

ICLRU Board Meeting
Minutes – March 18, 2019

11:40 AM

Present: All Board Members were present except Selwyn Schwartz. Office Manager, Bob Masterson also attended.

Guests: Debbie DeChinistso and LaRaye Rodriguez

1. President Andrea Zietlow called the meeting to order and she confirmed the quorum.
2. Sue Masterson will correct the January Minutes to include a motion concerning a change to **Article IV, Board of Directors, Section 2. Nomination of Directors a.** The last sentence will be deleted: 'A candidate must be willing to serve as an officer.'
3. Henrietta Leary moved to accept the February Minutes without change. Les Miller seconded and the motion carried.
4. ICLRU Members, Debbie DeChinistso, and LaRaye Rodriguez attended the meeting as guests.
5. Unfinished Business
 - a. Bylaws

Andrea Zietlow recommended that today's conversation be limited to voting on the issues that were previously tabled. All corrections to the most recent bylaws document distributed by Henrietta should be e-mailed to all Board Members as soon as possible, but no later than March 23. The final documents will be emailed to everyone prior to a special meeting that will be held on April 1 at 10 AM to review and vote on a final redlined document for the Membership and a final document for the Annual Meeting.

 - i. **Article IV Board of Directors, Section 2. Composition a.**

Les Miller moved that we adopt the change from the current 9 board members to the proposed 9-12 potential board members.

In the case of 9-12 board members, the Nominating Committee would nominate either 3 or 4 board candidates each year. Henrietta Leary seconded the motion. After discussion, the motion was defeated by a vote of 6 to 2.

- ii. **Article IV Board of Directors, Section 2. Composition b.**
Les Miller moved to amend this section to include a term limit to 2 consecutive terms. Board Members as of June 2019 would have the option of serving one additional term. The term of a Board Member appointed to the position would count as one term if it were more than 2 years. Henrietta Leary seconded the motion. After discussion, the motion was defeated.
- iii. **Article VI Meetings, Quorums and Voting, Section 3 Duties a. President**
Les Miller moved to delete the last sentence in the current Bylaws which reads: 'The President shall serve as an ex officio member of the Board for one year upon completion of his/her active service.' Angie Sharkey seconded the motion. After discussion the motion carried unanimously. The definition of *Ex Officio* will be removed from **Article IX Miscellaneous** because it is no longer needed.
- iv. Later in the meeting, Andrea recommended the following wording be adopted to modify the timing of the selection and confirmation process of the Nominating Committee Chairperson.

Article IV, Board of Directors, Section 2. Nomination of Directors b.

The President shall appoint a Nominating Committee chairperson no later than January 31 of each year, and shall submit the appointment to the board at the next regularly scheduled board meeting for confirmation.

There were no objections from the board. **Note: This change will affect the 2020 Nominating Guidelines, if the proposed Bylaws are adopted.**

v. **Additional issues that were discussed/decided:**
Article II Mission Statement, Section 1, Mission Statement

The current, in-force Mission Statement was retained at the January meeting, with the exception of changing the words 'older adults' to 'adults 55 and over'. Other instances of the Mission Statement will be changed to conform to this wording for consistency. The current wording has been used in past federal and state filings. We don't want to jeopardize our not-for-profit status by changing the mission statement at this point in time.

Article IV Board of Directors, Section 1. Responsibilities
Les Miller offered the name **Responsibilities** for this newly added section, adopted in January.

Article V. Meetings, Quorums and Voting, Section 1 Board of Directors b.

A question was raised about the wording of "A majority of the Board Members in office and *eligible to vote* shall constitute a quorum for the transaction of business at any official meeting'. Les Miller explained that a Board Member might be considered to be ineligible to vote if there were a clear conflict of interest in the matter. The words *eligible to vote* should be retained.

b. 'History Day' Seminar

1. John Wiese provided a background of the History Day Seminar for visiting guests. We have not heard back yet on availability for Room 706. For that reason, we don't have a date or final agenda yet.
2. Four ICL speakers are currently lined up. It's difficult to ask members to commit before a date has been confirmed.
3. John Wiese assured the board that the regular Intersession classes would not be interfered with.

4. Sue Masterson moved to approve a budget of up to \$250 for morning refreshments for attendees and John Wiese seconded. The motion carried.

c. Meet the Board

- i. Bill Amster, Joan Brody, Henrietta Leary, Sue Masterson and Andrea Zietlow met on March 6 to discuss this event that will be held next week on Tues. Wed., Thurs., in Rm. 620.
- ii. Bill, Henrietta, Sue and Andrea Zietlow plan to attend each day. We would like as many board members to come as are able to make it. Angie and Steve said they would attend.

Board Members will sit in front of the room and should bring a name card. Andrea Zietlow will introduce the Board members.

