

ICL Board Meeting Minutes

June 16, 2022

Virtual Zoom Meeting

Present: Joan Robinson, Sally Schriver, Jan Petroski, Chris Duval, David MacMillan, GwenEllyn Anderson, Vernelle Judy, Don Beckman, Jinx Brandt, Dee Ittis, Priscilla Hibbard, Eric Reif

Absent: none

Guests: Tom Hibbard

Meeting was called to order at 1:33pm.

Minutes from May 19, 2022 were approved. Sally moved, Vernelle seconded.

Executive Director Report:

- In a previous meeting with Carol Long of WU, Joan indicated that Carol had issues with having a number of people from ICL requesting room reservations. Carol would like all requests to come from one ICL person, which would be Eric. Dee and Priscilla's requests related to social services requests to the catering department are excepted from going through Eric.
- Joan indicated that she plans to set another meeting this summer with Carol Long to discuss the status of ICL donated funds, as well as other financial matters.
- Joan reported that she received an email from Carol's assistant, asking for ICL's annual report earlier than usual. Joan is working on it and will send it to the Board for review and comment prior to sending it to WU and publishing it for the membership.
- Joan authorized Jinx to send out an email and notice through the newsletter to recruit curriculum committee members since it is important to have them in place as soon as possible.
- Joan asked that GwenEllyn and Dave arrange to have the WU print shop make ICL 100 note cards that can be used by social services to send out as Thank You's, Get Well, and Sympathy cards.

Financial Services:

- Jan reported that ICL's custodial account has a balance of \$53,916.18. Of this amount, \$20,130 represents tuition paid for next fall.
- Dave has posted budget numbers for next year.
- Priscilla indicated that she does not need reimbursement for cards and postage she has incurred - she considers it a contribution on her part to ICL.
- Don has items for reimbursement and will turn them in to Jan.
- Don has checks from new (and one current) members for next fall's tuition. He will wait until the remainder of the new members' checks are received (which will occur shortly) before sending them to Jan.
- Dave previously sent a request for reimbursement and has not heard back from WU on it. Jan will follow up.

Curriculum Services:

- Jinx reported that she has filled all morning classes for the fall semester with the exception of holding the last day and the next to the last day of class open at this time. The last day of class typically includes the General Meeting and a Holiday Luncheon, but arrangements have not been decided at this time.
- Jinx has been working with Dave to get the curriculum into the computer program.

Membership Services:

- Vernelle reported that they have 35 vacancies to fill. This is more than any other semester in memory. Of those vacancies, 11 were due to illness, 4 due to being caregivers, 4 felt they had aged out, 5 moved away, 5 opted out, 3 passed away, and 3 dropped out for other reasons.
- Don said that prior to filling the vacancies, he offered active membership to 2 persons who were on leave, who declined, and 1 person on a 1 year deferral who also declined.
- Don reported that between April 4 and June 7, 2022, he and Vernelle offered membership to 65 persons who were on the ICL waiting list. Of those persons, Don said that 3 were unable to be reached, 2 were deceased, 28 declined, and 35 accepted membership. Don and Vernelle are working to fill the last 3-4 places in the class at this time.
- Membership Services indicates that there are only 32 people on our waiting list, with 10 of those applications having come in during 2022.
- Because we have so many (35) new members coming in the fall, and because we have 13 new members from last year who have never been introduced in person to ICL, there will not be enough class time to do full biographical introductions. Dave has created a new area on the ICL website for New Member Biographies where he is posting them for the membership to review. Kudos were given to Dave, Vernelle, and Don for their work on membership matters.
- It was suggested that a “new member sticker” be put on the new members’ name tags so that all members can instantly recognize them in class and reach out to get to know them.

Social Services:

- Priscilla reports that she has been meeting monthly with Don Gallagher to plan the October 13 ICL anniversary celebration.
- Joan will ask WU President Thorsett to speak or provide a filmed greeting to ICL for the October 13 celebration.
- Joan has also asked that President Thorsett or his representative speak at our opening day on September 6, 2022.
- Priscilla reported that she sent cards to Janet Budke on the passing of her husband; a Get Well card to Ed Bender; a Thank You card to Professor Jason Duncan for his microscope class; and a Sympathy card to Sandii Butler on the passing of her granddaughter.
- Dee reported that Jan Miller will bring her RV loaded with picnic supplies on August 25 for our annual picnic.

