

ICLRU Board Meeting
Minutes, February 17, 2020
10 AM

Present: Bill Amster, Andrea Basalay, Gene Flynn, Henrietta Leary, Les Miller, Angie Sharkey, and Andrea Zietlow

Absent: Sue Masterson, John Wiese, and Bob Masterson

Guest: Sheila Schwartz

President Andrea Zietlow called the meeting to order and confirmed the quorum.

1. Les Miller moved to approve the January 2020 minutes. Bill Amster seconded and the motion carried.
2. Member participation: Sheila Schwartz, discussed a meeting of the “75th Anniversary Committee for Roosevelt University” which will sponsor “A Day in the Life of 1945”, from Aug 31-Sept 11 in Room 126. The committee is seeking artifacts i.e., wedding dresses, radios, household items, cars from 1940s, etc. In addition:
 - a. A film from 1945, *National Velvet*, will be shown.
 - b. The ‘Curse of the Billy Goat,’ a sports-related curse that was supposedly placed on the Chicago Cubs Major League Baseball franchise in 1945, by Billy Goat Tavern owner William Sianis’ will be explained.
 - c. Roosevelt is hoping ICL will act as hosts for exhibits.
 - d. Sheila will develop a request to ICL members for memorabilia for display by Roosevelt University.

After review by Andrea Zietlow, Bob Masterson will send the request to ICL members as an e-blast.

3. Unfinished Business

- a. Grants - Seeking grant funds has not been acted on and needs further discussion. Sheila Schwartz announced the existence of a 'grants portal' for the purpose of identifying grants and donors at Schaumburg Township District Library.
- b. Sheila plans to attend a grant writing class on February 20, 2020.

4. New Business 2020 Nominating Committee Chair

- a. Lynn Schevelenko agreed to chair the Nominating Committee.
- b. Les Miller moved to confirm this appointment and Bill Amster seconded the motion, which was carried.

5. The following dates will be added to the calendar:

- a. 'A Day in the Life of 1945' will be RU's 75th Anniversary Celebration from Aug 31 - Sept 11 in Room 126.
- b. Travel Club Meeting Monday, Feb. 24, at 11:45 should be added to the calendar.

6. Treasurer's Report and Financial Reports

- a. The decrease in membership is of concern; retention of new members is currently at 50%. Discussion of possible contact with new members in various ways, by various persons and committees.
- b. In future, the Treasurer recommends budget information should be included on the cumulative Year-To-Date report. Bill will recommend this method to Bob Masterson.

- c. There was a question for Bob Masterson concerning the postage account #63620. Was the 80% figure an error or an expense?
- d. Andrea Zietlow suggested that the segment of new members not renewing be evaluated (their past enrollment) to see if there is a need to expand offerings into other subjects not currently offered.
- e. Did any new members not take a class after joining?
- f. Would it be helpful to contact members who leave ICL after one year?
- g. Is there too much pressure to volunteer as a coordinator?

7. Treasurer's Observations:

- a. Net loss for January was \$2,579
- b. Assets ending January were \$133.3K compared to \$136.5K ending 2020, primarily due to January losses and changes in the Friendship Village reserve (see item 4)
- c. Dues for January were \$5,380
- d. The reserve for Friendship Village was reduced from \$2,400 in December to \$1600 in January with \$800 moved to monthly revenue. This will be followed by another \$800 in each of the next two months. The actual expense for January against this revenue was \$750.
- e. The main reason for the January loss was that the Office Manager was paid 2 months salary plus the 2019 bonus in January, which made the Office Manager entry \$4,540 more than the normal monthly rate.

- f. Revenue for January was inflated because it took credit for the \$1,150 bus refund for the Pabst Mansion Field Trip.
- g. Web expense of \$1,299 for Development was realized for the first time. Bob Masterson will correct this entry, from Registration to Development.
- h. Membership decreased slightly from 407 to the 406 reported this month.

8. Additions to Submitted Committee Reports

- a. Gene Flynn, Fundraising Chair, provided updates to the board on the following:
 - i. Ten raffle requests for the Annual Meeting were sent out. Three were denied (one because it was sent too early), four are under review, and one was granted. Grand Circle Tours granted two \$250 travel certificates.
 - ii. The board discussed whether all ICL members should reach out to restaurants and service organizations for raffle prizes. After discussion, it was agreed that an e-blast would be developed by Gene Flynn and forwarded to Bob Masterson to be emailed to the membership.
 - iii. Gene will contact ICL member, Bob Bos, as he may have contacts at United, since he is a retired pilot.
- b. Outreach Committee Report, by Gene Flynn
 - i. Gene demonstrated the new banner purchased for trade shows and marketing events.
 - ii. The next senior fair is scheduled for March 24, at Prospect Heights Park District. This is a free event.

- iii. The Hanover Township Senior Fair in Bartlett is scheduled for April 16th. The completed form and \$35 vendor fee has been mailed.
 - iv. Les Miller announced an event on February 26 at the Arlington Heights Library from 10 AM – 1 PM. Gene cannot attend, but he will contact the committee members to check their availability for this event. Sheila Schwartz will attend and Andrea Zietlow will check her availability.
 - v. For the Holiday Party, Sheila suggested sponsors for the luncheon and she will contact WinTrust Bank.
 - vi. Gene Flynn distributed a donor form draft. Andi Basalay recommended adding the non-profit ID number on the donor form if it is to be used as a receipt. Gene will send out a formal acknowledgement from ICL.
9. Other Business: Andi recommended that FaceBook be included in the next printing of the tri-fold brochure.
10. Gene will contact committee members to find out about their availability for the February 26th Arlington Heights event.
11. Study Group proposals are due March 27. An e-blast announcement will be needed.
12. The next board meeting is planned for Monday, March 16 at 10 AM. There is a possible conflict with Study Groups, but so far, no conflict.
13. Henrietta Leary moved to adjourn the meeting. Gene Flynn seconded and the motion carried.