

ICL Board Meeting

Minutes January 18, 2021

10:15 AM

All Board Members and Bob Masterson were present.

Guests: Debbie DeChinistso, Mike Glass, and LaRaye Rodriguez

1. Andrea Zietlow called the meeting to order & confirmed the quorum.
2. Gene Flynn moved to approve the November 2020 Minutes. Pam Novey seconded and the motion carried.
3. ICLRU Member Participation
Mike Glass will do some research and let Bob Masterson know whether it's feasible to post web links for vaccine registration at a specific VA hospital, for the benefit of ICL veterans.
 - a. There were two suggestions to update Nominating Procedures for 2021, and the board agreed to both, unanimously:
 - i. Change ICLRU in item #5 to ICL
 - ii. Correct item #6 to read ... All candidates for board positions must be fully paid up members in good standing and have been a member for at least one year at the time of the election.

President Zietlow nominated Richard Westgard to serve in 2021 as Nominating Committee Chair. Les Miller moved to approve this appointment and Gene Flynn seconded. The motion carried.
 - b. ICL will celebrate a 25th anniversary in 2021. Suggestions were offered regarding publicizing and celebrating this accomplishment. A discussion followed that included celebrating at ICL summer events, a 25th anniversary logo, mention on the ICL website, and a recap of the 20th anniversary celebration five years ago. It was agreed that most of the ICL ads in The Daily Herald would include mention of ICL's 25th Anniversary. Bob Masterson will draft an announcement to ICL members for Andrea's review.
 - c. Pam Novey reported that ICL might want to take advantage of some of the hundreds of virtual field trips, special interest and entertainment videos offered by many different organizations. Some are free and others require a nominal cost:
 - i. Local and international tours of cities, botanic gardens, and museums
 - ii. Special interest videos on gardening or cooking

- iii. Local libraries offer presentations, such as those from The Shakespeare Project, that ICL might be able to advertise to members and discuss afterward.

Pam will research whether free videos would interest our members and the procedures and cost to schedule a tour exclusively for ICL with an organization such as Art Institute of Chicago, if feasible. There are also a number of entertainment releases, from organizations such as the National Theatre of London and Metropolis, and others.

If members were to watch a specific video by a certain date, ICL could plan and advertise a discussion group around that virtual event.

Board members were asked to send Pam additional information on video events that she might consider, and the board agreed that it would be worthwhile for ICL to underwrite an event for ICL members up to \$200.

Pam will report at the February board meeting. Please send feedback on these suggestions and additional options to her.

- d. ICL hopes to be able to hold in-person events later this year. The following series of dates have been designated for these mostly off-campus events:

Sue Masterson will contact Chandler's Banquets and report to the board on:

- i. How Chandler's plans to handle reservations for 2021
 - ii. Whether ICL needs to lock in dates at this time
 - iii. What would Chandler's policy be if events are delayed or canceled due to state regulations?
- e. 2021: An ICL Space Odyssey – Andrea Zietlow shared an updated schedule with the board for the virtual seminar in March.
 - i. Four different classes are planned for each day, Monday through Wednesday, March 8th-10th.
 - ii. Two classes are scheduled for Thursday morning, March 11th
 - iii. Regular Zoom hosts will be used on Tuesday and Wednesday; Andrea Zietlow and Andi Basalay will host the Monday and Thursday classes.
 - f. 2022 Study Group / Intersession Calendar – Andrea Zietlow shared the dates selected by the Program Development Committee for the 2022 academic year.

- g. ICL has not received the Facilities Rental Agreement from Roosevelt University yet. Andrea Zietlow will contact Dr. Mablene Krueger to ask how RU wants to proceed.

4. Unfinished Business

- a. Donations – 18 members donated a total of \$1,410 in 2020. ICL receives a donation from the company Andi Basalay worked for. There have been no emails or funds received from Amazon Smiles but that might be paid quarterly. Bob received donations in the amount of \$100 and \$25 so far this year.
- b. Gene Flynn, Chair of the Outreach and Fundraising Committee, shared the February Daily Herald ad with board members. Caryn Amster, Sheila Schwartz, Gene Flynn and Richard Westgard worked together on the ad. The first round of advertising will highlight the Winter Lecture Series, sponsored by Friendship Village. Caryn Amster is preparing the article that will reach approximately 60,000 seniors in the Daily Herald. There will be three other promotions by July, at a total cost of \$2,000.
- c. Bob Masterson advised Board Members that nearly all ICL members were sent unique passwords and user names for the ProClass site.

Some married couples opted to be set up as a family unit rather than as individuals. Different instructions need to be developed.

