

ICLRU Board Meeting

Minutes

October 16, 2017

11:40 AM

Attendees: Joan Brody, Henrietta Leary, Sue Masterson, Les Miller, Angie Sharkey, John Wiese, Steve Wolf, Andrea Zietlow and Bob Masterson (Office Manager)

Absent: Selwyn Schwartz

1. Andrea Zietlow called the meeting to order at 11:49 am and confirmed the quorum.
2. Henrietta Leary moved to approve the September 2017 minutes without change, Les Miller seconded and the motion carried
3. Unfinished Business
 - a. New BMO Harris Signature Cards – Completed. Andrea Zietlow, Henrietta Leary, and Sue Masterson updated the signature cards at BMO Harris Bank. They and the Office Manager have online access to the account site.
 - b. New \$25,000 Certificate of Deposit at Sterling Bank – Completed. Andrea Zietlow and Sue Masterson opened a \$25,000 CD with a term of 18 months at 1.54% interest at Sterling Bank in St. Charles, Illinois on October 6, 2017. The maturity date is April 6, 2019.
 - c. Proposed Scholarship Discussion with RU Pharmacy College - Steve Wolf will meet with Dean Melissa Hogan suggesting the \$500 proposed scholarship.
 - d. Cyber Identity Presentation Follow Up - Bob Masterson asked RU's about their plans were for the proposed Cyber Identity presentation. There has been no answer from RU to date. This item will be tabled until we hear back from R.U.
 - e. Member Retention - Discussion Guide for the Membership Committee - The draft looks good to Steve Wolf and John Wiese. Steve will connect with Peter Marron, Membership Committee Chair. We hope to being using it soon to learn about and address any controllable factors that may discourage members from renewing.

- f. Member Orientations – Discussion of offering an experienced ICLRU ambassador or ‘friend’ to new members who join, but don’t know anyone else in the organization. Andrea Zietlow read Peter’s introductory email to new members. It was friendly and welcoming and mentioned the Member Directory and other items. Peter’s opinion was that most new members would not be interested in a ‘mentor’ but he will ask LaRaye Rodriguez if she is interested in taking that role.

Other related suggestions:

- i. It’s helpful when coordinators introduce new members to others in the class.
 - ii. There is information on iclru.org that would be helpful to all members. Angie Sharkey volunteered to look at the web information and make improvement suggestions. She will also write up a simplified description of what’s available on the website under the various tabs that can be distributed to members.
 - iii. An existing Member Handbook might be provided to new members. Bob Masterson will forward it to Angie Sharkey for additional work.
 - iv. Bob Masterson will ask if another easel could be put near the Rotunda Desk with information about ICLRU, such as room assignments, etc.
 - v. Members have been asking for the Trifold ICLRU brochure to hand out to family and friends, as suggested in the Coordinator Announcements.
 - vi. Great Courses and other DVDs in the Center need to be inventoried and updated online. Andrea Zietlow, Angie Sharkey, Sue Masterson, Henrietta Leary and Joan Brody are all willing to help organize the Center.
- g. RU Campus Safety and Fraud Prevention - Henrietta Leary is looking into it.
 - h. ICL Choir – Member Bobbi Fields, asked Bob to send an e-blast asking for volunteers who would be interested in singing with Bobbi at the Holiday Party.
 - i. Program Development Budget – Completed. Bob Masterson provided the current budget status to Andrea Zietlow.

- j. ICLRU Ad in Local Libraries and Senior Centers – Completed. Bob and Sue Masterson printed the color ads and Selwyn Schwartz placed them at the Schaumburg, Arlington Heights, Palatine, Barrington and Rolling Meadows libraries and the Senior Centers in Palatine, Rolling Meadows and Arlington Heights.
- k. Northwest Suburban Community Concert Association – At the last meeting Les Miller mentioned that it might be possible for ICL and the Northwest Suburban Community Concert Association to cooperate in publicizing each other to the respective constituencies. NSCCA is a 501(c)(3) organization that presents concerts from various musical genres at The Forest View Educational Center in Arlington Heights. They often have between 300-400 attendees at a concert. They have a fundraising raffle and participants have the advantage of additional publicity.

Les will send an email to his NSCCA contacts, suggesting that he and Bob Masterson talk with them about next steps. Les will attach our ad to his email and ask whether it could appear in their concert books. We might also have a table at their concerts to provide brochures/info and vice versa.

The board very much appreciates Les & Bob working cooperatively with the [NSCCA](#).

Joan Brody will ask the Prairie Arts Center if ICLRU could pass out brochures there or insert our ad into their programs.

- l. ICLRU Trifold Brochure – Completed. Packets were assembled for distribution to coordinators. A notice about the brochure was inserted in the weekly Coordinator Announcements and the trifold was updated and printed.
- m. Request for RU Sponsorship of Mariano’s Pharmacy Flu Shots on Campus – Completed. Sue and Bob Masterson followed up on asking RU to sponsor Mariano’s Pharmacy flu shots on campus for a second time this season. R.U. would need to have a minimum of 10-15 persons. Andrea Zietlow and Henrietta Leary suggested ICLRU not pursue it further with R.U. since we can’t guaranty that number. We can keep it in mind for next year.

