

**September 12, 2011
ICLRU Board of Directors
Meeting Minutes**

1. Call to Order/Confirmation of Quorum

President Sue Harty called the meeting to order at 11:45 AM noting that a quorum was present.

Present: Sue Harty, Ken Bobbe, Don Carlson, Kathryn Dublinski, Carol Keegan, Marilyn Lind, Joe Maladra, Peter Marron, Marge Olszewski, Joan Reisen, Joyce Szot, Margo Temple, Mike Thompson, Steve Wolf, and guest David Sullivan.

2. Comments from President Sue Harty

- a. Thanked Margo Temple and Kathryn Dublinski for the great job done by them at the Summer Outing and the Art Seminar, noting that both events were well received by ICLRU members.
- b. The September 8th Appreciation Luncheon was also a great success.
- c. Once again ICLRU and Friendship Village have signed an agreement for 2011-2012
- d. The Pharmacy College at Roosevelt has suggested a project that would involve volunteers from ICLRU to explore the effects of diabetes and the understanding of the different types of medications available.

3. Review and Approval of August Board Meeting Minutes

Motion 1: A motion was made by Mike Thompson and seconded by Don Carlson to accept the August 8, 2011 meeting minutes. The motion carried

4. Review of ICLRU Master Calendar

- **September 2011 Calendar:** Sept 21st-Recruitment Meeting for non-fiction book club at 11:45 am
- **October 2011 Calendar:** Oct 14th- New date for Wheaton High School Choir presentation at Friendship village
- **November 2011 Calendar:** Nov 18th-Health Awareness Seminar
- **December 2011 Calendar:** Dec 19th- Winter study group lottery-Dec 27th- Confirmation letters for study groups mailed to members.
- **January 2012 Calendar:** Jan 6th-Winter lecture series starts.

5. New Business

- **a. No refund policy for ICLRU events:**
Motion 2: A motion was made by Sue Harty and seconded by Mike Thompson that a “no refund policy” be established for all activities involving an additional charge to the membership. However, a member may sell or give his/her place to another member at no additional expense. The motion carried.

- **b. Proposed raise/bonus for ICLU Center Manager:**

Motion 3-a: A motion was made by Sue Harty and seconded by Don Carlson to approve the annual salary of \$13,200 to be paid to the ICLRU Center Director, Robert Masterson for the coming contract year. The motion carried.

Motion 3-b: A motion was made by Sue Harty and seconded by Don Carlson that in recognition of the outstanding service, initiative displayed and extra hours rendered by the Center Director, Robert Masterson, that he be paid a bonus of \$1,200 at the end of the current contract year. The motion carried

- **c. Approval for Social Media Seminar?** The Social Media Seminar is scheduled for December 2, 2011. The cost per person to attend is \$25 which includes a box lunch. A minimum of 40 attendees is needed to cover the cost of this event. The speaker's fee is \$375.

Motion 4: The motion was made by Joan Reisen and seconded by Mike Thompson to approve the plan to go forward with the Social Media Seminar at a cost of \$25 per attendee and the payment of the \$375 speaker fee. The motion carried.

- **d. Treasurer's report on hiring of accountant-** The Executive committee has hired Sue McTague to do internal accounting at a rate of \$75 per hour with an estimated time of two hrs per month on accounting work and one hour per month on consulting, totaling approximately \$2,700 per year. In addition, CJBS LLP has been hired to do our required annual filings and to issue an annual letter of review of our accounting practices.

Motion 5: The motion was made by Don Carlson and seconded by Ken Bobbe to hire Sue McTague at an hourly salary of \$75 per hour, as our internal accountant and CJBS LLP, an independent accountant to do our required annual filings. The motion carried.

- **e. QuickBooks training for ICLRU Center manager-** Sue McTague is training the ICLRU Center Director, Bob Masterson on the QuickBooks system so he can take over most of the bookkeeping duties for ICLRU.

6. Old Business

- a. Update on RU/ICLRU negotiations-**Nothing new to report

7. Committee Reports (as requested)

- **a. Strategic Planning Committee update-** In order to submit a vision statement to the Board, the committee needs to review the current ICLRU by-laws to determine if the Board can meet its obligations within these by-laws or if new by-laws need to be considered. A recommendation for changes to by-laws will be presented at the October Board meeting.
- **b. Lecture Series Update-**The eleven Winter Series Lectures will start on January 6, 2012. There are only three lecturers that need to be confirmed as of this date. The last lecture will take place on March 16, 2012.

David Sullivan asked to address the Board to request that they consider the possibility of increasing the current membership fee. The fee was raised from \$100 to \$110 per year in July of 2003 and he felt an increase is long over due. He cited the need for a surplus in funds to cover the possible cost of hiring people to develop and implement projects that will benefit members. He also asked the Board to revisit the length of the grace period given to members whose membership dues are past due.

Sue Harty thanked David for his input and told him that his suggestions would be discussed in the near future by the Board.

8. Next Board of Directors Meeting Date and Time: October 17, 2011 at 11:45AM

9. Adjournment: Motion was made by Sue Harty and seconded by Don Carlson to adjourn the meeting at 12:50 PM. The motion carried.

Respectfully Submitted,

Carol Keegan, Board Member