

**ICLRU Board Meeting**  
**Minutes – March 19, 2018**  
11:40 AM

Present: All board members attended except Selwyn Schwartz.

1. Call to Order / Confirmation of Quorum at 11:48 AM
2. Les Miller moved to approve the February 2018 Minutes. Henrietta Leary seconded and the motion carried.
3. Unfinished Business:
  - a. A power point from the RU Cyber Identity Presentation was requested but does not seem to be available. This issue will not be pursued.
  - b. Bob Masterson was not present to address the status of an ICLRU information-easel in the Rotunda entrance at RU.
  - c. Elgin Symphony Orchestra – ICLRU’s webpage was updated and a Power Point slide was prepared for Elgin to show. Angie Sharkey needs to receive the exact dimensions in order to adjust our ad for the symphony program before she can pass it on to Joan Brody.
  - d. Media Resources Inventory in the Center – Joan did an excellent job of updating the Teaching Company Resources. Bob added links to the new DVDs and they were tested. The updated list will be posted to the website.
  - e. Friendship Village – Stand Alone Presentation Options for Friendship Village –Jeannette has not selected any stand-alone presentations at this point in time. Henrietta will provide her with some additional recent intersession topics after informing the speakers.

It was reported that Friendship Village will no longer charge their residents who are current ICLRU members \$6 for bus fare to attend ICLRU study groups.

f. RU Association for Student Pharmacists (Shayna Cruz) Proposed Event

- Thursday, April 26<sup>th</sup> during the noon break was proposed.
- Shayna Cruz will arrange for the room.
- Henrietta Leary expects to receive information to prepare a flyer.
- Attendees need to be informed this will be a tasting not a full lunch.

g. Scholarships Offered by RU and Harper College

John Wiese met with Juliana Nelligan, Director of Development, Heller College of Business and Erica Poremba, Executive Director of Community College and Academic Relations. There are three specific levels of scholarships:

- a one-time \$1,000 scholarship goes into a general scholarship fund
- a one-time \$5,000 scholarship can be directed
- a \$50,000 endowment.

There are other ways that ICLRU might choose to assist RU students, and the discussion as to how much of a donation, for what, and under what criteria will be tabled until June or July.

- Barnes & Noble is the official bookseller for the university. ICLRU might provide RU with pre-paid gift cards (our intention would be that students in need use the cards for required text books). It was recommended that we ask what criteria RU uses (if any) to determine need and / or ask Barnes & Noble to offset textbook purchases with our gift cards.
- There is an ongoing collection of non-perishable food, toiletries and school supplies for approximately 28% of the students in need at the Schaumburg Campus.
- Andrea Zietlow will ask Tasha Gilley for a list of items that are most needed.
- At the beginning of the spring and fall study groups an e-blast might go out to members requesting donations. This would be mentioned in the weekly announcements during the session.
- Andrea Zietlow provided information on the costs of different brands of freezers, in case the board wanted to consider purchasing a freezer to keep frozen food on site as well as canned and packaged food for students.

#### 4. New Business

- a. Marlene Brusko, Nominating Committee Chair has formed her committee. The members are: Christine Dick, Sue Gavigan, Arlene Kallwitz, Angie Sharkey and Steve Wolf.
- b. Andrea Zietlow attended Dr. Malekzadeh's recent State of the University address in Alumni Hall. Dr. Malekzadeh mentioned that 28% of the Schaumburg students need assistance with food and housing. Roosevelt University has \$4.9 million in endowed scholarships and \$1.7 million in annual scholarships. The focus in Schaumburg will be on building maintenance and security and in building more robust student programs and increased attendance at the Schaumburg campus.

Andrea spoke with Dr. Malekzadeh after his address and he provided contact information to her for Michael Ford, Chief of Staff and Assistant Secretary Board of Trustees, and Interim Associate Vice President of Campus Planning and Operations

- c. Angie Sharkey moved to formally approve the Self-Funded Budget Form for the Trip to Lake Geneva. Sue Masterson seconded and the motion carried.
- d. Steve Wolf provided biographical information for Katrina Sudman, Pianist, who performed at Friendship Village at a prior ICLRU sponsored Piano Showcase. Ms. Sudman arranged with Jeannette Magdaleno to perform at Friendship Village on Friday, July 13 at 7pm. ICLRU members are invited to attend and Steve Wolf will send a flyer to Bob Masterson. Jeannette mentioned that she doesn't have a budget set up for this event. ICLRU may be responsible for valet parking costs depending on the number of members who register for the event. The piano at Friendship Village may need to be tuned as well.
- e. Guidelines for Visitors  
Members are encouraged to attend board meetings and become familiar with the regular business of the board and the types of issues that come up.

