

# ICL Board Meeting Minutes

July 21, 2022

Virtual Zoom Meeting

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

**Absent:** GwenEllyn Anderson,

**Guests:** Tom Zook

**Meeting** was called to order at 1:31 pm.

**Minutes** from June 16, 2022 were approved. Jinx moved, Eric seconded.

## Old Business:

- **Picnic:** The fall welcome picnic will be held on Thursday, August 25 at Minto Brown Island Park at 12 noon. We will have the space from 10:30 on for set up. Jan Miller is leading the planning along with Dee and Priscilla. There will be kosher hotdogs, buns, and condiments provided by ICL. Members will bring potluck side dishes, salads, and desserts. Members will also be asked to bring chairs and wear their name badges. Vernelle will send an invite to the 50+ new members from last year and this year, explaining what we typically do for the fall welcome picnic. Dee and Priscilla will provide an article with more specifics to Dave and GwenEllyn for publication in the newsletter in mid-August. People will be allowed to bring their own personal lunch if they wish, and masks will be optional unless things change with public recommendations for masking at that time.
- **Spring Term:** It was moved by Jan and seconded by Dave to return to the pre-covid class schedule of 8 hours - with 4 hours on Tuesdays and 4 hours on Thursdays for the spring term, 2023. Motion carried unanimously. Discussion included the need to set the schedule now for the benefit of the curriculum committee's planning; consideration for members who expressed a variety of preferences in an earlier membership poll; and consideration for the significant number of new members who have not yet experienced the full ICL schedule for which they signed up. The board will continue to evaluate and involve the membership in determining future changes to the schedule.
- **Hanni Scholars:** Tom Zook presented background information on the Hanni Scholar program which has been discontinued temporarily during the pandemic. See information attached to these minutes.

Tom indicated that he had met recently with WU staff who are enthusiastically supportive of continuing the Hanni Scholar program. It was moved by Priscilla and seconded by Jan that we continue with the Hanni Scholar program as it has existed in the past for the spring of 2023. Motion carried. It was moved by Vernelle and seconded by Jinx that we increase the scholarship to \$500 per person for each of the six students who are awarded the Hanni scholarship. Motion carried.

- **Field Trips:** Prior to the pandemic, ICL had field trips twice a year. We have none scheduled for the fall 2022 term. Joan will recruit volunteers to coordinate the program with the goal of getting a field trip scheduled for the fall of 2023 or sooner if the volunteer coordinators come up with a plan. Former field trip coordinators Maureen and Phil Caudill might be willing to provide advice to a new set of coordinators, as well as Dominick Spedale, who had volunteered to lead the effort prior to the pandemic.
- **Theatrical Presentations:** Jinx will contact Deborah Ehlers regarding production of a play for the near future. See ICL Theater Policy, adopted by the ICL Board in 2017, attached.
- **Other Curriculum Considerations:** Given our return to 8 hours per week in the spring term, board members discussed what other curriculum elements might we want to consider, including: presentations by the Writers' Group; new books presentation by the City of Salem librarian; Up Close and Personal presentations by ICL members; Book Potpourri; a book that the entire class reads each semester and discusses; and scheduling of special Peter Ronai speakers for a class session.
- **Speakers' Committee:** Joan appointed a Speakers' Committee to consider Peter Rasmussen speakers for the Spring term 2023, including Dee, Jan, and Jinx. They are to recruit one or two volunteers from the membership to be on this committee as well.
- **Volunteer Program:** Joan presented a list of suggestions for this program as indicated on the attachment to these minutes.

Joan will send out a message to the membership asking for a volunteer to take on the duties of a volunteer coordinator for ICL and she will create a brief job description for the position. Jinx will send Joan her curriculum committee members' job description. Joan and Jinx will talk to the members about volunteer positions at the opening day presentation. Social services would like to ask for a volunteer to assist them as well. Jinx would like to be able to appoint an emcee for classes without going through the volunteer recruitment process. Jinx would also like to have the curriculum committee members who recruit speakers be the sponsors for those speakers. Joan requested that if any board members have brief job descriptions for any of the volunteer positions, please send them to her. Jinx will send out a request for curriculum committee members with the job description through Dave and GwenEllyn.

