

ICLRU Board Meeting

Minutes - July 16, 2018

11:15 AM

Present: Henrietta Leary, Sue Masterson, Les Miller, Selwyn Schwartz, Angie Sharkey, John Wiese, Steve Wolf, Andrea Zietlow and the Office Manager
Bob Masterson

Absent: Joan Brody

1. Andrea Zietlow called the meeting to order at 11:17 AM and confirmed the quorum.
2. Selwyn Schwartz moved to approve the June 2018 Minutes. John Wiese seconded and the motion carried.
3. No ICLRU members other than the Board Members and the Office Manager participated in the July meeting.
4. Unfinished Business:
 - a. Friendship Village has reduced the amount of their donation toward the 2018-2019 Winter Lecture Series, which resulted in a gap in the budget. Board members agreed to wait until the fourth quarter review and approval of the 2019 budget to make a determination on scholarship and/or other financial assistance for RU students.

A key variable will be the number of active members. In addition, opportunities to assist RU students financially may arise on an ad hoc basis. The board may decide to earmark a certain amount to use during the year without committing it for a particular use ahead of time. This issue will be tabled until the budget is brought up for discussion.

- b. Michelle Zietlow sent an email to Bob Masterson on technology changes/improvements, specifically in connection with adding Paypal to the website.
 - i. Bob Masterson will investigate any options that our current provider, Intuit offers that would work for ICLRU.
 - ii. Bob will also create detailed instructions that office volunteers can use to process credit cards for members.

- iii. Regarding ICLRU appearing in the results of a computer search for lifelong learning organizations, the best way may be to get articles to appear in a local newspaper, such as the Daily Herald, using search words such as lifelong learning and senior organizations that also appear in the article. Selwyn Schwartz will contact the Daily Herald about having a writer from the Herald visit us, perhaps during the Winter Lecture Series sponsored by Friendship Village.
 - iv. There may be other ways to optimize the website. Michelle Zietlow is not going to try to optimize Face Book (FB) at all.
 - v. Andrea Zietlow will try to set up an appointment to talk with someone who is knowledgeable about using social media. Andrea will contact Mike Thompson for the administrative sign-in for the ICLRU FB page.
- c. The Summer/Fall Intersession will offer 24 different presentations. Andrea Zietlow sent an email to the presenters explaining that special coordinator instructions will be explained at meetings offered on Monday, Tuesday, Wednesday and Thursday (July 30 – Aug. 2) at 11:35 am in Rm. 704. Andrea distributed the sample guest ticket and some procedures for review. Presently, ten guests are registered for the intersession presentations.

5. New Business

- a. Henrietta Leary prepared the Friendship Village 2018-19 Agreement and sent a signed contract to Friendship Village for counter-signature. Friendship Village will contribute \$2,400 to the Winter Lecture Series.

Les Miller moved to ratify a change to the final contract that Henrietta initiated. Selwyn Schwartz seconded and the motion carried. Angie Sharkey cast a dissenting vote, as the board did not have the opportunity to review the revised contract prior to signing. Angie asked for Les Miller's legal opinion on the scope of ICLRU's obligations under Sections 4, 8 and 11. Les Miller's answers were acceptable to Angie and the other board members.

- b. The Moorings of Arlington Heights contacted Henrietta Leary about the possibility of ICLRU offering two lectures at RU that residents could attend and one at The Moorings, open to ICLRU members.

Henrietta Leary and George Venetis will meet with Marie Lanza to work out the framework of The Moorings sponsorship of these lectures. In general, Andrea Zietlow will need to know the requirements four months prior to the Lectures. The lectures will be made possible by the generous contribution of The Moorings, which is anticipated to be approximately \$1,500 and the funds will need to cover the speakers and the Alumni Hall rental fee at RU.

Member attendance at the three summer lectures will most likely be dependent on the quality of the outside speakers and should be a highlight of the summer session. Hopefully they will not impact attendance at the Summer Study Groups and Summer/Fall Intersession presentations.

The Lecture Committee will need to identify and book speakers. The Office Manager will develop and distribute brochures, advertise, conduct registration, and work with RU to reserve the room. Andrea Zietlow will keep the study group coordinators and/or the intersession presenters informed depending on when the lectures are scheduled.

Henrietta Leary will email the board members after she and George meet with Marie Lanza.

- c. The Lecture Committee will have their first meeting on the 2019 Winter Lecture Series within the month and will plan to book 8-10 Winter Lectures.
- d. ICLRU member, Gene Flynn, suggested that ICLRU develop 'business cards' to hand out to prospective members. These cards would contain information about ICLRU with info about how to enroll. John Wiese will design a 2-sided business card and check some sources for pricing. Andrea Zietlow will let Gene Flynn know we are pursuing his suggestion.
- e. The board decided to reprint the tri-fold brochures in black and white now, since supplies are low. Sue Masterson will ask Monica Kunavich at RU what the cost difference would be to print the tri-fold brochures in color vs black and white. Angie Sharkey will check with some external printers, such as Office Depot.

- f. Bob Masterson will contact American Express and will ask them exactly what needs to be done to obtain two additional credit cards for ICLRU's President and Vice-President. American Express may require personal social security numbers. Les Miller moved to authorize Bob Masterson to take the steps necessary to obtain two additional business credit cards for the organization. Selwyn Schwartz seconded the motion and it carried.
6. Andrea Zietlow distributed the proposed dates for the 2019 Winter Study Group Session. She will email the dates to the board member(s) who did not receive a copy. If there are questions or comments let Andrea know.
7. There were no questions or comments on the Treasurer's Report provided by Joan Brody or the monthly financial reports.
8. The Events Committee will ask Bobbi Fields if she and the singers who entertained at last year's Holiday Party would sing at the 2018 party.

Henrietta Leary is considering scheduling another Pabst field trip, due to popular demand.

9. Other?
 - a. Bob Masterson received the draft flyer to announce the ICLRU/RU Pharmacy Scholarship award winner's presentation. Thirteen members, including some board members, have signed up for the one-hour session. Andrea Zietlow suggested that Board Members mention it at any Summer Study Groups that they attend.
 - b. Andrea Zietlow has been helping to develop a path for intersession presenters to move into the role of study group coordinators. We probably don't need to devote a section of the bulletin board for coordinator match-ups. Andrea hands out the coordinator match up forms at every wrap up luncheon and has found that the best way to encourage members to present an Intersession segment or a study group is to talk to members individually.
 - c. The Katrina Sudman piano concert went very well. Approximately a dozen members attended and a total crowd numbered around 200. Steve Wolf will send an email to the RU Chicago College of Performing

Arts. Steve suggested that a visit to some RU performances downtown might be a possibility for future field trips.

- d. An ICLRU member mentioned to Andrea that one way of easing organization members into leadership is to encourage them to join standing committees. A decision was made to leave it up to Committee Chairs as to whether they wanted Bob Masterson to advertise for interested individuals. In some cases, the Committee Chairs are reaching out to members and asking if they would like to lend a hand.
 - e. More organization business is being done by email. It's not always clear whether replies are requested or if the email is informational. In future, board members are encouraged to include 'Reply Requested' in the subject line when responses are expected.
10. The next board meeting date will be Monday, August 20 at 11:15 AM. John Wiese has a conflict and won't be able to make it.
 11. Sue Masterson moved to adjourn the meeting, Selwyn Schwartz seconded and the motion carried.