

# ICL Board Meeting Minutes

April 18, 2024

Virtually Online (Zoom)

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

**Absent:** Sally Shriver, Eric Reif, Dee Iltis, Judy Quenzel

**Guests:** Helen Mazur-Hart, Colleen Spedale

The ICL Board Meeting was called to order at 1:39 pm.

Minutes from the [March 14, 2024 meeting](#) were approved as amended (motion by Jan, second by Dave). Minutes from the [March 26, 2024 Special Board Meeting](#) were approved as presented (motion by Jan, second by Dave).

## Special Order of Business:

- Dee presented a [list of potential guests](#) to invite to our end of the semester luncheon on May 2, 2024. The list (and their sponsors) included: Carol Long (Joan), Laura Taylor (Joan), Jo Kozuma (GwenEllyn), Mark Bernt (Dave), Reyna Meyers (Dave), Abby Fennimore (Eric), and Joyce Millen (Tom Zook). It was moved by Vicki and seconded by Priscilla to invite all of those on the list to the luncheon. Motion was carried unanimously.

## Executive Director: Joan Robinson

- Meeting with attorneys Ryan Collier and Jacob Sinclair: Joan met with the attorneys to discuss preliminary arrangements to hire them to do the legal work required to create a non-profit organization for ICL. The attorneys will send Joan a letter of engagement at which time they will require full payment up front for the work. The amount due is a reduced fee of \$1500. The attorneys suggested that once they obtain a federal tax ID for ICL, we will need to hire an accountant to complete the IRS filing on our behalf. Joan indicated that we will likely need some board meetings in the summer to proceed with the various issues related to incorporation, such as hiring an accountant, getting insurance, opening a bank account, etc. A June meeting will be needed to approve the budget for 2024-2025.

## Old Business:

- Adopt a budget for 2024-2025: This item was deferred until the June board meeting.

## New Business:

- Discussion of end of year survey: After extensive discussion, it was decided to forego an end of the year survey at this time since there does not appear to be any clear goals or significant issues to address. It may be more beneficial to do a survey after some of the changes that will occur as we incorporate.
- Electronics policy: ICL does not have a written electronics policy at this time. Joan will work over the summer to draft guidelines for use of electronics in classes. The board

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supports ensuring the noise making electronics need to be turned off, but also acknowledges that some individuals might have valid reasons to use electronics during class such as use to control hearing aids, blood sugar monitoring, taking notes, and capturing QR codes on the front screens. The board will seek to provide some guidelines for the use of electronic devices in classes in the fall.

- Proposal for encouraging volunteering in ICL: GwenEllyn asked that her proposal be deferred so that she can discuss the issues with Membership Services Co-Directors who do the orientation for new class members.

## Committee Reports:

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

The meeting was adjourned at 2:57 pm.

Next Meeting: The annual meeting will be held on May 2, 2024 following the spring luncheon. The next regular board meeting will be held on Thursday, May 9, 2024, at 1:00 pm virtually via Zoom.

Respectfully submitted,  
Chris Duval, Acting Secretary

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## Tech Support Report

There is not much to report except that we may want to look into a couple more hearing assistance devices. We needed more on the day of the Music Potpourris.

Both the Music Potpourri and the Hanni Scholars were encouraged to connect with me early, which they did and the presentations went forward without any hitches. Thank you to the organizers!

GwenEllyn

## MEMBERSHIP SERVICES REPORT for ICL Board Meeting 4/18/2024

### Current Membership data:

We officially have 158 members (after removing Hardin King, who has moved, and Jim Breithaupt, now deceased). Information from current members who will not be returning in the fall has been trickling in. We have 9 members who have advised us they will not be returning in the fall, and we know of a few others whose return is doubtful but unconfirmed. We have been reminding members to send us their 2024-2025 dues checks or let us know if they will not be returning. We currently have 4 emeritus/emerita members, who do not pay membership dues.

We have received membership renewal checks from 94 members at this point. We usually have a flood of late checks as the end of the semester approaches. We will send a final reminder to those who have not renewed right after our last class on May 2nd. We should have a firm number for renewals not long after that, which will tell us how many openings we have to fill for the next academic year.

Chris has contacted everyone on our Leave list and has received replies from almost all of them. We currently have 5 persons on our Leave List, but we will be removing one or two more after hearing back from them. One Leave List person was added to the Waiting List. A current member will be put on the Leave List at her request at the end of this semester.

We currently have 20 persons on the Waiting List, including 2 retired WU faculty (who go to the top of the list) and one person who came off the Leave List.

We have continued our efforts to beef up our Waiting List, since we anticipate more membership openings at the end of the current year than we have persons on the Waiting List. We have distributed copies of our new ICL brochure at Center 50+, the Keizer Senior Center, and the South Salem Senior Center. We have put up copies of our ICL poster at these three senior centers, plus the local Roth's Markets, the local Fred Meyers, the Reader's Guide Bookstore in West Salem, and the two branches of the Salem Library (thanks to Brenda Kidder for her site suggestions). We have sent emails to upcoming retirees at Willamette University and at Chemeketa Community College, with a digital copy of our ICL brochure attached, inviting them to join ICL (thanks to Joan for getting this approved at WU and to GwenEllyn for spearheading this effort at Chemeketa CC). And we have asked ICL members to help us 'get the word

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out' by telling their friends about ICL and encouraging them to fill out an online application for membership. We hope these efforts will pay off in the form of increased applications and a longer Waiting List, sufficient to fill anticipated openings in our membership. We will be contacting persons currently on the Waiting List to ask them how they found out about ICL. We hope to add this question to our online application form at some point. This may give us some ideas about what is working and what is not in our marketing efforts.