- **Membership Policies and Procedures:** Joan indicated that the Emeritus Membership section of this policy needs to be edited. The board will address this at a future board meeting.

#### **Executive Director Report:**

- WU President Thorsett has agreed to speak to ICL on opening day, September 6, 2022.
- Joan thanked all the board members for their work and efforts on behalf of ICL.
- The board members thanked Joan for taking the helm and expressed their appreciation.

### Committee Reports:

- **Financial Services:** Jan requested that any expense reports be sent to her as soon as possible. The fiscal year ended on June 30.
- **Curriculum Services:** Jinx asked if it was allowed to have a speaker offer an optional follow-up activity for which there would be a fee charged. It was agreed that this met our policy. Eric asked if a speaker can reference how members can contribute to their cause if they desire. This was also agreed to meet our policy.
- **Membership Services:** Don reported that he and Vernelle are finishing up the last 5 new members with confirmation of participation and orientation.
- **Social Services:** Priscilla reported that on June 16 she sent Sandii Butler a sympathy card for a death in her family. Priscilla and Dee are meeting with Don Gallagher in early August for more planning on the 30th anniversary of ICL celebration. The new ICL cards were received from GwenEllyn and Dave, and are in use.
- **Information Services:** Dave has posted the Policies and Procedures update from our last board meeting. He and GwenEllyn created ICL cards and had them printed - 50 blank cards, and 50 assorted Thank You, Sympathy, and Get Well cards with the WU logo and ICL printed on them. Dave is redesigning the cover of the Membership Directory prompted by the change in ICL's name requested by WU. Dave will include the members on leave in the directory as a list, rather than using their photos and full bio information. Dave has been communicating with CCM's Shahrom, who has been assigned to record our Tuesday presentations beginning in October if the presenter agrees via a release form. Dave indicated that we need volunteers to learn to run the cameras, including setting up and striking the equipment. CCM would like to store the equipment in a room near Kaneko. Eric is working with Jamie Lawrence to look into this. Dave questioned whether we need a written agreement with CCM before we share our content. Joan will consider this. Jasmine White, the Executive Director of CCM says that in her opinion, no written agreement is needed. Dave has asked members to provide him with updated personal information prior to printing the new directory. This is going well. Vernelle will advertise that she will retake member photos until mid-August when they are due to Dave. Dave will submit the list of members to Campus Security in August so that they can make our Compass Cards. The board members expressed appreciation to Dave for providing the new member photos and bios via email..
- **Technical Services:** No report
- **Support Services:** No report
- **Secretarial Services:** No report

The next board meeting will be on September 15, 2022, at 1:30pm via Zoom.

Meeting was adjourned at 4:16 pm.

Submitted by Chris Duval, Secretary

# Attachments to ICL Board Meeting Minutes of July 21, 2022

## Phil Hanni Scholar Background Information presented by Tom Zook:

Here is some information about the Phil Hanni Student Scholar Award Program. In the past, there have been six award winners selected each Spring term. Each winner has received a \$400 award. The \$2400 that ICL spent each Spring term, comes from the tuition paid by the ICL members. When ICL members are allowed to return to the Willamette campus, then tuition will be paid again.

At the start of each Spring term a poster that describes the Hanni Scholarship program is created and placed throughout the Willamette campus. The posters usually cost ICL about \$70, which also comes from the money received as tuition. Once the Spring term begins and the posters are placed throughout campus, the Willamette students who are seniors, can begin to submit applications for the Phil Hanni Student Scholar Award Program. The application procedure is handled by Dave MacMillan. The submitted applications are given to the six ICL members who are on the selection committee. The members of the selection committee read all of the applications and select the six award winners. Each member of the selection committee is assigned to meet with one of the winners and introduce the winner to the ICL members at the student's presentation. The three (two students per afternoon) Hanni Scholar presentations occur in the month of April. Each winner gives a one-hour presentation. The award certificate and the award check are usually given to each winner by Erin Hanni. In 2019 when the Covid epidemic occurred we were not able to have the winners give presentations to ICL members on campus. We arranged to have the winners tape their presentations and Dave MacMillan made the taped presentations available to ICL members.

