

Minutes  
ICLRU Board of Directors Meeting  
September 16, 2013

Present: Vice President Steve Wolf, Treasurer, Don Carlson, Secretary, Sue Masterson, Board Members: Debby Miller, Kathie Newsted, Dave Parks and Selwyn Schwartz, Guests: Special Events Committee Member, Kathryn Dublinski, Outreach Chair, Sue Harty, Office Manager, Bob Masterson, Cathy Jensen, Joyce Szot, Special Events Chair, Margo Temple

1. Call to Order / Confirmation of Quorum

Performed by Vice President, Steve Wolf

2. Comments from the Chair

Steve Wolf welcomed the board members and guests.

3. Review and Approval of August 19, 2013 Minutes

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

4. Margo Temple, Special Events Chair, asked about the Holiday Party. The Board answered with these points:

- The Holiday Party, Annual Meeting, Ice Cream Social and Appreciation Luncheon are Board-sponsored events, authorized and paid by the ICLRU Board.
- A member of the Executive Committee, or designee finalizes arrangements.
- The Special Events Committee handles menu selection, entertainment, and decorating for the Holiday Party and Ice Cream Social.
- The Office Manager handles registration for Board-sponsored events.

Sue Harty received a Holiday Party estimate from Greg Ingles, Owner and Manager of Food2You, Catering, Inc., operating at the Robin Campus:

- \$25.05 per person, (meal only, similar to last year)
- Family-style service cost: \$600 additional over buffet-style
- For 250 Members, meal cost = \$6,262.50 (approx. 220 attended the offsite Annual Meeting)
- For 175 Members, (last year's attendance on campus) meal cost = \$4,383.75
- Decorations and entertainment are an additional cost

The Special Events Committee is considering entertainment options that will work with the RU Cafeteria acoustics and layout.

Guest, Cathy Jensen, asked if the Board would consider charging a nominal fee to defray some costs of the Holiday Party and to reduce the number of unnecessary meals that are paid for when Members sign up but don't attend.

**Motion by Debby Miller, to charge Members \$10 per person for the Holiday Party to be held in the RU Cafeteria, Family-Style, 2<sup>nd</sup> Kathie Newsted**

Further discussion.

**Debby Miller Called the Motion: 5 in favor, 1 opposed, 1 abstained, motion carried**

5. ICLRU Master Calendar Additions/Changes:

September 24 and October 8th– Along the Beaten Path with Henrietta Leary  
Rm. 314 11:45-12:45 pm

October 1 and October 15<sup>th</sup> –Socrates' Revenge with Steve Novey  
Rm. 314 11:45 – 12:45 pm

October 16 – Piano Showcase Recital  
Alumni Hall from 1:30 – 3 pm

Steve Wolf, Dean Henry Fogle, Dr. Winston Choi, and Alice Blomquist developed a recital program by advanced piano students, to be jointly hosted by the Chicago College of Performing Arts and ICLRU. This will be the 3<sup>rd</sup> such event that ICLRU has hosted or co-hosted. ICLRU's share of the cost will be paid from the Program Committee budget.

We expect interest from RU students and faculty (both Downtown and Schaumburg), ICLRU Members, Friendship Village, and the RU Northwest Suburban Alumni Chapter. Seating will be limited.

Pam and Steve Novey will postpone their Wednesday afternoon class so that Members can attend the recital if they wish.

The Board is completely behind this effort -- kudos to Steve.

Other calendar additions:

October 21 – ICLRU Board Meeting – Rm. 317 at 11:45 am

December 2 – Registration Starts for the Winter Study Group Session

December 20 – Registration Ends for the Winter Study Group Session

January 21 – (Tuesday) ICLRU Board Meeting – Possibly in Rm. 315 at 11:45.

NOTE: Lecture topics and additional information is needed from the Winter Lecture Committee in order for Bob Masterson to complete the Winter Lecture Series Brochure and the advertising e-blasts, etc.

6. Treasurer's Report

Financially ICLRU is doing well. Total assets are \$145,149.95 and Total Equity is \$144,403.76. Net income is \$18,591.37.

The current membership count was reported at 523 as of August 31, 2013.

Don Carlson met with Sue McTague, Accountant, and Bob Masterson to add the new Facility and Multi-Media Services rental charges to the Chart of Accounts. For the remainder of 2013, two new accounts, 63640 – Facilities Rental Expense, (funded at \$5,000) and 63650 – Media Equipment Rental & Services (funded at \$500) will be added to the 2013 budget upon Board approval.

Don reported on his meeting with Accountant, Sue McTague, and gave a broad outline of the 2014 draft budget, which Don plans to present at the October Board meeting.

7. Committee Reports

Bob Masterson discussed our updated web protocol, and that computer hackers attempted to insert advertising on ICLRU.org. ICLRU Members were not vulnerable to this attack, as no Personal info is maintained on the web pages.

8. Old Business

- a. The MMS Rental Agreement has not been received yet.

The first week of our Fall Session was difficult, as the equipment in Room 706, needed immediate repair in order to function on the first day.

- b. Renewal of the Oct. 1 Friendship Village Agreement - Steve Wolf, Kathie Newsted, and Sue Harty will make an appointment with Mike McCann and Jeanette Magdaleno.

Kathie Newsted will contact Coordinators concerning one-day events at Friendship Village. Paul Greene's discussion was a recent wow event for FV.

- c. Sue Harty updated the group on the recent meeting with Bill Hetrick, Vice President and Marketing Chair, of the RU Northwest Suburban Alumni Chapter.

- d. Bob Masterson discussed the fall room assignment process.

e. Sue Harty and Debby Miller will ask Alice Blomquist for an appointment to discuss continuation of ICLRU Member benefits and opportunities, that have been offered to ICLRU members since the organization began (ID cards, auditing privileges, library and fitness room access.)

9. New Business
  - a. Proposed Addition to the By-Laws

Selwyn Schwartz proposed that the following wording be added to the By-Laws, Section 4, d: *Officers, appointed and elected directors, are subject to removal from their positions by a 2/3 majority of the Board if they miss 2 unexcused Board meetings per quarter or six within a 12 month period.*

Implementation of this change would require a Membership vote at the next Annual Meeting.

**Don Carlson moved that the Board go into Executive Session to discuss Bob Masterson's annual review. 2<sup>nd</sup>, Steve Wolf, motion carried.**

10. Bob Masterson's Annual Review

The Board appreciates Bob's hard work, good judgment, and willingness to respond to Members outside of regular working hours.

Don Carlson noted that the Finance Committee would prefer to align the Office Manager's annual review with January 1, rather than October 1, to avoid budget updates.

**Don Carlson moved to increase Bob Masterson's salary by 100 per month, effective January 1, 2014, and to offer him a bonus of \$1500. The bonus represents an award of \$1,200 plus an adjustment of \$100 per month for October, November and December, to offset the delay in his salary increase from October 1, 2013 to Jan 1, 2014; 2<sup>nd</sup> Selwin Schwartz, motion carried.**

Steve Wolf will ask Bob to provide input to the Board on aspects of the Office Manager position and/or processes that could be improved.

11. Revisions to the 2013 Budget

**Don Carlson moved that two new accounts, 63640 – Facilities Rental Expense (at \$5,000) and 63650 – Media Equipment Rental & Services (at \$500) be added to the 2013 budget for the remainder of the year, 2<sup>nd</sup> Kathie Newsted, motion carried**

12. Date / Time of the next board meeting – October 21, 2013 at 11:45 am

13. **Motion to adjourn by Steve Wolf, 2<sup>nd</sup> Kathie Newsted, motion carried.**