

ICL Board Meeting Minutes

April 21, 2022

Virtual Zoom Meeting

Present: Jinx Brandt, Joan Robinson, GwenEllyn Anderson, Jan Petroski, Tracy Ragland, Eric Reif, Don Beckman, Vernelle Judy, Sally Schriver, Dave MacMillan, Dee Ittis

Absent: Priscilla Hibbard

Guests: Don Gallagher, Flo Bajaj, Chris Duval

Minutes from the March meeting were approved.

Joan asked whether the board normally met during the summer months. We have met monthly plus special meetings since March 2020 (Covid), but not before that. Jinx suggested that the board meet during May, June and August on the usual third Thursday of the month at 1pm.

Committee Reports

Financial:

- Jan submitted the financial reports on Tuesday.
 - Rasmussen fund balance—\$31,038
 - Custodial account balance—\$32,950
 - Kathy Fletcher balance—\$1350
 - Peter Ronai bequest—Peter left us stocks. The value is \$49,860
- Jan paid several invoices this last month and received dues checks from 95 people, which will add \$15,675 to the custodial account.
- Projected expenses for the rest of the school year will be less than \$4500.
- Jan and Joan are communicating with Carol Long and others about ICL's finances. WU believes that our payments to Willamette and outside speakers should be made from the Rasmussen fund rather than the custodial account. This is an on-going issue and will be discussed again.

Curriculum:

- Jinx reports Fall 2022 semester is filling up nicely. There are only 6, two-hour slots left to fill. Many presentations will be from WU professors or outside speakers.
- This year, either Eric or Jinx are making the announcements beginning at 10am rather than 5 minutes before 10. This is to allow people parking in the neighborhood time to get seated as well as streamlining the parade of different people making announcements. Attendance numbers* since returning in person: March 29–82, March 31–77, April 5–70, April 7–70. April 12–55, April 14–64, April 19–63, April 21–72. *There are slightly different totals between the various people who counted.
- Jinx proposed that we don't have a field trip during the Fall 2022 semester.

Membership:

- Vernelle and Don have collected over 100 checks for dues; some from couples, so probably around 110 people have paid thus far.

- Twenty-six people have been offered membership beginning September 2022. Twelve said no, 10 said yes, 4 haven't responded yet. Vernelle says that is around the same percentage as other years. People who have spent 4-5 years on the waiting list have moved on in their lives and are no longer interested. One person said the cost was too much. One person died.
- Don set up a spreadsheet to track the new membership offers.
- There has been a dramatic slowdown in new applications since Covid.
- There is a formal policy that members must attend 50% of the presentations. We waived this policy during Covid. When do we want to start enforcing it?
- Do we want to discuss offering scholarships for members who are on strictly limited budgets?

Social Services:

- Priscilla sent one card last month to a member who is ill.
- The opening day coffee had a few hiccups with items not delivered but charged. Dee discussed this and Jan will see a credit coming through from WU.
- The final day coffee will have enhanced coffee, tea, pastry and fruit offerings. It will be set up in the hall and we should plan on a longer than 10 minute break.
- The picnic spot at Minto Brown Island Park is reserved for us on August 25th. Jan Miller is on board to organize it with Dee and Priscilla.

Information Services:

- Dave and George Adkins experimented with taping the 4/21 presentation on George's camera. It's a simple video that won't be uploaded onto CCTV. The memory card ran out of space before the end of the presentation. They'll continue working on this.
- The survey asking how members felt about this year's presentations was included as a link in the last newsletter. Dave will send it out as a separate email as only 12 people had responded as of the time of this meeting. He'll send it by snail mail to people who don't have email.

Technical Services:

- GwenEllyn had nothing to report except she's waiting to hear from a few of the people who are part of the book presentation on April 26th.

University Services:

- Eric needs to contact Jamie Lawrence about securing Cone Chapel for a musical presentation on September 13, 2022.

Secretarial Services:

- No report

New Business

- Joan will put together a yearly timeline for board duties.

- Increase honoraria?:
 - This ties into the question about whether we are using the Rasmussen fund (WU's preference) or the Custodial account (ICL's preference).
 - The amount hasn't changed since at least 2014.
 - A) Professors receive \$150 plus 10% for benefits
 - B) Outside speakers receive \$150 plus mileage as appropriate.
 - C) Music groups of more than 2 people receive \$300.
 - D) ICL members who do presentations do not receive honoraria.
 - 5) Hanni Scholars receive \$400 each.
 - Jan moved to raise the amount for A and B to \$150 per hour/\$300 per two hours. Tracy second. We can pay 4 honoraria per day just from dues (Custodial account) plus pay for social events.
 - What about music groups? Increase that as well?
 - Do we want to pay more for special/well-known speakers?
 - The board can authorize higher honoraria amounts in specific cases at the recommendation of the Curriculum Committee.
 - Should we increase per diem for speakers who travel to Salem?
 - Jinx suggested a smaller increase rather than doubling it. Jan withdrew her motion.
 - Jinx will come up with a full proposal for the May meeting.
- Budget discussion was tabled until after a decision on honoraria.
- Joan will ask Tom Zook to come to the August or September meeting to fill in the board about the Hanni Scholar program.
- Voting in board meetings—when there are co-directors, they can have only one vote. What if the co-directors don't agree? Should they each have half a vote? Joan will check out Roberts Rules to see if it offers guidance.
- Leave of Absence policy will be included in the Membership Policies and Procedures. Written notice as described in the LoA policy can be either email or snail mail.
- Co-director for Membership—how can we recruit?
- Do we need a Volunteer Coordinator? What would that involve?

The next board meeting will be May 19th at 1PM via Zoom.

Submitted by Tracy Ragland