

# ICL Board Meeting Minutes

August 21, 2023

Virtual Zoom Meeting

**Present:** Joan Robinson, Brenda Kidder, Priscilla Hibbard, Dee Iltis, Don Beckman, Vernelle Judy, Jan Petroski, David MacMillan, and GwenEllyn Anderson

**Absent:** Chris Duval, Eric Reif, and Sally Shriver.

**Guests:** Ann Lovejoy, Karen Trucke, and Florence Bajaj

The ICL Board Meeting was called to order at 2:06 PM on Monday, August 21, 2023.

GwenEllyn agreed to take minutes in the absence of Secretarial Services Director, Chris.

Minutes from the May 15, 2023 Board Meeting (on Zoom) were approved. Dave moved and Brenda seconded.

## Executive Director: Joan Robinson

- **Dee Iltis as Social Services Co-Director Pro tem:** It was approved to appoint Dee Iltis Social Services Co-Director – pro tem – as a result of the resignation of Maureen Elliott. Dee agreed to help with the ICL picnic and set the social events for the 2023-2024 year. Although Dee has timed-out of this position, the Constitution allows us to appoint her to the position while we look for a new co-director.
  - Priscilla moved and Jan seconded it and the motion carried.
- **Vacancies in Social Services and Curriculum Co-Director:** Joan's plan was to send an invitation to fill these vacancies during the summer, but now plans to wait until classes start when people will have a better idea of what ICL is about.
  - Joan asked that we send her ideas of people who might fill these positions.
- **Membership Policy:** The issue was raised at the May meeting regarding the 50% participation policy. Joan rewrote the policy and sent it out to the board members suggesting language that included 'most' of the sessions. Joan's question was whether we wanted to make attendance mandatory. A long discussion followed that included concerns about tracking and enforcement – since we don't currently take attendance. Don and Vernelle clarified what new members are told during orientation. Don prepared and sent out an email with the suggestion that we be consistent (some places say 50% and others say 'most'). Don also suggested that we focus on the participants' commitment of a 'goal of attending most of the sessions". This would emphasize the individual member's goal in addition to ICL's goal of attendance.
  - Dave clarified that the idea of mandatory attendance came from when the Wait List was very large and suggested that this idea could go away now that we have so few on the Wait List.
  - Joan also posed the question about whether participation could include more than just attendance. For example, if a member were very active on a committee, but could not attend regularly, could that be considered attendance.
  - Joan's other concern was that these decisions tend not to be noted anywhere and that she is uncomfortable with ad hoc decisions.

- In the interest of time, Jan clarified that the goal was to match documents to be in line with our practices and Don suggested that he and a couple of other members form a committee to tweak the wording and return with it to the next meeting for a vote.
- This was agreed upon by the members. At this time, Don and Joan will undertake this project.
- As a short side discussion, it was reinforced that it is time for us to invite people to join ICL. It was suggested that invitations could be sent to Willamette faculty and local programs like Center 50+. The concern to expand our diversity could be addressed by sending invitations or meeting with people from organizations like Oregon Black Pioneers of Salem and Latinos Unidos Supremos or Alianza Poder.
- **Refunding Checks for Members who leave before the start of the semester:** The issue was raised during the May meeting about whether to return checks (or tear them up) for people who paid by the due date and then, for whatever reason, decided to leave ICL. The current policy is that no refunds are given.
  - The issues raised were the need to budget based on 160 paid members. This may not be an issue because we can replace members with people on the Wait List, however, there are currently only 9 people on the Wait List.
  - Jan moved and Vernelle seconded it that we leave the refund policy as is for now. The motion failed. The board agreed to postpone any changes at this meeting and Joan invited everyone to write down arguments in favor and against changing the policy in time for our next meeting.
- **How to Use Thursday afternoons in Kaneko:** Joan will make an announcement at the first class about Thursday afternoon options. Brenda suggested that a form be created to include the name of the group, the leader, who to contact and how, the number of people anticipated and the time needed. In this way, Kaneko Auditorium could potentially be used by more than one group. Dave shared a spreadsheet sign up that he has created that would accomplish that part of it on a first-come, first-serve basis. He could add space for more than one group to sign up at the same time. This satisfied Brenda's suggestion and Joan will explain at our first class meeting more about how groups are formed and who to contact.
  - It was also noted that the board meetings are already scheduled for the second Thursday of each month in Kaneko Hall from 1-3PM, but only as an example since the board hasn't decided yet when it will meet.
- **Nominating Committee:** This committee needs to be formed soon. We need to appoint a Chair who will choose others from the membership to serve on the committee. Because we vote on these on the last day of the term and the information needs to be presented well in advance, this committee needs to get started. Again, Joan invited the board to send her ideas if they can suggest someone to chair this committee.

