

## ICL Board Meeting

Minutes March 15, 2021

10:15 AM

All Board Members and Bob Masterson were present.

Guests: Debbie DeChinistso, Bob Jackson, and Sheila Schwartz

1. Andrea Zietlow called the meeting to order and confirmed the quorum.
2. Gene Flynn moved to approve the February 2021 Minutes without change. Andi Basalay seconded, and the motion carried.
3. ICLRU Member Participation
  - a. Debbie DeChinistso loved the Artemus Ward presentation and asked if he was paid for his presentation. Gene Flynn advised that typically, our presenters received from \$200 to \$350.

Also, what responses and comments did Coordinators / Presenters have in connection with the proposed May in-person classes, which have since been canceled?

Initially, Program Development had 7-8 members willing to give on-campus presentations in May. However, RU informed ICL about requirements for anyone coming into the building, including a negative COVID test within 14 days of the class, and several other constraints. The presenters and several board members decided it would be best not to hold classes in May. Bob Masterson mentioned that he most likely would not be able to be heard by others if he were to present a two-hour class wearing a mask, nor would he be comfortable wearing a mask for that length of time.

- b. Bob Jackson, just rejoined ICL in February. He asked about the new structure of the virtual presentations, (getting away from the Spring, Summer, Fall, Winter Study Groups broken up with three Intersessions).

Program Development has found that it's extremely difficult to find enough presenters to fill more than 2 days each week – yet we're doing it *every week*, without taking breaks. Zoom presenters seem to prefer being able to select the length of their presentations (from 1 week all the way up to 9 or more weeks). We plan to do that for the foreseeable future.

- c. Sheila Schwartz loved the *2021: An ICL Space Odyssey* presentations that she attended. It was very well done and she appreciates the work that went into presenting the 4-day event. She thanked everyone involved.

- d. Andrea Zietlow thanked Gene Flynn and Caryn and Bill Amster for the outstanding Winter Lecture Series and all the work that went into it. Attendance was great, especially considering that it was done on Zoom and not everyone likes to attend Zoom presentations.

#### 4. Unfinished Business

- a. 2021: An ICL Space Odyssey – Andrea Zietlow asked board members for their thoughts about the success of the multi-day presentations built around a theme.

Overall, the presentations were extremely well done.

In response to a question about attendance, Andrea Zietlow said that she averaged the morning attendance at around 50 for each session and the afternoon attendance was averaged at around 31 for each session. The afternoon presentations were no less interesting. This pattern has not been noticed in the Tuesday and Wednesday virtual classes. The Program Development Committee is currently planning a multi-day event around the Chicago Neighborhoods theme, and they will consider issues such as:

- i. Is it too much of a commitment to ask members to attend 4 different sessions each day, over 4 days? Should classes be limited to 3 per day?
  - ii. Should we offer some classes that are 2 hours long?
- b. Upcoming Board Elections – This year, positions held by Les Miller, John Wiese, and Andrea Zietlow are up for re-election. Bob Masterson will send out a call for candidates to the membership on April 1. If you have potential candidates in mind among the membership please encourage them to apply.

Greg Benesh advised that when he became a board member he mentioned there was a good possibility he and his wife might be relocating to the West Coast. They have started this process and the Board should plan on replacing Greg as well.

- c. There are 2 separate issues on Virtual Classes:
  - i. The Zoom Team plans to continue encouraging potential members to attend a few virtual classes since this is a good way to learn more about what ICL offers. However, we've found that in at least one case, a former ICL member joined multiple classes after obtaining Virtual Class Zoom links from friends who are members. The Zoom Team drafted a Chat Message, and sent it to the former member during a class last week. The person did remove himself and then re-appeared for the last lecture. After having been warned, he was removed from the lecture.

There are a few others who have attended classes at least a half dozen times. Only a first name appears on-screen. Andi Basalay is aware of an option that prevents a participant from using a different name. Andi will try it at a future virtual class.

If an unknown full name is showing, hosts and board members should send it to Bob. He can check to see if the person was ever a member.

The board agreed not to admit non-paying former members who repeatedly attend virtual classes.

- ii. The future of virtual classes, post-COVID was discussed. Many members have commented to Andrea Zietlow and to Bob Masterson that they would like to see the virtual classes continued once ICL is back on campus. Andrea included a list of pros and cons for board consideration. Andrea thinks that continuing Zoom classes might be helpful in retaining members who may not be able to attend in person due to health reasons or other constraints. The single biggest obstacle would be getting commitments from presenters. The board can make a final decision later and can attempt to continue with Zoom classes. We might want to continue Zoom with one or two classes each week.

Andrea Zietlow will contact Dr. Mablene Krueger about the possibility of simultaneously presenting a class both live and virtually. She will also ask Dr. Krueger if the ICL members could mention her name with the RU Media Team when scheduling a meeting. We would need to find out much more about the set up and hosting, etc. Perhaps 1 or 2 board members should meet with the Media Team at RU. Once we know the capabilities, we might want to survey members.

- d. Reopening ICL in-person classes – The CDC recently issued new federal guidelines for people who have been fully vaccinated. Andrea Zietlow has read the full report. Some of the current situations, such as the increased availability of vaccines, are hopeful for opening classes anywhere from July to September.

Andrea was able to compress the Program Development schedule down by 2 weeks for the entire process (from requesting proposals from presenters, to conducting class registration, through RU classroom requests and approvals.) If ICL were to reopen during the second week in July, Andrea would need to request proposals beginning May 3. No decision is needed until the April board meeting, but Andrea would need to communicate with Dr. Krueger before then, regarding the possibility of RU lifting some restrictions.

