

ICLRU Board Meeting
Minutes – January 13, 2020
10 AM

Present: Bill Amster, Andrea Basalay, Henrietta Leary, Sue Masterson, Les Miller, Andrea Zietlow and Bob Masterson

Absent: Gene Flynn, Angie Sharkey, and John Wiese

Guest: Sheila Schwartz

1. President Andrea Zietlow called the meeting to order and confirmed the quorum.
2. Andrea Basalay moved to approve the November 2019 minutes. Bill Amster seconded and the motion carried.
3. ICLR Member, Sheila Schwartz, reported on her conversations with Mary Szuch, Student Services Support Specialist, RU College of Pharmacy. Sheila has a close connection to Roosevelt through her family members who attended the school. Mary is interested in finding out whether any ICL members are alumni or have memorabilia in connection with the celebration being planned for RU's 75th Anniversary later this year.

Les Miller moved that ICL would like to participate and that Sheila Schwartz would represent ICL in that endeavor. Sheila will find out what RU plans to do and how ICL might fit in. Henrietta Leary seconded the motion and it carried.

ICL might hold a parallel celebration by inviting a knowledgeable speaker, perhaps even an ICL member to give a presentation on RU history.

4. Unfinished Business
Sue Masterson reported that the committee reviewed a first pass design for the ICL website and had responded with some suggestions. We will have another version to review soon as well as updates from our feedback. We will be sharing these with the board at future meetings.

The goals we're addressing with the website are improving the:

- Appearance of the website on multiple devices
- Search Engine Optimization – to help attract new members
- Ease of navigation around the website

The committee recommended that ICL Board select ProClass, Online Class Management System for cloud-based class registration and member management software. ProClass was the most affordable vendor, and they currently have other lifelong learning organization customers including at University of Illinois, Urbana-Champaign, at Penn State at University Park, and at Dartmouth University.

ICL would be able to offer online registration and payment for classes, events, and fieldtrips, which would be more convenient for members. Coordinators would have access to class rosters and would be able to email attendees prior to class, or in cases of unexpected cancellations, from the system. The committee and the Office Manager asked for and received access to a test site, in order to learn how to add members, add study groups, etc., to get a feel for the system, register for a class, etc.

The goals we could accomplish with ProClass are to allow members to:

- Register for classes and events online, automatically
- Pay for membership, renewals, classes and events online

The Board Members saw no disqualifying issues with the standard Customer Order Form and Service Agreement, the Annual Software Application and Hosting Fees, and the Customer Billing Authorization.

Henrietta Leary moved to accept the committee's recommendation. Bill Amster seconded and the motion carried.

5. New Business

- a. The board unanimously adopted the proposed Nominating Procedures for 2020 (see attached).
- b. Nothing relating to the Facility Rental Agreement 2020 has been received from RU.

- c. After discussion introduced by Andrea Zietlow, Sue Masterson moved that committees be required to receive Board approval for expenses not specifically budgeted, of \$500 and over. If expenses are less than \$500 and budgeted, board approval is not needed. Andi Basalay seconded the motion and it carried.
- d. The Board agreed that Gene Flynn and Richard Westgard should proceed with the proposed 33" x 80" retractable Marketing Banner (to be paid from the Marketing Budget).

A recommendation was made that a table-top display board would also be useful.

6 Calendar

- a. The following dates were selected for Events in 2020. If these are not available, we will attempt to schedule them as close as possible:
 - Annual Meeting, at Chandlers – Tues., June 16 or Wed., June 17
 - Ice Cream Social/Art Show at RU – Wed., July 15
 - Summer Picnic – Fri., July 31 (permit required)
 - Appreciation Luncheon at Chandlers – Wed., Sept. 9
 - Holiday Party at Chandlers – Thurs., Dec. 17 (or the 15th or 16th)
- b. Andrea Zietlow proposed these Study Groups & Intersession dates for 2021:
 - Winter - January 19 through February 22 (MLK Holiday is Jan, 18)
 - Wrap-up Luncheon – March 3
 - Spring – March 15 – May 13
 - Wrap-up Luncheon – May 19
 - Spring/Summer – May 25 through June 9
 - Summer – June 21 – July 29
 - Wrap-up Luncheon – August 4
 - Summer/Fall – August 10 through August 25
 - Fall – September 13 through November 11 (Labor Day is Sept. 6)
 - Wrap-up Luncheon – November 17
 - Fall/Winter – November 30 through December 15

Bob Masterson will check the above dates for any conflicts with RU's academic schedule.

- 7 Treasurer's Report and Financial Reports - Our strong efforts to get new members is a good idea. Treasurer, Bill Amster, believes ICL is currently on an unsustainable path. Our finances are not balanced. There is a variance month-to-month: some months we make money and others we lose money.

Observations:

Net loss for 2019 was \$8,103. This was about a \$10K decrease from YTD October.

YTD income for October (last report) was +\$1975. Income for November was -\$5294 primarily from \$5736 Roosevelt rent but also the Pabst trip bus cost of \$1150. Income for December was -\$4784 primarily from \$5478 Holiday Party.

Dues for November were \$3360 and for December were \$4760, the latter including 5 new members. Both of these were increases over the \$1200 from October.

Total EOY assets were \$136.5K a decrease from October's assets of \$146.7K. The Balance Sheet reflects the Friendship Village sponsorship of the Winter Lecture series in the amount of \$2,400. Membership decreased from 432 in October to 407 at EOY .

Concerning the refund of \$1,150 by the bus company for the cancelled 2019 Pabst Mansion field trip that was not received until 2020, in Bill's opinion, we should leave it alone and absorb the gain in 2020.

Abridged comments on membership from Bob Masterson: it looks like we have about a 50% retention rate of new members and we should try to address that issue.

- 8 Concerning additions or changes to the written committee reports, Andrea Zietlow received 3 more Spring 2020 proposals.

9 Other Business

- a. Sheila Schwartz volunteered to assist on the team that sets up fully-funded events at Chandler's Banquets. There was discussion about whether it would be possible to arrange seating so that friends can sit together with reserved places. The tables would need to be full for the family-style service and it's unclear if that would be possible. We could try it once and see.
 - b. Are there any ICL members who are familiar with obtaining and documenting the use of grant funds?
 - c. Bob asked Jeanette Magdaleno whether ICL could have a list of Friendship Village residents who attend the Winter Lectures. Security at RU are willing to use the list for checking guests in and out, rather than making up day passes for everyone. Bob will see if the speaker's name could be added to the Friendship Village guest list
 - d. Andi Basalay volunteered to take the February board meeting minutes in Sue Masterson's absence next month.
10. The next board meeting is planned for Monday Feb. 17 at 10 AM.
11. Henrietta Leary moved to adjourn the meeting at 12:20 pm. Bill Amster seconded and the motion carried.