

ICL BOARD MEETING MINUTES

October 2014

The October Board meeting was held on October 9, 2014.

Order: Director **Ken Panck** called the meeting to order at 3:15 p.m.

Members Present:

Ken Panck – *Executive Director*; **Gary Beck** – *Past Executive Director*; **Tom Zook** – *Co-Director, Curriculum Services*; **Louise Schroeder** – *Co-Director, Membership Services*; **Eunice Porter** – *Co-Director, Membership Services*; **Hardin King** – *Director, University Support Services*; **Charlene Robbins** – *Director, Financial Services*, **Sharon Dearman** – *Co-Director, Social Services*, **Else Nichols** – *Co-Director, Social Services*; **Mieke Visser** – *Co-Director, Information Services*.

Bob Muir who is acting as *Co-Director of Curriculum Services*, **Jim Brown** and **Don Gallagher** were also present.

Excused Absence: **Peter Ronai** – *Co-Director, Information Services*; **Jyl McCormick** – *Director, Secretarial Services*

The minutes of the May and September meetings were approved as written.

Director's Reports:

Treasurers Report: **Charlene Robbins** referred to the Treasurer's report sent to the Board. There were no comments on the report.

Information Services Report: **Mieke Visser** said that Peter Ronai has been handling the updates for the fall term. She will be doing the updates for the spring term. Meanwhile, Peter will continue to handle all of the other Information Services functions. Mieke asked Ken to check if the Historians Committee is planning a session to identify people in the website photos for the University Archivist.

Curriculum Services: **Tom Zook** said that the fall schedule is complete. The spring term is being worked on. There are currently 54 out of the 80 slots filled for Willamette University and outside speakers and 35 out of the 40 slots filled for ICL speakers. **Jim Brown**

Peter Rasmussen is heading up the Small Groups Project and **Don Gallagher** is heading up the Off-site Meeting project.

Hardin King asked for clarification of the status of the Hanni scholarship, since **Jim Brown** had been heading that up. **Ken Panck** said that is it still directly under the Board and not part of the Special Projects, since it is not a new idea to be developed. **Jim Brown** will lead both the Special Projects team and the Hanni scholarship.

January ICL Off-site Meeting:

Don Gallagher presented an update to the Board on the Off-site meeting plans. Still in the early planning stages. Site is not yet known. He expects 4 – 6 fairly intense sessions with box lunch delivered. There will be a facilitator and break-out groups. University chaplain **Karen Wood** has been proposed as possible facilitator. The meeting will cover more than just special projects. Other topics may include how we operate, the board, the waiting list, the schedule, and what do we want ICL to become. The date of meeting will depend on the facilitator's schedule; it could be a Saturday in January. Room availability is also in question; we need room for 80 and areas for break-out sessions.

Old Business:

Spring Class Location:

Ken Panck let us know that Willamette plans to spend \$80,000 to renovate Kaneko by leveling floors, ramping up the audio-visual, and installing new chairs. This will all be done by January 2015. He asked for the Board's final decision on where we will hold afternoon classes in the spring term. We need to make a decision to either use Ford 122 or Kaneko in the afternoons. **Charlene Robbins** stated she has mixed feelings since Kaneko seems removed from the main campus, but there could be a problem moving between buildings each day. **Eunice Porter** suggested discussing this with the membership for their input. **Hardin King** pointed out that the screen will not be the same in Kaneko as what we are used to now. It was pointed out that we do not know how Kaneko will be after the renovation. **Bob Muir** said we need to have a guarantee of how Kaneko will be after renovation. **Ken Panck** said we need a decision today since things are being held up without having a decision.

Decision by the Board is to use Ford 122 in the afternoons in the spring term of 2015. **Tom Zook** will be in contact with the Facilities person while **Ken Panck** is out of town.

February 3 and 5 we cannot use Kaneko, so we will use Montag.

Fall Field Trip

Tom Zook stated that there are 15 – 20 spots still open. Discussion included the comments that the field trip needs more announcements and more encouragement to attend.

Meeting adjourned at 4:30 p.m.

The next Board meeting is scheduled for November 13, 2014

Respectfully submitted,

Mieke Visser