

ICLRU Board Meeting
Minutes – February 18, 2019
11:30 AM

All Board Members except Sue Masterson were present.

1. President Zietlow called the meeting to order at 11:30 am and confirmed the quorum.
2. Motion to approve the January minutes, with clarification made to Article VI, Section 3, Paragraph a. President, to read: The President shall be responsible for the governance of the ICLRU in accordance with the Bylaws. The remainder of the sentence to be deleted.
3. There were no member or non-member guests present.
4. Unfinished Business
 - a. History-Themed Seminar - John Wiese, Chair of the History Seminar Ad Hoc Committee provided the committee decisions:
 - i. April 26, 2019 is the suggested event date, as there are no other scheduled conflicts.
 - ii. Attendees will not be charged an admission fee.
 - iii. The seminar will probably run from 8 AM until 2 PM, with sessions starting at 8:30 AM. There may be up to six sessions; two 45-minute sessions per slot.
 - iv. Coffee and bagels will be provided, complimentary. Lunch will not be provided.
 - v. Rooms 706, 704 and 624 will be requested.
 - vi. Attendees will be requested to sign up for sessions via email to ensure seating for all.
 - vii. The committee recommends a reception area, signage and members to welcome attendees.

viii. Committee Assignments:

1. Publicity – Sheila and Selwyn Schwartz will prepare a single page flyer to announce events.
2. Food & Budget – Henrietta Leary projects approx. \$200.
3. Contact Speakers – Steve Wolf and Selwyn Schwartz. Potential speakers and possible topics were mentioned.

ix. The committee plans to have the full roster and details at the March board meeting.

b. Written Update on Genealogy and the Colonies – Bob Allen

- i. Bob Allen is doing public relations for a meeting at the Schaumburg Library on March 16 and he plans to make a general announcement about the meeting in the next week or so.
- ii. 18 ICL members have expressed interest; and 23 non- members have expressed interest.

c. Bylaws Committee

- i. The board would like to wrap up discussions about proposed bylaws changes at the March board meeting.
- ii. President Zietlow requested that Henrietta Leary prepare a full report showing the original Bylaws and the board recommendations for changes (after all changes have been approved by the board). This will be helpful in presenting the proposed Bylaws to the full membership.

d. ICLRU Coordinator Presentations at Local Libraries – Tabled

5. New Business

a. Open Director/Treasurer Positions

- i. Henrietta Leary moved to approve the appointment of Bill Amster as a Director on the Board. Bill will serve the balance of the three-year term that ends in June 2020. At the same time,

she moved that the board appoint Bill Amster as Treasurer, to fill the balance of that one-year term which ends in June 2019. Les Miller seconded the motion and it carried.

- ii. Bill has a financial background and is an active member of ICLRU and he will attend the March board meeting.

b. Officer Descriptions - Andrea Zietlow

- i. Selwyn Schwartz moved that the board table the discussion until the March meeting to allow board members to review the material. Henrietta Leary seconded the motion and it carried.
- ii. It was suggested that 'signs checks for organization expenditures' be removed from the President's responsibilities, as it is redundant.

c. Data from Admission Forms - Andrea Zietlow

- i. Data was presented from application forms of 187 new members since 2011, approximately 40% of the total membership. This information can be used to identify specialized talents and/or interests for specific tasks.
- ii. Andrea believes that this data might be useful to the Program Development Committee and she will mention these findings at the next Coordinator meeting.
- iii. The idea of trying to capture former jobs held by members was discussed and determined to be of very limited value and not necessary.

d. Nominating Committee Chair and Procedures - 2019

- i. Selwyn Schwartz moved to approve President Zietlow's choice of LaRaye Rodriguez as the Nominating Committee Chair for the 2019 election for open board positions. Joan Brody seconded the motion and it carried.
- ii. The deadline to submit an application to the Nominating Committee is April 15, 2019. Incumbents, Sue Masterson, Selwyn Schwartz and Steve Wolf are also held to this deadline.

1. Steve announced he would not seek re-election.
 2. Selwyn announced he would seek re-election.
 - iii. Henrietta Leary moved to approve the Nominating Procedures that remain unchanged from 2018. John Wiese seconded and the motion carried.
6. Calendar Additions and Changes
- a. The 'Meet the Board' town halls will be held from 11:30 AM to 1 PM on March 26, 27 and 28.
 - b. The Ice Cream Social will be added to the Calendar for July 17.
 - c. The Spring Coordinator Wrap-up Luncheon will change to May 30 from May 22, due to Andrea returning from Greece on May 22.
 - d. Add September 8, 2019 for Cubs-Milwaukee Baseball Game in Milwaukee.
 - e. Add August 2, 2019 for Outdoor Picnic. Henrietta Leary will explore optional venues covering issues such as:
 - i. An indoor option for inclement weather
 - ii. "Real" bathrooms
 - iii. Greater attendance with emphasis on socializing
 - iv. Develop Bingo and possibly other games
 - v. Possibilities include the RU outdoor space
7. Treasurer's Report
- a. Joan Brody had questions regarding fees for CJBS, our auditing firm. Each year they complete our federal and state tax returns. Andrea Zietlow will ask for input from Bob Masterson.
 - b. Joan suggests a Bank deposit be made before Bob returns. The last deposit made was January 25, 2019. Andrea will discuss this with Bob.

- c. A procedure for making deposits in Office Manager absences in the future is needed
- d. Additions or Changes to Written Committee Reports
A request was made to the Lecture Committee to develop an online evaluation form for Lectures, the details to be discussed by the Lecture Committee.

8. Other Business

- a. A Letter of Request regarding a Signature Community Event was received from economicdevelopment@dtschaumburg.org. This was a request for ICLRU to participate at their event on May 4. Andrea and/or Henrietta will accept an invitation to attend a planning meeting of this group and obtain more information.
- b. Henrietta Leary raised the issue of needing to recruit more Study Group Coordinators, both new and previous. The Program Development Committee will meet to discuss the obstacles and opportunities for recruitment purposes. Andrea Zietlow will contact potential coordinators who were mentioned and may mention this effort at the Coordinator Wrap Up Luncheon.
- c. Some people came to Roosevelt to inquire about ICL and the RU representative at the desk could not provide information, or direct them to an ICLRU contact. More discussion is needed to develop solutions.
- d. John Wiese moved that the President or designee will serve as the liaison with RU contacts and will notify said contacts of Bob's absence in the future. Selwyn Schwartz seconded and the motion carried.
- e. The names of RU contact personnel and their information will be retained in the binder in the office.
- f. Self-funded Budget Approval Request for the Cubs-Milwaukee Game
John Wiese moved to approve the self-funded budget form. Steve Wolf seconded the motion and it carried. A tip for the bus driver was included in the pricing per member -- no need to pass the hat.

9. The next board meeting was confirmed for Monday, March 18 at 11:40 AM.
10. Selwyn Schwartz moved to adjourn at 1:50 PM. Henrietta Leary seconded and the motion carried.

Respectfully submitted by

Angie Sharkey, Director/Susan Masterson, Secretary