

ICL Board Meeting Minutes

June 13, 2024

Virtually Online (Zoom) at 9:00 AM

Present: Joan Robinson, Don Beckman, David MacMillan, Brenda Kidder, Vicki Pedone, Judy Quenzel, Debbie Robinson, Tom Hibbard, Helen Mazur-Hart

Absent: Jan Petroski, GwenEllyn Anderson, Sally Shriver, Chris Duval, Colleen Spedale

Guests: none

The ICL Board Meeting was called to order at 9:02 am.

Minutes from the May 9, 2024 Board Meeting (on Zoom) were approved, with a motion from Vicki, and seconded by Brenda.

Executive Director: Joan Robinson

- The board held an executive session to discuss the work so far with our current lawyers. The board agreed that we would seek new counsel.

Old Business:

- Template for ICL Calendar - David sent the template to the Board prior to the meeting. He will initiate the process to maintain ongoing communication among Curriculum and Social Services and to monitor and maintain calendar for the school year. Board discussed those dates for 2024/2025.
- Vicki moved to rescind the Social Calendar dates put forth at the March 14, 2024 Board Meeting. The motion was seconded by Brenda and passed unanimously. Dates approved are: ICL Summer Picnic August 29; Social Event Thursday, October 17, 2024; Last Day of Semester Luncheon December 5, 2024; Pal-Intine Chocolate Event February 13, 2025; Fabulous Finger Food Event March 13, 2025; End of Year Luncheon May 1, 2025.

New Business:

- Board election timing and shadowing: need for discussion at some point in the future based on progress with incorporation of ICL. Board agreed to defer discussion.
- Term Limits and Mid-Semester Board start times: need for discussion regarding set term limits for Board positions as well as positions that open up mid year. Board agreed to defer discussion.
- David introduced pre-ordering lunches from Little Lois on Tuesdays to encourage more attendance in the afternoon session as well as provide a venue in the Kaneko Atrium area. Each member would order on line and pay prior to lunch delivery. The status of Kaneko for next school term is unclear. Joan will approach the University to ask what is happening with Kaneko for next year. This lunch option is on hold for now.

Committee Reports:

- **Financial Services from Jan Petroski** - Report provided. Questions can be emailed to Jan from Board members. David will send out the most current budget to Board.

Directors' Reports

- [Curriculum Services from Brenda Kidder and Vicki Pedone](#) - Report provided. September and October are nearing completion. There will be a good balance of speaker types and presentations.
- [Membership Services from Don Beckman and Chris Duval](#) - Report provided. 9 volunteers thus far for mentoring new members to ICL (24). The first bios will be sent out this week.
- [Social Services](#) - Debbie sent a letter to Hardin King's family asking for the name of a charity for an ICL donation in his memory.
- [Information Services from Dave MacMillan](#) - David shared that WU is moving to a new website system. Currently, there are 2 systems in operation during the transition. David is able to add new members and has worked with WU to make needed additions to the ICL site. He attends a monthly zoom meeting with the website team at WU for new learning and insights.
- [Technical Services from GwenEllyn Anderson](#) - Report submitted.
- **University Support Services:** no report
- **Secretarial Services:** no report

The meeting was adjourned at 10:45 am.

Next Meeting: The July 11 meeting is canceled. The next regular meeting of the Board will be held on Thursday, August 8th at 9 am.

Respectfully submitted,
Judy Quenzel, Secretary

Directors' Reports

Curriculum Committee Report: April 2024

Hours for Fall Term: 78 hours
September and October are nearing completion
We are working to ensure we have a good balance of speaker types and presentations.

Scheduling:

Subject	Count	HRS
Applied Science	3	6.00
NLAS	3	3.00
Humanities	5	9.00
The Arts	7	10.00
Natural Science	8	14.00
Social Sciences	8	11.00
WUICL	Count	HRS
NLAS	2	1.00
Willamette University	6	10.00
Outside	9	16.00
WUICL	12	20

Submitted by Brenda Kidder and Vicki Pedone

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

It has been a busy month in Membership Services.

Membership renewals. We reminded members to bring us a check for their 2024-2025 membership dues or to advise us if they would not be returning, via Newsletter blurbs and in-class reminders. We collected membership dues checks from renewing members up to the last day of class on May 2nd. We then sent out reminders to those who had not paid and who had not informed us they would not be renewing. We determined that we had 24 members who would not be returning in the fall, for a variety of reasons.

New member recruitment. We had 28 persons on the waiting list as of 5/9/2024, and we sent out invitations to join ICL to the first 24 persons on 5/11/2024. As is typically the case, we often had to send out followup emails and sometimes even made phone calls to these persons to get a reply. Remarkably, 20 of the 24 accepted membership (83.3%). This high percentage may be due to the fact that many had only recently applied for membership. Of the 4 persons who declined, 2 cited health issues that they hoped would get better, and one had other commitments that would prevent her from accepting right now. These three

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accepted a one-year deferment, which meant that they retain their position on the waiting list for a year, but are removed from the list if they decline again after a year. They were coded 'Y', a current category, but one which we have not used for at least the past couple of years. We offered membership to the next 4 persons on the waiting list, and all accepted.

