

# ICL Board Meeting Minutes

November 9, 2023

Kaneko Dining Area

**Present:** Joan Robinson, Dee Ittis, Don Beckman, Vernelle Judy, Jan Petroski, David MacMillan, Chris Duval, Eric Reif, GwenEllyn Anderson

**Absent:** Brenda Kidder, Sally Shriver, Priscilla Hibbard

**Guests:** Anita Owen, Vicki Pedone, Lee Coyne

The ICL Board Meeting was called to order at 1:10 pm.

Minutes from the [October 2, 2023 Board Meeting](#) (on Zoom) were approved as amended. Dave moved and Dee seconded.

## Executive Director: Joan Robinson

- Joan announced that Vicki Pedone has agreed to serve as the Co-Director of Curriculum Services. It was moved (GwenEllyn) and seconded (Dave) to appoint Vicki Pedone to serve as Co-Director of Curriculum Services. Motion carried.

## Old Business:

- The **University Services job description** has been amended via email vote of the board. It was moved (Jan) and seconded (Vernelle) that the board ratify the updated University Services job description. Motion carried. [Posted online.](#)

## New Business:

- Gretchen Jensen submitted a report of the Nominating Committee recommending Colleen Spedale and Debbie Robinson to serve as Co-Directors of Social Services, and Helen Mazur-Hart and Tom Hibbard as Co-Directors of University Support Services. It was moved (Eric) and seconded (Dee) to accept the [report of the Nominating Committee](#). The election will take place on December 7, 2023 at the General Meeting following the Holiday Luncheon.
- Discussion and acceptance of the new draft of the Nominating Committee job description was deferred to a future meeting in the interest of time management.
- Dave reported that the Hanni Student Scholar Program is moving ahead for the spring term. It was moved (Dave) and seconded (Vernelle) to allocate \$3,000 for the scholarships at \$500 per student for six students for the spring term. Motion carried. Dave mentioned that 2024 is the tenth anniversary of Hanni Scholars and we may want to honor this legacy in some way in 2024.
- Dee moved and Jan seconded that the committee reports be appended to each meeting's minutes. Motion carried.
- Marion/Polk Health and Human Services Program would like to survey some ICL members regarding health hazards and threats to the community. Dave will schedule this 20 minute survey for November 30 following the morning class for anyone interested in participating.

- Joan reported that Anita Owen has agreed to lead the Great Decisions program. Anita, Dave, and Vicki will work together to create an email to solicit interest by ICL members in leading specific Great Decisions class sessions.
- Dave is looking into ICL members participating in a review group for Willamette Academy essays. When he has more information, he will let ICL members know of this opportunity to integrate with the Willamette Academy.
- Chris asked if the board would consider returning to Zoom Board Meetings because it is more convenient. After discussion it was agreed to return to Zoom meetings in December.
- Dee noted that the Holiday luncheon will be on December 7, 2023. The board agreed to pay an honorarium if Dee can arrange for musical entertainment from WU students. Board members provided names of WU representatives to Dee who we might invite as our guests to the Holiday luncheon.
- Dave reported that Capitol Community Media is interested in recording our class sessions, starting in the spring.

### **Committee Reports:**

- [Financial Services](#) from Jan Petroski
- [Curriculum Services](#) from Brenda Kidder
- [Membership Services](#) from Don Beckman
- [Social Services](#) from Dee and Priscilla
- [Information Services](#) from Dave MacMillan
- [Technical Services](#) from GwenEllyn Anderson
- **University Support Services:** no report
- **Secretarial Services:** no report

The meeting was adjourned at 2:24 pm.

Next Meeting: General Meeting on December 7, 2023.

Next ICL Board Meeting 1:00 pm, December 16, 2023 via Zoom.

Respectfully submitted,  
Chris Duval, Secretary

## Announcement

Vicki Pedone has agreed to fill the Curriculum Committee Co-director position. This is fantastic news and should cut down on mistakes made this fall as I was trying to cover as much as possible. I appreciate the board's patience and support.

## Fall 2023

The fall schedule is complete with a possible one-hour change on December 5<sup>th</sup> from 2:00 – 3:00 PM. Lois Rosen is meeting with her writing group to determine how much time they would need for their presentation.

## Spring 2024

Dave MacMillan and Tom Zook have scheduled times for the Hanni Scholar presentations.

Depending on the outcome of the Great Decisions discussion, we will slot times for those presentations as needed.