- iii. Discussion will include recent organization highlights, with a mention that the Bylaws are being updated, but without going into specifics. Andrea will remind members about clubs and trips and encourage members to coordinate Study Groups and run for the Board.
- iv. The board has two basic questions for the attendees:
 1. What questions do you have for us?
 2. What suggestions do you have for us?

d. Speaking at Libraries

- i. Andrea Zietlow passed out information from Gene Flynn on reaching out to area libraries to offer presentations. It contained specific information/links on:
 1. Contacting personnel at six local libraries for information on speaking there.
 2. Five libraries require the prospective speaker to fill out an online submission form.

3. A typical Presenter Proposal Form for a library with Sample Answers

- ii. Andrea Zietlow plans to promote this among existing Coordinators who may want to speak at local libraries for compensation. Gene Flynn brings ICL brochures with him and his presence there is an example of the quality of ICLRU Study Groups.

It was noted that libraries don't want long DVD's – they want speakers (although a short video should be fine).

iii. Discussion

- 1. It was agreed that there is no way to monitor ICL members who present programs at libraries. The speaker might indicate that if attendees like what they see, they may want to visit ICLRU.
- 2. Bill Amster suggested that a boilerplate, professional, brief promo about ICL be created for speakers to pass out. Richard Westgard's one-page slide (for visual learners) that the Elgin Symphony Orchestra uses may work. Richard also created one-page handouts and the updated trifold brochure.

Andrea Zietlow will look at what's available and send out a flyer. In any event, the handout should be boilerplate and professional.

- 3. Gene Flynn may already have created his own ICL info sheet, since in many cases, a speaker would prepare a brief handout about who they are and ICL speakers might include an ICL flyer with the handout. Andrea Zietlow will ask Gene what he uses.

6. New Business

- a. Andrea Zietlow announced that Chairperson, LaRaye Rodriguez has formed the 2019 Nominating Committee. The members are: Sheila Barrett, Ken Bobbe, Pam Novey, Marge Olszewski, and from the board, Les Miller and Andrea Zietlow.
- b. Andrea Zietlow updated the board on the work of the Program Development Committee.
 - i. This committee went through the long single-column list of possible Study Group / Intersession topics and made the list more relevant and easier to read by formatting it in two columns. Mike Thompson was able to post a sample of the information which is online now at iclr.org under the Programs Tab / Resources / Study Group Topics. On future requests for proposals, Andrea plans to include a link to this completed website so that individuals who may want to conduct a Study Group or Intersession might use the list as a starting point. John Wiese and Bill Amster suggested that a short list of 4 or 5 possible topics be highlighted as 'hot topics' in addition to the link being provided.
 - ii. Andrea also plans to lead the committee in an effort to reorganize and update the Lending Library list at iclr.org under the Programs Tab / Resources / Lending Library. There will also be a link to the DVD library on the call for proposals.
 - iii. To facilitate more interaction between Intersession Presenters and Study Group Coordinators, two efforts are underway:
 1. A meeting is planned for April 16 in Room 706 from 11:30-1 PM. All past and current Coordinators and all the Intersession Presenters will be invited to attend. This meeting intends to address the issue of providing assistance to potential Coordinators, by matching up experienced Coordinators / Presenters with new ones. Perhaps experienced Coordinators would share

materials that others could modify and offer the class or presentation themselves.

2. Intersession Presenters will be invited to the Coordinator Wrap-Up meeting closest to and following their sessions. This will cost about \$160 from the approved Program Development budget. Andrea Zietlow agreed with other board members that coordinators and Intersession Presenters should be encouraged to speak up at Wrap-Up meetings. John Wiese suggested that the attendees have small group breakout sessions to tackle any ubiquitous issues at the wrap-ups. Les Miller mentioned that it might be helpful if active Coordinators are given the topics ahead of time to help lead the breakout sessions.

c. Property After Death Forum - Demystifying the Basics of Estate Planning and Property Fraud Workshops

- i. The Cook County Reorder of Deeds in conjunction with the Delta Theta Sigma Sorority will host a free signature community event at the RU campus in Schaumburg on Saturday, May 4th. It will be held in Alumni Hall from 10 AM to 2 PM. Andrea Zietlow spoke with two Coordinators of the event and learned the following:
 1. Elected officials and sorority members will be on hand and 200 or more people are expected to attend.
 2. The goal is to demystify the basics of estate planning by providing information on how to transfer your home to your heirs hassle free, transfer your car and bank account avoid lengthy probate court and protect your home from fraud. Attendees will have an opportunity to speak to licensed professionals for free.

