

# ICL Board Meeting Minutes

January 9, 2023

Virtual Zoom Meeting

**Present:** Joan Robinson, Jan Petroski, Chris Duval, David MacMillan, Vernelle Judy, Don Beckman, Jinx Brandt, Monica Gillooly, Dee Iltis, Eric Reif

**Absent:** Sally Schriver, Gwen Ellyn Anderson, Priscilla Hibbard

**Guests:** none

**Meeting** was called to order at 1:09 pm.

Minutes from the December 15, 2022 board meeting were approved. Eric moved and Vernelle seconded.

## Executive Director Report: Joan Robinson

- Joan announced that board members will be introduced in class at 11:00 am on January 19, 2023.

## Committee Reports:

- **Financial Services:** Jan indicated that she had no report since the university has been closed for winter break.
- **Curriculum Services:** Jinx indicated that the spring schedule is almost complete. She will work with Mieke on getting all classes listed on the spreadsheet so that Dave can post the classes. Jinx said that there are currently 5 two-hour slots that are not yet filled, but she is working on filling them.
- **Membership Services:** Don indicated that we currently have 159 members due to one member going on leave. A new member will be oriented next week to fill in the spot. There are currently approximately 38 people on the waiting list. New compass cards will be distributed on the first few days of classes. They will not work in the card readers until the card readers are replaced with new ones. Don will check on the timeline for replacing the card readers.
- **Social Services:** Dee reported that plans are in place for the January 17, 2023, first day of classes coffee and cookies. The cost of \$404 is similar to last year's cost. Dee will place an announcement in the next newsletter.
- **Information Services:** Dave has been working with Mieke to orient her to the relevant processes involved in curriculum tracking. Dave has added our new board member Monica to the database, web page, and email list. He is continuing to publish the newsletter along with GwenEllyn Anderson.
- **Technical Services:** No report.
- **University Support Services:** Eric has been working with Samantha McCorkle of WU and all physical plant needs for the spring semester are arranged. Dee will send a revised request for tables for the first day of class coffee and cookies to

Eric. He will ask the university prior to the start of classes next week to make sure the classroom is heated appropriately.

- **Secretarial Services:** Chris has returned from her travels and is grateful to those who stepped up to take minutes during her absence.

### **New Business:**

- Jinx has tendered her resignation as Co-Director of the Curriculum Committee as of February 1, 2023. Dave made a motion to accept the resignation. Vernelle seconded the motion and it was carried unanimously. Jinx indicated that she will coordinate with the new co-directors to ensure that they are oriented and that the change-over goes smoothly.
- Brenda Kidder has indicated her willingness to serve as a Co-Director of the Curriculum Committee. It was moved by Jinx and seconded by Dave that the board appoint Brenda Kidder as a Co-Director of the Curriculum Committee effective February 1, 2023. Motion carried unanimously.
- Monica Gillooly was recently appointed as a Co-Director of the Curriculum Committee. However, some personal matters have come up to which she must attend, so for the time being, Monica will participate only as she is able.
- Presentation to members during class at 11am on January 19, 2023 will include Joan introducing the board members and their general tasks. She will also address our need for volunteers for various appointed jobs as well as elected board positions. The Historian position and Theater Coordinator are two volunteer positions which are currently unfilled.
- We will continue to encourage class participants to wear their masks in class for spring semester.

The next board meeting will be on **February 13, 2023**, at 1:00 pm, via Zoom.

Meeting was adjourned at 2:43 pm.

Submitted by Chris Duval, Secretary