

ICL Board Meeting Minutes

December 14, 2023

Virtually Online (Zoom)

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

Absent: Sally Shriver

Guests: none

The ICL Board Meeting was called to order at 1:05 pm.

It was moved by GwenEllyn and seconded by Eric that the minutes from the following meetings be approved as presented (with the exception of one correction in the November 9, 2023 meeting minutes): General Meeting of **November 17, 2022**; Annual Meeting of **April 27, 2023**; Executive Session of **October 25, 2023**; Board Meeting of **November 9, 2023**; Executive Session of **December 4, 2023**; and General Meeting of **December 7, 2023**. Motion carried unanimously.

Old Business:

- **Nominating Committee Revised Job Description** was discussed. Priscilla moved and Vernelle seconded a motion to adopt the [revised job description](#) for the Nominating Committee. Motion carried.

New Business:

- [Path Forward document](#) from Joan was discussed. This document outlined the options available to ICL moving forward in our relationship with Willamette University. Issues including obtaining attorney representation for pursuing 501(c)(3) non-profit status and obtaining liability insurance were discussed. Dave moved and Jan seconded a motion to pursue incorporation as a non-profit educational organization and tax exemption under section 501(c)(3), with time spent in the spring of 2024 to negotiate an MOU with WU and TIUA. After additional discussion, a roll call vote was taken with the result being the motion carried unanimously. Joan will be sending out the Path Forward document to all members when she has finalized it.
- **Rasmussen/Ronai Funds:** Brenda requested the board's support for a plan to pursue a special speaker during the spring or fall terms, using some of the Rasmussen/Ronai funds. The board approved this plan.
- **Speaker/Mentor Bureau:** Dave reported on the recent [Hanni scholars meeting](#). There were some significant ideas brought forward during that meeting including the group's concept articulated by WU's Dr. Joyce Millen for an ICL Speaker/Mentor Bureau:
 - In recognition of the wide array of interests, experience, and expertise among members of the Institute for Continued Learning, ICL leadership is collaborating with Willamette faculty to explore the idea of creating a speaker/mentor bureau. Participation in such a bureau would be entirely voluntary.
 - The bureau would provide several mutual benefits, including:
 - Provide ICL members and Willamette students and faculty exciting new avenues to connect with one another.

- Create mutual intergenerational learning opportunities between ICL members and students. While seniors have wisdom and perspective that comes from life experience, students also have ideas and skills they may like to share with seniors.
 - Help enhance classroom education by providing students with lessons learned from lived experiences, enabling students to convert abstract ideas into visions of actual practice.
 - Bridge age boundaries and help individuals from different generations learn to appreciate each other in new ways. This can help reduce ageism.
 - Promote social cohesion to benefit the entire community.
 - Joan added the possibility of working with the WU Career Center as well.
- Dave noted that the cost for this program would be negligible. Brenda asked if ICL members could also work with WU students who might need writing assistance, similar to the work we are planning to do with the Willamette Academy program. It was mentioned that WU has a Writing Center that we might partner with in the future. It was suggested that we inquire as to whether ICL can have a column in the WU Collegian periodically. The Collegian can be found at WillametteCollegian.com. Dave will continue to pursue these ideas on behalf of ICL.
- **ICL Liaison to WU Faculty:** Brenda, Monica, and Joan recently attended a Dean's meeting at WU and found it helpful. Vicki and Brenda will contact Dean Feingold of the WU College of Arts and Sciences to see if attendance at a Deans' meeting or faculty meeting might be helpful to benefit the relationship between WU and ICL interests.
 - **Field Trip:** Jan is willing to lead a spring field trip, possibly to the Woodburn area to discover the multicultural roots there. Ideas included visiting an Old Believers' Church, Farm Labor Housing, the Settlemier House Museum, and eating lunch at the Metropolis Marketplace, which has food pods including Mexican, Russian, and Chinese foods. Jan will return at the next meeting with cost estimates. Jan will also check in to the issue of obtaining a liability insurance rider for the field trip.
 - **Membership Recruitment:** Brenda suggested that given our short post-pandemic waiting list, we may want to start advertising for members in places such as Center 50+, newspaper, Salem Public Library, retiree organizations, and other places. An updated digital brochure would be good to have for this purpose. Don and Vernelle will look into places where we can advertise ICL effectively.
 - **Attendance in ICL Classes:** Encouraging attendance in ICL classes was a topic of continued discussion. In order to fill more seats, ICL may consider increasing the number of members since we have more seats in Kaneko than we fill. However, if we find that we must change our meeting room in the future, we could end up short on seats. We will discuss these issues at the next meeting.
 - **Membership Co-Director Vacancy:** Vernelle wishes to retire from her position of Membership Co-Director as soon as possible. Mark Olson had been shadowing the Membership Co-Directors but now finds that he will be leaving ICL in the spring. Vernelle agreed to write an article for the ICL newsletter to advertise for a volunteer for this position. Don mentioned that it is hoped that we can find a woman to fill the co-director position so that there will be both a man and a woman on the team, which has proven to be very effective.
 - **CCM Recording of ICL Classes:** Eric reported that he and Dave have arranged for this recording to begin in the spring semester again.

