

ICLRU Board Meeting

Minutes - March 17, 2014

I. Call to order and confirmation of quorum

Steve Wolf called to order the regular meeting of the Institute for Continued Learning at Roosevelt University at 11:45 AM on March 17, 2014 in Rm. 317.

II. Comments from the President

Steve Wolf informed the group that Don Carlson would miss the meeting due to illness, but would be available by phone if necessary.

III. Approval of minutes from the last meeting

Kathie Newsted moved to approve the February 2014 minutes without changes. 2nd Steve Novey, motion carried.

IV. Special Events Committee Chair Updates

Margo Temple informed the board that 34 new members were invited to the ‘Getting to Know You—St. Paddy’s Party scheduled for March 28.

Margo would like to reserve Tuesday, August 12 for the Summer Outing. Bob Masterson has already contacted Don Dierson to find out if he plans to hold this event in 2014 and is waiting for Don’s response.

V. Upcoming Event and Committee Approvals

March 28 – ‘Getting to Know You’ St. Paddy’s Party -- Steve Wolf moved to approve the ICLRU funded Event Budget Approval Request, submitted by Bob Masterson, at a cost of up to \$7.60 per person, and for a maximum of 120 participants. 2nd Selwyn Schwartz, motion carried.

May 16 – Chicago Then and Now Seminar – Sue Masterson moved to approve the submitted Self-Funded Event Budget Approval Request. 2nd Steve Novey, motion carried.

May 20 – Field Trip to the Driehaus Museum and Eataly – Selwyn Schwartz moved to approve the submitted Self-Funded Event Budget Approval Request. 2nd Kathie Newsted, motion carried.

VI. Request for Reimbursement for the Midwest Lifelong Learning Conference
Steve Wolf moved to approve Sue Harty's request for reimbursement of the \$180 registration fee to attend the Thursday session only of the Midwest Lifelong Learning Conference to be held April 17 at the Westin O'Hare Rosemont. 2nd Kathie Newsted, motion carried.

VII. Additions / Changes to the ICLRU Master Calendar

May 16 Chicago Then and Now Seminar (Alumni Hall, 9:30am-2:30pm)

May 20 Driehaus Museum/The Eataly Field Trip (9:30am-3:30pm)

July 16 Ice Cream Social (the board will need to see the completed ICLRU Funded Event Budget Approval Request prior to advertising to confirm the event is within the approved budget)

VIII. Treasurer's Report

In Don Carlson's absence there weren't any questions on the submitted report.

IX. 'ICL Fund' and the Fundraising Committee

Topic will be tabled until next month.

X. Memorial Donation Suggestions

Board members were asked to develop a list of suggestions to be discussed in April.

XI. Selwyn Schwartz, Nomination Committee Chair Update

Selwyn named his committee: Anne Gaul, Tom Gavigan, Marilyn Lind, Sue Masterson and Dave Parks. The positions held by Sue Harty, Don Carlson, and Steve Novey are up for election and the Nomination Committee will recommend a slate of three members to fill those positions for an up or down vote of the slate at the June Annual Meeting.

Selwyn and the committee are responsible for determining the three nominees for the slate. Selwyn will decide on the method and manner of communications to the membership within the framework of the By Laws.

Bob Masterson will notify the membership via e-blast in April (and by mail to those without email) that board member nominations are being accepted. The committee will meet when nominations are received.

Sue Masterson will check the By Laws and report back via email on the question of nominations from the floor.

XII. Office Manager Comments

Unregistered Attendees – At the last lecture with Paul Green, 17 members who had not registered for the lecture showed up and told attendance-takers, Joan Reisen and Tom Head, that Bob Masterson sent them a confirmation letter. Their names were not on the attendance list and Bob confirmed that no confirmation letters were generated for them by the system.

Bob recommended that to prevent this from happening in the future, that ICLRU develop a ticketing system for very popular lectures. Attendees would be given a ticket at sign up and would need to present that ticket to enter in addition to their names appearing on the attendance list. We may look at a system such as Event Brite, which is currently used by the Alumni Chapter. Bob will investigate on systems and report back.

Friendship Village attendees knew the lecture would be crowded and some brought their own seats.

Coffee for the Paul Green Lecture – Professor Green voiced a preference to have coffee available at his lecture next year and said he would be willing to pay for it. He may not be aware of the expense. Next January, Debbie Miller will ask Food2You Catering for a proposal for coffee and also ask Greg for suggestions on where this might be served without too much trouble, before the crowded lecture begins. The Committee and the Board could consider the issue then.

XIII. Study Group Attendance

Steve Wolf analyzed completed attendance sheets. Based on recent experience, we may raise overbooking from 10% to 15% and recheck actual attendance again after the study group session.

XIV. Next Board Meeting

[Monday, May 19 at 10 AM](#) in Room 317 (no study groups in session).

XV. Adjournment

Kathie Newsted moved to adjourn, 2nd Selwyn Schwartz, motion carried.

Respectfully submitted by Sue Masterson, Secretary