

ICL Board Meeting
Minutes May 17, 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 a quorum.
2. Gene Flynn moved to approve the April 19, 2021 Minutes without change. Andi Basalay seconded, and the motion carried.
3. ICLRU Member Participation
 - a. Debbie DeChinistso appreciates the opportunity to attend the monthly meetings via Zoom.
 - b. Sheila Schwartz reported new information for the Events Committee:
 - i. Currently Schaumburg Park District allows events of up to 50 people. The maximum number of participants may change in the future and the Events Committee wants to allow up to 100 members to the picnic.
 - ii. The Park District will check on the possibility of a tent and get back to Sheila.
 - iii. Gene Flynn suggested the Salt Creek Park District as a possible option. In the past they've had a tent up all summer long for events.
 - iv. Sheila is interested in the June multi-day virtual event, Chicago: A City of Neighborhoods, and is hoping the presentations can be recorded, since some members may not be able to attend during three consecutive days. ICL dropped the expanded Zoom Account with extra storage, but Gene's account could be upgraded again as needed.
4. Unfinished Business
 - a. Andrea Zietlow contacted 40 presenters, individually, concerning the summer / fall intersessions which are planned for August, on campus. She heard back from 20 of them and she will follow up with the others. Four members were definitely ready to present in person classes and another three are strong possibilities. Andrea will find out if the presenters who responded are willing to give the presentation twice, if the class is limited in size.

We need to fill 8 slots per week to hold classes Monday through Thursday. We may need to go with two days per week depending on how many slots we can fill. Proposals will be due June 11. Andrea should have a better idea in the next couple of weeks. Registration numbers are uncertain if masks and social distancing would be required.

Presently, the RU campus is following Chicago and Cook County Public Health guidance requiring masks and social distancing. Presenters would be permitted to wear shields instead of masks, if they prefer.

- b. Bob Masterson checks the Roosevelt.edu website regularly and Dr. Krueger provided additional comments:
 - i. RU will require the student population to be vaccinated for the fall term in September. The University's position is that students who are not vaccinated, and who do not have an approved exemption, will not be permitted on campus. Students with an approved exemption will be required to be tested for Covid-19 twice weekly, and provide those negative test results in order to be allowed on campus.
 - ii. Currently, faculty and staff are strongly encouraged to be vaccinated but they are not mandated to do so. Without proof of vaccination, they must present twice weekly negative Covid-19 tests.
 - iii. Dr. Mablene Krueger indicated that ICL would need to meet the same guidelines as RU faculty and staff. Dr. Krueger also indicated that she hoped ICL would establish our own requirements for members.
 - iv. There was discussion of the effort and possible expense for ICL members to submit two negative Covid-19 tests every week prior to attending class at RU, and the likelihood that the majority of ICL members have already been vaccinated.

Bill Amster moved to require that all ICL members be vaccinated against Covid-19 in order to attend on-campus classes. Les Miller seconded the motion and it carried unanimously.

- c. Andrea Zietlow explained that last week, Gene Flynn, Bob Masterson and Andrea met with Jon Resele, from RU's Media Services Department. He demonstrated the remote capabilities of RU's equipment and explained how it worked.
 - i. Currently, 5 classrooms have equipment allowing remote and on-campus simultaneous presentations. More rooms will be modified with the equipment over time.
 - ii. There are also 4 rolling carts, each equipped to hold a 70" flat screen TV, an Apple laptop and an amplifier / speaker system that fills up the room with sound.
 - iii. Bob tested a Great Courses online streaming program and it worked beautifully.
 - iv. ICL would be allowed to utilize any of the equipment that is not being used by RU at the time.

