

# ICL Board Meeting Minutes

October 2, 2023

Meeting on Zoom

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

**Absent:** Chris Duval and Sally Shriver.

**Guests:** Karen Trucke, Toni Peterson and Rosamund Irvin

The ICL Board Meeting was called to order at 2:01PM on Monday, October 2, 2023. GwenEllyn agreed to take minutes in the absence of Secretarial Services Director, Chris Duval.

Minutes from the **August 21, 2023** Board Meeting (on Zoom) were approved. Eric moved and Priscilla seconded.

## Executive Director Report: Joan Robinson

- **Roll Call Votes:** Joan shared that nonunanimous decisions would be taken using a roll call vote. Don clarified that the shared votes of co-directors would be a single vote and that disagreement between the co-directors should result in an abstention; that no half-votes would be taken. He further clarified that if one co-director has no strong belief, the other co-director can be the standing vote.
- **Class Attendance Policy:** Class attendance is not mandatory. Don and Joan worked on language to amend the current policy to encourage more attendance. These amendments were sent in advance with the proposed changes in red. (See relevant documentation below.) Their intention was to make attendance at a majority of sessions a goal rather than a requirement. (Note that the new language under Qualifications for Membership now includes Qualifications for Membership **and Expectations** of Members. (See relevant documentation below.)

**Qualifications for Membership and Expectations of Members** [option 1, with highlights in bold type]

1. ICL membership is available to retired and semi-retired individuals over 50 who have an interest in life-long learning and who have the time and desire to attend classes.
2. **We ask members to set a goal of attending most classroom sessions.** ICL members are **also** expected to participate in ICL by contributing to the academic programs of ICL **or** by volunteering for one or more of the many jobs that must be done if this volunteer organization is to flourish.
3. ICL students are expected to provide support to Willamette University, its faculty and students, in achieving the mission and goals of the University.

Don moved to accept the changes regarding admissions and Vernelle seconded the motion. The discussion followed:

Eric commented that the changes were well-taken given that we do not track attendance. Dave questioned how, under #3, we provide support. This discussion continued with several interpretations of how we provide support and what that statement may mean. No definition was finalized.

The discussion returned to attendance and, given that we do not track attendance, it was clarified that the new language offers a 'reasonable' expectation of attendance and gives us

flexibility without putting the onus of non-participation on the Executive Director. Joan added that 'active participation' includes attendance and also other ways that a member is involved such as committee work, presenting, etc.

Also noted relevant to the discussion:

**Reminder of Requirements** [option 1, changes highlighted in bold]

At the time of each applicant's acceptance of the invitation to join ICL, the Membership Director(s) will remind the applicant of the need to:

1. **Set a goal of attending most classes;**
2. **Contribute** to ICL periodically by presenting a program, suggesting a speaker or topic, serving on a committee or the Board or otherwise providing assistance to the organization;
3. **Provide** support to the University, its faculty, and its students, in achieving the mission and goals of the University.

And:

**Non-Participation** [option 1]

If the Board of Directors determines that a member is not participating in ICL at a reasonable level (see "Qualifications for Membership and Expectations of Members," above) the board may ask the Executive Director to notify the member in writing that continued lack of participation may result in the board voting to terminate the person's membership. If non-participation continues or resumes after one warning, the board may terminate the person's membership. The board shall make decisions about whether to issue a warning or terminate membership on a case- by-case basis, considering the member's past participation and any other factors the board deems relevant.

Jan called the question and the changes regarding admissions were accepted: 7 in favor and 1 abstention.

**Dues Refund Policy:** The policy language states that no refunds are given. (We are already in session so a change in the policy would not affect anyone this year.)

Eric moved that we accept the change in language. (See relevant documentation below.) Priscilla seconded it.

**Refunds Policy** [option 1, with changes highlighted in bold type]

Members given an excused absence or resigning during the academic year will not receive a refund of tuition paid. **Members who resign or who are put on the leave list prior to the start of classes in the fall semester are entitled to a refund of their tuition paid for the upcoming year. Membership Services Director(s) will contact the Finance Director to initiate the refund.**

The discussion followed:

Dave offered a friendly amendment to read September/the first day of class rather than the end of Spring term. Don commented that we need to know and that some invitees take too long to decide. Dave suggested a compromise that we give a grace period and that we will return checks before x date for everyone; that we could just collect the checks and not turn them over to Willamette until September. It was pointed out, however, that members who write checks get concerned when their checks have not cleared.

Joan suggested that the term 'academic year' be better defined and the discussion that followed suggest that the 'first day of class' be used; that no refunds would be given 'on or after the first day of class' (in the Fall). (See relevant documentation below.)

Vernelle pointed out that an excused absence does not preclude remaining a member so they would not get a refund.

Members given an excused absence or resigning on or after the first day of classes will not receive a refund of tuition paid. Members who resign or who are put on the leave list prior to the start of classes in the fall semester are entitled to a refund of their tuition paid for the upcoming year. Membership Services Director(s) will contact the Finance Director to initiate the refund.

In the past, because of the long time between applying and being accepted, people did not always accept the invitation to join. With the recent shorter wait time, fewer people are declining. It was also noted that the current tuition cost is an economically good deal and that participants have not asked for refunds.

Joan called the roll and it was adopted.

Discussion followed regarding whether a member would have to request the refund or whether it would automatically be offered. Brenda recommended that a line be added to the policy stating that the person needed to request the refund in writing. Don reread the refunds policy with the changes. Don moved and Brenda seconded to amend the policy that had just been adopted to include the additional language. The motion carried. (See relevant documentation below.)

Members given an excused absence or resigning on or after the first day of classes will not receive a refund of tuition paid. Members who resign or who are put on the leave list prior to the start of classes in the fall semester **and who submit a written request to Membership Services for a tuition refund** are entitled to a refund of their tuition paid for the upcoming year. Membership Services Director(s) will contact the Finance Director to initiate the refund.

Don will send an email with the updated and accepted verbiage.

**Special Interest Groups:** There have been questions about the procedures for special interest groups. To start a group, a member is to complete a form (either online or on paper) and the information will be shared in the newsletter along with the contact information from the person starting the group.

Concerns arose as to whether ICL needed to approve the group and how groups might use Kaneko Hall. A sign-up sheet online has been prepared for the latter. It was generally agreed that no approval was needed, but if a group seemed inappropriate, then it would be addressed. Dave shared that Linda Williams has volunteered to coordinate these groups and that she will follow-up with the proposals and work with the member suggesting the group after it has been announced in the newsletter.

## **Other Business:**

Joan asked about the status of bringing in speakers outside of the committees. Brenda answered that she is following up on this suggestion and it is dependent upon the costs from Willamette University because these costs come off of the speakers' fees. She is continuing to work on this and will have more information next Spring.

Board Service Reports: Most were sent via email prior to this meeting. Eric added that he will be in touch with the new Scheduling and Events Coordinator – Abby Fennimore.

Dave asked about the Nominating Committee and Joan responded that she has received no response, to date.

Dee amended her report to change the name of the Ho-Hum Harvest Coffee to Autumn Delights.

## **Next Board Meeting:**

We will not meet on October 12 (as previously scheduled). Our next meeting will be on **November 9** in Kaneko Hall at 1:00 PM.

The meeting was adjourned at 2:23PM.

Respectfully submitted,  
GwenEllyn Anderson, acting Secretary for meeting notes