

**ICLRU Board Meeting
Minutes – November 18, 2016
10 AM**

Present: Joan Brody, Sue Harty, Sue Masterson, Les Miller, John Wiese, Steve Wolf, and Andrea Zietlow
Absent: Henrietta Leary
Guest: Bob Masterson

1. Call to Order / Confirmation of Quorum was performed by President, John Wiese.
2. Mike Thompson reported on web operations and preparedness in the event of an emergency:
 - a. Timm Edgington (at the request of the late Debby Miller) developed the website and has been ICLRUs web-master on a volunteer basis since 2010. As a volunteer, Timms response time has never been a problem and he has been able to resolve issues that occur. Timm recently expressed an interest in maintaining his relationship with ICLRUs.
 - b. Mike has been managing the site from the beginning and he has been happy to do it, but hes currently involved in other volunteer projects that require his time and attention. It takes approximately 1-3 hours to set up the study group registration pages. The study group evaluation forms are on Mikes own Survey Monkey account, but they could be set up on Google forms or other places. They take an hour or so to set up.
 - c. Timm designed the current website on a WordPress platform and wrote additional code as needed. Registration is done outside of the WordPress program. The separate Access database handles many different functions. There may not be anyone who is familiar enough with the host site to act as a backup for Timm.
 - d. A web developer and maintenance company would probably create a new website in approximately 4-6 weeks for less than \$5,000, and may charge approximately \$2,000-\$4,000 per year for ongoing maintenance, depending on the

board's requirements. It might also be possible to phase in new features over time, if that's in our best interest.

- e. Mike Thompson will provide the names of several qualified web developers to Bob Masterson. These companies may have a local sales office.
 - f. John Wiese moved to form a committee consisting of Joan Brody, Bob Masterson, John Wiese, and Steve Wolf to create a Request for Proposal (RFP) and to interview potential developers. Andrea Zietlow 2nd, and the motion carried.
3. The board reviewed the October 2016 Minutes.
 - a. Andrea Zietlow left her contact information at RU to find out if there is a picture of Eleanor Roosevelt on the Schaumburg Campus.
 - b. John Wiese will check on an appropriate charity to honor the memory of Dr. Paul Green.
 - c. John Wiese is waiting for a call back from Susan Lamparter concerning the speakers in Rm. 706. ICLRU is considering replacing them.
 - d. Bob Masterson requested the specs for the replacement bulbs for RU projectors in rooms we habitually use for classes. He will let John Wiese know what he finds out. We have money in the budget for some replacement bulbs.
 4. Steve Wolf moved to approve the October 2016 Minutes, 2nd by Sue Harty and the motion carried.
 5. Andrea Zietlow updated the board members on ICL Celebrates Eleanor Roosevelt. Sheila Barrett, Henrietta Leary, Pam Novey, and Andrea Zietlow met to discuss plans, after which, Bob Masterson showed them RU's new list of preferred (mandated) vendors. The vendors for the Spring 50's Party were contacted and none seems to be a good fit for this event. If no vendor works out, Bob Masterson will send an email to RU's Conference and Services Center for permission to use a different vendor. Bob will also ask if Alumni Hall could be scheduled from 11:30 AM – 2 PM. There may be a nominal admission charge to members of \$5. The committee also considered taking the event off-campus and is

willing to consider other options.

6. Andrea Zietlow updated us on Intersession Opportunities for Fall/Winter. There are 8 sessions and 108 members registered for 244 seats. 65 Members signed up for Bob Gilden's session. Andrea's Immigration session has 59 members. There will not be an Intersession program between the Winter and Spring study groups due to the very short break between sessions.
7. Master Calendar Additions/Changes
 - a. The Intersession Wrap Up, which was moved to Dec. 9.
 - b. 230 Members are signed up for the Holiday Party.
8. Treasurer Brody reported
 - a. Through October 2016:

Total Assets:	\$155,431.96
Total Equity	\$150,480.50
Net Income	\$ 9,581.43

The current membership count was reported as 446. Joan also provided the detail information for the month of September because she was absent from the September meeting.

- b. The 2017 Facilities Rental Contract with R.U. was signed and returned. The increase was approximately 3% and there was no increase on the Alumni Hall Event Rental Contract.
- c. In January 2014 the board of directors increased the membership fee for the first time in ten years. The fee changed to \$150 per year. Expenses have gone up approximately 12% since ICLRU started paying RU for classroom and office space.

Projected Net Income for the Proposed 2017 Budget	Proposed Increase To Annual Membership Fees
-9,404.00	No Increase
-5,119.00	\$10 Increase
-2,917.00	\$15 Increase

Jim Kacena moved to increase monthly dues by \$10 effective Jan. 1, 2017. John Wiese 2nd and the motion carried unanimously.

John Wiese will prepare a President's Letter explaining the reasons for the increase and Bob Masterson will distribute it to all members. It is likely that members will consider the increase to be nominal over the course of a year.

d. Sue Masterson moved to approve the 2017 budget with a \$10 increase in the membership fee effective January 1, 2017. Les Miller 2nd and the motion carried.

9. There were no questions on the written October Committee Reports. Steve Wolf, Program Committee Chair mentioned that 11 or 12 proposals were received for the Winter Study Group Session and we need more. Bob Masterson will send another request for proposals.
10. There were no other issues.
11. The next board meeting will be held on Monday, January 9 at 10 AM.
12. Steve Wolf moved to adjourn the meeting, 2nd by Sue Harty, the motion carried.