

ICLRU Board Meeting

Minutes – July 8, 2019

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

Absent: John Wiese

Guest: Selwyn Schwartz

1. Andrea Zietlow called the meeting to order and confirmed the quorum. There was a brief conversation about the recent Election of Officers.
2. Les Miller moved to approve the June 2019 Minutes. Gene Flynn seconded and the motion carried.
3. ICL Member and Chair of the Outreach Committee, Selwyn Schwarz had no comment at this time.
4. New Business
 - a. Andrea Zietlow outlined slight changes in procedures for the Taste of ICL 2019. After discussion it was agreed that:
 - i. Based on registration, more materials will be available at classes and presenters should ask for help distributing and collecting information for the drawing, etc.
 - ii. Bob Masterson will match up which members have invited guests to date so that email addresses can be requested and going forward he will ask members to provide emails addresses for guests. Program Development will compare the guest slips submitted at Intersessions with the list of expected guests. An email will be sent to any guest who did not attend reminding them that the reduced membership fee is available through September.
 - iii. Further discussion of changes to Taste of ICL events will be tabled until October or November after 2019 results are known.

- b. Board volunteers will compare existing published materials with the newly revised Bylaws Revisions to maintain consistency:
 - i. Angie Sharkey will help Andrea Zietlow after August with the Member Handbook.
 - ii. Sue Masterson will look over the ICL website.
 - iii. Bob Masterson will look over the cover pages of the Member Directory.
- c. The ICL/Friendship Village Membership Agreement runs from October to October. Henrietta Leary plans to meet with Friendship Village soon.

5. Unfinished Business - Program Evaluations

There was a discussion that new coordinators may be intimidated by program evaluations. It was decided for now, that evaluations will continue. New coordinators may find that members are appreciative of new coordinators. Comments are overwhelmingly excellent and good. They may need to push members a bit to complete the survey. Evaluations are standard practice in academia today. If coordinators want specific feedback, s/he might include specific questions with the survey and ask members to respond to all questions.

6. There were no additions or changes to the ICLRU Calendar.

7. Treasurer, Bill Amster's report included the following observations:

- a. Total assets for June of \$132,510 are a decrease from April's assets of \$144,827.
- b. Two large expenses combined to bring the June year-to-date net income to -\$10,473, which is lower than previous months. These expenses were \$7,170 which was paid in May (RU invoiced ICL for five months of rental expense at one time) and \$5,804* was paid in June (for the Annual Meeting). April year-to-date net income was \$1,496. This is a difference of -\$11,969.

*Chandler's accidentally overcharged us \$588 and ICL will be refunded in July.

- c. ICL operates on a cash basis rather than an accrual basis. It's difficult to predict month-to-month net income because the pattern of payments changes from month-to-month.
 - d. We don't have multiple recruitment efforts during the year. Bob will be sending out 162 letters for membership renewals in August and September. These two months represent 40% of total membership. The membership count at the end of June is 411 – the lowest number yet. We can anticipate at least a few more members this year in August and September due to the Taste of ICL. We should look substantially better in the next couple of months.
 - e. For the Cubs game, the tickets and bus are paid for ahead of time. \$1,890 has been collected and \$2,963 has been expended. If 15 more tickets are sold, the outing will break even.
 - f. Concerning new and replacement RU ID cards, RU hasn't sent us a list of people who have obtained ID cards lately. At least 50 members have not paid (and may not remember that at this point). Bob Masterson will remind members to reimburse ICL for ID cards.
8. Additions to Submitted Committee Reports
- a. Andrea Zietlow reported that Program Development will offer at least 15 Fall Study Group classes due to the email requests she sent recently.
 - b. Henrietta Leary is considering offering two Field Trips
 - i. There hasn't been a trip to San Fillipo in Barrington in quite a while. She may arrange for a fall trip and include a restaurant reservation for those who want to eat out. A docent might be an added plus.
 - ii. A Field Trip to Joliet to the prison and other sites may be offered by early October.
9. Other?
- a. Andrea Zietlow outlined the process for the ICL 2019 Scholarship to a Pharmacy College student. Qualifying second-year students will make application in September and RU will announce the winner in late

October. The winner will make a presentation to our organization in Fall/Winter and receive the \$500 scholarship.

- b. ICL may need to clean up, including bagging and removing trash after the ice cream social and future events. Disposal bins are located to the right of the Main Entrance. The same will need to be done for Alumni Hall after the Lecture Series. We might consider taking a picture when we leave the location, in case RU inadvertently sends us an incorrect janitorial services bill.
 - c. Andrea Zietlow will ask Peter Marron to mention the Cubs game in the Weekly Announcements. Selwyn Schwartz is not yet ready to open it up to non-members.
 - d. All the board members should be included on the Weekly Announcements (whether they are coordinating or not) and Andrea Zietlow will ask Peter to update the distribution.
10. The date/time for the next Board Meeting is Monday, August 19, at 10 AM.
11. Bill Amster moved to adjourn and Angie Sharkey seconded. The motion carried.