

# ICL Board Meeting Minutes

March 13, 2023

Virtual Zoom Meeting

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

**Absent:** Monica Gillooly, Dee Iltis, Sally Schriver

**Guests:** Florence Bajaj

**Meeting** was called to order at 1:05 pm.

**Minutes** from the February 13, 2023 board meeting were approved. GwenEllyn moved and Priscilla seconded. Minutes from the February 28, 2023 special board meeting were approved. GwenEllyn moved and Vernelle seconded.

## Executive Director Report: Joan Robinson

- Eric, Brenda, Monica, and Joan will be meeting with the WU Deans' Council next week. They plan to encourage WU professors to reach out to ICL as speakers or if they have programs to promote. GwenEllyn will make ICL business cards for use by board members.

## Committee Reports:

- **Financial Services:** Jan recently sent current financial reports to all board members. They demonstrate that ICL is in good financial standing. Six Hanni Scholars have been chosen. Jan has reached an agreement with WU's Assistant to the Provost Stacey Morgan to draw up checks for the individual scholars.
- **Curriculum Services:** Brenda reported that the two tours of the Salem Police Department were successful. Another set of tours will be scheduled in May. The curriculum committee is working on the fall schedule. Brenda asked that ICL members be encouraged to use the suggestion form that is provided on line to make curriculum and speaker suggestions, rather than verbally. All speakers canceled recently due to snow have been rescheduled.
- **Membership Services:** Vernelle reported that currently 6 members have indicated that they will not be returning in the fall. There are 7 people who have not yet picked up their new compass cards and have not responded to Vernelle's inquiries. It was requested that Dave put an article in the newsletter asking for volunteers to serve as mentors in the fall for new members. Don said that there are 41 people on the waiting list currently. In early April, requests for members to pay their fall tuition will be in the newsletter and in a series of emails. Last day for fall tuition to be paid is April 27, 2023.

- **Social Services:** Priscilla said that the spring coffee and snacks went very well with a large attendance. She sent out one sympathy card this month. The end of term luncheon will be held on April 27, 2023. The fall picnic will be held on August 31, 2023.
- **Information Services:** Dave will send out an email to the ICL waiting list, letting people know where they rank on the list. Dave has been providing technical assistance to the group that is putting on a play for ICL on March 23. The Spring Questionnaire has received 68 responses to date. Dave will send out a due date of a week from now, encouraging members to respond to the questionnaire. Once the due date has passed, Dave will send the results to the board for review. After the board's review, Joan will send out an email letting members know how the results will be used by the board, and Dave will send the questionnaire results to all members at that time. Dave indicated that he will put another notice in the newsletter regarding the process for submitting suggestions to the curriculum committee.
- **Technical Services:** GwenEllyn has been working on potpourris for art and music. She still needs a volunteer to back her up in technical services.
- **University Support Services:** Eric now has a WU contact form to use when people come to him with concerns about building needs such as lack of paper towels in the restrooms or trip hazards in the classroom. There is a feedback loop which allows him to know when an item is taken care of by WU staff. Refer all such issues to Eric.
- **Secretarial Services:** No report.

## **New Business:**

- **Policy for Donated Funds:** This policy was adopted on May 19, 2022. A decision needs to be made as to how much and to which departments or entities we will donate to WU-related causes for this academic year. This issue will be placed on the April 10, 2023 board meeting agenda.
- Joan asked that Dave put all ICL policies, including newly adopted policy decisions, on the website. Joan will provide Dave with the material she wishes to be put on the website. There was discussion about whether to put the budget and expenditures information behind the members-only password or in a non-password protected area. This issue will be placed on the April 10, 2023 board meeting agenda.
- **WU Registration ID Numbers:** WU has requested that we provide them with the ID numbers for all ICL members. Don will talk to WU staff to determine if they can provide us with a master list that we can download or if we need to collect these ID numbers manually when members pay their tuition for the next academic year.
- **Tuition for 2023-24 Academic Year:** After discussion regarding the decrease in hours for weekly classes, as well as the increase in honoraria provided to speakers, Vernelle moved and Jan seconded a motion to maintain tuition at the same level as recent years, (with the exception of two years during Covid when no tuition was charged), \$165 per year. Motion carried unanimously.

## **Old Business:**

- Carpooling: The board approved the letter that Dave and Tom Ellis drafted with the intent that it be sent out to all members to encourage carpooling to classes. It will be up to individual members to take the initiative to arrange carpooling.
- Proposal to Record ICL Presentations: Mark Olson has volunteered to lead this effort, along with Dave, George Atkins, and Chris Duval. Dave will follow up with Mark to get this started.
- Newsletter: Dave and Gwen Ellyn have determined that they will be reducing the time and effort spent on creating the weekly ICL newsletter. Dave indicated plans to maintain the newsletter at one page only; send it out on Mondays; and include the week's schedule in the newsletter. No other volunteers have stepped up to assist with the newsletter.

The next board meeting will be on April 10, 2023, at 1:00 pm, via Zoom.

Meeting was adjourned at 2:28 pm.

Submitted by Chris Duval, Secretary