

ICL ADVISORY BOARD MEETING

September 10, 2007

President Bob Allen called the meeting to order at one P.M.

Present: Bob Allen, Bob Masterson, Betty Morley, Joe Maladra, Sue Harty, Don Carlson, Tom Dooley, Peter Marron, Marge Olszewski, Karl Gabbey, Margo Temple, Marilyn Lind, Debby Miller, Cathy Jenson, Lois Nissen, Dorothy Murphy, John Wiese, Terri Collins, David Sullivan, Norine Tempelman, Sylvia McCauley.

Absent: Mike Thompson

Welcome

President Bob Allen welcomed guest Sylvia McCauley to the meeting. He then offered congratulations to all who organized the very successful "Taste of ICL" the previous week which resulted in 36 new ICL members. In addition he congratulated Marilyn Lind for organizing a schedule of ICL trips well into 2008.

Minutes Terri Collins moved and Marilyn Lind seconded a motion to approve the August minutes. After a spelling error was pointed out and corrected, the board voted to approve the minutes.

Calendar There were no corrections to the calendar. Mike Thompson is working on the problem which will not allow a print-friendly version. He will add information to the January calendar as board members furnish them.

Committee and Task Force Activities and Recommendations

Lecture Series Debby Miller's report listed four great speakers already signed up for the series which will take place in the Penthouse. Her committee recommended raising the fee for non-member attendance to \$10. After discussion:

Motion It was moved by Joe Maladra and seconded by Sue Harty to raise the lecture fee for non-ICL members to \$10. This will be implemented on a trial basis in 2008 and evaluated following the series, after comparing attendance and new member numbers with previous years. The board voted to approve.

Marketing/ Partnerships/ Taste of ICL Tom Dooley presented a long detailed report prior to the meeting and chose to highlight a few points. First he extended special accolades to Carol Bobbe and Carolyn Simons co-chairs of the highly successful "Taste of ICL," which brought in 34 new members that day.

Next he outlined a plan to recognize and appreciate RU administrative and support staff, people who are so essential to the ICL operation.

Motion Tom Dooley moved and Joe Maladra seconded a motion to invite selected RU staff as guests to our October fest on October 15 to say thank you for all their help to us. Board voted to approve the motion.

Tom then reported on meetings he and Bob Allen have had with officials at Friendship Village regarding their future relations with ICL. Issues being considered are:

- FV agree to continue subsidizing ICL Lecture Series.
- Quid Pro Quo benefits. Both organizations can benefit from advertising and promotion of shared events.
- New idea Presentation of one ICL lecture at FV, either in addition to the schedule at RU or apart from that schedule.
- Trial Use of FV facility for ICL events. Parking may be a problem at FV.
- Use of FV fitness center by ICL is being deferred.
- Possible right of ICL to use meeting facilities at FV at no charge. Beautiful facilities.
- A social or aquatic function for the ICL Board.
- New idea Possible scheduling of one ICL study group at FV each session.
- ICL functions and events being written up in FV publications.

Motion It was moved by Norine Tempelman and seconded by David Sullivan (Sully) to pursue the Friendship Village agreement conditional on board approval of specifics. Board voted to approve.

Humanities Seminar Cathy Jensen added some points to her written report. As of the meeting enrollment is 77, which should cover expenses. The concern and question is why the enrollment is significantly lower than the previous two years.

Field Trips As reported earlier there are several trips planned. Marilyn Lind brought up a question which emerged at the Regional LLC Conference regarding how much information we need to get from trip participants. It has been decided that starting with the November field trip to Pullman we will ask for an emergency person and phone number for people signing up for trips. We will carry that information along on the trip.

London Trip There are 17 signed up with 30 needed to go. If that number is not reached by next week, the trip will be cancelled.

New Initiatives Dorothy Murphy and her committee are considering several proposals, some from Dr. Potenza. Among these are advising Roosevelt regarding establishing a legal aid clinic for RU students, and also a health fair jointly produced by RU students and ICL members. Other suggestions include a Dinner-for-Eight Club, a Choral Group, an ICL Band and help creating an ICL at RU downtown campus. Dorothy said the committee also look at developing a system to learn when ICL members are ill or have suffered a death in the family, so that we can offer care, concern and sympathy.

Service Marge Olszewski reported that mailings are going well, but that there is probably a need for additional people to deliver ICL materials to various locations such as libraries. Board members are encouraged to tell Marge or Tom Dooley if they are willing to deliver such materials.

