

ICL Board Meeting Minutes

April 10, 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, Monica Gillooly, Dee Iltis

Absent: Sally Schriver

Guests: none

Meeting was called to order at 1:03 pm.

Minutes from the March 13, 2023 board meeting were approved. Brenda moved and Priscilla seconded.

Executive Director Report: Joan Robinson

- **Calendar:** Joan requested that board members send information to her related to duties or tasks that need to be done at a certain time. For example, Membership Directors collect dues in April. The goal is to have a monthly “calendar” showing what gets done when. Eventually, everyone’s input will be converted to the same format and put into Google docs on the Willamette ICL account.
- **Parking:** Gary Slangan indicates that he has spoken to people at the Willamette Heritage Center and they are offering parking permits in their parking lot for the 2023-24 academic year at the same price and terms as last academic year. Gwen Ellyn asked that Joan ask Gary to speak to the Willamette Heritage Center representative about the WHC staff/visitors who have been parking in the parking spots on the fence near the gates, which are supposed to be reserved for mobility impaired ICL members.

Committee Reports:

- **Financial Services:** Jan asked that the monthly financial reports be attached to the minutes of each board meeting. Jeanette Flaming purchased 10 copies and 1 dvd of the Great Decisions books for members to share. Joan will follow up with Jeanette to obtain a receipt so Jeanette can be reimbursed for this purchase. Joan, Brenda, and Monica will meet with Jeanette to discuss the future of Great Decisions in ICL. In the meantime, Joan will make an announcement to find out who has the books and dvd so that they can be made available to ICL members.
 - [April Financial Report](#)
- **Curriculum Services:** Thank yous to speakers are up to date, as well as reminders for all outside speakers for the spring term. The fall term will include 80 hours of presentations. About 50 hours are already set, with additional hours being worked on at present. The next curriculum committee meeting is scheduled for April 20. The recent meeting with two of the WU Deans resulted in a list of contacts for the various departments which will facilitate obtaining speakers. The list of contacts has been made available to the curriculum committee members. The current goal is to have about 1/3 of

the speakers come from WU professors. Six members of the curriculum committee have tendered their resignations for various reasons. The committee will need to recruit at least four more members in the near future, in the areas of Natural Science, Social Science, Humanities, Fine Arts, and Applied Science. In the fall, Kaneko Hall will be available to ICL on Thursday afternoons for various activities. The curriculum co-directors will take the lead on creating a system for reserving this space so that small groups, field trips, special speakers, plays, etc., may all take advantage of the room.

- **Membership Services:** Checks are coming in for the 2023-2024 academic year's fees. Student ID numbers are to be included on the checks so that this information can be added to our database and reports. We have 66 renewals thus far, with the rest due by April 27. Last minute reminders will be sent out before anyone is dropped from membership. We have 42 people on the waiting list. It was suggested that we create a written exit interview so that we can track how long the leaving members have been enrolled, as well as the reasons for leaving.
- **Social Services:** Priscilla sent out two cards to members experiencing illness or hospitalization since the last board meeting. The fall picnic will be held on August 31, 2023 and the gazebo and picnic space at Minto Brown has been reserved and paid for. Jan Miller will lead the preparations for the picnic. The spring luncheon will be held on April 27, with 35 members signed up thus far. There were eight suggestions for special guests from the WU administration and staff, including Carol Long, Provost, Ruth Feingold, Dean of the College of Arts and Sciences, Brian Gallini, Dean of the Law School, Stacey Steiger Morgan, Executive Assistant to the Provost, Mark Bernt, Willamette Print Services, Andrew Fresh, Campus Safety Services, Samantha McCorkle, Event Planning, and Honey Wilson, Event Planning. All have been supportive of ICL this last year. It was moved by Monica and seconded by Brenda that we invite all eight of the suggested staff. Motion was carried unanimously.
- **Information Services:** Dave has added a field to the member database to include the student ID numbers and has also added the field to the reports. Dave has also added a new section to the ICL web page called "Documents" under "More about ICL", and has placed relevant documents there. He uploaded Don Gallagher's DVD tribute to Phil and Erin Hanni to YouTube and will put a link to it in the next newsletter so that members can access this excellent presentation. Dave also added a list of this year's Hanni scholars to the website along with prior years.
- **Technical Services:** GwenEllyn asked that Joan remind members in the announcements before each morning's presentation that they should check around their seats after each session for personal property in order to cut down on the number of lost and found items we have been receiving.
- **University Support Services:** Eric let Samantha McCorkle know that she should plan for 100 attendees at the spring luncheon. Shortly before the luncheon, he will notify her whether to adjust this number up or down.

- **Secretarial Services:** Chris has been checking the mail at Putnam Center and there is little to none most times she checks. When there is mail, she distributes it per her job description.

New Business:

- Job Descriptions: Joan requested that board members read their own and others' job descriptions and make any changes necessary to their own descriptions.
- Questionnaire Results and Analysis: this item was tabled to the next board meeting.
- Rasmussen/Ronai funds: Joan will chair the work group on these funds, along with members Jan, Jinx, Brenda, and Monica. The board indicated support for using up to \$5,000 of these funds for an all member field trip in the fall instead of a special speaker.
- The annual meeting will be held following the luncheon on April 27.

Old Business:

- Funds To be Donated by ICL to WU: Dee moved and Dave seconded a motion to donate \$1500 to the Jerry Hudson book fund and \$1500 to the Willamette Academy as our WU donated funds this year. Motion carried unanimously.
- Budget and Expenditures Information: The board indicated support for continuing to keep the financial information accessible to members on our website.
- Volunteer Program: this item was tabled to the next meeting.

The next board meeting will be on **May 15, 2023**, at 1 pm, via Zoom.

Meeting was adjourned at 3:30 pm.

Submitted by Chris Duval, Secretary