

**ICLRU Board Meeting**  
**Minutes - January 20, 2015**  
10 AM

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

Guests Henrietta Leary, Peter Marron, Bob Masterson

- I. Call to Order / Confirmation of Quorum  
Performed by President Steve Wolf
- II. Comments from the President  
ICLRU had a great holiday party. There have been many favorable comments since the party was held that ranged from great to superlative.
- III. Debby Miller moved to approve the November 2014 minutes, 2<sup>nd</sup> Kathie Newsted, the motion carried.
- IV. Sue Harty moved that the board formally adopt the 2015 Facility Rental contract and the 2015 Winter Lecture Series Alumni Hall rental contract, approved by the Executive Committee. Dave Parks 2<sup>nd</sup>, the motion carried.

Selwyn Schwartz suggested a minor correction, Exhibit A, Release Statement date should read '23<sup>rd</sup> day of December 2014'.

- V. Carol Keegan Memorial Donation  
Steve Wolf informed the board that Tom Keegan and Ellen Blomberg visited ICLRU on January 9<sup>th</sup> and Mr. Keegan donated \$500 to ICLRU in memory of his late wife, Carol Keegan. This is the second annual donation from Mr. Keegan. Steve Wolf invited the board to provide suggestions for an appropriate memorial donation.  
  
Don Carlson asked Bob Masterson to transfer both donations totaling \$1,000 into the account for donations at BMO Harris Bank.
- VI. Management of Ad Hoc Events in 2015  
ICLRU has had three separate committees devoted to planning and conducting ad hoc single-day events: Special Events, Field Trips and Seminars. Sound planning has been made more critical by the new contractual agreement with RU concerning Alumni Hall, often used in the past for ad hoc events. In 2015 and beyond, RU will require fees for reserving the hall and other large spaces, and will impose financial penalties if ICLRU should cancel an event.

The three existing committees, Special Events, Field Trips and Seminars will become sub-committees under a single standing committee, designated the Ad Hoc Events Committee.

President Wolf appointed Henrietta Leary as Chair of the Ad Hoc Events Committee. The Executive Committee unanimously approved these actions and the guidelines established by President Wolf (attached). Among other duties, the Chair will be responsible for appointing members to the Ad Hoc Events Committee.

- VII. Based on the costs presented for the St. Pat's / New Member Welcome Party presented, Don Carlson moved that ICLRU proceed with the board funded with a budget revision from \$900 to \$1,100. 2<sup>nd</sup> Dave Parks, the motion carried.

Bob Masterson will find out the maximum number of round tables that can be placed in Alumni Hall to see if the Annex will be needed for the event.

- VIII. ICLRU Master Calendar Additions / Changes
- a. Sue Masterson moved that the board formally approve the 2015 Cubs Outing ticket purchase by Jack McKee. The Executive Committee approved the purchase. 2<sup>nd</sup> Kathie Newsted, the motion carried.

b. Kathie Newsted and Sue Masterson (who have a relationship with Chandlers') will find out if Tuesday, June 9 is available at Chandlers Banquets for the 2015 Annual Meeting.

- IX. Treasurer's Report

Net Income is \$5,581.58. Total Assets are \$150,310.85 and Total Equity is \$139,400.70. Net Income dropped by about \$3,200 when compared to 2013 and ended the year \$497.42 short of the budgeted net income of \$6,079. This is not surprising due to the gradual drop in membership. Treasurer Carlson recommends that the board focus on increasing membership.

Most of ICLRU's new members join based on favorable recommendations from current members. The board favors holding a reception for members to bring invited friends to learn more about ICLRU.

Bob Masterson will send an e-blast and a link to a power point presentation, requesting that members encourage friends and family to join ICLRU.

Henrietta Leary and Bob Masterson will work together to plan an event for prospective members. The best timing for a new member event would be shortly before study groups begin.

Kathie Newsted would like to look at class attendance and any wait lists.

- X. Ad Hoc Events Committee Report, Henrietta Leary  
Field Trip Sub-Committee Potential Events:
- a. A tentative date for the Antique Fair has been identified
  - b. Henrietta Leary met with the Ad Hoc sub-committee.
  - c. Marilyn Lind has several potential trips in mind. Possible trips include the Irish art exhibit at the Art Institute, the Viking exhibit at the Field Museum, Wingspread and SC Johnson in Racine, Wisconsin, Kendall College and Architectural Artifacts in Chicago

Don Carlson requested that advertising for off-campus events such as Private Lives explicitly state that they are not ICLRU events.

- XI. Outreach Committee Report and Town Hall Update, Sue Harty
- a. Did not have a meeting with Bill Hetrick, from the Northwest Suburban Alumni Association in December. The meeting was re-scheduled for April.

Sue Harty, Debby Miller, and Selwyn Schwartz met with a representative from Scott Cashman's office. Scott Cashman is Manager, Continuing Education, Personal and Cultural Enrichment at Harper College

Half-day lecture and peer-learning presentations, with morning coffee are being considered from Aug 10 – 13 for approximately 100 people.

Discussion topics include the Civil War. Steve Wolf will touch base with Scott Cashman while Sue Harty is away.

- b. Concerning the planned Spring Town Hall Meetings, Steve Wolf, Sue Harty, and John Weise met to discuss survey topics. John is developing survey questions for our membership in advance of the Town Hall. Steve Wolf and Sue Harty will provide input. John Weise suggested the Town

Hall be combined with the Annual Meeting and the board agreed this was an excellent idea.

XII. Committee Reports

The board had no questions or comments.

XIII. Other

a. Review of Financial Records, Bob Masterson

Bob Masterson met with ICLRU's Accountant, Sue McTague for a technical meeting to set up accounts for 2015. As requested by the board, Bob asked her how other organizations our size manage financial controls? Sue McTague believes this is a common concern for organizations our size. She said she could come in and review records on a regular basis. Monthly may be too often. Sue McTague suggested once per quarter, for a one-hour review of the QuickBooks records and receipts at \$75 / hr. The annual charge would be \$300.

Treasurer Carlson decided to pass that by the Finance Committee.

Cathy Jensen suggested that members who have financial backgrounds might be interested in auditing QuickBooks and receipts. Cathy Jensen will send her report to Bob Masterson and Steve Wolf

b. 2014 Nomination Committee Procedures are provided for board review. 2015 Nomination Committee Procedures will be voted on at the February board meeting.

c. Treasurer Carlson would like to see fewer committee details discussed at future board meetings. He would prefer written Committee Reports.

XIV. The next board meeting is scheduled for [Monday, February 16, 2015 at 11:45 am](#) in Rm. 317.

XV. Steve Wolf moved for adjournment, 2<sup>nd</sup> Dave Parks, the motion carried.