## Committee Reports:

- **Financial Services from Jan Petroski:** The budget was sent to board members and she received no questions or comments. She did share with Dee that we have not yet been billed by Stacey Morgan at Willamette for our Spring luncheon. Dee will check with Stacey about this.

- **Curriculum Services from Brenda Kidder:** The Fall term is filled but for one hour and a question about a presenter who was scheduled last spring. There is an opportunity to see a documentary about the holocaust with a Q&A with the author via Zoom afterward. ICL members would be present in Kaneko Hall. This would be a Spring term option. Brenda offered to send out more information about it to the board members and it was suggested that this would be a good test for this type of presentation, as well as the opportunity for more distant presentations like this. The board will discuss this more at the next meeting.
- **Membership Services from Don Beckman:** Don shared an updated number of people on the Wait List. There are now 9 people rather than 8. Those on the Wait List were sent a letter indicating their number on the Wait List at this time.
  - Don also sent an email to Campus Safety regarding when our ID cards might be ready. He hasn't had a reply yet.
- **Social Services from Dee and Priscilla:** Priscilla has sent one sympathy card and has sent two notes to Jeanette Flaming. She also mentioned that the newsletter shared information about the CaringBridge set up for Jeanette.
  - Priscilla also shared her concern about yellow jackets at the annual picnic and whether we needed to prepare for them and to warn members about them in advance.
  - Dee shared that she made it a habit of sharing the schedule of events prior to the Pandemic and the dates of the seven events. They've chosen Thursdays for Coffees in the Fall and Spring in order to boost attendance on those days. It also helps Eric to know in advance so that he can reserve the hallway in front of the lecture hall.
  - The Welcome Picnic is planned and ready to go. Dee shared kudos to Jan Miller for her role each year in making this happen.
  - Joan will send a special email reminding members to engage with new members and to wear nametags. She will also encourage everyone on the first day to mingle and get to know new members.
- **Information Services from Dave MacMillan:** Dave has uploaded the anniversary videos to the website and recommends viewing them. He gave kudos to the amazing work done on these and pointed out that they share a good history of ICL. He has also automated changes to the Curriculum Committee site. A change can be made in one place and it will automatically change in other places. This slows the upload slightly, but the results are much more efficient.
  - Joan also thanked Dave for responding to a request that non-returning members' names be shared.
  - Dave found and shared on the screen an old ICL brochure. It is a good start for an updated brochure. This can also be used as we recruit new members.
  - Dave has taken the Membership Directory to the printer.
  - The Annual Report and Budget have also been uploaded to the ICL site.
- **Technical Services from GwenEllyn Anderson:** GwenEllyn has sent out information to all of the September presenters and has been in contact with a few of them regarding questions specific to their needs. She and Solveig are working with Willamette to

determine whether the piano in Waller Hall has been repaired or replaced. We may change the room if it has not been prior to that musical presentation.

- **University Support Services:** – No report
- **Secretarial Services:** Our next meeting is scheduled for September 14 at 1PM in Kaneko Hall as a face-to-face meeting.

Joan reminded us to be thinking about what to include in the brochures, where we might focus on recruitment, and to think about where to place the brochures.

The meeting was adjourned at 3:50 PM.

Respectfully submitted, GwenEllyn Anderson, substituting for Chris Duval