- It was decided that the board will wait until the July board meeting to determine whether the picnic will be potluck or bring one's own meal, or a combination of both.
- An announcement asking members to put the date of the picnic on their calendars has already been made through the weekly newsletter.
- Tuesday, September 6, 2022 will be opening day for ICL fall classes and we will have coffee and cookies arranged through WU catering. It was determined that the food tables will be ordered through catering by Dee and will be set up in the lobby. Eric will order the tables needed by membership services for their activities that day.

Information Services:

- Dave reported that he has been updating the membership directory online as well as getting started on updating the hard copy directory. Information for the hard copy directory must be received by early August.
- Dave has been working to add the fall schedule to the computer system as provided by Jinx.
- Dave has posted the financial reports.
- Dave is working on a technical information sheet for new members that will provide an overview for them.
- Joan and Dave have determined that the board minutes would better be arranged following the academic year rather than in their current order by calendar year. So Dave is working on this somewhat time-consuming project. At the same time, Dave will move the General meeting and Annual meeting minutes in date order along with other minutes, rather than storing them in separate areas.

Technical Services:

- Nothing to report

University Support Services:

- Nothing to report

Secretarial Services:

- Chris reported that she is working on proficiency with Google Docs.

Ongoing Business:

- **Proposal from Curriculum Committee Regarding Afternoon Presentations in the Fall of 2022**
 - Jinx presented a plan to have up to two-hour presentations on Tuesday afternoons during the fall semester, with curriculum to include a variety of potpourris, book group presentations, writing group presentations, "Up Close and Personal" presentations, DVD's, and speakers.
 - A motion was made to approve these Tuesday afternoon classes for the fall semester. Sally moved, Jinx seconded, and the motion carried.
 - Joan asked that Jinx share a written curriculum for Tuesday afternoon classes with the board as soon as it is available.
- **Amendments to Membership Policies and Procedures**

Leave of Absence section was amended and new language adopted by motion of Sally, with second by Dee, motion carried, to read as follows:

Membership Services Director(s) may grant a leave of absence to a member who requests time away from ICL due to illness or the needs of family that preclude the member from regular attendance. The member requesting the leave of absence shall send a written request to Membership Services Director(s) via email.

Members granted a leave of absence for an upcoming year will not be required to pay tuition, but if leave is granted during a semester, tuition will not be refunded. Members on the Leave of Absence list may attend class when possible. They may return to full Membership status when ICL takes in new members at the beginning of each semester.

It is incumbent upon the member on leave to communicate with the ICL Membership Director(s) regarding any change in the situation requiring leave as well as any changes in contact information. There is no time limit placed upon leave of absence as long as the member on leave maintains close communication with the Membership Service Director(s).

ICL Membership Director(s) shall safeguard any personal information confided by any member requesting leave with absolute confidentiality. This information shall not be shared with anyone unless specifically allowed by the member requesting leave.

Excused Absence and **No Refunds** sections were amended and new language adopted by motion of Jan, with second by Jinx, motion carried, to read as follows:

Excused Absence

Current members should notify the Membership Director(s) if they will be absent from the academic program for more than six consecutive weeks. After that period of time, the Membership Director(s) may review membership status and may grant an excused absence.

No Refunds

Members given an excused absence or resigning during the academic year will not receive a refund of tuition paid.

Admission of New Members section was amended and new language adopted by motion of Eric, with second by Vernelle, motion carried, to read as follows:

New members are admitted to ICL twice a year, at the beginning of the Fall and Spring semesters. Invitation for active membership will be offered to applicants from the waiting list in the order in which the application was received.

The number of applicants admitted will depend on the number of open positions, so as to bring membership up to a maximum total of 160. Each applicant being admitted to ICL will be introduced and welcomed at the opening session of either the Fall or Spring semester by the Membership Director(s).

