

**ICLRU Board Meeting**  
**Minutes – March 16, 2020**  
10 AM

Present: Bill Amster, Andi Basalay, Gene Flynn, Henrietta Leary, Sue Masterson, Les Miller, John Wiese, Andrea Zietlow and Bob Masterson

1. Vice President, Les Miller, called the conference call meeting to order and confirmed the quorum.
2. Gene Flynn moved to approve the February 2020 Minutes. Henrietta Leary seconded and the motion carried.
3. There was no ICLRU Member Participation on the conference call.
4. Unfinished Business
  - a. Update on Grants – Bob Masterson has not heard anything from RU concerning the grant application on our behalf.

Andrea Zietlow went to the Schaumburg Library on Feb. 20 for their program on grants. However, there was no information for Lifelong Learning. The closest topic offering grants was Adult Education. The time it would take to research grant applications with no likely outcome did not seem worth the effort.

- b. In an attempt to find out why new members don't renew, Andrea Zietlow called approximately 20 former members who joined after the 2018 Taste of ICL to ask the reasons they did not renew membership. She followed up by e-mail and received 5 responses -  
- most said they were happy with programming and did plan on re-joining in Spring. A few said they were looking for a smaller group and more sense of community. Andrea will send a follow-up email to those who have not responded.

Gene Flynn also contacted former members by letter, assuring them that if they didn't care for a particular class they could try another and that there was no pressure to coordinate classes.

After discussion, it was agreed that Andrea Zietlow would revise a letter to former members. John Wiese reminded board members that ICL can control some situations, but not others – health, members moving, etc.

## 5. New Business

- a. Discussion that the organization has no other option than to cancel the upcoming study groups, which would otherwise have been held as usual.

Henrietta Leary moved to cancel Spring Study Groups out of an abundance of caution for the safety of our members, and based on CDC recommendations. Andi Basalay seconded and the motion carried.

Les Miller moved that ICL adopt a policy of not refunding any portion of the membership fees due to cancelled events that would otherwise have taken place. Andi Basalay seconded and the motion carried. Andrea Zietlow abstained.

We do hope that Coordinators who prepared classes will consider offering them in a later study group session, and perhaps provide a preview during an Intersession.

- b. It was suggested that Andrea Zietlow write to Mablene Krueger, Chief Operating Officer Schaumburg Campus, indicating that ICL Board Members look forward to meeting her. [Note: After the meeting Bob Masterson had an opportunity to meet with Ms. Krueger and it was decided that a letter did not need to be sent.]
- c. Andrea Zietlow informed the board that the Nominating Committee Chair, Lynn Shevelenko, named Sheila Barrett, Andrea Basalay, Sue Masterson, Pam Novey, and Ruth Sellers to the Nominating Committee.
- d. The RU Pharmacy and Students have planned a Medication Brown Bag event and asked Andrea Zietlow for the number of ICL members that will participate.

Andrea Zietlow received a request that ICL complete a form, listing the names of the members, their timing availability per member/session, and how many medications each member would bring. ICL is not able to guarantee member participation.

Andrea Zietlow will contact May Alebraheem, and let her know that the most effective way to proceed would be for ICL to inform members of the event and ask them to contact RU directly with the information that's requested.

If this is agreeable to RU, then Bob Masterson will send the eblast asking members to contact RU directly.

- e. Henrietta Leary and Bob Masterson worked out a procedure to leave the Holocaust Museum Field Trip on hold until more is known about the museum's plans to re-open. This budget form was made available for Board Members to review and it had previously been approved by the Executive Committee
6. The Field Trip to the Holocaust Museum and the Medication Brown Bag Event will be added to the calendar when and if dates are finalized.
  7. Treasurer, Bill Amster observed that the month of February was generally uneventful. The Treasurer's Report included the following:
    - Assets were \$133.3K ending February compared to the same at ending of Jan.
    - Dues for Feb were \$700.
    - The reserve for Friendship Village was reduced from \$1600 in Jan to \$800 in February, with \$800 moved to monthly revenue. This will be followed by another \$800 in March. The actual expense for Jan against this revenue was \$795.
    - Expenses for February, without the lecture series, were \$165.

- Postage and mailing for Jan was 80% of budget because Bob bought 4 roll of stamps at \$55 each. He anticipates buying only one more roll for the rest of year, which will take us to the budgeted amount.
- Membership increased slightly from last month's 406 to 407 this month.

8. Additions or Changes to the Written Committee Reports

- a. Due to the impact of the COVID-19 Pandemic, Gene Flynn suggested that the fundraising raffle be postponed from the Annual Meeting to the Holiday Party. Les Miller moved to table indefinitely the fundraising efforts. Gene Flynn seconded and the motion carried.

The local outreach events have been or will be cancelled as well.

- b. Sue Masterson updated the board members on recent web update activities including but not limited to:

- i. Research on companies that provide services for online credit card purchases. The committee will make a recommendation from a handful of highly rated finalists
- ii. Review of the design preview and suggested changes and additions that might work better for ICL
- iii. Contact with Friendship Village for images/text for their "Partners" page on the web site

- c. Andrea Basalay has 3 intersession proposals that she will forward to Andrea Zietlow by March 27.

- d. Member Services reported two new members. There have been 4 new members since January. Andrea Zietlow will touch base with Peter Marron.

9. Other Business – Henrietta Leary informed Board Members that Friendship Village would like us to arrange for Professor Artemus Ward to speak at Friendship Village in 2020. Henrietta will contact Jeanette Magdaleno for specifics. Andrea Zietlow moved that Henrietta work out

the scheduling for Artemus Ward at Friendship Village. Henrietta Leary seconded and the motion carried

10. The proposed date for the next board meeting is April 20 2020, with the details TBD according to current recommendations on health and safety.
11. The board unanimously adjourned at 12:35 pm.