

ICL Board Meeting Minutes

July 15, 2021

Virtual Zoom Meeting

Present: Sally Schriver, Jan Petroski, Dru Johnson, Judy Gram, Priscilla Hibbard, Deanna Iltis, Tracy Ragland, David MacMillan, Eric Reif, Jan Petroski, Vernelle Judy

Absent: GwenEllyn Anderson

Guests: Virginia Vanderbilt, Karen Trucke, Bill Foster, Joan Robinson, Jim McDonald

Minutes from June 2021 were approved as posted.

Treasurer's Report:

- ICL's June financial report was accepted as posted. The only charge was for the retreat.
- WU changed its year-end date from May 31st to June 30th.
- Curriculum Directors will give Jan an idea of honoraria she can expect to pay for the 21/22 year.

Information Services:

- Membership Directory:
 - They will be distributed at the picnic and delivered to members who couldn't attend the picnic.
 - Dave will include the 4 members who are "on leave" in the membership directory and add that notation.
- Dave wants to use a consistent style and font throughout ICL documents and we agreed.
- Dave has restructured Google docs. There is a single "Shared with me" folder with folders for Job Descriptions, Minutes, Agendas, etc.
- Dave met the WU archivist and she will let Dave and Bill Foster do research in ICL's founding documents.
- Dave updated the website with the changes in board members, new members, and contact info.

Technical Services:

- We agreed to remove "pro tem" from GwenEllyn's position.
- She had a workshop for 2 people on how to use Keynote.

Curriculum Committee:

- In the interest of getting more members involved, there will be a session on October 12th when each Board member describes what they do. Each of the various committees and groups (Curriculum, play reading, dinner group, etc) will explain what they do and how to get involved.

Membership Committee:

- Vernelle has 25 new members committed for Fall 2021 and there could be one more person. She is getting bios from them now. Dru and Judy will decide how to split them up for two introduction sessions at the beginning of Fall semester.

- Zoom training will be available on September 2nd for the new members, although most, if not all, are already using Zoom.
- Vernelle will have a table at the picnic where people can pick up Membership Directories and name tags. She will bring her own table and has a helper.

Secretarial Services:

- No report other than to say we have not received any mail of importance. Many organizations ask us to donate to them, but that's not ICL's practice.

Social Services:

- Priscilla sent a card to Marion Dearman's family. They want the donation sent to Marion Polk Food Share.
- Priscilla has sent a card to Kathy Fletcher's daughter. The family would like someone from ICL to speak at the memorial service. Wes was suggested.
- Picnic:
 - Dee reserved the shelter at Minto-Brown Park from 11am to 3pm. The first hour will allow Jan Miller time to set up. The picnic proper begins at noon.
 - Dee will encourage members to wear their name tags. New members will pick up theirs at the picnic. Temporary sticky name tags will be available for anyone who needs one.
 - In the picnic formal announcement, Dee will include language that says masks are not required, but are welcome, especially for those who are not fully vaccinated.
 - Everyone will bring their own lunch. ICL will provide cold drinks.
 - Currently, there is no maximum number of people allowed to attend. That could change before the date, however. Dee will send out a survey to get an idea of how many will attend.
- The Social Committee will head up the program for the 30th anniversary celebration, which will be held in September 2022.

University Support:

- No report

Other Business:

- Constitution:
 - Tracy moved we accept the final rewrite of the Constitution from the committee. An amendment was made to the motion to send the final version to the membership with links to documents outlining the changes and the rationale behind the changes. Eric second. Pass
- By-laws:
 - Dave says we need a rewrite committee. Judy moved to form the committee. Priscilla second. Pass.
 - We agreed the same people that rewrote the constitution are the best choice for the committee. Joan was at the meeting and consented to be on the committee. Dave will ask Karen Konick.

- Job Descriptions will be covered at a meeting on 7-22 at 10am.
- Sally hasn't heard back from Carol Long.
- Nominating Committee: Sally has contacted all 4 people we had suggested, but no one has responded yet.
- We discussed having a Director and Assistant Director for each board position. The advantage is succession planning/continuity. No decision was made.
- We have not received the report from the Board retreat facilitator. Did she send it to Kasia? Vernelle will ask Kasia.

Next meeting date is August 12, 2021, 10:00 a.m.

Tracy moved the meeting be adjourned. Passed

Submitted by Tracy Ragland