

ICL Board Meeting Minutes (Amended)

December 6, 2018 | 1:20 PM

Kaneko Room 121

Present: Ingrid Brandt, Lee Coyne, Bill Foster, Vernelle Judy, Mark Kasoff, David MacMillan, Jim McDonald, Ruthann Panck, Kasia Quillinan, Lester Reed, Peter Ronai, Sally Schriver, Joyce Zook

Technical Services:

- Dave reported that the auditorium panels cost us \$7,340.64.
- Our 2 new condenser mics are being stored in the Kaneko cupboard. Engraving of ICL ownership was recommended.
- Linkage with the Curriculum team is ongoing.
- Lee was introduced to the computer lab process to facilitate the Board minutes.
- Lester stated the ICL's Constitution provides that co-directorships can be created and Directors appointed by the Board when vacancies occur. Terri could thus may be designated a Co-Ddirector as Dave fills the spot that Peter vacates, but

- Lester has reviewed the current system and is urging some modification to enhance the results.
- Tuesday, January 22 will be our launch date of the Spring 2019 Semester.

Membership Committee:

- Vernelle reported on updating our pre-admission policy.
- Returning member dues will be required by the final class day of the Spring Semester.
- New member payment will occur during orientation rather than on May 31. The new Membership Directory will then be sent out for review. Peter can then update

- Lee queried about the plans for our opening day program.
- Jim is suggesting that board members explain their scope of responsibilities at opening day of January 22.
- History Prof. Jennifer Jopp is likewise available to deliver a talk outlining the university's historic progress.
- By consensus the Board favors the speaker on Willamette's history. A discussion then ensued on whether round tables or seated rows would prove more practical in visibility of the speakers. A combination of both was decided by consensus.
- The onsite piano player at the luncheon today (Christina Chapa) indicated her availability for future occasions.
- Eunice welcomes piano donations from among our members. The idea is to donate one to WU to put in Cat Cavern permanently.
- A Valentine's Day program over in Cat Cavern will include a projector show. Dave will arrange for delivery of the necessary equipment. Christina Chapa will be asked to play a piano.

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New Business:

- **Board Meeting Dates:** Our Spring Semester meetings will take place respectively on Feb. 19, March 19, April 16, and May 2. Any potential board member is invited to attend to observe the proceedings. [All Board meetings are "open," meaning that any ICL member may attend.] By consensus no meeting will occur during January's lengthy Winter Break.
- **Recording of Minutes:** Lester moved the motion on minutes procedure be removed from the table. Approved unanimously. Kasia withdrew her earlier motion (removed from the table). Lester moved and Kasia seconded implementing Peter's procedures as presented and updated online.

It shall be added to the Secretary's official job description on the ICL website.

- **Thermostat Issue in Kaneko:** It was noted that the auditorium lacks its own thermostat but is subject to hallway temperatures. Bill corrected this statement by noting that there is a thermostat or sensor in the room. The potential hazard of hypothermia was mentioned. A sensor may be sought. A letter to the facilities director on these concerns will be sent. Attention was called to the substantial ICL investment in acquiring new chairs and carpeting for Kaneko. It was discussed in conjunction with making requests to WU like the one above.

Adjournment:

- Kasia moved, Lee seconded a motion to adjourn the board meeting at 3:40 pm.