

**Minutes**  
**ICLRU BOARD OF DIRECTORS MEETING**  
**February 14, 2011**

**Present:** Sue Harty, Joan Reisen, Harry Trumfio, Don Carlson, Ken Bobbe, Kathryn Dublinski, Ann Gaul, Carol Keegan, Marilyn Lind, Peter Marron, Debby Miller, Marge Olszewski, Judith Ross, Joyce Szot, Mike Thompson, and Steve Wolf.

- 1. Call to Order / Confirmation of Quorum at 11:45 AM**
- 2. Comments from the President**
  - a. President Harty reported that volunteers are staffing the ICLRU Center while Mr. Masterson is on vacation. He will return March 10.
  - b. Mr. Masterson has created a procedure manual for Center volunteers.
- 3. Review and Approval of January 2011 Board Meeting minutes**
  - a. Debby Miller moved the Minutes be accepted.
  - b. Don Carlson Seconded
  - c. Correction of point 7B - replace acceptance with exception
  - d. Correction accepted
  - e. Motion carried
- 4. Review of ICLRU Master Calendar**
  - a. February 25 - Winter Coordinators' Wrap Up
  - b. March 7 - Mailing
  - c. March 14 - Board Meeting at 1:00 PM in Room 317
  - d. March 15 - Spring Coordinators' Meeting at 10 AM
  - e. March 21- Spring Session begins
  - f. Encore on Tuesdays and Lighter Side on Thursdays during Spring Session
  - g. April 25 - Board Meeting at 11:45 in Room 317
  - h. May – Board Meeting TBA, if needed
  - i. May 20 – Spring Session ends
  - j. June 9 – Field Trip: Chinatown and Italian Sports Museum
  - k. June 14 - Annual Meeting
  - l. June 16 – Cubs game
  - m. June 27 - Summer Session begins
  - n. July 11 - Board Meeting at 11:45 AM in Room 317
  - o. August 5 – Summer Session ends
  - p. August 17 - Health Seminar
  - q. August – Summer Coordinators' Wrap up TBA

## 5. New Business

- a. Next mailing
  - i. March 7
- b. Job description for Center manager
  - i. Completed along with Procedure Manual
- c. Room reservation procedures
  - i. All room reservations request must be made through Bob Masterson in the ICLRU Center.
  - ii. In Mr. Masterson's absence room reservations are to be requested through President Harty

## 6. Old Business

- a. Budget
  - i. Final budget approval – on hold to recheck finance functions
  - ii. Ms. Szot initiated a discussion of non-discretionary funding in the amount of \$5000. No action was taken.
  - iii. Mr. Carlson explained that committees such as the Field Trip are self-funded and therefore estimates will change from year to year.
  - iv. Ms. Szot raised a question concerning the procedure regarding spending and approval of the Board's discretionary fund. It was agreed that a written procedure should be developed.

## 7. Committee Reports (As requested)

### Finance

- a. Finance report was positive, but it was indicated that there may be a need for legal advice in the near future.
- b. Ms. Szot provided an Event Report with a comparison of January 2010 and 2011 results
  - i. Total enrolment 548 – 59 new members in January
- c. President Harty thanked Ms. Szot for a fine presentation
- d. There was a discussion of the Gift Fund and possible reactivation - details to follow.
- e. President Harty advised of the need to purchase two computers. Mr. Carlson indicated that there are funds on hand.
- f. Mr. Carlson raised a question about using Gross Profit on the Event Statement. Ms. Szot indicated that it is part of the program and cannot be changed.

### Lecture Committee

- g. Ms. Miller request opinions re: the The Lecture Series.
  - i. It was suggested that Survey Monkey be used to assess the appeal of the programs.

**8. Next Board of Directors' Meeting Date and Time**

- a. March 14 at 1:00 PM in Room 317.

**9. Adjournment**

- a. Moved – Ms. Miller
- b. Second – Mr. Carlson
- c. Motion - Approved

Respectfully submitted,

*Harry Trunfio*  
Secretary ICLRU