

# ICL Special Board Meeting Minutes

March 26, 2024

Virtually Online (Zoom)

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

**Absent:** Sally Shriver

**Guests:** Karen Trucke

The ICL Special Board Meeting was called to order at 10:01 am.

The purpose of this special ICL board meeting was to address the following topics of new business. :

## **New Business:**

- Appointment of Judy Quenzel to position of Director of Secretarial Services  
Due to the resignation of Karen Konick as Director of Secretarial Services, ICL has had an opening for this position. It was moved by Eric and seconded by Jan to appoint Judy Quenzel as ICL Director for Secretarial Services. The motion was carried unanimously.
- Preliminary discussion of donations for this academic year  
The ICL proposed budget for 2024-2025 includes \$3250 for donations. \$250 of this amount is allocated for small donations to ICL members who pass on, and is given to a charity of their choice. It was moved by Brenda and seconded by Jan that ICL donate \$1500 to the Jerry Hudson Book Fund and \$1500 to the Willamette Academy for the academic year 2024-2025. The motion was carried unanimously.
- Preliminary discussion of budget for 2024-25  
Budget issues were discussed, including a number of budget items that are unknown at this time. These include issues related to the upcoming MOU with Willamette University and ICL; the cost of attorney fees for incorporation; the other costs of incorporation; costs of insurance coverage once ICL incorporates; and the increased cost of food for our social activities. It was determined that the board will review the materials and plan to adopt a budget at the next board meeting in April, 2024.

As the board is seeking attorney representation to assist ICL in getting set up as a non-profit organization, the name of attorney Ryan Collier was suggested. He is a local Estate Planning attorney who at times contributes to the community by assisting with legal matters and he has experience in setting up non-profits. He has indicated that he is willing to assist us for the reduced fee of \$1,500. The board had previously received a possible estimate of up to \$4500 for this service. It was moved by Don and seconded by Priscilla that Joan meet with Attorney Ryan Collier and if he is willing to set up ICL as a non-profit organization, pay up to \$1500 for his services. The motion was carried unanimously. .

- Establishment of dues for 2024-2025  
Discussion of dues included discussion of the proposed budget for 2024-2025. Given the unknowns of ICL's situation at this time, in terms of potential expenditures it was difficult

to determine an exact amount of dues that will assist in balancing the upcoming budget. In addition, ICL has a very short waiting list at present and is likely to not be able to fill all 160 seats for the upcoming academic year. It was moved by Brenda and seconded by Jan to keep the dues at their current level of \$165 for the 2024-2025 academic year. The motion was carried unanimously.

- Approve sending out notice to members of Willamette Heritage parking option for 2024-2025 academic year

ICL member Gary Slangan has been handling the parking option at Willamette Heritage Center in recent years and continues to do so. It was moved by Dee and seconded by Priscilla to authorize Gary to send out a notice to ICL members indicating the parking plans for 2024-2025 at Willamette Heritage Center. The motion was carried unanimously.

- Set date for April meeting

Due to Joan's absence on the date of ICL's regularly scheduled meeting in April, the meeting was moved to April 18, 2024.

The meeting was adjourned at 11:17 am.

Next Meeting: Thursday, April 18, 2024, at 1:30 pm, virtually online (Zoom).

Respectfully submitted,  
Chris Duval, Secretary