

ICL Board Meeting
Minutes April 19, 2021
10:15 AM

All Board Members and Bob Masterson were present.

Guests: Debbie DeChinistso, Sheila Schwartz, and Richard Westgard

1. Andrea Zietlow called the meeting to order at 10:15 am and confirmed the quorum.
2. Pam Novey moved to approve the March 2021 Minutes without change. Gene Flynn seconded, and the motion carried.
3. ICLRU Member Participation
 - a. Debbie DeChinistso suggested that ICL do something special with either the Ice Cream Social or the Summer Picnic prior to ICL resuming in-person classes.
 - b. Sheila Schwartz suggested that members get together at the RU campus, if possible.
4. Unfinished Business
 - a. The deadline for ICL Members to submit a Candidate Information Form to the Nominating Committee has been extended to April 23. At present, Andrea Zietlow, Les Miller, and Sheila Schwartz have submitted forms for the three annual vacancies.
 - b. The Summer Picnic is on the ICL Calendar for July 30, but the date could be moved to earlier in July, if needed. This will likely be a large outdoor venue with a pavilion and nearby facilities.
 - i. Pam Novey is checking different sites, including the Schaumburg Golf Club. If decisions need to be made before the next meeting, the Executive Committee, Andrea Zietlow, Gene Flynn, Sue Masterson, and Bill Amster would be able to do that.
 - ii. Board members were asked for additional venue suggestions.
 - iii. Greg Benesh moved that ICL fund expenses for the 2021 summer picnic, at a cost not to exceed the amount previously approved for the Annual Meeting. Andi Basalay seconded and the motion carried unanimously.
 - c. Andrea Zietlow provided an update from Dr. Mablene Krueger, comparing RU's previously stated restrictions with their most recent guidelines, effective immediately.

- i. Instead of requiring all attending members to show proof of results of a positive COVID-19 test within 14 days of attending classes, now, fully vaccinated members would **NOT** need a COVID-19 test. Members who are not fully vaccinated would be required to show negative COVID-19 test results.
- ii. Instead of requiring presenters to wear masks, presenters would be able to use a shield in lieu of a mask. ICL Program Development plans to provide a plastic shield to each presenter. On Amazon, 10 shields cost approximately \$12.99.
- iii. Instead of requiring members to complete a questionnaire on a computer in the rotunda before entering building, now, ICL members would have access to a guest app on their phone. They would answer health questions prior to entering the building. Members choosing not to use the app would need to complete questions on the computer in the Rotunda.
- iv. Instead of using classrooms that would hold only 12 members while social distancing, ICL has been told that Alumni Hall would be available to us without a room rental charge, and would be capable of holding tables with up to 35 members. Room 126 would hold tables with up to 21 members. Roosevelt has not guaranteed that these two rooms would be available every time ICL requests them, but it's unlikely that these rooms have been reserved for other functions. ICL's usage of these rooms will need to be worked out with the administration.

The board expects that ICL members would fully comply with all of RU's on-campus requirements and that Campus Security would handle any cases of non-compliance.

Andrea suggested that she would contact presenters individually, and ask if they would be willing to offer an in-person class under the new guidelines. When a minimum number of sessions are scheduled, Program Development might then open the sessions up to additional presenters. Andrea would prefer to give presenters the option of offering classes during one, two or more weeks. Additionally, presenters might consider offering a class more than once during the session.

Virtual classes would be continued – assuming that attendees and presenters continue to show an interest in virtual classes.

After four weeks of classes in August, there would be a two-week break in September, and then regular Fall Study Groups would begin as usual on Monday, September 13th, continuing through November 11th.

5. Andi Basalay proposed that the ICL board formalize ICL's procedures relating to revenue streams for non-profits. There are a number of possibilities:

