

## ICL Board Meeting

Minutes - October 19, 2020

10:15 AM

All Board members were present.

Guests: Marlene Brusko, Debbie DeChinistso, and Mike Glass

1. Andrea Zietlow called the meeting to order and confirmed the quorum.
2. Greg Benesh moved to approve the September 2020 Minutes. Gene Flynn seconded and the motion carried.
3. There were no comments by the ICL Member guests at this time.
4. New Business
  - a. Andrea Zietlow provided an update from Mablene Krueger, Chief Operating Officer, RU Schaumburg Campus:
    - i. There will be no increase in rent for 2021. It will be payable monthly and ICL won't be charged for unused months.
    - ii. RU's Spring Semester begins in January. The Spring Break runs from April 12<sup>th</sup> to the 16<sup>th</sup>. After April 16<sup>th</sup>, the university will change to virtual classes (except for Labs) and most students won't be on campus.
    - iii. ICL would be able to be on campus and Rm. 706 would be available to us.
  - b. Andrea Zietlow asked for opinions on holding on-campus Spring Study Groups in 2021.
    - i. If the campus is open and state health guidelines allow, ICL might be able to hold study groups for 7 weeks, from mid-April to June 1. Or, we might hold classes in May only. We won't be able to make a decision now – state guidelines could go down to groups of no more than 10, or become more 'normal'. Whatever happens at the Chicago campus will also apply at the Schaumburg campus.

- ii. Bob Masterson suggested the board consider starting with 4 weeks of Intersession Presentations in May. Due to the uncertainty, Coordinators might be more willing to prepare Intersessions than multi-week Study Groups. Intersessions might be converted to virtual presentations if needed.
  - iii. In an effort to limit or eliminate wait lists, the Program Development Committee might consider not limiting the intersessions to Tuesday and Wednesday only. Andrea might ask presenters if they are interested in additional days, and if so, how many?
  - iv. For the benefit of the organization, the sooner we can offer in-person classes -- without waiting lists -- the better. At least half of our former members have indicated that they would return when normal operations resume.
  - v. Spring Study Groups will be on the November agenda when we may be able to make a decision. Board Members should let Andrea Zietlow know if anyone comes up with other ideas.
- c. The Program Development Committee and the ICL Reads Committee have been working together to plan a virtual seminar on Zoom, with multiple presenters, (over 2 days on March 9th and 10th) around the book, *Rocket Men: The Daring Odyssey of Apollo 8 and the Astronauts Who Made Man's First Journey to the Moon* by Robert Kurson.
- i. Andi Basalay prepared a flyer that's scheduled to be e-blasted tomorrow, seeking volunteers and topics. If we had enough interest to offer presentations on the March 11<sup>th</sup> and 12<sup>th</sup> as well, it would be fun.
  - ii. The author, Robert Kurson, met the astronauts and their wives and is willing to make a virtual presentation. This was a tumultuous time with political and social unrest, inequality, etc. If we offer events for all 4 days that would be fun.
  - iii. Andrea Zietlow plans to contact ICL member, Bob Kopp, who worked for NASA.

- d. Gene Flynn proposed a draft outreach and fundraising letter to members. The intent would be to reinforce the importance of ICL in member's minds. We might be able to retain members by sending the letter, which is more important than soliciting a donation.

A suggestion was made to mention that a donation might be made to ICL directly from an IRA retirement account, and it would count toward a required minimum distribution (RMD) for members who are 70-1/2 years or older.

One board member was not in favor of asking members for donations at this time. However, the consensus of the board was to send the revised letter out by the end of October.

For August renewals, 26 members are not renewing and Bob has not heard from another 19 members.

For September renewals, 9 members are not renewing and Bob has not heard from another 12 members.

For December 40 members will be sent renewal letters.

- e. Pam Novey described a suggestion from the Events Committee that ICL hold a Virtual Holiday Party on Thursday Dec. 17<sup>th</sup> for 30-45 minutes. The start time will be determined. For those unable to attend, the Zoom session would be recorded.
  - i. Invitations would be e-blasted to active members.
  - ii. There won't be a registration, but an RSVP would be requested by a specific date. The Events Committee is considering sending a small token to members who respond.
  - iii. Andi Basalay has connections to Nestle Chocolate. ICL would be able to send out a packet of cocoa to members who RSVP. The cost would be about \$65.
  - iv. Bill Amster explained that we would not be able to have a sing-along because it's not possible on Zoom. Zoom keys onto one voice at a time.
  - v. There are 6" x 9" ICL envelopes in the Office and Bob Masterson would create the mailing labels. A note with the packet of cocoa would be sent in each envelope.

