

ICL BOARD MEETING MINUTES

December 2014

The December Board meeting was held on December 4, 2014.

Order: Director Ken Panck ca

Information Services:

Mieke said she has been updating all the information for Spring Semester with the information about the beginning time and location shown. **Peter Ronai** said that there would be no need to print a Membership Directory for Spring Semester, since there would be only one new member.

Small Group Report:

Jim Brown said the small groups are doing quite well. **Lois Rosen's** writing group of eight people has been meeting regularly. The Toastmaster's group headed by **Joel and Carolyn Woodman** has not worked out as well as it was hoped, but part of that might be the cost and the time commitment, as Toastmaster's requires a minimum number of people and a yearlong commitment. The Lighting Classes that **Deborah Ehlers** had set up had a time conflict and would require members to go into a Willamette class after it had started. She indicated that the costuming class would be set up for Spring Semester. **Bob Muir** said his Great Books class has eight members and will meet on January 13, the first day of classes to distribute books and he has scheduled every other week starting on the 20th of January for the meetings to start. Both **Sally Schriver's** PowerPoint instruction classes and

Secretarial Services:

Jyl McCormick said she has added a calendar to be posted on the bulletin board that shows the scheduled special classes. **Tom Zook** asked about putting this in the on-line schedule of classes. To schedule rooms for these meetings, there hasn't been a consistent manner of scheduling them. This has resulted in meetings happening at the same time and members having to choose which one to attend. If there was a calendar on the bulletin board, the person who wanted to schedule a class would know if the premier times (just after class on Tuesday and Thursday) were scheduled. **Tom** also stated that **Liesa Kister** would prefer to have only one person do the scheduling. **Tom** will send out an email to the chairs of each special class. This is turn will have them send their request to **Jyl** for scheduling and then **Tom** will talk to **Lisa**, and give **Jyl** and **Mieke Visser** the room schedules.

Social Services:

Ken Panck complimented **Sharon Dearman** on the great banquet. **Sharon** said she had ordered the coffee and rolls for the first meeting on January 13, 2015. The meeting will start at 10:30 a.m., but Sharon will be setting up for it at 10:00 a.m.

New Business:

Gary Beck said Willamette University will change our student body cards so we will be able to enter Kaneko. There will still need to be someone at the auditorium to make certain it is open for classes. There are two parking spaces at Willamette Heritage Center for guest speakers. Each speaker will go to the office and get a pass for the day. **Gary Beck** will follow up with security. **Cathy Olcott** has asked **Ken Panck** if some arrangements can be made for those students who are unable to walk between the two buildings. At the luncheon, there were five members who indicated there was a need for transportation. **Gary** or **Hardin King** will investigate on how this need might be addressed.

Jim Brown talked about the upcoming meeting to be held off-campus on January 27. The diversity group consisting of **Mako Hayashi-Mayfield, Evelyn Smith and Jim** met at lunch to discuss how ICL could add some diversity to our group. He suggested some type of data questionnaire to be sent to members prior to that meeting.

Ken Panck said he would be resigning from being the Executive Director next year. He asked everyone on the Board to complete a new job description and forward that to him. The Board will need to nominate a nominating committee for the next year in January.

Meeting adjourned at 2:45 p.m.

Respectfully submitted,

Jyl McCormick