

Minutes  
ICLRU Board of Directors Meeting  
August 19, 2013

Present:

Vice President Steve Wolf, Treasurer, Don Carlson, Secretary, Sue Masterson  
Board Members: Debby Miller, Kathie Newsted, Steve Novey, Dave Parks, and  
Selwyn Schwartz, Guests: Office Manager, Bob Masterson, Finance Committee  
Member, Jack McKee, Administrative Services Chair, Marge Olszewski

1. Call to Order / Confirmation of Quorum  
Performed by Vice President, Steve Wolf
2. Comments from the Chair  
Discussion of Carol Keegan's e-mail to Board Members
3. Review and approval of the July 15 Minutes  
**Motion by Debby Miller, 2<sup>nd</sup> Kathie Newsted, motion carried.**
4. Review and approval of the July 30, Special Meeting Minutes  
**Motion by Debby Miller, 2<sup>nd</sup> Kathie Newsted, motion carried.**
5. ICLRU Master Calendar Review
  - a. 6<sup>th</sup> Annual Cub's Game Outing will be Aug. 22. It sold out with 2 on the waiting list.
  - b. Appreciation Luncheon – Approximately 43 responses were received. We are waiting for the remaining 30 responses.
  - c. September 1 Room Requests for Fall 2013. Bob Masterson will notify Debby Miller when Alumni Hall is confirmed for the Lecture Series. Room 706 will be requested for the larger Fall Study Groups. Bob Masterson will push harder than usual for the reasons if any requested rooms are unavailable. RU's Fall Semester starts this Friday, August 23.
  - d. ICLRU Calendar Additions / Changes:

Sept. 12 at 9:30 AM	Field Trip - RU Chicago Campus and Surgical Science Museum
Sept. 16 at 11:45 AM	ICLRU Board Meeting
Change from Sept. 5 to Sept. 9	Fall SG Confirmation Letters
Dec. 17 at 11:30 AM	Holiday Party

Jan. 13, 2014 at 9:00 AM	Winter Study Groups Begin
Jan. 17 at 10 AM	Winter Lecture Series Begin - Dr. Middleton
Jan. 20	No Classes MLK Federal Holiday
Jan. 24 at 10 AM	Winter Lecture - Mike McCann
Jan. 31 at 10 AM	Winter Lecture - Dr. Artemus Ward
Feb. 7 at 10 AM	Winter Lecture - Eileen Vorbach / Elizabeth Cady Stanton
Feb. 13 at 3:30 PM	Winter Study Groups End
Feb. 14 at 10 AM	Winter Lecture - Leslie Goddard
Feb. 17 at 9:00 AM	Mon., makeup classes due to MLK Holiday
Feb. 21 at 10 AM	Winter Lecture - Holocaust Survivor
Feb. 28 at 10 AM	Winter Lecture - Laura Washington
March 7 at 10 AM	Winter Lecture – 50-Minute Shakespeare
March 14 at 10 AM	Winter Lecture Ends - Dr. Paul Green
March 17 at 9:00 AM	Spring Study Groups Begin
May 16 at 3:30 PM	Spring Study Groups End

#### 6. Treasurer's Report

Balance Sheet Total Liabilities and Equity is \$139,011.10 as of July 31, 2013. The Finance Committee agrees that finances are good and that the organization has no financial problems.

The current insurance policies with State Farm for Liability and Directors and Officers (D&O) coverage are sufficient for the Board to sign off on RU's Release Statement in the Facility Rental Agreement.

The Certificate of Coverage for Liability and the current proof of coverage is provided to RU every year, and has been accepted without question.

One policy costs \$475 and the other policy costs \$677. One policy was paid in April and the other was paid in July.

Don Carlson will research the details of the D&O coverage prior to renewal.

Selwyn Schwartz recommended that we increase coverage on the medical side, and get an estimate for a liability umbrella policy, to provide additional coverage in the event of a catastrophic claim(s).

The Finance Committee meeting was held this month. The recommendations of the Committee, as shown in the Treasurer's Report, were each discussed.

Jack McKee, Finance Committee Member, made a presentation to the Board and recommended that membership dues be reduced. There was a general discussion about future expenses. Kathie Newsted recommended that the Board review 'surpluses' and 'earnings' in the future.

#### 7. New Business

a. Review and approval of the Facility Rental Contract, with a term of September 1, 2013 through August 31, 2014. This Agreement includes the following revisions, requested by ICLRU:

- If ICLRU is to relinquish its reserved classroom space we would like ample notice (10 days).
- The terms of the contract may only be altered by a mutual, written and signed agreement between the university and ICLRU.
- Strike the sentence referring to ICLRU's use of university telephone and university computers in room 316.
- RU eliminated the \$50.00 room cancellation fee.

The term is consistent with RU's fiscal year, but not with ICLRU's fiscal year. The ICLRU Board's request to extend the term of the Agreement to three years for planning purposes (budget and impact of increased membership dues) was denied at this time.

Formal Approval of the Facility Rental Agreement  
**Motion by Debby Miller, 2<sup>nd</sup> Kathie Newsted**

Further discussion.

**Debby Miller Called the Motion: 7 in favor, 1 opposed, motion carried.**

b. Multi-Media Services (MMS) Fees

MMS offered to train ICLRU coordinators on the equipment, if that is something that ICLRU wants.

There was discussion of the MMS fees and the recommendations of the Finance Committee.

Motion to approve, Debby Miller, 2<sup>nd</sup> Kathie Newsted. The motion was withdrawn after discussion.

New motion to approve the MMS fees with the stipulation that the charges be part of a written agreement with RU for the same term as the Rental Agreement. For budgeting purposes, initial fees will be: fall and spring sessions \$500 each; and winter and summer sessions, \$300 each for a total of \$1,600. Fees are subject to review after one year.

**Motion by Selwyn Schwartz, 2<sup>nd</sup> Debby Miller, motion carried.**

c. Motion to increase membership dues to \$150 per year effective January 1, 2024 for new memberships and for renewals as they occur.

**Motion by Debby Miller, 2<sup>nd</sup> Kathie Newsted, motion carried**

d. Formal motion to approve the draft Membership Notification with the following stipulations: the current dues amount will be deleted, specific references to other LLI's will be deleted and wording will be added so that members immediately know the purpose of the letter.

**Motion by Debby Miller, 2<sup>nd</sup> Kathie Newsted, motion carried.**

8. Old Business

- a. Discussion of the Annual Meeting Compiled Survey Results.
- b. Discussion of the Committee Chair Reports.

9. Date/Time of the next board meeting – September 16, 2013 at 11:45 am

10. **Motion to adjourn by Debby Miller, 2<sup>nd</sup> Don Carlson, motion carried.**