Spring also includes the ICL Spring Book Read led by Becky Miller Moe.

22 of 77 hours confirmed to date. Areas of presentations listed below:

- 1 Natural Science
- 1 Arts
- 2 Social Science
- 3 Humanities
- 4 Applied Science
- 6 Hanni Scholars
- Spring Book Read

We will be starting an informal review process at our CC meetings which might provide information to keep the presentations we are bringing to the membership consistent.

## Other

The CC members have been using the database and spreadsheets which has reduced lag time and confusion in booking speakers. Dave continues to assist us by tweaking the database and providing tools to make this process much easier.

## MEMBERSHIP SERVICES REPORT

### Data update:

We now have 158 members, after the unfortunate recent losses of Harvey Reynolds, Jeanette Flaming, and Carol Teagle. This total includes 5 emeritus/emerita members,

who have attended rarely if at all so far this year (Erin Hanni, Jane Huntley, Hardin King, Wes Robinson, and Hans Vander Weyden).

We have 12 persons on the Leave List. We will be touching bases with each of these persons soon for an update on their status.

We have 15 persons in the Waiting List, whose application dates range from 5/25/2023 to 11/8/2023. We will be inviting 2 persons on the list to join us in January (if no one on the Leave List is ready to return to membership). One of the first two at the top of the list is the spouse of a current member, who most likely will accept our invitation. Since everyone on the list has applied this year, we feel that most everyone is likely to accept membership when invited. Members beginning in January will pay tuition for only the spring 2024 semester (\$82.50). We will hold an orientation session for these newcomers shortly before or after the holidays. Finally, we will give the remaining persons on the Waiting List an update on their status.

### **10/2/2023 Board meeting followup:**

As a followup to the Board meeting on 10/2/2023, Don sent to members of the Board a .pdf of the final version of our Membership Policies and Procedures, as amended at that meeting.

Respectfully submitted,  
Vernelle Judy & Don Beckman  
Membership Services

### **Social Services Report**

The Autumn Delights Coffee was held mid-semester, on October 19th, with members M-Z contributing the refreshments. With Dee at home due to Covid, the event was hosted by Priscilla with extensive help from volunteer Lillian Bladine. The catering cost for the beverage service was \$300.

During the month Priscilla sent a get well card to Betsy Belshaw and sympathy cards to the families of Grant Thorsett, Janette Flaming, and Carol Teagle.

Plans are underway for the "Tis the Season" Luncheon on December 7th, to be held on the final fall semester day of class. Eunice Porter has volunteered to create centerpieces. We are planning to take reservations November 16-30, which are the last four class days before Bon Appetit Catering's food order deadline.

Dee Iltis  
Priscilla Hibbard

## ICL Tech Services Report for November 2023

We have been busy with the usual set up and providing hearing devices for members. The presenters have responded well to the information sent to them and have come prepared to use the services we provide.

The room has been kept cleaner and in better order this last month, although the doors are still left unlocked. I have reached out to Honey Wilson (who I was told would be in touch with me) and I have not heard back from her to date.

I have been in touch with Facilities and WITS regarding the room temperature, the power outage last week and the tripped breakers on Tuesday.

Respectfully submitted,  
GwenEllyn, Tech Support

## Information Services Report

1. Added "Special Interest Group Coordinator" to the reports on the "Other Committees" tab in "WUICL Reports - MEMBERSHIP", "WUICL Reports - BOARD", etc. And put in Gretchen for the Nominating Committee Chair.
2. Added the Thursday afternoon Special Interest Group Signup sheet to the ICL web page under More about ICL → Forms → #3
3. Updated the DVD inventory list from Wayne Wallace on the ICL Webpage, More about ICL page under Miscellaneous.
4. Typed up [notes from Hanni Scholars meeting with Willamette](#). Turned out to be more than just the Hanni Scholars discussed. This document was shared with the board by email and is linked in the November agenda.
5. Share nomination job description edits from Janet Adkins with the board.
6. Discussion with GEA about where to store our presentation recordings, board meeting recordings, etc. From Zoom recordings. Taking up space on Willamette computers and we've been asked to remove them if we can.
7. CCM interest in recording ICL presentations, starting in the Spring semester.
8. Work with Vicki some to help get her up to speed in helping Brenda and filling the position of Curriculum Committee Co-Director, pending board approval.

Submitted by Dave MacMillan, IS Director