

Minutes  
July 30, 2013  
ICLRU Board of Directors  
Special Meeting

Present: Vice President Steve Wolf, Treasurer Don Carlson, Secretary Sue Masterson, Board Members Debby Miller, Kathie Newsted, Selwyn Schwartz, Committee Chair Sue Harty, Center Manager Bob Masterson

**1. Call to Order/Confirmation of Quorum**

Performed by Vice President, Steve Wolf

**2. Comments from the Chair**

Vice President, Steve Wolf explained that the purpose of the meeting was to review the terms of Roosevelt University's Facility Rental Agreement and attached Exhibits A and B, received July 24 and to reach alignment on the Board's response.

The working documents were the Contract and attached exhibits and Don Carlson's compilation of comments derived from recent e-mails.

After discussion, the Board concluded that the following questions would be posed to Roosevelt University:

a. The Board would prefer the term of the Contract to run for three years, September 1, 2013 through August 31, 2016. Is this agreeable to RU?

b. Exhibit B, which is attached and is part of the Contract states that A/V equipment is an additional, variable charge. Does this refer to A/V equipment ordered through Multi-Media Services (MMS)?

c. Under Event Policy, item 4., the Agreement reads: 'If at any time, any of the rooms covered by this facilities agreement are needed for Roosevelt University academic classes, Lessee will relinquish use of those rented spaces'. For planning and member notification purposes, ICLRU would like to have 10 days notice if we are asked to relinquish space.

d. ICLRU uses its' own telephone and computer equipment in SCH 316 and requests that the following sentence under Exhibit A, Facility Rental Fees, paragraph 2 be deleted: "The rental fee includes use of University's telephone and computer in said space".

Concerning the Release Statement under Exhibit A, Don Carlson will contact ICLRU's insurance carrier, State Farm, to check whether the current policy provides sufficient coverage if the Board signs off on the agreement. There was discussion that no release statement would absolve RU from injury due to negligence.

### **3. Next Steps**

- Bob Masterson will e-mail Gina Montalbano-Goodrich, SVPCFO and Risk Management (copy to Alice Blomquist) thanking RU for the proposed agreement and explaining that the Board has questions and will respond as soon as possible.
- Don Carlson will let the Board know if ICLRU's insurance policy provides sufficient coverage if we sign off on RU's Release Statement.
- Don volunteered to draft ICLRU's questions.
- Bob Masterson will communicate the Board's questions to RU, as soon as they have been finalized/approved.
- Don Carlson will update the Finance Committee on these recent events because work needs to begin on the 2014 budget. If there are no other changes to consider, a dues increase (per member, per year) is planned to be effective beginning January 2014 for new members and renewals. As renewals occur during 2014, the increase would be applicable.
- The Chart of Accounts will need to be adjusted and Don may ask our Accountant to attend the Finance Committee meeting.
- Bob Masterson drafted a letter to the membership concerning a dues increase. Sue Harty, Kathie Newsted, Debby Miller and Sue Masterson will assist. The draft will be reviewed for approval by the Board and released to members.
- General discussion about groups that are known to request rooms without the knowledge of the Center Manager or the Board.

### **4. Motion to adjourn, Don Carlson, 2<sup>nd</sup> Kathie Newsted, motion carried.**