

# ICL Board Meeting Minutes

May 9, 2024

Virtually Online (Zoom) at 1:00 PM

**Present:** Joan Robinson, Jan Petroski, Vicki Pedone, Chris Duval, Don Beckman, Colleen Spedale, Debbie Robinson, Tom Hibbard, Helen Mazur-Hart, GwenEllyn Anderson, David MacMillan, Judy Quenzel

**Absent:** Brenda Kidder, Sally Shriver

**Guests:** Dee Iltis

The ICL Board Meeting was called to order at 1:03 pm.

Minutes from the April 18 meeting of the Board were approved. (motion by Gwen Ellyn, seconded by Jan). Minutes from the Annual Meeting on May 2 were approved. (motion by Vicki, seconded by Jan)

## Executive Director: Joan Robinson

- (See Old Business - Restructuring)

## Old Business:

- Restructuring: The Board put forth a motion that Joan will be the single “incorporator” for the process of developing the initial documents for incorporation, and that she work with Jacob Sinclair, Attorney, during the summer to prepare the Articles of Incorporation for submission to the Secretary of State. The motion passed unanimously. Joan asked the Board to review some materials that she is sending and provide suggestions/feedback. The Board will meet eventually to elect Board members as required, at minimum a President, Treasurer and Secretary.

Joan is developing questions for Jacob as the process begins over the summer. Once the Articles are developed, the Board will develop By Laws and Policies. There was discussion of email voting when ICL members must cast a vote.

- Volunteer Program: Joan and David worked on a draft document concerning volunteer opportunities in ICL. After discussion, there will be a subcommittee ( GwenEllyn and Tom) to develop a volunteer program. It was suggested that a brief article about this upcoming opportunity for ICL members be placed in the newsletter.

## New Business:

- The members of the Board will meet on the second Thursday of June, July and August at 9 am for its monthly meeting.

## Committee Reports:

- [Financial Services from Jan Petroski](#) - Motion passed: “The Board approves of the 2024/2025 Proposed Budget as presented by Jan” ( Motion by Chris, seconded by Debbie)
- [Curriculum Services from Brenda Kidder and Vicki Pedone Report](#) submitted

## Directors' Reports

- [Membership Services from Don Beckman and Chris Duval Report](#) submitted. Board discussed that there are 29 on the wait list for ICL. The goal is 150 members for 2024/2025. Helen congratulated Don and Chris on their outreach for new members.
- [Social Services from Colleen Spedale and Debbie Robinson](#): Report submitted.
- [Information Services from Dave MacMillan Report](#) submitted. ICL brochures will be printed (50)
- [Technical Services from GwenEllyn Anderson](#) Report submitted
- [University Support Services](#):
- **Secretarial Services**: no report

The meeting was adjourned at 2:24 pm.

Next Meeting: June 13, 2024 at 9:00 AM (Note: start time has changed)

Respectfully submitted,  
Judy Quenzel, Secretary

# Directors' Reports

## Curriculum Services:

### Curriculum Committee Report for May 9, 2024 Board Meeting

Spring 2024 was a successful one, with several short-notice saves by ICL members owing to last-minute cancellations. Hanni presentations were wonderful. Two members were added mid-year, Mark Kendall and Anita Owens, representing Great Decisions. Three members left the committee at the end of Spring 2024: Eric Reif and Becky Miller-Moe, after several years of great service, and Ruth Crowley after one year. Three new members have joined the committee for 2024-2025: Ann Moore, John Kaufmann, and Ann Lovejoy. We hope to recruit a few new members too.

There are a total of class 78 hours in Fall 2025. We are working toward getting more Natural Science and Arts speakers and more WU faculty for the Fall. Here are the statistics for talks that have been officially scheduled. The goal is to have at least 85% of the schedule filled before the start of the semester.

Subject	Count	HRS
Applied Science	1	2.00
Humanities	1	2.00
NLAS	1	1.00
Social Sciences	3	6.00
Natural Science	6	10.00
	Count	HRS
Outside	2	4.00
WUICL	2	3.00
Willamette University	5	8.00

Subject	Count	HRS
NLAS	5	4.50
Natural Science	7	10.00
The Arts	8	14.00
Applied Science	13	20.00
Humanities	15	23.00
Social Sciences	16	19.00
	Count	HRS
WUICL		
Willamette University	15	19.00
Outside	18	30.00
WUICL	21	28.75

Submitted by Vicki Pedone and Brenda Kidder

# Directors' Reports

## Membership Services:

### Members count:

- 130 paid members (as of 5/8/24)
- 2 members who have said they will pay (eg. upon returning home from travel abroad)
- 4 emeritus/emerita members

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- 136 returning members, not including
  - 1 member who asked for a couple more days to decide
  - 2 members who have not replied to our followup emails and phone calls

We sent email reminders during April (and short reminders in the newsletter) to members, urging them to renew their membership. We received a few late dues checks in the mail after the last day of class on May 2nd. The following Sunday we sent out individual emails to 8 of the 9 persons who had not yet replied to our previous emails, and on 5/8/2024 we called 3 members who still had not replied. All of these late contacts declined membership, except for one member who wants a couple more days to decide and two members who have not yet returned our phone calls. If none of these final 3 decides to renew, we will have 136 returning members.

