

**ILC MEETING NOTES
2018.02.27**

PRESENT: Ruth, Hejo, Claude, Catherine

Ruth raised the issue of addressing how the ILC functions, in terms of planning and running our meetings

Hejo - - how can we do what we want to do, with or without the ED and what do we want to do to be stable enough to help us to do our job

The essence of the discussion? Because ED (Executive Director) is here, we abdicate. When we meet without ED, the dynamic is very different. We agreed that it is important that the lines of communication with ED be open- both so that ILC will have input from ED, and also so that ED is apprised of what we are working on. We discussed how it might be helpful to meet at times on our own without ED.

Claude: I experience the importance of the ILC and TIFI in the person of the ED. I can understand that the conversation would be inhibited, because there could be differences because we represent the interests of the Coordinators, but I haven't experienced that. Even if so, why not discuss it with us (i.e. Akira, Roberto, Sergio, Donata, too) all here.

Hejo: We are not representing the Coordinators or any other group. This is part of the weakness of the structure. ED is the only one who connects the ILC with the Board. Without that link, we could drift away. We don't want to compete or begin to distrust. We need to be aware of this. It's a function that should be met. Our group should ??

Discussion of how to run meetings.

Proposal that Claude be the chairperson until June 30, and meet with Catherine and set the agenda.

We discussed again the importance of the ED in having input to the agenda, and that the final decision(s) on the agenda be with the ILC. By having the chairperson meet in advance with the ED, (s)he can then send the agenda to the rest of us for whatever comments/input we might wish to make before the time of the meeting.

Hejo will be away March 19 to April 19, so will miss the second meeting in March

and the first meeting in April.

Hejo would like to set the big goals for the meeting: What is a Coordinator? What is the ILC? Hejo would like us to re-organize the Institute and the ILC. We are not really mandated by the Coordinators. We are just talking about our own opinions. Some people think that we are representatives, but we are not. We should talk again about this - - to develop the ILC within the Institute, for what function it was set up when it was created as a unit. To look at how it's developed up to now - - is the way we are now as constructive and productive as we'd like?

Claude expressed a concern that just talking about the functioning of the ILC can stop us from talking about what actions we wish to take, such as working on the Ethics issue and defining the roles and responsibilities of CCs.

Proposal (approved by those present):

CHAIRING THE MEETING:

Claude will chair the meeting until the last meeting in June. Someone else will be elected to chair for four months (until the end of October). The terms for chairing the meeting are Nov - Feb, March - June and July - October. A person can serve multiple terms.

Claude and Catherine will meet between the ILC meetings, in order for Catherine to offer input to the agenda. Claude will then send the agenda to the rest of the ILC, at least several days in advance. This will be true for whoever chairs the meetings: they will meet with Catherine between meetings in order for Catherine to offer input to the and then send it out several days in advance.

MINUTES:

Catherine will continue to take notes and send them to Ruth. Ruth will edit them into minutes and send them out to the ILC. Members of the ILC will have one week to send Ruth changes to the minutes. If no one sends Ruth changes within one week, she will assume there are no changes to make. She will then send the minutes to the webmaster for posting on the ILC page.

TO DO:

Catherine will ask Donata if she wishes to complete her term in the rotation before we have Claude lead for 4 months.

Catherine and Claude will meet at least several days before the next ILC meeting to create an agenda and send it out to the rest of the ILC.

The agenda suggested by Catherine in advance:

- 1) Ethics and conflict resolution, three documents for reference:**
 - a. Claude's amended document sent February 5**
 - b. Board's response (sent February 8)**
 - c. Complaints Procedure document that Catherine wrote (attached on Feb 12 from Catherine as pdf). I first drafted this document after the ILC meeting of September 12, 2017 ILC (based on an email that she sent the ILC on that day, summarizing what was discussed at that meeting), and I've just added details.**
- 2) Organizing conversations with Coordinators about 'What does a Coordinator do?' (two documents attached)**
- 3) Question of Attendance of ILC members**
- 4) Donata's request that we think about young people**
- 5) Catherine's updates**