

ICLRU Board Meeting
Minutes
November 17, 2014
10 a.m.

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

Absent: Cathy Jensen

- I. Call to Order / Confirmation of Quorum was performed by President, Steve Wolf.
- II. Comments from the President
 - a. Steve Wolf spoke with Tom Keegan about plans for the Pharmacy College scholarship in memory of Carol Keegan. Current plans are to have a presentation to and by the scholarship winner. When a date is set Steve will let Tom know so that he can attend if he wishes.
 - b. A confidential Road Scholar Institute Network Survey was distributed to all members via email. Road Scholar will compile results for our organization, along with those of other LLI's around the country. Survey results will be released when adequate responses have been received.
- III. Kathie Newsted moved that the October minutes be approved. 2nd Don Carlson, the motion carried.
- IV. The Holiday Party Fully Funded Event budget form was reviewed. As of Nov. 15, there are 234 members signed up. Steve Wolf noted that we are saving on entertainment costs this year. The feeling is there is no need for a survey following the holiday party this year, as Chandler's is a known venue and results are expected to be similar to other events held there.
- V. **Sue Masterson moved to set March 27, 2015 as the date for the St. Patrick's Day/Getting to Know You party, starting at 12:15 pm. 2nd by Don Carlson, the motion carried.** Alumni Hall is available and has been reserved. Advertising can begin immediately after board review of the Fully Funded Event budget form.
- VI. ICLRU Master Calendar Additions / Changes
The January 2015 board meeting was set for Tuesday, Jan. 20 at 10 am.
- VII. Roosevelt / ICLRU Contract Update
Steve Wolf will follow up on the contract.

- VIII. Treasurer's Report and Proposed 2015 Budget
Proposed 2015 budget assumes a membership of 500 for planning purposes. We're currently at 478 members. Discussion of methods of increasing ICLRU membership was held.

Debby Miller moved to accept the tentative budget proposed by Treasurer Carlson and revisit it if adjustments are needed. 2nd Kathie Newsted, the motion carried.

- IX. Outreach Committee Report from Sue Harty
Harper College representatives are very amenable to talking with ICLRU about holding joint events. Harper College has 3 auditoriums. Scott Cashman of Harper College said that ICLRU really has their act together. A meeting is scheduled for Dec. 8 with Mr. Cashman, Sue, Selwyn and Debby.

- X. Alternate Space Committee Report from Selwyn Schwartz

- a. Cathy Jensen and Selwyn Schwartz had a very good meeting with Jeff Rose and Mike McCann at Friendship Village. Friendship Village has 8 rooms that hold up to 40 people and a large auditorium for over 200 people.

Concerning parking, there are 36 parking spaces in front of Friendship Village and valet service. A shuttle bus running from the nearby Baptist church is also a possibility.

Discussion of potentially holding a class at Friendship Village

- b. Selwyn spoke with the mayor of Palatine. Mike Jacobs, the Deputy Village Manager would be Selwyn's contact.
- c. Motorola might also have rooms available.
- d. The Village of Schaumburg requested our room and equipment requirements. Bob will provide the information to Debby Miller.

- XI. Committee Reports
There were no questions on the Committee Reports.

- XII. Financial Controls

- a. Bob Masterson invited all board members to participate in the November monthly reconciliation and to explain the related accounting processes. It was an informative session attended by Sue Harty, Sue Masterson, Debby Miller, Dave Parks and Steve Wolf.

- b. Steve Wolf suggested that as an internal control, two officers should sign the check stub that is filed in the Center indicating that they have reviewed and approved the check and supporting documentation.

Motion by Selwyn Schwartz that two officers sign each check stub effective immediately. 2nd by Debby Miller, the motion carried.

- c. Bob Masterson stated that Intuit has made a recent change to their online check re-order system that will allow adjustments, such as signature lines to be made when checks are re-ordered. The board does not want to shred existing check stock. When current supplies run low, the board will revisit the issue of ordering new check stock with two signature lines.
- d. Bob will find out whether Harris Bank offers images of canceled checks online.
- e. Bob will ask our accountant, Sue McTague, whether she has recommendations for us to tighten up our audit processes. Bob will invite non-officers to attend the next meeting with Ms. McTague. Debby Miller, Sue Harty, Kathie Newsted, and Dave Parks volunteered to attend.
- f. Bob Masterson will assemble a financial controls procedures manual similar to the Administrative Procedures manual he created.

XIII. Other?

- a. Discussion of the ad hoc trip to the Holocaust Museum advertised by the Special Events Committee.
- b. Discussion of the upcoming Winter Study Group proposals.
- c. The pros and cons were considered of having prepared standardized courses available for a member to use to conduct a study group.

XIV. The next board meeting is scheduled for [Tuesday, January 20, 2015 at 10 am](#) in Rm. 317.

XV. Debby Miller moved to adjourn the meeting, 2nd by Kathie Newsted. The motion carried.