

ICL Board Meeting Minutes

February 8, 2024

Virtually Online (Zoom)

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

Absent: Vernelle Judy, Sally Shriver

Guests: none

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

Minutes from the ICL Board meeting of January 11, 2024 were approved as presented (motion by Eric, second by Brenda). Minutes of the ICL Emergency Board meeting of January 17, 2024 were approved as presented (motion by Eric, second by Priscilla).

Executive Director: Joan Robinson

- Joan reported on the negotiating team for the MOU with WU. Members of the team from ICL include: Joan Robinson, Brenda Kidder, Jim Brown, and Tom Hibbard. The first meeting will be held on February 9, 2024, with WU representatives: Provost and Senior Vice President, Carol Long, and Associate Provost for Academic Finance, Laura Taylor.
- Brenda obtained information from a Salem attorney experienced with non-profits regarding the legal steps involved in becoming a 501(c)(3). It appears that because of our small budget, we will be able to file an "EZ" form rather than a longer, more complicated form.

Old Business:

- **Hanni Scholars:** Dave moved, seconded by Jan, to spend \$52.50 for 50 posters to promote the Hanni Scholar program. [Posters](#) will be distributed around campus. The motion was carried unanimously.
- **Special Speaker:** Priscilla noted her concern about spending a large amount of money on a special speaker prior to having the MOU signed and our legal status settled. Brenda indicated that she will bring any firm plans for a special speaker to the board prior to scheduling and agreeing to an amount for the special speaker.
- **Vacant Positions:** ICL has two vacant positions currently: the membership co-director and the historian. Joan will send out an email to membership regarding the historian position. Board members will provide suggestions to Joan and Don of any members who might be prospects for the membership co-director position.

New Business:

- **Directors-Elect:** Per our constitution, directors are elected at the end of fall term, to take office at the end of spring term. The period in between is meant for job shadowing and training of the directors-elect. Dee was seeking board approval to involve the incoming social service directors in the planning for upcoming social events. The board agreed.
- **Land Acknowledgment:** Dave suggested that we consider announcing a land acknowledgment as part of our ICL classes. GwenEllyn said that it would be appropriate to use WU's land acknowledgment since we are associated with WU. Brenda suggested

that we put the written acknowledgment on a slide to be shown at the beginning of each class and make a verbal announcement at the beginning of each term. The board agreed with all suggestions.

Committee Reports:

- [Financial Services from Jan Petroski](#)
- [Curriculum Services from Brenda Kidder and Vicki Pedone](#)
- [Membership Services from Don Beckman and Vernelle Judy:](#)
Don reported that GwenEllyn made a suggestion to contact WOU and Chemeketa CC upcoming retirees, so Don will follow up on this. Eric will follow up with Samantha McCorkhill of WU HR to determine if they might allow us to provide an email with a link to our brochure, that WU could give to their upcoming retirees.
- [Social Services from Dee Iltis and Priscilla Hibbard:](#)
Dee will propose dates for our opening and closing days of classes for 2024-2025 by our next board meeting.
- [Information Services from Dave MacMillan:](#)
Dave reported that he has been helping out with taking items to the WU archives in the absence of having an ICL historian.
- [Technical Services from GwenEllyn Anderson](#)
- **University Support Services from Eric Reif**
- **Secretarial Services from Chris Duval:** no report

The meeting was adjourned at 2:05 pm.

Next Meeting: March 14, 2024 at 1:00 pm, virtually online via Zoom

Respectfully submitted,
Chris Duval, Secretary

Directors' Reports

Information Services Director Report:

- Post approved minutes to website: December 14, 2023
- Add 3 new members to online membership directory
- Added links to January minutes after Chris completed them.
 - Sent link to the board for their review
- Take 2 copies of the new ICL brochure to Hatfield Library to be placed in the ICL Archives
- GwenEllyn and I worked out a workaround to get video and audio when zooming in someone to Kaneko auditorium
- Create Fall 2024 Curriculum Schedule for use by the CC
 - Share link with Curriculum Co-Directors (Brenda and Vicki)
 - Add link in the Wordpress "cheat sheet".
- Take copy of Don's Tribute to Phil Hanni to Hatfield Library to be added to the ICL Archives.
- Continue working with the university on the Hanni Scholar Award poster and application. Date changed.
 - Tweak and approve poster design for printing and distribution around campus.
- Send the new brochure to Printer Services to print 100 copies at \$1 each
 - Don or me pick up brochures
 - Don will distribute to Center 50+, S. Salem Senior Center, Capital Manor, WU Faculty lounge, etc.
- Post new wording to Policy and Procedures on ICL webpage

MEMBERSHIP SERVICES REPORT for ICL Board Meeting 2/08/2024

Current Membership data:

We currently have 160 members. Our three new members for this semester were given brief verbal and photo introductions at the beginning of our morning session on 1/30/2024. Unfortunately, one new member had a schedule conflict and could not come, and a second new member arrived a couple of minutes after the official introductions. Only one new member stood and was welcomed by our members.

