

ICL Board Meeting Minutes

May 19, 2022

Virtual Zoom Meeting

Present: Joan Robinson, Sally Schriver, Jan Petroski, Chris Duval, David MacMillan, GwenEllyn Anderson, Vernelle Judy, Don Beckman, Jinx Brandt, Dee Iltis

Absent: Priscilla Hibbard, Eric Reif

Guests: none

Minutes from April 21, 2022 were approved. Dave moved, Vernelle seconded.

Minutes from April 26, 2022 were approved. Vernelle moved, Sally seconded.

Minutes from the Annual Meeting of April 26, 2022 were approved subject to review by ICL membership. Dave will send the minutes out to membership with a request to review and comment on accurate content.

Executive Director Report:

- Joan indicated that she had some challenges in sending board members the handouts for today's meeting. Dave was helpful in getting this done.
- Joan will put the time of the meeting on future agendas.

Financial Services:

- Jan's Budget report from 7/1/21 - 6/30/22 was sent by Dave to the Board. We are well within our budget. Jan reported that we are a "thrifty organization" and we stick quite well to the budget.
- Joan has written to Carol Long, asking for a copy of the Peter Ronai donation information.

Curriculum Services:

- Jinx indicated that we only have a few empty curriculum spaces for the fall. She said that she is very pleased with the work of the members of the Curriculum Committee particularly in finding interesting presenters for the fall.

Membership Services:

- Vernelle reported that membership is currently a moving target with current non-responsive members being contacted, and new prospective members being contacted as well. Currently there are 129 current members; 29 prospective new members; and only 26 people left on the waiting list. There was a low rate of people joining the waiting list in the last two years during the pandemic. Vernelle and Don will hold three orientation sessions in the University Center lounge in the next few weeks.

Social Services:

- Priscilla sent in a report, shared by Joan. A get well card was sent to Roger Budke on May 2. A get well card was sent to Kathy Plantz on May 12. A sympathy card was sent to Janet Budke on May 16. Roger Budke passed away on May 14.
- Social Services will be meeting with Don Gallagher on planning for the 30th anniversary of ICL and honoring Kathy Fletcher.

Information Services:

- Dave reported that he has updated the webpage to delete Tracy and add Chris as Secretarial Services board member. He will be putting Chris' bio up shortly.
- Dave has been tweaking the membership spreadsheets with new tabs.
- In the summer, Dave will add the new members to the spreadsheets and create an updated member directory.

Technical Services:

- GwenEllyn indicated that her work on the newsletter is ongoing.
- GwenEllyn has been consulting with Jinx on fall curriculum technical matters.

University Support Services:

- No report

Secretarial Services:

- Chris notes that the recording of the board meeting will be helpful in ensuring accuracy and completeness of the minutes.

New Business:

- Summer Lunches: These popular events have been held traditionally on Tuesdays at 11:30 am in Goudy, but Goudy is now closed for the summer. The group has decided to move the lunches to the Taproot Old Mill Cafe at Willamette Heritage Center, but it is closed on Tuesdays. So the summer lunches will be held on Thursdays until further notice at the Taproot Old Mill Cafe, 1313 Mill St. SE, at 11:30 am.
- Discussion/Approval of Answers to Questions from Recent Survey: The answers were approved as presented, and Dave will send out to the membership.
- Amendments to Membership Policies and Procedures: After discussion, it was determined that Vernelle and Don will propose wording that will reflect clear policies to members with regard to excused absences, leave of absence, etiquette during questions time, and new member follow up sessions. This matter will be placed on the agenda for the next board meeting.
- Proposal for Spending the Rasmussen and Ronai Funds: A proposed policy was presented as follows (with amendments):

Policy on Donated Funds

ICL dues are set at an amount designed to cover operating expenses, including moneys paid to presenters other than ICL members.

Some members have donated money for the enhancement of ICL and its programs.

The Board of Directors of ICL adopts the following policy regarding such donations:

Money donated to ICL will be used to enhance programing by enabling ICL to schedule presenters whose fees and expenses would be substantially more than

allowed under the operating budget. This might include, but need not be limited to, people who are well-known and people who come from out-of-state. These presenters may be scheduled for a regular class time or for a time outside of regular class time as a special event.

The board will appoint a committee of at least 3 members, including a Curriculum Director, who will find and schedule presenters for the enhanced programming. The amount to be paid must be approved by the board prior to scheduling the event.

The goal of the board is to use donated funds within 10 years.

A motion was made to adopt the Policy on Donated Funds as amended. The motion passed: Jinx moved, Sally seconded. Dave will add the policy to the website policies. Joan will advise Dave on whether to create a separate section for policies and procedures.

- Proposal from Curriculum Committee Concerning Amounts Paid to Speakers: Jinx introduced a proposal for payments of honoraria, including (as amended by discussion):

LECTURE: 1 person:
 1 hr \$150
 2 hr \$225
 2 or more people co-presenting (shared)
 1 hr \$200 total
 2 hr \$300 total
MUSICAL or DRAMATIC GROUP (2 people or more):
 1 hr \$300 total
 2 hr \$400 total

Motion to accept this payment schedule passed. Jinx moved, Jan seconded.

- Proposal from Curriculum Committee regarding Afternoon Presentations in Fall 2022 Semester. Jinx presented a proposal for Thursday afternoon sessions on a temporary basis for specialized topics. After discussion it was determined to carry this agenda item over until the next board meeting.

Ongoing Business:

- Board Terms and Term Limits: Dave encouraged board members to review the Term Limits tab he created, for discussion at the next board meeting.
- Due to time constraints the Ongoing Business Agenda item of Volunteers was tabled until the next board meeting.

The next board meeting will be on Thursday, June 16, at 1:30pm, via Zoom.

Meeting was adjourned at 12:41pm.

Submitted by Chris Duval, Secretary