- a. Donations from members and from corporations - Bob Masterson provided information that in 2020 ICL received \$1,755 in donations. In 2021, YTD, it's \$2,035.
- b. Communicating an awareness plan to members on an on-going basis:
 - i. Some members may have retired from organizations with foundations that could support ICL. Example: Illinois Tool Works (ITW) has two different donation streams for non-profit organizations. They will match retiree donations by retirees up to three times the donation. They also offer a community-funding program consisting of a \$10 donation for every volunteer hour that a retiree reports -- up to 100 hours. Last year Andi Basalay was able to raise \$1,000 due to her volunteer hours with ICL. There may be other ICL members who have access to similar retiree benefits.
 - ii. ICL briefly communicated with members about Smile.Amazon.com. Bob Masterson set up ICL as a non-profit on Smile.Amazon.com, so members now have a way to donate to ICL through their Amazon purchases. If a majority of members did this, it would help balance out what ICL has lost during the last year. May 21st is the date of the first transfer of funds from Amazon Smile to ICL's bank account. Bob will be able to see if the program is working as expected, and if so, ICL will provide information and instructions to members.
 - iii. Gene Flynn, Chair of the Outreach and Fundraising Committee, had begun plans prior to the pandemic, but those sources of revenue were interrupted due to the economic downturn. The Outreach and Fundraising Committee had planned to hold a raffle, which may take place in the future.

Gene is considering reaching out to corporations such as Zurich American Insurance to discuss direct donations and also to find out if the company would be interested in informing their retirees about ICL, and perhaps subsidize a year of lifelong learning to their retirees. Other organizations may also be contacted.

Gene suggested that he, Caryn Amster, Andi Basalay, Bob Masterson, and Sheila Schwartz meet to discuss suggestions and come back with recommendations for the board.

- c. Andi also recommended that ICL strengthen relationships with the organizations listed as Partners on the website, such as Elgin Symphony Orchestra. Andi will find out who ICL's most recent contact was with the ESO.
6. ICL Calendar
 - a. Program Development has changed their next meeting date to May 12.
 - b. Due to the Board's decision not to be on campus at RU during July 2021, the Ice Cream Social, normally held at RU, will be removed from the calendar.
7. Treasurer Bill Amster reported the following observations:
 - a. ICL's Assets were \$156,208 and that Total Liabilities & Equity were the same amount. Net Income YTD is \$3,868 and March Net Income alone was \$1,102.
 - b. Current membership is 285 and the previous month was 296.
 - c. ICL is making small amounts of money and our assets are gradually going up.
 - d. Sponsorship funds from Friendship Village for the Winter Lecture Series which had been in reserve and which increased the Assets have now been paid out. Assets decreased a bit but it didn't have much of an impact on our Income. ICL spent \$97 less than received from Friendship Village.
 - e. Dues were received from 18 regular renewals, 1 coordinator renewal, and ICL has one new member.
 - f. Donations in the amount of \$625 were received in March. The board is very appreciative to our member donors.
 - g. The one notable expense was the reduced Office Manager salary.
 - h. The membership decrease mentioned above reflects the actual membership as of the end of December 2020. Members are not dropped from the rolls for 90 days after their renewal date. Bob Masterson doesn't see any large membership drops ahead, based on non-renewals in January, February, and March. He thinks there are only a few members who dropped off each month in the first quarter 2021.
8. Additions / Changes to Committee Reports - Andrea Zietlow explained that Anita Brandes agreed to Co-Chair the Program Development Committee. Andrea is working with Anita on creating the weekly schedules for the virtual classes. Anita would take over the virtual class schedules when ICL arrives at a point when we are offering both in-person and virtual classes.
9. There was no other business.

10. Additional Member Comments:

- a. Debbie DeChinistso appreciated that ICL is considering a picnic or other large social gathering before any classes begin.
- b. Sheila Schwartz sent Pam an email suggesting two rental venues for consideration for the social event. During the meeting, Sheila registered with Amazon Smile and it took no time at all. Sheila worked for First Chicago Bank in the area of corporate donations and she was with the United Way in the capacity of acquiring funding. She thinks there is potential but we might need to wait a while because companies are not donating as much during the pandemic as they were before. Also, in her experience, Zurich American Insurance gives very large donations to very large charities. They are a very giving organization, but it's unclear how ICL might fit into their structure. Sheila is looking forward to working in this field again.
- c. Richard Westgard suggested that the Outreach and Fundraising Committee might want to consider reaching out to local businesses to sponsor the weekly classes in the form of a monetary donation and/or member discounts. In return, the announcements before classes would encourage ICL members to patronize the sponsoring business. If feasible, this idea could be explored.

11. The next board meeting is planned for Monday, May 17th via Zoom at 10:15 am.

12. Greg Benesh thanked the Board for allowing him participate as a board member at large. Andrea and the board members thanked Greg for his service.

Pam Novey moved to adjourn and Les Miller seconded the motion. The motion carried and Andrea thanked everyone for participating.