

ICL Board Meeting Minutes

June 10, 2021

Virtual Zoom Meeting

Present: Kasia Quillinan, Sally Schriver, Jan Petroski, Dru Johnson, Judy Gram, Vernelle Judy, Priscilla Hibbard, Tracy Ragland, David MacMillan, GwenEllyn Anderson, Eric Reif

Absent: Terri Crowley, Deanna Iltis

Guests: Bill Foster, Karen Konick, Joan Robinson

Minutes from April 15, 2021 were approved as posted.

Treasurer's Report:

- No report

Information Services:

- Dave is working on the membership directory.
- He needs the dates for Spring 2022.
- He needs the fall class schedule information to update the website. Terri was never given permission to update the website by Willamette, so he's been posting the class schedules anyway and will continue now that Terri resigned from ICL.
- He posted the updated Financial Director job description.
- He's been working with Vernelle on filling the openings for new members.
- He has worked with Joan Robinson, Karen Konik on the proposed new constitution.

Technical Services:

- GwenEllyn collaborates with Dave on the Tuesday coffee hours, Friday happy hours, and Monday wine group.
- She publishes the weekly newsletter with Dave.
- She is making sure new members can zoom in.

Curriculum Committee:

- Re the survey, Dru and Judy were very pleased with the ratings.
- Curriculum Committee's policy and procedures document is on Google docs.
- The members of the committee going forward are: Bill Foster, Solveig Holmquist, Dave McMillan, Jeanette Flaming, Tom Hibbard, Eric Reif, Joan Robinson, and Rebecca Miller Moe. Karen Trucke is the diversity consultant. Lois Rosen leads the poetry group. Steve Gram and Dom Spedale will head up field trips.
- The fall program is complete.
- The program for our first day of the fall semester will feature Carol Long with possibly two deans. They will talk about Willamette's Covid protocols and ICL's return to campus.
- Kasia said that Eric is the university liaison and asked why Curriculum didn't go through established channels to ask Carol Long to speak. Kasia and Eric hadn't been made aware before the date of this meeting. Need to coordinate efforts. Dru and Judy wish they'd been consulted about the retreat since Curriculum Committee members were invited.

Membership Committee:

- Vernelle has been busy contacting people on the waiting list to fill the 24 openings. Thirteen spots have been filled thus far.
- Vernelle is offering to take new pictures for any member who wants an updated presence in the membership directory.

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- We discussed printing a new membership directory since we are bringing in new members this year. Dave will work with Vernelle as she retakes pictures and invites new members. Estimated cost will be \$550. Dave moved we go ahead with the printed directory. GwenEllyn second. Passed

Secretarial Services:

- No report

Social Services:

- Request for \$140 to reserve the usual site at Minto-Brown park for a September 1, 2021 picnic. Right now, attendance is capped at 50, but that could change several times before the date. We discussed having ICL provide chilled beverages and attendees either bringing their own food or pre-paying for a box lunch.

University Support:

- No report

Other Business:

- Retreat:
 - Given the confusion and confrontations this year, Kasia wants the Board and the Curriculum Committee to have a facilitated retreat for strategic planning.
 - Cost for the facilitator is \$300. Willamette Queen will charge \$5/person for coffee and pastries.
 - Kasia hopes to finalize the revised constitution and by-laws. Bob Muir, Virginia Vanderbilt, and Joan Robinson had made some suggested changes. Those and the April 12th version were used by the new constitution review committee headed by Dave.
 - Job descriptions will be discussed and finalized.
 - The process of recruiting new curriculum committee members will be outlined.
 - We will each get a binder containing all documents up for discussion. So get your job description updated asap and send to Kasia.
 - ICL's annual report will be sent to WU after the retreat.

Next meeting date is in September.

Sally moved the meeting be adjourned. Passed

Submitted by Tracy Ragland