

ICLRU Board Meeting

Minutes

October 20, 2014

11:45 am – 12:45 pm

Present: Don Carlson, Sue Harty, Cathy Jensen, Sue Masterson, Debby Miller, Kathie Newsted, Dave Parks, Selwyn Schwartz, and Steve Wolf

Guests: Bill Borndahl, Kaye Boorom, and Margo Temple

I. Call to Order / Confirmation of Quorum performed by President, Steve Wolf.

II. Comments from the President

- a) Member, Jack McKee suggested that it would be helpful if a sign showing the location of the ICLRUCenter were placed at the RU Rotunda information desk. Steve Wolf will follow up with RU on this suggestion.
- b) The recent Friendship Village Piano Showcase was a very successful event. Steve Wolf sent a thank you from ICLRUCenter to Dr. Choi with a copy to Henry Fogle, Dean of the CCPA, at Roosevelt University.
- c) The Pharmacy College at RU provided Steve with documentation outlining the parameters for the proposed Carol Keegan Memorial Scholarship. ICLRUCenter agrees with the proposed minimum requirements for the scholarship: GPA of 3.0 or higher, and the student would preferably have done work in subjects relating to geriatric pharmacy or of interest to seniors. The scholarship winner will work with a faculty member to deliver a presentation for ICLRUCenter on an issue that's important to seniors. Steve will approve this proposal and he will contact Tom Keegan to let him know how plans are progressing.
- d) Year-over-year membership has been down, but the numbers are not out of proportion with the dues increase. By the end of December all members will have had the opportunity to renew at the current rate. ICLRUCenter is a bargain compared to other local lifelong learning organizations.

- e) ICLRU received an offer to teach self-defense. Steve will contact the gentleman for additional information.

III. Motion to approve the September minutes by Debby Miller, 2nd Kathie Newsted the motion carried.

IV. St. Patrick's Day / Getting to Know You Party 2015

Discussion of whether this event should be funded by the board or if it should be a self funded event. Debby Miller moved that the board fund this event in 2015 to a maximum of \$900. 2nd Dave Parks, the motion carried. Margo Temple and Peter Marron will be responsible for obtaining an account number from the Office Manager for this event.

V. ICLRU Master Calendar

Upcoming Holiday Party Thurs., December 18, 2014. Invitations will be sent to the membership soon.

Upcoming Winter Lecture Series, begins January 9, 2014. Sue Masterson will add the individual lecture topics to the ICLRU Event Calendar.

Reserved Date - St Patrick's Day / Getting to Know You Party March 13, 2015

Reserved Dates - ICLRU Town Hall – March 30 through April 2, 2015. Steve Wolf and Sue Harty will meet with John Wiese to develop survey questions to be distributed to the membership prior to the Town Hall.

VI. Roosevelt / ICLRU Contract Update

If the signed contract is not received in the next few days Steve Wolf will follow up.

VII. Friendship Village / ICLRU Agreement

ICLRU and Friendship Village renewed our long-standing Agreement for another year (October 1, 2014 to September 30, 2015). The agreed upon amount of \$4,750 was received from Friendship Village. The arrangement remains consistent with prior years and rapport between the organizations is very good.

VIII. Treasurer's Report

Currently finances look healthy. A draft budget proposal for 2015 was submitted for review based on a total membership of 500. Our Outreach Chair, Sue Harty, requested an allowance of \$400 to enable her to attend any local area conferences in 2015. Treasurer, Don Carlson recommends funding for this item should come out of the Board's expense fund (account 60000) if the decision is made by the board to support the request.

An issue raised by the Finance Committee was that of requiring two Officer's signatures when endorsing ICLRU checks. While checks that fit into our check writing software are not available with two signature lines, we could still fit two signatures to the checks. Our bank does not see a problem with putting a second signature on existing checks. The impact of this change should be reviewed before such a move is implemented.

IX. Office Manager's Salary and Bonus

The Board approved a 10% increase in salary effective January 2015 and a bonus in the amount of \$1,500. The board expressed their heartfelt thanks to Bob Masterson for everything he does.

Bob asked for assistance from Board Members in providing topics for the *Notes from the Center* segment of the ICLRU Update. One suggestion was to include a regular article about individual members. Kathie Newsted offered to help by providing topics as well.

X. Outreach Committee Report from Sue Harty

Sue Harty, Steve Wolf, Kathie Newsted, and Bob and Sue Masterson met with Bill Hetrick from the Northwest Suburban Alumni Chapter last month. There are thousands of RU retirees in this area, and we are discussing ways to reach those individuals. These board members may attend a social function to meet the retirees and provide information about our organization.

Scott Cashman, who oversees Harper College's adult education program and continuing education, asked to talk with Sue Harty about what each organization offers. Potentially, we could have a joint-sponsored event. Sue will meet with him. Cathy Jensen, Selwyn Schwartz and Debby Miller may join that meeting.

XI. Alternate Space Committee Report from Selwyn Schwartz

Selwyn Schwartz and Debby Miller met with Ed Larson, the Schaumburg Mayor along with the Village Manager and other village representatives. It was an excellent meeting. He's asked Bob Masterson to assemble a list of requirements for study groups. The Village will provide a list of potential space for classes. Selwyn reported that the Village of Schaumburg really wants ICLRU to stay in Schaumburg.

Selwyn Schwartz and Cathy Jensen also plan to meet with Jeff Rose at Friendship Village. Selwyn will report back after that meeting.

President, Steve Wolf and Sue Harty noted that ICLRU has a good relationship with Roosevelt University and foresee being at the Robin Campus for at least a few years. RU has indicated that they want to continue our relationship.

XII. Committee Reports

There were no questions on the Committee Reports.

XIII. Financial Controls

Determine the best way to proceed to hold a meaningful and comprehensive discussion of Financial Controls.

Steve Wolf referred to Bob Masterson's recent clarification for the board regarding the transparency that has been in place concerning ICLRU's financial practices and noted the records documents that Bob provided.

Steve invited board members to first access the records. Feedback regarding such access and review could be a meaningful part of our ultimate discussion on controls. A regular practice of doing so might well represent significant protection.

Dave Parks will analyze the current financial records, set the agenda and invite his committee and other members to report at a fact-based meeting to discuss, what in fact, ICLRU should have in place. Other members with expertise in finance should look at the records and develop some knowledge. Dave will tap into those people and get something in writing. Multiple perspectives are good -- however what other organizations do may not be what we do. It was noted that

the recent financial scandal in Dixon, Illinois involved over \$50 million taken over two decades. But more importantly, Dixon did have professional auditors who were successfully sued for negligent nonfeasance.

Treasurer, Don Carlson noted that currently, if different reports do not align, a warning flag pops up. Four or five members who are not serving on the Executive or Finance Committee, and are not Office Staff could handle audit functions.

Rules and a way to record an Audit Committee's findings will need to be considered. Should we include an Audit Committee in the By-Laws?

Sue McTague, ICLRU's Accountant, will be approached about the possibility of providing a quarterly review and / or best financial and audit practices for organizations of our size.

Cathy Jensen will review current ICLRU member applications to find members with past experience as CPA's etc.

Dave Parks will provide a progress report and a future date to hold the meeting.

XIV. Other? – There were no additional comments.

XV. Next Board Meeting [Monday, November 17 from 10:00 - 11:00am, Rm. 317](#)

XVI. Selwyn Schwartz moved for adjournment. 2nd Kathie Newsted, the motion carried.