

ICL Board Meeting Minutes

February 13, 2023

Virtual Zoom Meeting

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

Absent: Monica Gillooly

Guests: Maureen Elliott

Meeting was called to order at 1:16 pm.

Minutes from the January 9, 2023 board meeting were approved. Eric moved and Vernelle seconded.

Executive Director Report: Joan Robinson

- Joan and Eric met with WU representative Carol Long last week regarding ICL/WU issues. Joan and Eric will be invited to meet with the WU deans at their upcoming regularly scheduled meeting to discuss WU professors speaking at ICL. Joan suggested that Brenda and Monica attend also to contribute to the discussion..
- WU is suggesting that ICL consider incorporating in order to obtain liability insurance. Joan will research the types of entities that are related to WU, such as the Willamette Master Chorus and Theater 33, to determine if their setups might work for ICL.
- MOU talks will resume with WU shortly with one of our goals to ensure that ICL controls how our Rasmussen and Ronai funds are spent.
- As a result of Joan's request for volunteers, a number of ICL members have stepped up. Lucy Foster has volunteered to maintain a central register of volunteers and their interests for use by the board. In lieu of an upcoming field trip, Brenda will work to arrange two tours (to fit in more people) of the new police station in Salem, asking participants to carpool due to parking limitations.

Committee Reports:

- **Financial Services:** Jan reminded the board that traditionally we donate a total of \$4,500 to department or other funds at WU each year and must determine how to earmark the donation. This donation is given due to the fact that we do not pay for the building or materials we use at WU and to show that we appreciate our relationship with the University .

If the Curriculum Co-Directors wish to pay a higher honorarium amount to a particular speaker, they must bring the request to the board for approval.

- **Curriculum Services:** Brenda asked that input regarding speakers should be directed to the Curriculum Co-Directors so that they might take any appropriate action.

The board approved the horizontal and vertical logos as presented. Jan moved and Dave seconded the motion which passed unanimously.

There are still some open slots in March and April which the curriculum committee is working to fill.

It was determined that honoraria will be offered to every speaker and it will be up to them to let us know if they cannot accept it. ICL will not make any donations to charity on behalf of the speakers. Mileage will be offered for speakers who drive from outside Salem, using the federal mileage reimbursement rate. Brenda moved and Priscilla seconded the motion which passed unanimously.

WU students are welcome at ICL classes if they are sponsored and accompanied by a WU professor or ICL member and have presented complete vaccination and booster cards.

- **Membership Services:** Don has worked up an abbreviated job description for Membership Co-Directors and has shared this with Joan (to aid in the future recruitment of volunteers). We currently have 159 members due to a resignation. 4-5 people are not returning in the fall at this point. 38 people are on the waiting list. Covid concerns are affecting attendance in class. General lack of attendance is also concerning. Our Compass card will enable us to check out materials from the WU library.
- **Social Services:** Priscilla sent three get well cards in the last month. Dee received refunds from the caterers for recent service and supply deficits. In the fall, Kaneko Commons will be renovated and serving breakfast and lunch again. Tomorrow there will be a Valentine's Day surprise provided by Social Services. The mid-semester coffee will be coming up on March 9, with goodies provided by those with last names beginning with M-Z. It is time to reserve the park for the end of August picnic. It was requested that Dee's soon-to-be replacement, Maureen Elliott be added to board distribution lists. Dave will take care of this.
- **Information Services:** Dave reported that the Hanni Scholars form has been updated and that one application has been received. Dave recorded the 30th Anniversary event and is in the process of uploading it to YouTube. When it is ready, Dave will put a notice in the newsletter. WU marketing is proposing a revamp of the webpage to optimize it for students with a deadline of October 2024. They will work with ICL when the time comes.

Dave is working on an ICL Operations Manual with links to all of our documents. Board members can access it through the link on the agenda for this meeting. .

- **Technical Services:** GwenEllyn said that the dongle purchased has been very helpful in making it easier to connect speakers' laptops.

- **University Support Services:** Nothing to report.
- **Secretarial Services:** Nothing to report.

New Business:

- ICL Start and End Dates for Each Semester of 2023-2024 year: Dee suggested that we use a staggered schedule to avoid scheduling conflicts with catering services. The dates of 2023-4 ICL classes would be as follows: Start fall term on Thursday, September 7, 2023. End fall term on Thursday, December 7, 2023. Begin spring term on Thursday, January 18, 2024 and end spring term on May 2, 2024. Brenda moved and Vernelle seconded that we adopt this schedule for the fall term of 2023 and the spring term of 2024. Motion carried.
- ICL Weekly Schedule of Classes for fall of 2023: After considerable discussion, Brenda moved and Jan seconded that ICL classes be held on Tuesday am and pm, and Thursday am only. Discussion included agreement that Thursday afternoons be reserved in Kaneko for committee meetings, small group meetings, play practice, writing groups, field trips, etc. Motion carried but was not unanimous.
- ICL Times to Begin and End Class Each Day for fall of 2023: There was considerable discussion regarding options of changing the times to have classes begin at 10:30 am and 1:30 pm. It was moved by Vernelle and seconded by Priscilla that we continue to have classes begin at 10 am until 12 noon and again from 1 pm until 3 pm in the fall. It was noted that Kaneko Commons will be operating in the fall and members can either purchase their lunch there, or eat their home lunch in the same dining area which will ease congestion in Goudy.
- Joan hopes to create a timeline for the board that shows what should get done when and by whom. She requested that board members provide her with dates (months) in which tasks need to be started or finished. For example, April, Membership Directors collect dues; February, Social Services Directors start planning summer picnic. Joan will work with Dave, Chris and Don to create a questionnaire for members regarding their lack of attendance and program related issues.

Old Business:

- Carpooling Concept: Consideration of this item was postponed to the next meeting
- Proposal to Record ICL Presentations: Mark Olson has volunteered to lead this effort, along with Dave, George Atkins, and Chris Duval. Dave will check on the security and ownership of the camera in the back of Kaneko.

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

Meeting was adjourned at 4:30 pm.

Submitted by Chris Duval, Secretary

Approved by board on: March 13, 2023