Member Services Peter Marron submitted a report noting the surge in new members. His concern now is how to welcome these new members and make them feel comfortable. Coordinators of study groups will be engaged in this effort by asking new members to identify themselves and encouraging everyone to talk to them and welcome them to ICL.

Peter asked that board members finish calling their page from the membership directory within the next week. These should be given to Sully who will enter corrections into the data base. So far board members have identified many errors in the directory. Study Group Coordinators will also be asked to pass out their attendance sheets and ask for updated information.

Outreach. Cathy Jensen described an idea being developed by her, Tom, John, Bob, Karl and Dorothy to use a variety of techniques to develop a more detailed database regarding ICL members. The purpose would be to identify special interests, job experiences, strengths and talents of our members to be entered into a data base for future reference.

Program Development Prior to the meeting Sue Harty submitted a long detailed report. She highlighted several issues for the board. First is the number of seats filled for fall study groups, 913, an impressive number. The next point is a change being made in luncheons for coordinators. These have always taken place at the start of the session. The committee wants to change this so that the luncheons will take place at the end of the sessions to allow for more informed evaluation of what went well and what did not. The fall session has a luncheon already scheduled at the start. She recommended that one be held at the end of the Fall 2007 session. This required board approval since this would be an amendment to the budget.

Motion Sue Harty moved, with a second from Joe Maladra, to spend \$500 for the one extra coordinator luncheon in the 2007 fall session. Board voted to approve.

Motion Sue Harty moved with a second by Tom Dooley to request an additional \$500 for the program development committee for contingencies, such as additional video requests. Discussion revealed several concerns including requiring a committee to identify specific needs and bring them to the board. There is an Administrative account available for such emergencies as may arise between board meetings. Also, Bob Allen, using email consultation with the board, has authority to seek approval for emergency or special expenditures.

There was general agreement that committees should be identify extra ordinary financial needs as far in advance as possible.

Sue Harty withdrew the motion.

The program committee will meet with new coordinators prior to each session. Plans to evaluate study groups in progress are underway and will be announced when ready. There are also plans being developed to revise the approaches to evaluating study groups.

Finance Don Carlson presented a report prior to the meeting. For the current year ICL income is 76,412.75. A \$20,000 balance from the July 07 report will be placed into our encumbrance account for use in FY 07/08.

All pending financial issues have been resolved with RU.

There is currently a large data base of information on ICL's finances, membership and activities. It was suggested that a small group be trained to understand the data base so that this knowledge is not concentrated in and limited to two key people, Don and John. It was agreed that a session will be held.

Regional Conference / Life Long Learning Relationships John Wiese reported on the August LLC conference hosted by ICL. It was attended by 140 people from all over the country representing at least 40 colleges. Participants were enthusiastic and our ICL "green shirt" volunteers played a large part in the success. John has received many comments, including one fan who wrote a letter to Dr. Middleton praising the entire event and its organization. There was applause from the entire board for John and his many ICL volunteers.

John expressed thanks to all the volunteers. Anyone who picked up handouts from presentations should give them to John for his files and records. He is now engaged in compiling comments and surveys, which will be posted on our web when ready. John has received inquiries from other LLCs about items such as our data base and member surveys.

It was agreed that the ICL board should have the option of seeing an executive version of John's conference presentation following the next board meeting.

Board Meetings and Mondays The extension of study groups to Mondays presents a challenge for scheduling board meetings.

Motion. Sue Harty moved and Marge Olszewski seconded scheduling the next board meeting on Friday Oct. 12 at 9:30 AM to be followed by a presentation of the John Wiese LLC presentation. Board voted to approve.

Date and time of the November board meeting will be decided at the October meeting.

Special Events Margo Temple reported plans for the Humanities Seminar are in place. The next event is Octoberfest on Monday, October 15.

Website Mike Thompson was not present. The only issue is the missing photos and bios of board members who are encouraged to submit them.

Strategic Planning Lois Nissen reported revision of the By-Laws is almost finished. Proposed revised By-Laws may be ready for consideration at the next board meeting. The committee will next focus on strategic planning.

New Business Tom Dooley reported a potential competitor for our audience. The Arlington Heights Senior Center is now offering one or two day programs from Harper College for a fee (the instructor appears to be from Roosevelt).

The next ICL Advisory Board Meeting will be on Friday, October 12 at 9:30 AM.

The meeting was *quietly* adjourned by Bob Allen at 2: 41 PM.

Respectfully submitted: Betty Morley, ICL Secretary