3. There will be two 30-minute breakout sessions for each module.
 - ii. A free box lunch will be provided. Attendees will be able to register for the event on-line via a hyperlink. If ICL members prefer, they may sign up with Bob Masterson. Members could register and bring their adult children.
 - iii. ICLRU will be advertised and will have a complimentary vendor table that will be manned and stocked with information about ICLRU.
 - iv. At the end of the day, a raffle will be held with donated prizes from \$0-\$50. ICLRU will donate a \$25 gift card (type to be decided later) purchased from discretionary funds.
 - v. A flyer will be provided by the host organizations in the near future.
 - d. Andrea Zietlow prepared a general Officer Description sheet outlining Executive Officer duties for members who might be considering running for the board and becoming an officer. It would be a useful tool in recruiting members to run for the board.
 - e. The Taste of ICL will be repeated this year during the Summer/Fall Intersessions. We would like to pick up 30 or so new members, if possible. Guests who attend Intersessions and join ICLRU would receive a discount to their initial annual fee. Andrea Zietlow will begin work on The Taste of ICL soon.
7. ICLRU Calendar
- a. History Day will be determined, pending availability of Rm. 706.
 - b. The Property After Death Forum on Saturday, May 4th in Alumni Hall from 10 AM to 2 PM will be added to the calendar.
 - c. Andrea Zietlow will decide by the April board meeting whether the Spring Wrap-Up Meeting will be held on May 22 or May 30.

- d. August 2nd was reserved for the Outdoor Picnic. This will be posted on the calendar when we have a confirmed venue and date.
 - e. Our preferred Holiday Party dates were not available at Chandler's. Sue Masterson will confirm that our alternate date of Tuesday, Dec. 17 is being reserved for us.
8. Bill Amster built his Treasurer's Report on what Joan Brody had done previously.
- a. Net Income for the Year to Date at the end of February showed a loss of \$5,689. Because there are few renewals during these months, there is little source of revenue to offset expenses that take place in this part of the year.
 - b. Also, members paid ICL for the new ID cards during December, (60 members have not paid yet), which brought an extra \$2,000, and Bob paid RU for them in January.

During the first two months of the year ICL paid almost \$2,000 to the Brewers for the Cubs game, which will be held in September. We haven't begun to collect for the tickets yet.

Net Income doesn't look so good now, but when the membership starts to pay renewals it will dwarf these numbers and we'll overtake the deficit as the year goes on.

- c. The history of February membership numbers shows they have remained pretty stable across the years.
- d. Assets and Equity have stayed flat at approximately \$140,000. This is a pretty stable number and should account for any bumps in the road.
- e. If members have questions and want to talk offline or send a note to Bill that's fine. If anyone would like to incorporate something in the monthly report, let Bill know.

- f. Steve Wolf asked Bill to please flag any concerns that may be arising in the future. Bill observed that there are plenty of safety's built into the ICLRU finances and there probably aren't a lot of issues to flag.
9. Additions or Changes to the Written Committee Reports
- a. Angie Sharkey moved to approve the Self-Funded Budget Form for the Fermi Labs Field Trip. John Wiese seconded the motion and it carried unanimously. Henrietta Leary plans to request a small bus for 33 people. Steve Wolf noted that Fermi Lab will be expanding and will be a premier facility. That may help in promoting the trip to members. The entry fee of \$50 covers each group of up to 20 people.

Bob Masterson will check to see if there was a wait list for a prior Argon Lab or Fermi Lab trip.
 - b. Henrietta also described the plans for Planting Day. Members will take a map when they sign up for the no cost, off campus event. A Flyer will be e-blasted when ready.
 - c. The Opera in Focus off campus event will cost \$12 and the schedule May 29th - June 15th will be selections from La Rondine, Puccini -- Tristan and Isolde, Wagner -- and Oklahoma, Rodgers & Hammerstein.
 - d. A second field trip is being planned to The Block Museum of Art, Northwestern University in Evanston for June 21st. The exhibition will be Caravans of Gold, Fragments in Time: Art, Culture, and Exchange across Medieval Saharan Africa. Afterwards, the tour will visit the Hiram Glass Museum.
 - e. Bob Masterson recommended that the two field trips (Fermi Lab and The Block Museum of Art) be separated as much as possible, and that each of them should be advertised for two months.
 - f. Henrietta is considering other field trips for later in the year. The Pabst Mansion, the Henry Jacob Mansion in Joliet and Joliet Prison, and the Rialto Theater were mentioned.

10. Other Business?

- a. Andrea Zietlow will contact Bob Allen about the March 16 Genealogy and the Colonies meeting.
- b. Steve Wolf passed out his draft for ICLRU's 2019 College of Pharmacy Student Scholarship criteria. It is based on last year's scholarship criteria with one exception: The first scholarship requirement has been modified to read: *Applicants must be a current student in good standing*, rather than require a specific grade point average or range. Steve's impression is that \$500 is a good amount from a senior and non-profit volunteer organization and that it was very much appreciated. This helps to confirm that our relationship with RU is about more than paying rent.

John Wiese moved to approve the \$500 as outlined by Steve to be implemented according to his plan. Henrietta Leary seconded and the motion carried.

- c. Up to 33 people have signed up for the Senior Options Fair and it will be open for guests. This event will appear in the Coordinator announcements this week.
- 11. Special Board Meeting – Monday, April 1 at 10 AM.
 - 12. Next Regular Board Meeting Proposed Date: Monday, April 15 at 10 AM.
 - 13. John Wiese moved to adjourn. Andrea Zietlow seconded and the meeting adjourned at approximately 2:15 PM.