

ICL Board Meeting
Minutes February 15, 2021
10:15 AM

All Board Members and Bob Masterson were present.

Guests: Debbie DeChinistso and Sheila Schwartz

1. Andrea Zietlow called the meeting to order & confirmed the quorum.
2. Pam Novey moved to approve the January 2021 Minutes with one clarification concerning Zoom hosts for the March virtual seminar. Greg Benesh seconded, and the motion carried.
3. ICLRU Member Participation
Sheila Schwartz mentioned that she was pleased about ICL's advertisement and article in the Senior Section of The Daily Herald published Feb. 13th.
 - a. The article will be forwarded to Sue Masterson, who will post it under 'News' on iclru.org.
 - b. The Tribune also had a Seniors Section in the paper the same weekend.
 - c. Bob Masterson has at least one person's contact information that he will forward to Gene Flynn. Two people actually created an account on our website, but did not pay any dues. Bob will email them to find out what their intentions are.
 - d. Debbie DeChinistso asked two questions:
 - i. She is aware the board would like to hold in-person classes at RU in May. Does ICL plan to follow conservative public health rules, even though some members might already have been vaccinated? Her concern is that some members might be left out, if they don't want to return to live classes.

Andrea Zietlow will contact Dr. Mablene Krueger to find out the protocols that will be in place at RU this Spring. RU's protocols will be in line with whatever the CDC recommends at the time.

Bob has been to the building 2-3 times. He answered health questions and had his temperature taken. Regarding rooms, there is six feet of space Left to Right. The rows ahead and behind probably aren't separated by six feet. It may be a bit less.

The protocols at RU might be changing by May. Among the board members, most have not been able to get an appointment for a COVID-19 vaccination. There is a lot of frustration among members who have been unable to get vaccine appointments.

By the time May comes around, the protocols might be very different from today. It's a very fluid situation and we'll need to make changes as needed.

- ii. Have more ICL members updated their profile information on the Pro-Class site?

Each week, a few more members have added Emergency Contact information. That's the only way Bob has to determine if members have looked at their profiles. Bob will send a reminder for members to update their Emergency Contact information.

4. Unfinished Business

- a. Last month we came up with some ideas for ICL's 25th Anniversary, but we didn't decide on a definite plan or timeline. What do Board Members want to do?
 - i. We should acknowledge it and add it to the logo, stationary and website.
 - ii. Sue Masterson will ask our Web Designer to add something to our existing logo celebrating 25 years.
 - iii. Mention of the 25th Anniversary will be in future news articles.
 - iv. Pam Novey and the Events Committee will consider ways to celebrate ICL's 25th Anniversary at the Holiday Party.
- b. Pam forwarded a list of ideas for Virtual Field Trips. Some of these were:
 - i. Monthly Ramsay Lewis concerts for about \$20 per person. Pam will pursue this suggestion and she will find out how many would be interested to get a 20% discount. The February concert is at 1 pm on a Saturday afternoon. A coupon or code for the discount would be easiest. ICL could set up a Zoom link that starts after the program ends for members who want to discuss the performance.
 - ii. Sheila Schwartz will provide more information and ideas.
 - iii. EventBrite has a browser with lots of options
 - iv. Tours by Locals offers many options
 - v. National Theater of London Live is not something ICL can do as a group, but Pam will share the web link because members may enjoy what they offer.
 - vi. Royal Opera House Streaming has ballets and operas.
 - vii. Pam will need to follow up with the McAninch Arts Center, at the College of Du Page and with Metropolis Theater in Arlington Heights.
 - viii. We'll need to stay with virtual presentations for the time being.

- ix. Pam will send information to Andrea Zietlow, Gene Flynn and Bob Masterson for Announcements, FaceBook and Social Media posts, and a Member E-Blast.

- c. Andrea Zietlow and Bob Masterson did receive information from Dr. Krueger this week concerning the RU Facilities Rental Agreement. Bob and Andrea will meet via Zoom tomorrow to discuss some concerns they both have. They will get back to Dr. Krueger and see where the Agreement goes from there. From a financial point of view the monthly amount has not changed and the payments would be on a month-to-month basis. There are some technical issues and some COVID-related items to clarify with RU.

- d. Concerning the 2021 Nominating Committee:

- e. Sue Masterson corrected the Nominating Procedures as requested at the last board meeting.

- f. The following ICL members will serve on the 2021 Nominating Committee:
 - Richard Westgard, Chair
 - Andi Basalay
 - Gene Flynn
 - John Kness
 - John Smith

- g. Andrea Zietlow forwarded a schedule of proposed dates for Nominating Committee activities to Richard Westgard. She will also send it to Bob Masterson to develop an E-blast schedule for the membership.

- h. Andrea Zietlow, ICL President and Chair of Program Development, requested Spring/Summer Intersession Proposals by March 5th. One member responded in his/her opinion, May was too soon to hold in-person classes. Another was from a member who does not intend to be vaccinated, and was not ready to commit to an on-campus class. Virtual classes might be possibilities in those cases.