4. New Business

- a. Friendship Village Agreement – Henrietta will contact Jeannette Magdaleno and suggest that they meet at Friendship Village on Friday, Oct. 20 before or after the Piano Showcase to conclude the 2017-18 mutual agreement.
- b. Andrea Zietlow asked for background on why the Vice-President is ICLRU's designated contact with Friendship Village representatives. The long-standing tradition of the ICLRU Vice-President working directly with Friendship Village was explained. No change is anticipated. The board agreed the ICLRU President or Vice President would be the appropriate contact for this close and important relationship.
- c. Program Evaluations:
 - i. The board reviewed specific Study Group Evaluation questions and discussed reasons for and benefits of obtaining unfiltered feedback on courses offered. Some questions are asked in more than one way to elicit various responses.

The board decided to hand out the current evaluation form to coordinators during some upcoming Study Group Wrap Up meetings to gauge whether coordinators think additional information would be helpful.

- ii. Paper evaluations have always been available in the Center and many are completed and submitted. Such responses are entered online by the Program Development Committee and are thereby included with online comments.

Andrea Zietlow will remind coordinators they have the option of taking some paper copies into class for those who prefer to complete them that way. The coordinator might pass them out at the beginning of class or immediately after break, so members can complete them during the remainder of class. Members should drop off completed evaluations at the Center.

d. Scheduling of Future Lectures

- i. Lectures are currently scheduled over January, February and early March because prior to 2008 there were no winter study groups and the lectures filled that gap for members. Winter study groups began when ICLRU administrators realized that a large number of members did not leave the area during the winter and appreciated learning opportunities during those months.

Stand-alone Intersession Presentations obviate the need to split up lectures and hold them throughout the year in smaller segments. Spreading them out might cause some of the quality to be lost, and operationally, it's easier to schedule, advertise and register for all the lectures at one time. In addition, presenters and academics tend to be available to conduct lectures during that time of year.

If the topic is interesting we always have a good turnout. Alternatively, we might need to turn members away if response were to exceed the capacity of Alumni Hall at other times of the year. Members don't seem to stay at home and speakers don't seem to have a problem coming to RU during the winter months. Some members join to specifically take advantage of the Winter Lecture Series and our social events.

If anything, the board should be open to considering dropping Winter Study Groups if we don't get enough offerings before we move the Winter Lecture Series to a different season or split it up.

- e. Announcement of Board Meetings – The board agrees with Andrea Zietlow writing up a Coordinator Announcement about board meetings. Currently the announcement appears on the ICLRU Event Calendar at iclru.org and also on the Home Page under the heading: *This Week at ICLRU*. Members are always welcome to attend board meetings and provide input during the Member Participation segment.

- f. Fall / Winter Intersession Update - Andrea Zietlow reported that eleven presentations will be scheduled. There are ten presenters and of these, five are new and two plan to expand their topic into a future study group. Rem Stokes, a former ICLRU member plans to make a presentation.

Bob Masterson is aware that some presenters will require technical assistance. Technical assistants will be identified after registration is completed. Some classrooms have DVD players, which may be easier for some presenter to operate. Based on attendance, Bob Masterson will make a determination whether that type of classroom would be an option.

- g. Formal Approval – Pabst Mansion Field Trip Self Funded Budget will be tabled until November.
- h. Office Manager’s Review - All Board members concurred that Bob Masterson continues to do an outstanding job. We appreciate what he has done and also wish to thank Sue for her assistance.

Angie Sharkey moved to increase Bob's salary by \$1,000 for 2018. His bonus of \$2,000 would remain the same. John Wiese seconded the motion. It passed unanimously.

5. Treasurer’s Report

- a. Financials, Joan Brody – Joan Brody provided results through September 2017: Total Assets of \$150,103, Total Equity of \$148,982 and Net Income of \$5,188. Joan expanded on the new table she included her Treasurer’s Report this month, which outlines differences in income and expenditures year over year.
- b. Draft 2018 Budget - Bob Masterson presented the draft budget and answered questions. Additional questions can be emailed to Bob. The budget will be voted on at the November meeting.
- c. Alumni Hall Rental Fee Increase - Bob Masterson informed the board that R.U. has increased the rental fee for Alumni Hall by \$31.50 per event. This equates to an additional \$315 for the upcoming Winter Lecture Series and the planned Spring Event.

- d. ICLRU has a \$50,000, 18-month Certificate of Deposit at Sterling Bank maturing on November 10, 2017. Sterling Bank will contact ICLRU with the new rate shortly before the maturity date. At this time, the interest rate is expected to be similar to the current rate of 1.54%. The board would like to roll the funds over at a similar or higher rate for another 18 months at Sterling Bank.
6. Calendar Additions or Changes – The Fall Study Group Wrap Up will be held on Wednesday, November 15 for Fall Study Group Coordinators and the Summer/Fall Intersession Presenters.
7. Additions or Changes to the Written Committee Reports - John Wiese reported that the Adler Planetarium Field Trip was really well organized and interesting. Kudos to Henrietta Leary for planning and organizing the trip.
8. Next Board Meeting Date: [Monday, November 20 at 10 am](#)
9. Adjournment - Joan Brody moved to adjourn the meeting at approximately 2:15 pm. Henrietta Leary seconded, and the motion carried.