

ICL Board Meeting Minutes

September 15, 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: Gwen Ellyn Anderson

Guests: Florence Bajaj, Tom Hibbard

Meeting was called to order at 1:37 pm.

Minutes from the July 21, 2022 board meeting were approved. Jinx moved and Vernelle seconded. Minutes from the September 5, 2022 Special Meeting were approved. Eric moved and Jinx seconded.

Executive Director Report: Joan Robinson

- **Rasmussen/Ronai Funds Update:** WU's Laura Taylor has yet to provide the board with reasons why the WU honorariums were changed to be taken out of the Rasmussen funds. ICL would like them to come out of the custodial funds. Joan has written to Laura with options, including: not to call it payroll; or make journal entries after the fact that transfer the amounts from the Rasmussen account to the custodial account. There has yet to be a response. Carolyn Long has been copied on all emails. So this matter is pending resolution.
- **Board Member Term Limits:** Joan contacted Ken Panck, Don Gallagher, and a few others to determine the history of the term limits issue. They all agreed that the policy was not intended to limit an individual from serving for more than 4 years in two different capacities.

Committee Reports:

- **Financial Services:** July 1 began our new fiscal year. Balances of funds are as follows: Operating funds - \$58,666.25; Rasmussen funds - \$30,378.67; and Ronai funds - \$49,860.28. Subsidiary accounts have now all been included in the heading accounts for the last several years, so we have limited history to look at when building the 2022-2023 Operating Budget. Dave mentioned that the ICL website has reports back to 2017 to which Jan may refer. Jan asked that the department heads provide her with their requested allocations for the new fiscal year, with justifications for any increases. She will then build the budget accordingly. Social Services mentioned that they need \$4,000. Technical Services requested \$1,000. Membership Services requested \$1,100. Dee will check to determine whether we must go through WU for refreshments or if we can seek other options. Jinx and Jan will check the policy and determine specifics on offering mileage reimbursement to out of town speakers. Don has a voucher form that we might consider using in the future if needed. Dave will post an additional current financial statement to the website that Jan has

provided. Joan indicated that a vote on the budget will be postponed until our next board meeting.

- **Curriculum Services:** Jinx reported that the curriculum committee has gotten ICL off to a fabulous start this fall. Presenters will be allowed to park against the fence at the Willamette Heritage Center. Dee and Priscilla might get water bottles made available to the classes. Jinx and Joan will work together to ask for volunteers to be trained to be microphone runners for classes. Dave will address class protocols in upcoming newsletters. Jinx will repeat protocols in announcements, with regard to microphone use, questions and not comments, introducing themselves before asking questions, and shutting off phones during classes. Dee asked why classes are ending in November rather than in December.

During the pandemic, we followed WU's lead on this. Jinx asked about the start time of classes perhaps changing to 10:30am-12:30pm, and then 1:30pm - 3:30 pm. This may work better for members eating lunch in Goudy to avoid the 12 noon rush. The Board will consider this at the next meeting for the spring term. Jinx asked if the Board and curriculum committee meetings will continue to be held virtually going forward. For now, yes; since the suggested (but so far un adopted) MOU between WU and ICL requires payment if we hold the meetings on campus.

Jinx will put together a simple first aid kit to have on hand in the classroom.

- **Membership Services:** Don reported that there were no 2022-23 Compass cards on the first day of classes due to a card stock shortage. Campus Safety assisted by programming old Compass cards to enable access to Kaneko, and additional parking at the parking lot by the softball field was opened up temporarily. Don has emailed Ross Stout to determine what might be done to make sure ICL has its new Compass cards by the first day of classes next year . All agreed that the overall impression of the start of this semester was that it was efficient, positive, and well organized.
- **Social Services:** Dee reported that we have had two events thus far this semester: the picnic and the opening day coffee and refreshments. Both events went well. We did not receive the amount of coffee we ordered. There was also no half and half, but only caramel creamer which we did not order. Dee will continue to work with catering to resolve future issues. Priscilla reported that they received a donation in memory of Kathy Fletcher. There has been no decision on how to use the donation at this time. The emcee for the 30th Anniversary celebration has yet to be determined. Joan will invite WU president Thorsett to make a few introductory remarks at the event. We will invite Kathy Fletcher's daughters to attend.
- **Information Services:** Dave posted the annual letter to the website. Dave also submitted the roster to Campus Services for printing of the Compass cards. A total of 168 directories were printed at a cost of \$630 (\$3.75 per directory). The Annual Meeting minutes from last April still need to be approved. Jan said that they will be approved at the November Annual Meeting. Dave contacted CCM

and found that our liaison worker no longer is employed there. They will be replacing this person in November. So this gives us 3 months to look for members to help with the recording of classes. Joan will ask for volunteers so that we are ready by January classes. CCM offers classes (some online) to work the equipment. Dave posted the financial reports and will post one more from Jan. Dave would like to invite Mark Bermt from campus print services to attend our end of the year lunch because he has been so supportive of our requests. Dee will ask all board members about others to invite to the end of the year luncheon. The annual meeting and election will occur following the lunch.

- **Technical Services:** No report
- **Support Services:** Eric reported that we have a new contact, Samantha McCorkle, who has been very responsive. Eric will follow up on how we can adjust the temperature of the classroom.
- **Secretarial Services:** Chris will miss three board meetings from October through December. A substitute secretary is needed to take minutes for these meetings. It was suggested that Tracy take minutes at the October meeting and that board members volunteer to take minutes of the November and December meetings.

New Business:

- **Nominating Committee:** Joan is seeking ideas for a member or members to lead the committee. A number of names were suggested. Dee and Priscilla are term-limiting out with the exception that policy allows one of the two co-directors to serve a one-year term in order to return to staggered terms. Eric may be elected to a one-year term only.
- **Car Pooling:** New member, Tom Ellis, has proposed starting a carpool program at ICI. This would reduce the number of parking spaces needed for members, reduce cost, and reduce our carbon footprint. Dave is working with Tom on this project which will be optional and not managed by the board. Jinx moved and Vernelle seconded a motion that the board support Tom and Dave's making information available to members to make it easy for them to carpool with each other. Motion carried with 6 in favor.

The next board meeting will be on **October 20, 2022**, at 1:30pm via Zoom.

Meeting was adjourned at 4:00 pm.

Submitted by Chris Duval, Secretary