

Present:

GwenEllyn Anderson, Lee Coyne, Bill Foster, Vernelle Judy, Mark Kasoff, David MacMillan, Jim McDonald, Ruthann Panck, Kasia Quillinan, Lester Reed, Sally Schriver, Alice Sorensen, Joyce Zook

Absent: Ingrid Brandt, Peter Ronai

Guests: Ken Panck

Minutes:

The Dec. 2018 board minutes were amended to say that the Spring Semester concludes on May 2 rather than May 16. Motion made by Mark/Joyce. Passed unanimously.

Announcements:

- Ken noted that our poor-weather policy may need clarification. The WU closure differs from that of our Salem-Keizer School District in that Willamette has dorms on campus.
- Decision is to adhere to status quo. Dave will notify members online by 7 am as needed.

Treasurer's Report:

- Lester pointed out that our January report reconciled with WU General Ledger. ICL department cash donations should be designated at our March board meeting. In the last three years three university departments were recipients: Willamette Academy, Music Department, and the Hudson Book Fund. There were questions about this "endowed" fund. Lester will clarify later. The actual amounts can be altered by the Board. Now at \$1500 per award.
- Jim queried if we pay our speakers in the event of a weather cancelation. Consensus was that we pay outside speakers only and not faculty members on campus. Policy to be conveyed by the Curriculum Committee.

Information Services:

- Terry reported that financial updates can appear on the website.
- Peter can only make suggestions, due to medical leave; he can't attend this meeting.
- Peter fixed the webpage link to the YouTube video about using AEDs.
- Grouped links and topics under "More About ICL" and added headings
- Duplicate text was removed from the Schedule page and replaced with a calendar showing the class schedule.
- Added a Frequently Asked Questions (FAQ) section for those interested in applying for membership.
- Added a list of members' names sorted by first name to the online Membership directory in order to facilitate finding member photos and information.
- Added Board meeting to the Google calendar inbedded in the schedule page online. Board meetings are open to all ICL members.
- Jim asked if we follow any particular style manuals. The cut and paste of copy submitted will remain as our procedure. (e.g. the contents of a cells in a spreadsheet can be italicized, but not individual words in a sentence contained in a cell.)

Technical Services:

- Worked with Tom and Jim on the Hanni Scholars. Dave stated that four applications for the Hanni Scholarship have so far been received.
- Setup the CURRICULUM FORM Fall 2019 for the Curriculum Committee to have available to save presenter information. (e.g. CC might talk with someone who would like to present, but can't in the Spring. They could add it to Fall.)
- Made another sheet for Spring 2020, but don't have the start and end dates until WU posts the schedule.
- Did some documentation on some of the tasks that we try to do weekly, monthly, each semester, and yearly.
- Dave created a database using AirTable to keep track of the above projects and tasks.
- Dave created a WordPress webpage as a resource, mostly for the Curriculum Committee to use at this time. It provides links to the files they use.
- The Wordpress blog also has a FAQ page for new members which could be copied and pasted into an email to go to new members.

Curriculum Committee:

- Bill noted that the Spring Semester schedule is filled.
- The Fall schedule may begin to have some changes. The curriculum committee is looking at developing more connectedness amongst programs.
- Bill described the idea of a theme for a given term.
- Several "soft spots" provide for added flexibility. There are a couple of programs that need further confirmation and could offer an opening to reschedule the program canceled by snow.

Membership Committee:

- Alice reported having emailed a status update on the applicant waiting list. Three have withdrawn and three have joined the waiting list. This brings the total waiting list to 117.
- Class attendance remains a major issue. Leave policy may require some review.
- Pins given out for board members may be extended to those giving significant contributions in other endeavors. Recommendations will be presented at the April meeting.
- The defibrillator sought is set to cost nearly \$2000 for the apparatus plus installation. This will enable closer access if a cardiac emergency occurs. Motion made by Lester/Bill to allocate no more than \$2000 from Rasmussen Fund to pay for aforesaid defibrillator. Approved unanimously.
- Vernelle addressed the issue of member attendance. She urged we directly state the expectation of two thirds attendance to all new members. Possible four-week sabbatical for special situations was also mentioned. Afternoon attrition rates can embarrass some guest speakers also so new members will be encouraged to attend both morning and afternoon

Secretarial Services:

- Lee reported that Minute drafts continue to observe the four day turnaround for posting to Google Docs by the secretary. *[As noted: Following the post to Google Docs, there are about seven days for the Board members to make suggested changes which can then be accepted or denied by the secretary and the Draft Minutes are then posted to the ICL web site.]*

Social Services:

- RuthAnn reported that our Valentine's Day gathering attracted 70 members. Was well-received.
- St. Patrick's Day is our next leprechaun festivity.

New Business:

- A letter from Jinx proposing revised timeframes for classes was discussed. She suggests substituting speakers at 9:30, 10:30 and 11:30 and ending our afternoon sessions entirely.
- Lester felt it a disservice to curtail the presentation period and Q&A session. The board will table the suggestion for more exploration at our March meeting. Member feedback is anticipated.
- Nominations must be prepared shortly for all Board positions. Roz Shirack chaired last year's nominations panel. Mark asked that she be approached to take on this duty again. The Chair was in agreement. Each vacancy may also entail a full job description. At least three Board openings will occur.
- Lee stated that Dean Feingold never officially responded to the proposed plan of ICL mentors assigned to the students sharing common interests. He urged that a structure be ready for the Fall 2019 semester. The Chair instructed him as Board Secretary to write the Dean of continued interests and possibly a follow-up meeting.

Adjournment:

- The Board meeting adjourned by unanimous vote at 10:15 a.m.

*Respectfully submitted by Lee Coyne
Director of Secretarial Services*