

ICLRU Board Meeting
Minutes - July 20, 2020
10:15 AM

All Board Members attended.

ICL Member Guests: Bob Allen, Debbie DeChinistso, Marge Fehr, Judy Gavin, Jack McKee, and Marge Olszewski all attended.

1. Andrea Zietlow called the meeting to order at 10:15 AM and confirmed the quorum.
2. Gene Flynn moved to approve the June 2020 minutes without change and Les Miller seconded the motion, which carried.
3. Several ICLRU Members joined the video chat and these were the main comments:
 - a. Encouraging ICL to continue with some Zoom virtual classes going forward.
 - b. Expressing interest in Program Development, Finance, and Membership issues.
 - c. Clarifying seating arrangements for Fall Study Groups: Every 3rd seat would be utilized in classrooms, representing a safe distance of six feet between members.
 - d. Thanking all board members, past, present and future and recognizing that a lot of work is getting done. Also, expressing appreciation that ICL is able to continue with online classes during the COVID-19 epidemic.
 - e. Predicting the probability of whether the fall 2020 study group sessions will be held. 75% of Members opened the registration email (approx. 273 members). 28 Members have registered for 44 seats so far. Classes will most likely go forward unless the State of Illinois or the City of Chicago reverses to a more protective phase of the re-opening plan.
 - f. Asking about classrooms that ICL is likely to be assigned this Fall. Typically, RU room assignments are finalized first. We'll need to wait and see what happens.

4. New Business

- a. The Annual Meeting will be held as a video-conference on Zoom, Thursday, August 13, at 10:15 AM.
- b. Dr. Mablene Krueger, Chief Operating Officer of Roosevelt's Schaumburg Campus recently informed President Zietlow that:
 - i. RU intends to have about 20% of in-person classes held on campus this Fall, including all labs and some classes for freshmen.
 - ii. The Governor recently divided Illinois into 11 regions. If the Chicago campus must be closed, then the Schaumburg campus (and two other RU campuses) will also be closed, even though they are in different regions.
 - iii. RU will arrange for temperature screenings for everyone who enters the building. Masks will be required at all times. Social distance will be maintained. Hand sanitizing stations will be available. Additional disinfecting supplies will be available throughout the campus and the facilities will be disinfected on a more frequent basis.
 - iv. It will be up to ICL Coordinators to monitor the social distancing and mask requirements in classrooms.
 - v. ICL's anticipated room requests will be sent to Dr. Krueger as soon as possible.
 - vi. Electronic key cards will be required to enter the building, as usual. Procedures are being worked out for ICL members to purchase new or replacement key cards from RU.
- c. Five ICL study groups are planned to be offered in the Fall.
- d. Concerning virtual classes on Zoom:
 - i. There are plans to offer the Game Changers study group in-person and also on Zoom.
 - ii. Virtual classes are scheduled through August and some have been scheduled in September. The current list of Zoom classes was provided.
 - iii. Concerns among the Zoom Team include:
 1. The limited number of ICL members currently offering Zoom classes.

2. After many contacts, there are roughly a dozen members who said they would consider offering repeated and long-term classes.
- iv. When virtual class schedules have been finalized, a complete picture of the in-person and Zoom classes will be e-blasted to members.
- v. ICL members will be provided with choices of in-person and Zoom classes.
- vi. Looking into the future, the Zoom Team would like to offer four virtual classes every week except these:
 1. Nov. 24 and 25 (Thanksgiving)
 2. December 22 and 23 (Christmas and Hanukkah)
 3. December 29 and 30 (New Years).
 4. Virtual classes would resume Wed., Jan. 6, 2021.
- e. Many ICL Members look forward to the lecture series every year and it may be especially welcome during the pandemic. Holding the Lecture Series on Zoom might be a benefit to Friendship Village too, because we would upgrade the Zoom account to allow for up to 300 viewers. More residents of Friendship Village would be able to enjoy the lectures than the usual 25 in-person Friendship Village guests.
 - i. The Zoom Team doesn't know what the Lecture Committee is considering for 2020-21. If it would be helpful, the Zoom Team would be happy to host or co-host lectures on Zoom -- if that's what the Lecture Committee wants to do.
 - ii. To support Henrietta Leary and the Lecture Committee, Gene Flynn moved that ICL commit to funding the 2020-21 Winter Lecture series, as a contingency, in the event that Friendship Village is not inclined to follow through with sponsorship during the pandemic. Les Miller seconded and the motion carried.
 - iii. It was suggested that Henrietta Leary consider researching lecturers who are booking Zoom presentations, and then follow-up with Friendship Village, if appropriate.

5. Unfinished Business

Sue Masterson provided a Web Update report.

- a. ICL's Web Designer created new logo designs that emphasize ICL more than RU. The logo design that received the most board member votes is shown below. Les Miller moved that ICL adopt the new logo. Bill Amster seconded and the motion carried.



- b. Andrea Basalay provided a Google Analytics update for the written Committee Reports. There were no questions or comments on analytics.
- c. Sue Masterson reported that our Web Designer recommended that ICL start out with the easiest ProClass integration method, which would be through links. Upgrading is always possible in the future.
- d. Bob Masterson is duplicating the Fall Study Group registration process on the current database system and in ProClass. This will allow us an opportunity to test the registration process in ProClass and make sure that confirmation letters are generated correctly.
- e. The Web Update Committee plans to meet during the week of July 27 to review plans to go 'live' with the new website after Fall Study Group registrations are finished and to discuss introducing the new features to members.

6. Calendar

- a. The Annual Meeting will be held on Zoom on Thurs., Aug. 13 at 10:15 AM
- b. The regular August Board Meeting will be held on Zoom on Mon., Aug. 17 at 10:15 AM

7. Treasurer's Report and Financial Reports

- a. Treasurer, Bill Amster noted that Net Income through June is \$4,124.

- b. June membership was reported as 383. Approximately 20% of non-renewing members tell ICL they aren't really interested in attending virtual classes. There may be others who feel the same, but haven't mentioned that to us yet.
 - c. Assets ending June were \$138.3K compared to \$135.4K for May.
 - d. Dues for June were \$4,987.50 including 26 regular renewals and 5 coordinator renewals. This seems encouraging. In spite of our limited activity, they are renewing with ICL.
 - e. For June, the only notable expense was the Office Manager's salary, and Bob is taking only 60% of his salary, which is appreciated.
 - f. We are preparing to exit this health crisis having saved money that would be available for recruiting efforts.
8. There were no additions or changes to the Written Committee Reports
9. Other Business
- a. An ICL member included an additional \$75 donation for ICL along with her membership renewal fee. Her generous donation is much appreciated.
 - b. ICL plans to include a line in our standard renewal letter reminding members that a tax-deductible donation would be greatly appreciated. Gene Flynn will send the suggested wording to Bob Masterson.
 - c. It may be possible to direct donations to a particular activity, such as the Lecture Series, and notify members that their donations helped fund that activity.
10. The next regular board meeting is planned for Monday, August 17, via Zoom at 10:15 AM. Andrea Zietlow will set up and forward access links for the Annual Meeting and for the regular board meeting.
11. Henrietta Leary moved to adjourn the meeting at 11:30 AM. Andi Basalay seconded and the motion carried.