We were lucky to have 28 persons on the waiting list to draw from, and in fact this number swelled to 33 while we were recruiting. On 1/11/24 we had only 7 persons on the waiting list. We hope that our marketing efforts stimulated some ICL applications over the next few months, including our ICL brochure distributions at local senior centers, our posters, and our targeted email invitations to select groups. We asked our first 20 new members to tell us on index cards how they found out about ICL, and this was revealing: 3 persons have lectured at ICL (2 of these were WU faculty), 1 person had performed with the Salem Madrigal Singers at ICL (and also has a friend who is a member), 1 person read our brochure at the South Salem Senior (she had also retired from WU some years back), 1 person had done "an intensive google search", 1 person found out via an email from an Elsinore Theater group, and 14 had found out via word of mouth, from friends or neighbors who were current members. To all of our members who helped us get the word out about ICL, we say THANKS!

New member orientations. We were able to use Kaneko for new member orientations on May 28th and May 30th (thanks, Tom Hibbard, for your help). Twenty new members were able to attend an orientation on one of those two dates. The 4 who could not make it to a May orientation will attend our final orientation session on June 28th (venue will probably be a study room at the Salem Public Library). We used a tweaked version of our orientation notes, but we did not read the notes word for word; instead we used the topic headings in bold print as bullet points to talk about.

At our orientation sessions this year we introduced a new version of what was previously called the 'mentor' program. We renamed it the 'social contact' program, and instead of asking new members if they wanted a 'mentor' volunteer to help them adjust to ICL (few new members had asked for a mentor in past years), we told them that we would assign each of them to a 'social contact' volunteer, who would be contacting them later in the summer. The major focus for these 'social contact' volunteers would be to serve as a first ICL social contact for these newcomers and perhaps their most important duty would be to introduce newcomers to other ICL members. We told the newcomers that if they had a friend or spouse who was a current member, they could specifically request that person for their 'social contact'. Only a couple of newcomers made such requests. One new member whose husband is a longtime member told us she did not want him for her social contact, she wanted to meet someone new. We are excited about the 'social contact' program; we feel it will help newcomers make the social transition to ICL and hopefully help them make new ICL friends. We are concerned, however, that a blurb in the newsletter asking for 'social contact' volunteers generated only 3 volunteers. We'll be sending out another request for volunteers via email shortly. Perhaps we have some potential 'social contact' volunteers on the Board (hint, hint)?

New member bios. We give newcomers an assignment at orientation: write a short autobiographical sketch telling a little about themselves, their upbringing, education, work history, family, whatever they care to share that will help other members get to know them better. We've received 10 bios to date. Dave will be sending out all of the newcomer 'bios' along with their pictures over the course of the summer.

Current statistics. We have 156 members at this point, including 4 emeritus/emerita members. At our final orientation we will pick up 4 more members, bringing us to 160.

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We have 10 members on our waiting list, including the 3 persons who deferred membership for a year ('Y' status).

We have 8 persons on our leave list.

Respectfully submitted,
Don Beckman & Chris Duval

SOCIAL SERVICES

The following ICL members were contacted via written correspondence during the month of May:

- Priscilla Hibbard-get well soon and home visit
- Karen Trucke-get well soon
- Lois Rosen- speedy recovery-knee replacement continued recovery
- Jean Rover- get well soon-COVID while in London, England

So far in June, the following ICL members have been contacted:

- Priscilla Hibbard- follow-up get well soon
- Carolyn Woodman- get well soon-follow-up therapy
- Hardin King and family- Sympathy -Memorial August 2024
- Linda Kirsch- get well soon-knee replacement

As a reminder, notices for written correspondence should be directed to Debbie Robinson.

Our suggested social calendar was submitted.

Respectfully submitted,
Colleen Spedale & Debra Robinson

Information Services Director Board Report

- Attended the Campus-Wide Monthly Website Info Session on Zoom 6/7/24):
 - Web-Content Accessibility Guidelines
 - Accessible PDFs
- Newsletters
- Keep up with correspondence (e.g. forwarding emails to members)
- Created the "CURRICULUM FORM Spring 2025 file for the Curriculum Committee's planning
- Remove members not returning in the Fall from the online ICL webpage Membership Directory (password protected area)
- Created new tab in the "WUICL Reports - Board" called "More Documents" containing handy links to other documents for use by the board.
- Meet with Curriculum directors and Social Services concerning a template for scheduling Social Services events (some of which also coincide with class schedules)
 - Format Social Services Schedule template document in Google Docs
 - Share with board
 - Add as a page in the membership directory
- Create Dashboard tab for Curriculum reports
- Presentation Suggestions: added new tab called "Quick lists" - interactive; sort on your choice of fields
- Newsletters
- Keep up with correspondence (e.g. forwarding emails to members)

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- 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 for to September: 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.

Dave MacMillan, Information Services Director

Technical Services Report:

There is nothing major to report at this time. I participated in Willamette's CS4Life workshop last week. I am also assisting some future presenters with their PowerPoint presentations at this time.

Respectfully submitted,
GwenEllyn.