

Minutes
ICLRU BOARD OF DIRECTORS MEETING
March 14, 2011

Present: Sue Harty, Harry Trumfio, Don Carlson, Ken Bobbe, Kathryn Dublinski, Ann Gaul, Carol Keegan, Peter Marron, Marge Olszewski, Judith Ross, Joyce Szot, Steve Wolf and Bob Masterson.

1. Call to Order / Confirmation of Quorum

- a. Meeting called to order at 1:05 PM by President Harty.
- b. Quorum was confirmed.

2. Comments from the President

- a. Retirement thank you presented to Don Poling, retiring custodian who has been a great help to ICL over the past nine years.
- b. President Harty welcomed Bob Masterson back from his vacation. He thanked all the volunteers who ably handled the Center business while he was basking in the Florida sunshine.

3. Review and Approval of February 2011 Board Meeting minutes

- a. Correction: Spring Study Groups begin on 3.21.11.
- b. Acceptance moved by Ken Bobbe
- c. Seconded by Judith Ross
- d. Motion carried.

4. Review of ICLRU Master Calendar

- a. March no changes
- b. April 25 – Board Meeting at 11:45 AM
- c. May 9 - Board Meeting at 11:45 AM, if needed.
- d. May 13 - Summer brochure published. Early registration for coordinators.
- e. June 2 - Coordinator Wrap Up at 11:30 AM.
- f. June 3 - Seminar: Jazz in America
- g. June 9 - Chinatown field trip
- h. June 14 - Annual Meeting
- i. June 16 - Cub game
- j. June 20 – Board Meeting at 1:00 PM
- k. June 21 – Summer Coordinator Orientation at 10 AM
- l. June 27 - Summer Session begins
- m. Week of July 4 - No study groups in session
- n. July 11 – Study groups resume. Board Meeting at 11:45 AM.
- o. Aug. 5 – Last day of Summer Session.
- p. Aug. 8 - Board Meeting at 1:00 PM.

- q. Aug. 18 - Coordinator Wrap up at 11:30 AM.
- r. Aug. 26 – Seminar: Art
- s. Sept. 7 - Seminar: Health and Wellness
- t. Sept. 8 – Coordinator Appreciation Luncheon
- u. Sept. 12 – Fall Session begins.
- v. Dec. 2 – Seminar: Social Media

5. New Business

- a. Event Proposal Form:
 - i. Treasurer Don Carlson presented a new interactive proposal form.
 - 1) Form should be filled out for every event
 - 2) Mr. Carlson demonstrated how to complete the form
 - 3) Suggestion was made to add “per person cost” on line 34
 - 4) For those who prefer, hand written forms will be available in the Center. A chairperson may give a handwritten copy to Bob Masterson.
 - 5) Figures given on the form should be confirmed or best estimates.
 - ii. The proposal form is an initiating document and must be submitted for every event.
- b. Executive Committee Meeting
 - i. Administrative help for committees
 - 1) Committees will be divided into two branches. Academic Affairs and Social Events. Steve Wolf, Program Committee Chairperson, will coordinate the Academic Affairs branch and Joan Reisen, Vice President, will coordinate the Social Events branch.
 - 2) Bob Masterson, Center Director, stated a need to provide administrative help to the Lecture Committee to assure paper work up is up to date.
- c. Question raised: As a result of a question re: wait lists, Center Director Masterson and President Harty will examine how to handle wait listed members when a repeat study group is offered.
- d. Report on meeting with Dr. Knerr
 - i. President Harty reported that contract discussions with Dr. Knerr are progressing and agreement, hopefully, is not far off. Dr. Knerr again reiterated that he would like to draw on the talents and resources ICLRU members have to offer. He also stated that the Administration is pleased to have our organization on campus.
- e. Social Events: Margo Temple suggested that we continue to use RU catering for the Golf Outing at Arlington Lakes.
- f. June Field Trip –
 - i. Peter Marron moved that the Chinatown Field Trip be approved.

- ii. Seconded by Ann Gaul
- iii. Motion carried.

6. Old Business

- a. Budget - \$1000 added to professional services (account)
- b. After discussion, Harry Trumfio moved to approve the addition of \$1000 to the Professional Services account.
 - i. Motion was seconded by Margo Temple
 - ii. Motion approved
- c. Discussion of the bill paying procedures will continue. The question of blanket approval for operational expenses will be examined.
- d. Discussion: Guidelines should be designed to govern how the Board will handle unanticipated expenses. It was generally agreed that there is a need for a contingency fund. Questions on the table: How will Board be notified? Is Board approval needed before payment?
- e. Checks: It was explained that three people have been designated as check signers (Sue Harty, Joan Reisen and Don Carlson). Center Director Masterson stated he will train an additional person re: how to print checks.
- f. A survey utilizing *Survey Monkey* will be online to gather feedback regarding the Winter Lecture Series.

7. Committee Reports (As Requested).

- a. Chairperson Masterson stated that the Nomination Committee will begin their work next week.
- b. Long Range Planning- No report

8. Next Board of Directors Meeting Date and Time

- a. April 25 at 11:45 AM

9. Adjournment

- a. Ann Gaul moved to adjourn
- b. Kathryn Dublinski seconded to motion
- c. Motion carried.

Respectfully submitted,
Harry Trumfio
Harry Trumfio, Secretary