Respectfully submitted,  
Don Beckman & Chris Duval  
Membership Services Co-Directors

## Information Services Director Board Report 4/18/2024

- FYI for the board: I think it's time to start looking for an Information Services Co-Director.
- Now that we can get into CMS to update the webpage, I have posted the board minutes for 2/9 and 3/14 (Draft) on the webpage
- The Hanni Scholar Committee met on Zoom 3/21 to decide on the 6 finalists.
- Created a template letter to go to the finalists. It uses Mail Merge to get the names and other information from the student's applications to fill in the form letter. This can be used in future years to make it easier and quicker to send out notices.
- Did the same for the letters that will go out to the applied but did not get chosen. Some editing of individual letters may be necessary.
- Sent letters to the 6 finalists for the Hanni Scholar Awards.
- Sent 2 letters to the ones who did not get chosen.
- Post 2 new member bios to the password web page protected area
- Posted the Hanni Scholars on the ICL webpage.
- Updated the board members position with Chris moving from secretary to membership
- Post 3/14 Financial report. Board members were sent a link to the Google doc before the board meeting, so should have had it.
- Add Linda Williams as ICL Historian
- Update 2/8 board minutes which were approved in March.
- Make schedule changes as required: April 16, and more.
- Send Advance Directives to Print Services for printing 75 copies for \$67.50.
- Add Judy Quenzel to Google Group Email list
- Add Judy Quenzel to ICL Board website as secretary
- Request bio from Judy Q. And post to ICL website
- Send Judy (and the board) instruction for dealing with minutes.
- Send Judy more information/documentation as a new board member
- Email Hatfield Library Archivist (CC Linda Williams, Joan Robinson) to set up a meeting with our new historian. Meeting soup for 4/10/2024

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- Virtual meeting with Judy Quetzal to go over Google Doc and board minutes process.
- “Tips for Preparing A Presentation for ICL” - created by Vicki Pedone; I converted to a Google Doc and added to the common/shared document area.
- Met Linda Williams, our new ICL Historian, at MOH and introduced her to Susan Irwin, the Willamette Archivist. And got a tour of the Archives area. A lot of stuff!
- Downloaded about 115 GB of video Zoom files from Willamette’s Zoom storage at their request. Need to find another place to store and share these presentations - mostly recorded during the first couple years of Covid. None of these presentations are available for viewing until I get them uploaded somewhere else (e.g. YouTube, Dropbox, Google Drive).
- Editing photos of the Hanni Scholar finalists for sharing with the students and their sponsors.
- We’re still not able to publish anything to the ICL website since the cyber attack; however, the person who does that for us in WU Web Applications is very responsive to our publishing requests.

### Curriculum Committee Report: April 2024

#### Scheduling:

- Open slots Fall 2024: 78 hours on the schedule, 14 hours filled to date.
- Fall Schedule – Subject Area = Approx. 15 hours per each of the Liberal Arts (with 2.5 hours for general). To date:

Topic Area	Hrs Sched	Notes
Natural Science	15 – 6 = 9	
Applied Science	15 – 2 = 13	
Social Science	15 – 2 – (6 GD) = 7	GD = Great Decisions
Humanities	15 – 2 = 13	
The Arts	15 – 4 = 11	Copeland 2 hrs. & Ballet 2 hrs. (from Spring)
General	2.5 – 1 = 1.5	Opening Day 1 hour from V.P.

We will be scheduling speakers over the summer.

Brenda will be traveling from April 20 – May 13. Vicki will be available during this time.

We have lost two members – Becky Miller-Moe is taking a leave of absence from ICL next year due to personal circumstances and Eric Reif is also leaving the committee but not leaving ICL.

We have added one new member – John Kaufmann. We have a list of possible other new members which we will be approaching to increase committee membership.

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## ICL SOCIAL SERVICES Report for April 18, 2024 Board Meeting

Dee has spent the past month checking off the details for the May 2nd Luncheon. We started taking reservations on April 16th and will continue until April 25th when we report the number of attendees and tables to Bon Appetit Catering.

Priscilla sent three cards out in April. The recipients were Carolyn Woodman, Linda Kirsch, and Bob and Kathy Plantz.

We met with Colleen Spedale and Debbie Robinson on April 11th to talk about the two positions and answer questions.

Respectfully submitted,  
Dee Iltis  
Priscilla Hibbard  
Social Services Co-Directors

## Guest Suggestions for the ICL Luncheon

1. Are there any more guest suggestions?
2. Should we invite them all?
  - Carol Long (Joan)
  - Laura Taylor (Joan)
  - Jo Kozuma (GwenEllyn)
  - Mark Bernt (Dave)
  - Reyna Meyers (Dave)
  - Abby Fennimore (Eric)
  - Joyce Millen (Tom Zook)