**Waiting list:** We currently have 28 persons on our waiting list, including 3 former WU faculty/staff, and we anticipate that we will soon have one more application for membership (from a retired WU faculty member). If we have 136 returning members, we will need 24 persons on the waiting list to say 'yes' when we offer membership. Although all but six on the waiting list have applied this year, 24 'yes' responses out of 28 offers for membership would be a higher percentage of those saying 'yes' than previous history would suggest, so we may come up short on our goal of 160 members. There may be additional applications between now and the start of class in the fall, which might help make up any shortfall.

As you know, over the past couple of months we have been trying to market ICL to get more people to apply for membership. This effort included:

Updating the ICL brochure and distributing copies to Center 50+, Keizer Senior Center, South Salem Senior Center, Capitol Manor, and Salem Town.

Printing copies of an 8 ½ x 14 inch ICL poster and distributing them to the Center 50+, Keizer Senior Center, South Salem Senior Center, Capitol Manor, Salem Town, the 2 branches of the Salem Library, Reader's Guide Bookstore, the Book Bin, 5 Roth's Supermarkets, and 3 Fred Meyers. Checking back, some of these posters did not seem to last very long, however.

Sending out emails targeted to specific groups, inviting them to join ICL, including upcoming WU retirees, upcoming Chemeketa Community College retirees (thanks, GwenEllyn), members of the Unitarian Universalist Church of Salem (via their email

## Directors' Reports

list), and ICL members (asking them to tell their friends about ICL and encourage them to apply for membership).

We plan on having new members at their upcoming orientation sessions fill out an index card telling us how they found out about ICL. This might give us an indication of how effective our different marketing strategies were.

**Leave list:** We currently have 8 persons on the Leave list, including 3 who were long-time members until recently (Robert Staley, Becky Miller-Moe, and Kasia Quillinan).

We will be sending out invitations to those on the Waiting list soon, and then scheduling orientation sessions after that. We will review ideas for tweaking our orientations prior to the start of these sessions. We may have to limit each orientation session to 8 persons (the capacity of the largest study room at Salem Library, if other venues are not available). We are hoping to complete orientations prior to the beginning of Chris' summer travels in June, but we can schedule later dates as needed.

Respectfully submitted,

Don Beckman & Chris Duval

Membership Services Co-Directors

### **Social Services:**

The ICL Spring Luncheon was held on May 2<sup>nd</sup> following the last morning session of the year. After 3 last minute cancellations, 69 members, 7 significant others, and 5 special guests attended. The special guests were Carol Long, Laura Taylor, Jo Kosuma, Reyna Meyers and Abby Fennimore.

The reservation cost was \$17 yielding \$1,392, while the Catering expense was \$1,672. The remaining \$280 plus approximately \$90 for 13 centerpieces will be deducted from the ICL Social Services account.

During the past month Priscilla sent cards to Wes Robinson and Don Gallagher.

Respectfully submitted by outgoing Social Services Co-Directors,

Dee Iltis and Priscilla Hibbard

Here are the dates that we are proposing for next year. We identified eight events as follows:

1. Picnic August 29, 2024 (Minto-Brown Gazebo)
2. Coffee Social Sept 5, Thursday, First Day of Class (Kaneko)
3. Coffee and treats hosted by A-L Members October 17, 2024 (Kaneko)
4. Christmas Luncheon 12-5-24 (CAT Cavern)
5. After Holiday Treats January 23, 2025 (Bon Appetit) (Kaneko)
6. "Valentine" chocolate February 13, 2025 (Kaneko)

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7. Coffee and Treats hosted by M-Z March 13, 2025 (Kaneko)
8. End of Year Luncheon May 1, 2025 (CAT Cavern)

Submitted by Colleen Spedale and Debbie Robinson

### Information Services:

- Newsletters
- Keep up with correspondence (e.g. forwarding emails to members)
- Made tweaks to the ICL Brochure for further electronic distribution
- Fixed “**Member ideas for presentations**” on the “WUICL Reports - CURRICULUM” sheet; share with CC
- Created G.Form for use to enter attendance totals per hour for classes; automatically tied to the presentation record in the schedule database by date. Makes it easy for anyone to do the counts.
- Show chart or graph of attendance drop in second hour of a presentation based on subject, category, and representing: **WUICL Reports - CURRICULUM/2-hr Attendance trends** tab
- Sent board a “welcome” email to new board members along with link to annual meeting minutes and documentation on reviewing board minutes.
- Update Curriculum Committee members for academic year 2024-2025
- Update ICL board webpage with new members; remove 3 who have left board.
- Post Bios for new board members on the ICL Board webpage (1 of 4); remind others
- Create board agenda files for each month through September for now: in shared board area on G.Docs
- Create board minutes files for each month for the rest of the year: in shared board area on G.Docs
- Shared **WUICL Member List - Compass Cards** G.Sheets with provost office to get extended Hatfield Library access during the summer.. Shows current members and lists those not returning.
- Created list of board members with address information for the lawyers working on our 501(c)3 documents.

Submitted by Dave MacMillan

### Technical Services:

The presentations in Kaneko’s Atrium and the luncheon in the Cat Cavern went well regarding the tech set-up and take down.

The items that have been in the Lost & Found for more than a year will be donated to GoodWill (unless board members have another preference.)

## Directors' Reports

Submitted by GwenEllyn Anderson

### **University Support Services:**

We had one parking inquiry, Gary handled it, and we thanked him.

Submitted by Helen Mazur-Hart and Tom Hibbard