

ICLRU Board Meeting
Minutes, November 16, 2020
10:15 AM

Present: All Board Members were present.

ICL Members, Debbie DeChinistso and Sheila Schwartz also attended.

1. Andrea Zietlow called the meeting to order and confirmed the quorum.
2. John Wiese moved to approve the October 2020 Minutes. Andi Basalay seconded and the motion carried.
3. ICLRU Member Participation
A member commented that she received her membership renewal letter. She noticed and liked the new line mentioning donations.
4. New Business
Andrea Zietlow asked the board for any comments on the proposed Dues Reduction Letter and there were no changes. The board agreed that the letter should be e-blasted to the membership in mid-December.
5. Unfinished Business
 - a. The RU Pharmacy College Scholarship was awarded and the winner will make a virtual presentation for ICL on January 26th.
 - b. Pam Novey gave an update on the virtual holiday party planning. The invitation is ready. Bob Masterson will e-blast it to the membership later today. Andrea Zietlow and Andi Basalay will let Pam know how much time they would each need for comments. Plans include a trivia game, an ugly sweater contest and a sing-along to end the party. Andrea Zietlow commended Pam and the Events Committee for planning the virtual party this year. Bill Amster will host the Zoom meeting and participate in the upcoming planning meeting, if possible.
 - c. Sue Masterson reported that work continues on the new website, including a recent upgrade of search engine optimization.

The committee definitely plans to 'go live' before every item is totally

finished. There are a very few critical items that need to be completed before it goes live, including the Calendar. The committee will work with our Web Designer to go live as soon as possible.

- d. Andrea Zietlow reported the following for Program Development:
 - i. Our plan is to offer Intersession-type classes on campus Mondays through Thursdays during the month of May. We can't make firm predictions for the future at this point in time.
 - ii. Program Development is planning a virtual seminar, "2021 An ICL Space Odyssey." Twelve members volunteered to offer presentations. There is a possibility of up to fourteen virtual classes. The committee will determine the schedule. The number of members viewing the virtual classes on Tuesday and Wednesday has been down lately due to a variety of reasons. In addition to the regular Saturday announcement, Bob will remind Members that there are no classes during the weeks of Thanksgiving, Christmas, and New Years. Andrea Zietlow will send information to Bob for the e-blast.
- e. Budget Approval for 2021
 - i. Marketing – After discussion, it was decided to leave the Outreach and Development Committee budget for 2021 at the current 2020 amount. If needed, we can review the budget later in the year to see if any adjustments are warranted.
 - ii. Gene Flynn, Chair of Outreach and Development, suggested advertising in the Daily Herald. ICL would invite the public to email ICL for the Zoom link to join a particular Winter Lecture or Lecture(s) at no charge. ICL would track the number of requests and would then have a way to contact them again. We might also be able to track the actual number of lecture attendees as closely as possible.
 - iii. Gene Flynn moved to approve the proposed 2021 budget. Pam Novey seconded, and the motion carried.
- 6. There were no additions or changes to the calendar.
- 7. Bill Amster presented the Treasurer's Report and Financial Statements.
 - a. Membership was reported at 364, down from 369 last month and down from 376 the previous month. Bill anticipates that November and December will show a substantial reduction in membership.

Bob Masterson agreed that ICL could possibly lose up to 46 members next month. That would put the total membership at 320.

b. Bob sent renewal reminders to those who did not renew in August, September, October, and November. A number of members indicated that they would return to ICL when we're offering classes on campus, but they don't want to renew during the pandemic.

c. Other observations included:

i. Net income through October 2019 was \$1,975 vs. \$14,937 through October 2020. Finances are tracking the way Bill expected.

ii. Net income for October alone was \$506.

iii. Assets ending in October: \$151.5K compared to \$148.6 at the end of September and \$136.5K at the end of 2019. As expected, our asset levels are higher which will help protect ICL against a loss of members over the next couple of months, which is also expected.

iv. Dues received in September were from 11 regular renewals. We really appreciate these renewals.

v. The only notable expense for September was the Office Manager salary of \$1,300. This is a reduction of 40%, due to reduced time on the job.

vi. Membership decreased from 369 in September to 364 in October.

vii. We received \$2,400 from Friendship Village that was put in a reserve account for next year's lecture series and it was not shown as income, since we know the money will be spent.

8. There were no additions or changes to the written committee reports.

9. Other Business

a. Is there any chance of negotiating a reduced rate in 2021 with RU if ICL's membership is down? RU changed their policy and offered ICL a month-to-month rental agreement for 2021. ICL will only be responsible for the months we are offering classes on campus.

- b. Andrea Zietlow reported that 9 different ICL members donated a total of \$885. One of those donations was quite substantial. After discussion, it was agreed that an announcement might be made at the virtual holiday party that a number of members have donated to ICL and we greatly appreciate their contributions.
 - c. Under the Cares Act – Taxpayers who don't itemize deductions may take a charitable deduction of up to \$300 (\$600 if filing jointly) for cash contributions made in 2020 to qualifying organizations. For the purposes of this deduction, qualifying organizations are those that are religious, charitable, educational, scientific or literary in purpose. The law changed in this area due to the Coronavirus Aid, Relief, and Economic Security Act. Gene Flynn will forward information to board members, and it will also be mentioned at the virtual holiday party.
10. Under Additional Member Comments, Sheila Schwartz agreed with the decision to leave the Outreach and Development Committee funds unchanged. Sheila volunteered to help with advertising articles, etc.
 11. The next board meeting is planned for Monday, January 18, 2021, via Zoom at 10:15 am.
 12. Pam Novey moved to adjourn the meeting. Greg Benesh seconded and the motion carried.