## ICL Theater Committee Report - June 2017 Criteria for evaluation of play proposals by the Committee:

- The play should contain content appropriate for the ICL audience and be "in good taste".
- Memorization of lines should not be required. Actors should have their scripts at hand throughout the performance.
- The production should fit into a two hour time frame.
- Play Proposal Format:
  - Brief description of the play
  - Size and composition of the acting cast (male/female roles), including brief character profiles
  - Size and duties of the crew
  - Length of the performance (two hours or less)
  - Required costumes and props
  - Cost estimate (script copies, costumes, props, etc.). Requests for funding will be sent by the Committee to the Board.

- Note: Since Willamette University is a nonprofit educational institution, plays do not require royalty or licensing fees under the Copyright and Fair Use law.
  - The fair standard requires that productions should be presented for educational purposes, and not just for entertainment. For example, plays may include a presentation about the playwright, the historical/cultural milieu of the play, issues that the play explores, etc. and/or questions for audience discussion.
  - Proposals can be submitted to the Committee via email or printed copies.
- Guidelines for Directors:
- Play proposals are due to the Theater Committee by April 1 for the next year's spring production. If a fall production is desired, proposals are due November 1 for the following year's fall production.
  - Before recruitment begins for cast and crew, play proposals should be evaluated by the Theater Committee and costs approved by the Board.
  - Open auditions should continue to be offered for all plays, and ICL members who have not yet participated in productions and are interested should be encouraged to do so..
  - Before rehearsals begin, consideration of the time commitment required should be shared upfront with cast and crew members. A reasonable estimate of the number of rehearsal hours and a schedule of rehearsals should be provided at that time.
  - Rehearsals should continue to be scheduled outside of ICL class time, and every effort should be made to schedule dress rehearsals outside of ICL class time as well.
  - The director is responsible for the selection and organization of the cast and crew, but may delegate duties as necessary.
  - Consideration should be given to having an Assistant Director to help with the production and as a way to develop directing skills for less experienced ICL members.

Additional Actions/Recommendations:

- Thereafter, the committee will announce solicitation of play proposals from ICL members mid semester of every class year for consideration for the next year's play. It will emphasize that productions can be anywhere on the continuum from a simple seated format to a full production requiring blocking, props, costumes, sound effects, etc.
- The committee recommends that the ICL Board establish an annual Theater budget, with input from recent play directors, to determine an appropriate Amount.

**ICL Volunteer Program List of Suggestions:**

1. Goal: To create a pool of volunteers for ICL positions so that everyone is given an opportunity to express interest in one or more positions.
2. Possible means to achieve goal:
  - a. Writing and publishing "job descriptions" for volunteer positions
  - b. Creating a form for interested people to fill out for one or more positions?

- c. Sending out regular announcements asking people to fill out the forms, specifying that they will be kept on file.
  - d. Sending out a call for volunteers for a specific job, as necessary.
3. Questions:
- a. Who should write job descriptions?
  - b. Who should receive the forms or other expressions of interest?
  - c. Who should select volunteers for specific jobs?
4. Jobs for volunteers (non-presentation):
- a. Membership of the board
  - b. Field trip coordinators
  - c. Parking Coordinator
  - d. CC:M coordinator; camera operators
  - e. ICL Historian
  - f. Writing an article for the Newsletter
  - g. Helping with technical services
  - h. Mentoring new members
  - i. Emcee during class
  - j. Passing mics during class
  - k. Directing a play
  - l. Helping with social service events
  - m. Committee memberships:
    - i. Curriculum
    - ii. Nominating
    - iii. Phil Hanni Scholars
5. Jobs for volunteers (presentation)
- a. Give a presentation for 1 or 2 hours
  - b. Participate in a potpourri
  - c. \Sponsor a presenter
  - d. Coordinate book discussions
6. Job descriptions for volunteers (other than board positions):
- a. Brief
  - b. Estimate of amount of time required
  - c. Board member (position) “supervising”, if any