Exceptions:

1. Willamette University faculty and staff will be offered active membership when they express an interest in joining by submitting an application form. They will not be subject to the waiting list progression.
2. ICL members who have taken Leave will be qualified to return before anyone on the waiting list (see "Leave of Absence" below).
3. Under certain circumstances, the ICL Board may offer membership to qualified Waiting List applicants to meet the needs of the organization (see "Emergency Membership" below).

Annual Contact section was amended to be entitled "Semi-Annual Contact" and new language adopted by motion of Priscilla, with second by Jinx, motion carried, to read as follows:

Semi-Annual Contact

The Membership Director(s) will contact all applicants on the waiting list semi-annually to ascertain their continued interest in the program and to renew the invitation to attend as a guest, in conformity with ICL's guest policy.

Reminder of Requirements section was amended and new language adopted by motion of Eric, with second by Dee, motion carried, to read as follows:

At the time of each applicant's acceptance of the invitation to join ICL, the Membership Director(s) will remind the applicant of the need to:

1. Commit to attendance at a minimum of 50% of the classroom sessions;
2. Contribute to ICL periodically by presenting a program, suggesting a speaker or topic, serving on a committee or the Board; or otherwise providing assistance to the organization;
3. Provide support to the University, its faculty, and its students, in achieving the mission and goals of the University.

Emeritus Membership section was amended and new language adopted by motion of Eric, with second by Jan, motion carried, to read as follows:

The ICL Board may confer Emeritus status on a member under the following conditions:

1. Emeritus status is given to any member who turns 90 and has been a member for at least 10 years.

2. Emeritus members have all rights, privileges and responsibilities of active members, except that they are not required to pay membership dues.

Etiquette for Question Time During ICL Classes section was amended by unanimous consent to remove the word “speaker” twice in this section, with the section now reading as follows:

Although ICL members have periodically received instruction on question time etiquette, the influx of new members and recent departures from accepted policy by certain questioners have prompted the ICL Board to determine that all ICL members, new and old, need a clear statement of current ICL policy with respect to question time during ICL classes. The following are principles that must be adhered to in order to allow all class members a fair chance to ask questions and to enable all of the audience to hear the questioner. These procedures are not new and have been drawn to the attention of the membership on several occasions. The Board considers these procedures to be requirements rather than guidelines.

1. ICL encourages lively discussion in a manner that allows all members a fair opportunity to ask a question and no member to dominate the discussion.
2. Questions or comments should be deferred to the end of each speaker's presentation, unless announced otherwise.
3. Questioners need to raise a hand and be recognized by the moderator.
4. Questioners must not proceed with their question or comment until they receive the pass-around microphone from the roving moderator or assistant.
5. Questioners must not enter into a one-on-one dialogue with the speaker, or with any other audience member.
6. Questioners may not include the second part of a two-part question, nor pose a second question, until other audience members have had a turn at asking questions, and until invited by the moderator.
7. Questioners/commenters should not make partisan political statements.
8. Guests or prospective members may not pose questions or make comments.
9. Deviation from any of these procedures requires the specific consent of the moderator.

New Member Follow-Up Session section was amended and new language adopted by motion of Sally, with second by Priscilla, motion carried, to read as follows:

Approximately six weeks after classes begin each semester, new members will be invited to attend a "Question & Answer" session with the Membership Director(s) to answer questions and clarify observations/communications made during the early weeks of their membership.

Additional Ongoing Business:

- **Begin Discussion of Configuration of Spring Semester 2023** - including discussion of the Phil Hanni scholar program and number of hours per week: this agenda item will be carried forward to the next board meeting.
- **Board Terms and Term Limits:** this agenda item will be carried forward to the next board meeting.
- **Volunteers:** this agenda item will be carried forward to the next board meeting.

The next board meeting will be on Thursday, July 21, 2022 at 1:30 pm, via Zoom.

Meeting was adjourned at 4:25 pm.

Submitted by Chris Duval, Secretary