Committee Reports:

- **Financial Services from Jan Petroski:** [December 2023 Financial Report](#)
- **Curriculum Services from Brenda Kidder:** no report
- **[Membership Services](#) from Don Beckman and Vernelle Judy**
- **Social Services from Dee and Priscilla:** no report
- **[Information Services](#) from Dave MacMillan**
- **[Technical Services](#) from GwenEllyn Anderson**
- **University Support Services from Eric Reif:** no report
- **Secretarial Services from Chris Duval:** no report

The meeting was adjourned at 2:27 pm.

Next Meeting: Thursday, January 11, 2024 at 1pm on Zoom.

Respectfully submitted,
Chris Duval, Secretary

Membership Services (Vernelle Judy and Don Beckman):

Current Membership data:

We currently have 157 members, after 3 recent deaths and one request to be removed from membership after the fall semester 2023 (Mark Olson, who will be traveling extensively for the next couple of years). We will be offering membership to 3 persons currently on the Waiting List over the break and conducting an orientation session prior to classes starting in January.

We currently have 11 persons on the Leave List, after one person (Vici Taus) asked to be removed from the list, since she will not be returning to ICL. Vernelle has confirmed with others on the list that they wish to remain on the Leave List. At least one hopes to return to regular membership in the fall of 2024.

We currently have 15 persons on the Waiting List. The top three will soon be offered membership beginning with the spring semester 2024. If our normal attrition continues at the end of the current ICL school year (April 2024), we will most likely not have enough persons on the Waiting List to fill the empty slots. This means we need to do some marketing between now and then to beef up our Waiting List. As a first step, we have asked Eric Reif to contact HR at Willamette to see if (1) we could get a list of WU faculty and staff who will be retiring at the end of the 2023-2024 academic year, along with their contact info (preferably email info), so that we could send them an invitation to join ICL; or (2) we could provide HR with a copy of an invitation to join ICL for HR to distribute to the upcoming retirees. Assuming either option gets a thumbs up from HR, we would like help designing an attractive flyer promoting membership in ICL.

We are currently looking for someone who could be appointed by the Board to replace Vernelle as Co-Director of Membership Services, effective at the end of the spring 2024 semester. Suggestions are welcome, and should be sent to Joan.

Respectfully submitted,
Don Beckman & Vernelle Judy

Information Services (Dave MacMillan):

- Post October 2 minutes with changes online and remove "Draft"
- University Support Services Job Description ratified by board
 - Add note of ratification in footer and post online in 2 places
- Add Anita Owen as lead on Great Decisions
- Send Anita the Thursday Special Interest Group signup sheet
- Add Vicki Pedone to board page on ICL webpage
- Add Dee Iltis to board page (forgot to do previously)
- Add Vicki to Board Group Email list
 - Solicit a short bio for the board page from Vicki
 - Add bio to online
- Send Vicki documentation for submitting suggested changes to the minutes
- Send Vicki the November agenda with links to a number of other documents
- Send Vicki links to G. Docs folder shared by the board
- Create December agenda file in G. Docs
- Newsletter:
 - Announce new Curriculum Co-Director and board member
 - Announce Anita as new lead on Great Decisions
 - Anita and Vicki will provide message to members to gauge interest in Great Decisions
- Ask Joyce Millen for text promoting the Marion-Polk Environmental Health hazards & Threats Research Study
 - Post in Newsletter
 - Send information by email
 - Send Link to survey
- Add the directors' reports from the November board meeting to the November minutes
- Contact Delia from Willamette Academy to move forward on using ICL volunteers to review essays from students
 - Post in newsletter
- Share November minutes with the board when Chris has them ready.
- Forward Anita Owen email about Great Decisions.
- Add the inclusion of the Director Reports to the board agendas and the board meetings to the Information Services Checklist
- Post the nominating committee report to the webpage
 - Share with board
 - Add this task to the IS Checklist