- vi. One Zoom account could be expanded for use in December, through the end of the Winter Lecture Series in March.
- vii. The Events Committee can work with the Zoom Team to see how breakout sessions might be held.
- viii. Information might be provided during the Virtual Holiday Party about the ICL Website and ICL Reads. Pam will need to know how much time these speakers and Andrea Zietlow will need. Please let Pam know by the end of November.
- ix. An ugly sweater competition might be fun with prizes. The board agreed to dedicate a budget of up to \$200 from the 2020 Holiday Party budget for the entire Virtual Holiday Party.
- x. Andrea Zietlow will draft a paragraph on the reason for the Virtual Holiday Party vs. an in-person party to include with the committee's invitation.
- xi. Andrea Zietlow thanked the Events Committee for their ideas to include members in virtual events even though we aren't able to meet in person.

#### 5. Unfinished Business

Bob Masterson provided a draft budget with three different options for the membership fee in 2021 -- no change, a \$40 decrease and a \$50 decrease. He asked board members to submit questions or issues on specific line items to him so that he can respond before the November board meeting.

ICL would be able to absorb a loss in 2021 because of the lack of events and facility rental spending this year due to COVID-19. If the board votes to lower membership and renewal fees, the effective date would be January 1 through December 31, 2021, for accounting purposes.

Bob has a list of members who did not renew. He would let them know they could rejoin ICL in 2021 at a significantly reduced rate in 2021 only. Bob can't predict how many, but we'd have a shot at getting some members back at a lower membership fee. A \$50 discount would resonate more than \$40.

Bob thinks that if we are reasonably back to offering full services by 2022 most should be willing to pay the full fee of \$175. People will understand a one-year reduction.

The 2-year budget will be -\$9,000 or -\$10,000 after we add in the savings from 2020. The reserve would drop to approximately \$125,000.

Greg Benesh moved that effective January 1, 2021 the annual fee should change from \$175 to \$125 for one year. Pam Novey seconded and the motion carried. The letter notifying the membership about the renewal decrease to \$125 should go out late in December. January renewal letters go out in January because we don't want to book 2021 money in 2020.

Andrea Zietlow suggested board members review the budget line items.

Bob will send out the budget with the \$125 fees so that the budget vote can be taken at the November meeting.

6. There were no changes to the calendar. Andrea Zietlow likes having the virtual classes on the website calendar.
7. Treasurer, Bill Amster reported on the organization's financial situation for this year through September 30, 2020:

Total Assets and Total Equity = \$148,623.

Net Income = \$14,430.

Membership was reported as 369.

On October 6<sup>th</sup> ICL's \$25,000 Certificate of Deposit with Sterling Bank in St. Charles, IL matured and was rolled over for another 18 months at a rate of 2.48%. The new maturity date is April 6, 2022.

Other observations included:

- a. Net income through Sept. 2019 was \$4,123 and it is \$14,430 through Sept. 2020.
- b. Net income for the month of September 2020 alone was \$2,531.
- c. Assets ending September 2020 were \$148.6K compared to \$146.2K at the end of Aug 2020 and \$136.5K at the end of 2019.
- d. Dues received in September 2020 were from 20 regular members and 7 coordinators.

- e. The only notable expense for September was Office Manager salary of \$1300. Note that Bob only took 60% of his salary because of reduced time on the job.
  - f. Membership decreased from 376 in August to 369 in September.
8. There were no additions or changes to the written Committee Reports.
9. Other Business:
- a. Andrea Zietlow still needed presenters for virtual classes during December.
  - b. Bob Masterson volunteered for the December 2 morning slot.
  - c. Filling these virtual class openings will continue to be more and more difficult without new presenters.
10. Additional ICL Member Comments:
- a. One guest supported reducing dues to \$125. He acknowledged that the bookkeeping would be difficult, but from a marketing standpoint, it would be helpful to be able to offer the discount right away if possible. The board agreed that it's cleaner for all if we begin the discount on January 1.
  - b. Another guest was concerned about having situations in 2021 in which members register for classes but they ultimately need to be cancelled due to state health guidelines. Coordinators and Presenters who agree to hold an in-person class should be aware that these might need to be held virtually, if needed. We should schedule as close to holding the class as possible.
11. The next board meeting is planned for Monday, Nov. 16, 2020 via Zoom at 10:15 am. Note: There is no board meeting in December.
12. Pam Novey moved to adjourn the meeting at 12 pm. Bill Amster seconded, and the motion carried.