Guests attending board meetings have an opportunity to voice specific concerns. In the future, this will be handled early in the meeting, so that guests don't need to stay for the entire meeting.

If a member has specific issues he or she would like to see on the agenda, the issues should be forwarded in advance to President, Andrea Zietlow if possible.

Depending on time and the nature of the issue, board members may discuss the new issue immediately or they may discuss it in Executive Session after a regular meeting, or take it up at a future meeting.

5. ICLRU Calendar

- a. The Fall Coordinators Orientation meeting has been moved from September 5 to Thursday, August 30.
- b. RU American Pharmacist Association Proposed Event (Shayna Cruz) Thursday, April 26<sup>th</sup> at noon in a room to be announced.
- c. Andrea Zietlow provided the following dates for Program Development:

Spring Coordinator Wrap Up: Wed, May 23 at 11:30 AM

Spring/Summer Intersession: May 29 & 30, June 5 & 6, and 12 & 13

Summer/Fall Intersession: Aug. 14 & 15, and 21 & 22, and 28 & 29

Fall Study Group: Sept. 10 through Nov. 8

Fall Coordinator Wrap Up: Wed., Nov. 14 at 11:30 AM

6. Treasurer's Report

Joan Brody reported that from January 1 through February 28 organization total assets are \$142,179.92, total equity is \$139,200.47, and net income is (\$794.06).

Board members found the additional year-over-year information to be confusing this month and it may be dropped going forward.

7. Additions or Changes to the Written Committee Reports

A few study groups were cancelled for the Spring session, one due to a Coordinator's personal issue and three due to low enrollment. Most often, low enrollment happens when a class is scheduled opposite a very popular class. The descriptions may also need to be modified. It is not a new issue.

Coordinators have been encouraged to offer canceled classes in a future study group session.

## 8. Other?

- a. The question was raised if a PowerPoint was available from the recent Campus Safety presentation that could be posted to iclru.org. Henrietta Leary said that the power point by itself was not as informative as the presenter.

J.J. Bittenbinder, a retired member of the Chicago Police Department and speaker on safety issues, has a video on YouTube that might be informative for our members: Street Smarts How to Avoid Being a Victim.

- b. The recent Taste of Geography of Genius event was very successful however, there was a problem with the event being terminated by the school sooner than expected, due to an unknown scheduling conflict. Had we known about it, the event might have been started earlier.

## 9. Member Recruitment

Discussion of various ways to bring new members into the organization:

- a. A day of games and quizzes (including snacks) for current members and their invited guests. We could add door prizes for the current member and guest.
- b. Our Summer/Fall Intersession Presentations would blend seamlessly into a reprisal of the 'Taste of ICL'. Current members could bring a friend (a prospective new member.) Some experienced coordinators could be asked to carve an Intersession presentation from a larger study group. Drawing or door prizes could be added.
- c. Any study group classes that are not fully booked might be opened up to prospective new members. They could also migrate from one to another, as long as they are not overbooked.
- d. Technology Changes/Improvements were also mentioned. Andrea Zietlow will ask her daughter if she is interested/qualified to help us with some of these, if they are approved and authorized by the board. If not, an e-blast might go out to the membership asking for assistance in improving our online presence on FB and Google. It may be worthwhile to invest in professional expertise to improve recruitment.

- i. ICLRU's current FaceBook page should be updated and utilized. Sue Masterson agreed that she and Bob would add a comment or two to the FB page.
- ii. Is there a way that ICLRU can come up right away on a Google search for local Lifelong Learning or Continued Learning or Organizations for Seniors, etc.?
- iii. John Wiese will talk with Bob Masterson about the bookkeeping issues and requirements if we were to add a PayPal option to iclru.org for the purpose of joining, renewing, or registering for events, field trips, etc.

This would probably require another layer of security for the website.

Alternatively, a third party such as EventBrite might be utilized, as another method of registration and payment, but again, bookkeeping issues and registration would need to be integrated with the current system.

10. Next Board Meeting Date: [Monday, April 16 at 11:40 AM](#)
11. Joan Brody moved to adjourn the meeting at 2:18 PM. John Wiese seconded the motion and it carried.