

# ICL Board Meeting Minutes

November 17, 2022

Willamette University Cat Cavern

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

**Absent:** Chris Duval,

**Guests:** Ken Panck, Ruthann Panck, Tracy Ragland (subbing for Chris Duval)

**Minutes** from **October 20, 2022** were approved

## **Executive Director Report: Joan Robinson**

- None.

## **Financial Services:**

- We have \$55,533.21 in the general fund. The costs resulting from the Autumn luncheon are not reflected in that total.

## **Curriculum Services:**

- Report is listed under New Business below.

## **Membership Services:**

- Some members who paid dues for the current year have not come to any of the presentations. Vernelle has been able to contact most of them. One is on leave. Most of the others cite issues with aging and health as the reason.
- One member is nearly constantly on the phone. Some people spoke to her and she now sits at the back, but remains on her phone. Our speakers can see that she is on the phone and it isn't acceptable. Vernelle and/or Don will deal with the issue.
- We will not add any new members in January.
- There is a concern that by publishing the schedule early, some people will "cherry pick" the sessions they want to attend. The requirement of 50% attendance is still in effect, but isn't currently being enforced.

## **Social Services:**

- Thanks to Dee and Priscilla for their work on the luncheon.
- There will be a larger than expected invoice from catering because they ordered food based on an early estimate of 119 people at \$18.25 each. ICL charged members \$16 per ticket, picking up \$2.25 for each ticket sold. Ninety-nine people attended, but catering will bill us for 119. In addition, the table decorations cost \$5.00 per table.
- January 17, 2023 is our first day back for spring semester. Dee proposed that we have refreshments (coffee and cookies only). Eric will check on space being available in Kaneko lobby or in the hallway and will reserve tables

## **University Support Services:**

- Kaneko availability on Thursday afternoons is a bit up in the air right now. Eric will check on it with Jo Kozuma, Director of the American Studies Program at TIUA. Dee asked if we need a safety meeting? She mentioned that we have no exit doors given the current

situation with the card readers and the temperature in the building causes the interior doors to be shut. Those lock, so getting in from the hall can be a problem. Eric and Joan will talk to Jo.

#### **Information Services:**

- Dave needs to pay to print posters for the Hanni Scholars program. A motion to spend up to \$100 was made by Dave, seconded by Jinx. Passed. It was suggested during the discussion that Information about the Hanni program be included in the "Toilet Paper" as well.

#### **Technical Services:**

- The adapter that allows MacIntosh users to show presentations on our PC equipment has been used by a few speakers.

#### **New Business / Curriculum Report:**

- The Tech Talk scheduled for 1/24/23 will include information about the various Board positions.
- The Newsletter will include information about the online presentation suggestion link.
- Dave and GwenEllyn will include the information in their January presentation.
- Joan asked if we should do a survey to find out what members liked and didn't like about this semester's programs. It's too late to make changes to Spring 2023 programming. After discussion, it was decided to not do a survey at this time.
- Spring semester classes are about 2/3 scheduled so far.
- Mieke Visser volunteered and has already begun doing data entry for Curriculum. It's a huge help.
- Jinx handed out a sheet showing the work flow. It's still a big job taking much of her time.
- Should/could we hire someone as Project Manager? ICL is not an employing unit, so the hire would have to go through WU. It is a possibility however.
- The Board has the authority to appoint a Director. Should we look for a new member who has management skills rather than someone who has been on the Curriculum Committee?
- Jinx will write up a new ad asking for Curriculum Co-Directors. This will include information that knowing technology isn't required because Mieke has volunteered. Joan will review it and send it out.
- Joan suggested creating a group which would look at ideas for restructuring Curriculum and recruiting Directors.
- The next board meeting will be on December 15, 2022 via zoom. Future meetings will be determined by whether we have access to Kaneko on Thursday afternoons.

Submitted by Tracy Ragland, filling in for Chris Duval