

# ICL Board Meeting Minutes

December 16, 2021

Virtual Zoom Meeting

**Present:** Joan Robinson, Dru Johnson, Vernelle Judy, Priscilla Hibbard, Tracy Ragland, David MacMillan, Dee Iltis, GwenEllyn Anderson, Sally Schriver, Judy Gram, Eric Reif, Jan Petroski

**Guests:** Flo Bajaj, Colleen Spedale

## Minutes

- Minutes from 10/25 were accepted as posted. Eric moved, Dave second.
- Minutes from 11/11 (special meeting) were accepted with changes. Dave moved, Eric second.
- Minutes from 11/18 were accepted as posted. Dave's question about the 20/21 Annual Report was resolved (See Other Business).

## Executive Director's Report:

- Joan spoke with Carol Long about whether ICL could require vaccinations (i.e., not accept waivers) for anyone attending ICL in person. Carol has no problem with that at all. We can impose whatever Covid restrictions we need, including boosters.
- Joan spoke about beginning our sessions with a Land Acknowledgment, along the lines of "This ICL presentation is being held on the land of the Kalapooia People". It's a new practice that is becoming more and more accepted.
- Paul Rice will be on the announcements and microphone-passing team with Eric Reif, Solveig Holmquist, and Jim Brown.

## Treasurer's Report:

- Charlene Robbins was a very willing helper during Jan's absence. We owe her a big thank you!
- The balance for the general operating fund is \$35,617. The balance of the Rasmussen fund is \$32,632.
- Jan clarified that the total donated in honor of Kathy Fletcher was indeed \$1350. Only \$350 came through mailed-in donations. The source of the additional \$1000 isn't known. It could be from the family or could be a WU accounting error. WU will research.
- Jan asked that the regular operating fund rather than the Rasmussen fund be used once we return to campus. Tracy moved to use the operating fund for Spring semester, Sally second. Pass.

## Information Services:

- Dave posted the newly-adopted constitution on the website. It has not yet been approved by WU.
- He updated the member database, online directory, and address changes per information from Membership.
- GwenEllyn and Dave went to Kaneko. They couldn't get into the back room. If the board decides to have meetings in Kaneko, we'll need Security to allow us into that area.

**Technical Services:**

- No report

**Curriculum Committee:**

- Nothing new to report other than Covid concerns.
- The schedule for Spring 2022 is set.

**Membership Committee:**

- Vernelle met with Colleen and she is looking forward to working on Membership.
- What are the terms of board members? Terms end in April with board elections at the end of Fall semester. This allows for job shadowing during Spring semester.
- No one requested a waiver from vaccination.
- We will have at least 10 openings to fill for September 2022:
  - Three current members opted out of membership (health or aging issues)
  - Three new members opted out (health or aging issues)
  - One member passed away.

**Secretarial Services:**

- We received a brochure from Oregon State University's Academy of Lifelong Learning. It's an online program offering a diverse selection of speakers and classes. Information about the program and the website will be posted in the newsletter.
- The job description needs revision to include sending the Annual letter and revised Constitution to WU. However, Dru believes this is, instead, the Executive Director's responsibility. Joan would like us to develop a calendar for sending documents and information to WU.

**Social Services:**

- Priscilla sent cards to Patricia Farnsworth's family and to Margaret Vander Weyden's husband, Hans.
- ICL donated \$50 to Hospice per Peter Ronai's wishes.
- The opening day coffee has been canceled.

**University Support:**

- Eric sent Jaime Lawrence all of the dates of our classes and meetings. They are all now reserved. Jaime also gave Eric access to the scheduling system.
- Parking at Willamette Heritage Center—Gary Slangen is in charge. He and Eric will meet people who have reserved parking on our first day and distribute parking passes.
- Eric will review his job description and add room scheduling.

**Other Business:**

- Having learned that the Annual Report was not sent to WU, Tracy will finalize and send it to Stacey Morgan, Carol Long's executive assistant.
- Future board meetings will be on Zoom at 1pm on the third Thursday of the month.
- Discussing our return to in-person presentations:

- Dru says we could easily switch the first month's presentations to Zoom.
- GwenEllyn will contact Jaime Lawrence to see how feasible it is to alter our schedule while leaving the semester dates in place.
- Guests must prove their vaccination status, wear masks, and observe distancing. But do they need to fill out a vaccination form for Willamette?
- Can we make it mandatory for members to have boosters? Dru says we should insist on it.
- Do we need to check Compass cards before allowing anyone into the Kaneko auditorium? Former members could enter without having submitted the required vaccination form. They could flash an old Compass card. On the other hand, can't we trust people?
- We need to list who attends on any given day so we can do contact tracing should someone get sick. Do we also need to keep track of where each person sits?
- Since we are requiring masks to be worn at all times, we should not allow eating or drinking in Kaneko auditorium.
- The big question is should we return to campus? Dru and Judy want to stay on Zoom. Jan thinks we are taking a big risk by returning. Vernelle pointed out that a number of colleges have closed due to positive tests.
- Can the parking permits for Willamette Heritage Center be issued on a month to month basis with the cost prorated?
- Jan moved that we stay on Zoom on a month to month basis until the Board decides differently. Judy second.
- Vernelle amended Jan's motion to say we stay on Zoom for the entire semester. Dee second.
- Jan withdrew her motion.
- **Final action:** GwenEllyn moved to have ICL stay on Zoom in January and revisit the issue monthly. Sally second. Motion passed.
- The MOU with Willamette was briefly discussed, but then tabled to a future meeting. The 2014 version was never signed and perhaps never adopted.

The next board meeting will be held via Zoom at 1:00 PM on January 20, 2022.

Submitted by Tracy Ragland