Between January and the end of April, there were a total of 64 slots. Mike and Marilyn Glass filled 16, Andrea Zietlow with other presenters filled another 16 slots, and Andrea arranged for additional speakers through a free speaker's bureau. A total of 10 members have filled the remaining slots, leaving a handful remaining to be filled.

Andrea asked the board members to consider either volunteering to present one class or find a speaker or guest speaker willing to present at no charge.

Gene Flynn volunteered to do a 4-week class in May, and Pam Novey offered to do a Documentaries class for a few weeks, and Les Miller is hopeful he may offer more than one presentation.

5. There were no additions or changes to the Calendar.
6. Treasurer, Bill Amster provided the Treasurer's Report through January 2021.
 - a. In January net income was \$474.
 - b. Assets ending January 2021 were \$154.4K, compared to \$154.7K in Jan. 2020. \$1.6K for the Lecture Series is included in assets from the original \$2.4K.
 - c. \$1,600 received from Friendship Village remains in reserve for the Lecture Series and is not shown as Income.
 - d. Dues were received in January from 27 regular renewals and from 4 Coordinators.
 - e. Donations in the amount of \$160 were received in January.
 - f. There were two notable expenses for January: the 2021 Pro-Class annual payment of \$1,299 and the Office Manager salary of \$1,300. Bob only took 60% of his salary due to reduced time on the job.
 - g. Membership decreased from 296 last month to 295 this month. Hopefully, that number will go up as we continue with our recruitment pursuits.
 - h. Bob Masterson asked for opinions on the 'dues reduction' letter. Most of the former members who left ICL in 2020 did so because they did not enjoy virtual classes. Should Bob hold off on sending the letter to them, since we are not certain in-person classes will happen in May? The majority of the responses favored sending a letter to former members and offered suggestions:
 - i. ICL has the same uncertainty as everyone else. It's our hope to be back on campus in May, but there is no guaranty. We shouldn't be so shy as to not ask for members to rejoin at the reduced membership fee, because we'd really like those members to return. As the year goes on the situation will improve, vaccines will be more widely available.
 - ii. We can ask former members to rejoin, and keep the tone of the letter informational: you may still be interested in ICL. This is what our plans are and we'll keep you notified in the future. Maintain communication and let former members know we're interested in them.

- iii. If members know that we're considering being on campus, they may be more likely to rejoin ICL later in the year. We might also mention that ICL does have a FaceBook page where they can keep in touch.
 - iv. ICL could simply acknowledge that everything is up in the air. People are used to that – it's the new normal.
 - v. Bob will revisit the letter and incorporate some of the ideas from this meeting. He will send the draft to Andrea and they'll refine it together.
7. There were no additions or changes to the Committee Reports. Gene Flynn noted that:
- a. The Lecture Series is going well. Attendance has been very good. We've exceeded or been close to 100 people. In some cases couples are viewing together, which indicates that we're probably close to in-person viewing numbers. Friendship Village had technical difficulties in recording the first two lectures, and that's been resolved.
 - b. Gene will try to find out how many people have viewed the lecture replays posted under Announcements on iclru.org.
 - c. Regarding ICL Social Media:
 - i. ICL's FaceBook shows what's happening at ICL and has been expanded to include other information that may be of value to members. It broadens the appeal of ICL.
 - ii. ICL's FaceBook page can now be viewed by friends-of-friends.
 - iii. Andi Basalay is able see the number of visitors. In order to be more successful, members would need to like and share the posts -- it's a social network. Announcements and weekly e-blasts should let members know the value of following, liking, and sharing the posts. Communications about virtual classes should include the media bar on the page.
8. In Other Business, Pam Novey asked who had information on ICL's history, or a list of all the classes that were offered over 25 years.
- a. Brochures are on the website from 2009 and Bob has prior original brochures in the Center.
 - b. At one time, John Wiese tried to put all that info on a database and John has many classes prior to 2009. John will take a look and send Pam what he has.
 - c. Some of us may have archived the History of ICL during the first 10 years, provided by Steve Wolf. It was posted on the prior website for several years.

- d. Gloria Kinney spoke about the origins of ICL at the June Annual Meeting to celebrate ICL's 20th Anniversary.
9. Additional Member Comments:
 - a. In response to a question from Sheila Schwartz, 47 of the 50 ICL Reads books were distributed via curbside pickup at RU.
 - b. Andi Basalay encouraged everyone to join the ICL Reads FaceBook group. Andrea Zietlow will add the instructions to the Announcements, if Andi will provide the instructions on how to join the ICL Reads FaceBook group.
10. The next board meeting is planned for Monday, March 15, 2021 via Zoom at 10:15 am.
11. Andi Basalay moved to adjourn the meeting. John Wiese seconded and the motion carried.