Other Tasks:

- Fix link to theater production format file from sub-committee report in June 2017
 - Also added link under More about ICL → DOCUMENTS
- Continued work on CCM project for next Semester
 - Make copy, update, and other modifications to the G.form.
- Make copy of CCM Video Release Form (Google Form) for CCM approval.
 - Make necessary changes to report sheet

- Schedule Nicole and Melinda for Spring semester to do a followup report on the Environmental Health Hazards and Threat project (11/30/2023).
 - Notify Curriculum and put on Spring Schedule
- Continued working with Hanni Scholar Committee
 - Ask Hanni Scholar Committee for deadline date for the applications. Or make suggestions.
 - Share more photos of Erin and Phil with Reyna.
 - Forward dates to Reyna Meyers
 - Add dates to online Hanni Scholar Application Google Form
- Update the Hanni Scholar Google Group Email list
- **Provide Reyna Meyers with photos of Phil and Erin for the Hanni Scholar posters**
- Send Marion Polk Health Hazard survey attachments and link to the survey
- Notify Registrar and Campus Safety of 3 names to remove from the ICL registry
- Add Spring 2024 ICL Book to the book list (More about ICL → Misc.)
- Post November 9 DRAFT minutes to the webpage
- Add new members to the Curriculum Committee
 - In Database
 - Google Groups
- Willamette Academy Writers' Bureau (WB):
 - Contact Delia at Willamette Academy about how to proceed with the essay review project and ask what she needs from us as per ICL Board direction.
 - Create form for ICL members to submit their name and email address in order to participate.
 - Shared link to the form for approval from Delia.
 - Put the form in the newsletter with an explanation from Delia (edited) and a link to the form.
 - Created a report that can be shared with Willamette Academy (Delia).
 - Shared link to the report with Delia.
 - No more effort required on our part, unless something changes.
 - Add link to the form to the ICL Website under "More about ICL"
- Create documentation concerning the Google account containing the bulk of all ICL documents, sheets, forms, documentation, agendas, minutes, etc. Shared with TS Director and past IS Co-Director.
- Continue to add to the ICL OPERATIONS MANUAL

To Do:

- Willamette Academy Writers' Bureau (WB):
- Share attendance numbers with Board
 - Try to provide trends about Great Decisions
- Send Vicki any other helpful documentation and instructions for CC and Board
- **Post new wording to Policy and Procedures on ICL webpage**
- Forward Anita Owen email about Great Decisions.
 - Follow-up?
- Continued work on CCM project for next Semester
- Continue to add to the ICL OPERATIONS MANUAL
- Test Zoom capabilities in Kaneko Auditorium
 - Using MacBook computer
 - Using ICL HP Laptop computer

Technical Services (GwenEllyn Anderson):

It's been a busy month. We had two potpourris (11 members), an up-close and personal (3 members) and welcomed ten additional presenters. I recorded two of the potpourri presenters on Zoom.

We are looking into a new lapel microphone for the presenters. This is more complicated than just purchasing one because it must be tied into the current Kaneko Auditorium set up.

CMM (formerly CCTV) is planning to return to video record our Tuesday morning sessions. I have secured space in Room 111 down the hall for them to leave their equipment. They have agreed to wait until 9AM before setting up to give me time to get there. Jo Kozuma's concern is that there has been a break in in the past and she can't guarantee that the locked door is sufficient to keep items safe.

We've had some problems with the auditorium doors being left unlocked and one seemed broken. I contacted WU Facilities and they have corrected the problem.

We may want to add a Board or volunteer position to check for items left after class.