We currently have 10 persons on our leave list, although we anticipate that we will be culling one or two from the list as soon as we hear back from a few who have not yet replied to our latest inquiries.

We currently have 11 persons on the waiting list, including 2 retired WU faculty (who go to the top of the list). Persons who were on the list after we recruited our three new members for this semester were given an update on their waiting list status via January 9th emails. Those who applied for membership since then have been sent an email acknowledgement letter thanking them for their application and telling them a little about our process for recruiting new members from the waiting list. Our policy going forward will be to send a similar email acknowledgement letter whenever someone submits an application and is automatically put on the waiting list.

As part of an effort to beef up our waiting list in anticipation of some members not renewing at the end of this academic year, we are making efforts to market ICL

membership to persons in different areas. One target: upcoming WU retirees. We are hoping that HR at Willamette would be willing to send these upcoming retirees a copy of an email invitation to join ICL and/or a digital copy of our latest ICL brochure. In the email we would emphasize the fact that WU retiring faculty & staff go to the top of our waiting list, due to our special relationship with the University. Approval for doing so will probably have to come from Carol Long or another senior administrator, which means that Joan Robinson may have to carry the ball for us in this area.

Another ICL marketing target audience is the seniors who are active at local senior centers. Don has so far failed to receive replies to emails that were sent, with a copy of our new ICL brochure attached, to Center 50+, the South Salem Senior Center, and the Keizer Senior Center, telling them a little about ICL and asking for information about whom to contact at each center. He recently brought copies of our new ICL brochures to the Keizer Seniors Center, the South Salem Seniors Center, and Center 50+center, and he now has more specific contact information for further followup at each venue.

Don also failed to get a reply to his email that was sent to the general S-K “info” email address, telling a little about ICL, attaching a current ICL brochure, and asking about whom to contact in the S-K HR department. He will follow up with a phone call to HR.

Thanks again to Dave MacMillan for his work on our new ICL brochure!

Respectfully submitted,
Don Beckman & Vernelle Judy

Curriculum Services Report

The Spring Schedule:

The spring schedule is full. We have rescheduled one canceled speaker (snow day) and are working to reschedule the COVID cancellation. We are also trying to move speakers around to give Hanni scholars all April dates.

Subject	Count	HRS	Category	Count
Natural Science	5	7.00	Business and Economics	1
NLAS	6	6.00	Education	1
The Arts	8	14.00	Languages and Literature	1
Applied Science	11	17.00	Law	1
Humanities	11	19.00	Philosophy	1
Social Sciences	15	18.00	Theology	1
			Biology	2
			Earth and Space Sciences	2
			ICL	2

WUICL	Count	HRS		
			Psychology	2
Willamette University	14	17.00	Visual Arts	2
Outside	18	31.00	Engineering and Technology	3
WUICL	20	26.25	Political Science	4
			Sociology	4
			History	5
			Medicine and Health Sciences	5
			Performing Arts	5

In the fall we will work to up our Willamette University speakers and increase our sciences. We are too heavy in Humanities this term.

Next meeting date: Thursday, **March 21, 2024** at Noon in Kaneko Hall

Technical Report for ICL Board Meeting – 8 February 2024

– by GwenEllyn Anderson, Tech Support

With Dave’s help, we were able to successfully Zoom Joe Cahn into the class after showing his film “The Unimaginable Journey of Peter Ertel” for a Q&A session.

We set up two microphones to accommodate presentations with two speakers. They both happened on the same day so that was convenient and appeared to work well.

I reviewed the process and timelines for the poetry potpourri with Ann Boss. She is being proactive and wanting to get things ready ahead of time.

The doors to the auditorium vary from being open upon my arrival to being locked. The Southernmost door does not seem to catch. I have contacted Jo Kozuma about this and about getting Dave access with his ID card.

Respectfully submitted –
GwenEllyn, Tech Support

SOCIAL SERVICES REPORT

The next event will be the mid-semester coffee on **March 14**, with catered beverage service and refreshments provided by members with last names A-L. It is noted that this is also the date for the March board meeting in the afternoon.

Get well cards were sent this past month to: Karen Trucke, Charlene Robbins, Lois Rosen, and a second card to Wes Robinson as a result of his hospitalization.

**We are requesting that the following proposal be added to the agenda for general board approval:

Re: Event Planning

Since it is 8 months after the election of Social Services directors in December until preparing for the August Picnic, we would like to change their shadowing role to taking a more active part in planning the spring semester Coffee and Luncheon, if they would like. The purpose is to sustain their enthusiasm while they wait for full ownership of event planning in the fall.

Dee Iltis
Priscilla Hibbard
Social Services Co-directors