There have been a few issues:

- i. A few members didn't read the instructions and set up a duplicate account. Two members paid on the duplicate record.
 - ii. Bob Masterson doesn't know how many members logged in to their profile, but fewer members than hoped added an emergency contact.
 - iii. Bob will send a reminder and ask members to verify their phone numbers and emergency contacts. Every week a couple of members access their profile.
 - iv. In March, Bob will send members instructions to register for the planned Intersession beginning in early May.
 - v. He will send out a modified dues reduction letter to former members who did not renew in 2020. It might generate some activity.
 - vi. Bob will send instructions for renewing online with the January and February renewals.
5. Bill Amster provided the Treasurer's Report and the Financial Report for End of Year 2020. Total Assets and Total Liabilities & Equity are \$154,738. Net income is \$18,146. Current membership was reported as 296.

Bill had the following observations:

- a. Net income for 2020 was \$18,146 compared to -\$8,103 in 2019.

- b. Net income for the month of December alone was \$274.
 - c. Assets ending 2020 were \$154.7K compared to \$136.5K at the end of 2019. \$2,400 for the Lecture Series from Friendship Village is included in Assets.
 - d. Dues were received in December from 14 regular renewals. It's nice to see that members renewed at their anniversary date.
 - e. The only notable expense for December was the Office Manager's reduced salary of \$1,300. Bob only took 60% of his salary due to reduced time on the job.
 - f. Membership decreased from 318 in November to 296 in December.
 - g. The \$2,400 received from Friendship Village was put in reserve for next year. The Lecture Series fund is not shown as income.
 - h. August analysis assumed an end-of-year membership of 300 vs. 296 actual. End-of-year income was assumed as \$16,797 vs. \$18,146, but the actual didn't include \$1,700 for web development. Adjusting for that, end-of-year changes to \$16,446.
 - i. The August study assumed the 2021 loss would be \$28,892 reducing assets from \$154.7K (less \$2.4K for the Winter Lecture Series) to end-of-year 2021 of \$123.4K (then less \$1.7K for web design) gives end-of-year 2021 assets of \$121.7K.
 - j. Comparing end-of-year 2019 of \$136.5K, to the projected end-of-year 2021 of \$121.7K, the difference of \$14.8K reflects a combination of 2020 and 2021. We were running a deficit of about \$6K per year before that, so this is losing money at the same rate.
 - k. The August assumption for 2021 membership was flat at 300. With efforts to increase membership through lowering of dues, advertising and resumption of normal activities, membership should increase above 300 and thereby decrease the loss of \$14.8k.
6. There was one addition to the submitted committee reports. Andrea Zietlow reported that the schedule for virtual classes on Tuesday and Wednesday is filled through March, with the exception of the morning of March 17. Andrea will forward the schedule by Feb. 1.
 7. Under Other Business, Pam Novey suggested a link be posted on the website in the event that vaccine registration locations become standardized.
 8. Under Additional Member Comments, Debbie DeChinistso will look for her email containing access to ProClass. Bob will resend it, if needed.
 9. The next Board Meeting is planned for Monday, Feb. 15, 2021 via Zoom at 10:15 am.
 10. At 11:35 am Pam Novey moved to adjourn the meeting. Greg Benesh seconded the motion and it carried.

2021 Nomination Committee Procedures

1. Board President appoints Nomination Committee Chair by January 31.
2. Board approves the President's appointment at the February board meeting.
3. Nomination Committee Chair appoints two board members and at least three general members to the committee.
4. Committee Chair announces the composition of the Nomination Committee to the membership.
5. The committee will invite suggestions from the membership for Board nominees as soon as possible after the committee is formed, utilizing appropriate publications of the ICL for this purpose.
6. All candidates for board positions must be fully paid up members in good standing and have been a member for at least one year at the time of the election.
7. Candidates must agree to serve for a three-year term.
8. The committee will set a closing date for suggestions from the membership for Board nominees. The closing date will be no less than 2 weeks after the invitation is sent to the membership.
9. As soon as possible after the closing date for suggestions from the membership, the committee will meet to determine the slate of candidates for the annual election.
10. If there are more nominees than Board positions up for election, the committee will determine their internal process for selecting the appropriate number of candidates from the nominees.
11. No later than the May board meeting, the committee will announce the slate of candidates for the annual election in June.
12. At the Annual June Meeting the Chair of the Nomination Committee will announce the slate of candidates selected by the committee. The Chair will then ask for a motion to approve the slate of candidates, and a second. The Chair will ask all in favor to say 'Aye' and then all opposed to say 'No'. Assuming that by general consent or unanimous consent the members approve, the Chair announces that the motion is carried and the candidates are elected to the board.