- i. The board recommended keeping in contact with RU administrators, since many of the young adults attending RU might not be vaccinated by then.
- ii. If we wait until September, there is a greater opportunity for RU students, faculty and staff to be fully vaccinated and for restrictions to be lessened.
- iii. The entry process will be a bottleneck if ICL members are not able to access the RU health questionnaire app or enter with the assistance of 5-6 monitors to process members.

- iv. Andrea asked the board if ICL should tentatively plan to reopen in July or August or should we wait until September? Opening would be contingent on some of the current issues being resolved prior to opening. All the board members who commented said they preferred waiting until September.
  - v. Andrea's concerned is that ICL might lose many members. The board members' response was that it would be worse to push for an earlier date that would ultimately need to be rescinded. The board does not want to make another 'false start' and need to cancel.
  - vi. An alternative might be to bring members together in June or July – possibly by renting a large room at a local library on a very limited basis for a small number of presentations or study groups, with time built in for socializing. This might circumvent some of RU's requirements for COVID testing, etc. Gene Flynn and Pam Novey will do some checking at Arlington Heights Library and Andrea Zietlow will ask at the Schaumburg Library about options from mid-July to the end of August. ICL may want an event like this to be open to potential non-members
  - vii. A September reopening might be coupled with a membership drive.
  - viii. ICL needs to find out about the remote capabilities that might be available to us as soon as possible in order to make decisions for the Fall.
5. Sue Masterson will inform Chandler's that ICL will not hold a live ICL Annual Meeting in June this year.
6. Treasurer Bill Amster, said ICL's balance has been increasing and February was a continuation of that. Assets are up to approximately \$156,000 and Net Income is \$2,767. The current membership count is 296. We gained 1 member during the month.

Observations include:

- a. From the original \$2,400 Winter Lecture sponsorship from Friendship Village, \$800 remains in reserve for the lecture series, not shown as Income.
- b. Dues were received in February from 21 regular renewals, 4 coordinators and 1 new member.
- c. A corporate donation of \$1,075 was received from Andi Basalay's former employer, ITW, for her volunteer work.
- d. The one notable expense was the Office Manager salary of \$1,300. This is 60% of his normal salary, because of his reduced time on the job.
- e. It's difficult to say whether or not the membership level has stabilized. Bob said ICL might see a small drop-off in March due to members who did not renew in December. We only lost 1 or 2 members in October and November. There are

some members who did not renew in December. Hopefully, most will return in 2021. Many members don't let Bob know whether they plan to renew or not.

- f. The board agreed that over the summer we should keep the membership informed about the potential to reopen in September – without being overly optimistic. Perhaps by that time we would know more about the possibility of recorded presentations. We also don't want to open up prematurely, with limited participants in classrooms, and end up with a number of members being wait-listed.
- g. ICL also continues to receive donations from members, which are greatly appreciated.

## 7. Additions / Changes to Committee Reports

- a. Our Web Designer created several 25<sup>th</sup> Anniversary logos to choose from. Sue Masterson will distribute them after the meeting. It will also be possible to modify a logo if that is requested.
- b. The website will be changed over from the existing Winter Lecture Series to the themed 2021: An ICL Space Odyssey. Sue Masterson will try to find out if there is a timeline to finish the remaining few tasks.
- c. Andi Basalay reported that the program has changed but we do have access now. Visits to the site have definitely improved. We're building a baseline, but it looks good. The sessions are longer, so visitors are drilling down now. If anyone needs specific analytic data for a particular page, let Andi know. Andi will look to see if there is a different way to report users and whether unique users can be split out from repeat users.

The Social Media Team tried to include links back to the website from Facebook.

- d. Gene Flynn mentioned that in 2022 he would not be able to host the Lecture Series in person very often, although both he and Caryn Amster are happy to help line up presenters. The board wants to retain Gene Flynn and Caryn Amster as the Lecture Committee Co-Chairs. Andrea suggested that another ICL member be recruited to assist in the set up and introduction of the Lecturers. Gene and Caryn will consider that possibility and see what they can come up with. Andrea is certain it can be worked out.

8. There was no other business.

## 9. Additional Member Comments:

- a. Debbie DeChinistso had concerns about the proposed library classes. Would it allow for 40 people to socialize and attend a presentation? Would it be first come, first served? That's a fair chunk of time and effort for a small group of members. Gene Flynn said this would be a discussion at the April board meeting, when we have more facts.

- b. Sheila Schwartz does not think libraries are renting rooms at this time, although they typically allow use of a small kitchen, in case ICL were to serve snacks and beverages. Communicating with members is a good idea and if they understand what's going on they will be more inclined to accept what's happening. If a number of members are wait-listed, that may be a problem.
  - c. Bob Jackson asked about ICL's practice of continuing notifications to members who are not paying their dues for any reason. Bob did not renew in August of 2020, and continued to get weekly emails for a few months. The answer is that ICL has always had a 90-day grace period. Members are able to finish classes and receive notifications until 90 days after their membership date. Bob said that sounds smart and he hopes it continues.
10. The next board meeting is planned for Monday, April 19<sup>th</sup> via Zoom at 10:15 am.
11. Greg Benesh moved to adjourn and Pam Novey seconded the motion. The motion carried and Andrea thanked everyone for attending and commenting.