- v. During August, Gene Flynn will experiment using the equipment for a class as a test case. An advantage to using the equipment is that the presenter could be holding the class from home as long as one member of the class can begin the Zoom meeting using the equipment in an RU classroom.
 - vi. Gene mentioned that with social distancing, the room used for the demonstration would hold 12 students. In order to also broadcast to the room next door with another 12 seats, we would need another technology platform. Larger rooms, such as Alumni Hall and Rm.126 would also require more than one set of equipment.
 - vii. In September, if we can go back to full capacity in the classrooms, and some members want to continue with virtual classes, ICL will broadcast simultaneously if possible.
 - viii. Bob asked about the cost of the equipment, but the best they could do was estimate the cost at approximately \$3,000 - \$4,000, including the 70" flat screen TV, the cart, which is capable of mounting the TV, and holding the powerful audio system. Bob will ask Jon to check with his people downtown for the total cost of the system.
 - ix. Gene's understanding is that if a presenter is using a room with the new system installed, then the presenter could simultaneously broadcast so that students attending on Zoom would see the video and hear the speaker, but would not have the ability for full interaction with those in the classroom. We can request those rooms, but RU professors have priority when it comes to choice of classrooms.
- d. Andrea Zietlow reported on progress scheduling virtual classes, which is a difficult prospect each week.
- i. Andrea was able to fill June and July calendar with virtual classes as of now.
 - ii. Mike and Marilyn Glass will be offering a virtual class on Tuesday mornings through the end of September.
 - iii. Les Miller will offer 3 classes in July and 1 in August.
 - iv. Attendance at virtual classes has really dropped since the weather has warmed up. Last week all of the virtual classes had fewer than 30 participants. Since April 1 only 2 presenters drew an audience of more than 40 members. Andrea estimates that no more than 75 members attended virtual classes last week (including the hosts.)
 - v. Andrea will fill as many virtual classes as possible without pressing to fill every slot in August, since ICL plans to be on campus then.
 - vi. Bob Allen will be relinquishing his position as Zoom host going forward. Gene Flynn agreed to take over as host on Tuesday mornings.

Andrea and Bill think it would be best to add two additional Zoom hosts. This would be helpful when current hosts have conflicts or emergencies.

A Zoom host would be needed with RU's new equipment to simultaneously hold a class in person and also on Zoom. Andrea asked if anyone on the call would be willing and able to train as a Zoom host before asking the membership at large. If so, please let Andrea know.

5. Concerning the Annual Meeting:

- a. Andrea will forward the agenda to Gene Flynn in case she's not able to attend the meeting.
 - b. The official Annual Meeting notice to members will be sent on June 1.
 - c. Hopefully, the agenda announcements will include information about the ICL picnic in July, the return to the RU campus for August classes, and the return to campus Study Groups at RU in September.
 - d. An e-blast to members with details on the upcoming July, August and September activities should be sent to all members after the Annual Meeting.
6. The Nominating Committee received 3 Candidate Information forms from Les Miller, Sheila Schwartz, and Andrea Zietlow. Richard Westgard will present these three highly qualified candidates at the Annual Meeting for a vote by the members.

Andrea suggested that it might be best to allow the next elected Board President the opportunity to nominate a replacement for the recent board vacancy. The nomination would require board approval.

7. New Business

Andrea Zietlow has been assisting Steve Wolf in organizing a piano concert at Friendship Village. This year, pianists Katrina Sudman and Vincent Catalano (who are now married) plan to hold a concert at Friendship Village on July 23 at 1:30 pm. We are waiting for:

- a. A decision from Friendship Village as to whether ICL members will be able to attend this concert at Friendship Village. They are going with Governor Pritzker's recommendation and it looks as if we might be able to attend.
- b. If ICL members can attend, an announcement should be e-blasted to ICL's membership. Bob Masterson has many flyers from past concerts.
- c. Andi Basalay volunteered to be the contact for this concert. Andrea Zietlow will forward the emails to Andi.

8. ICL Calendar:

- a. Reminder that the 2021 Annual Meeting was moved to June 17 at 10:15 am.

- b. The regular June Board Meeting will be held on June 17 at 12:30 pm.
 - c. Events Committee is planning the ICL Picnic for a date in July to be determined.
9. Treasurer Bill Amster reported the following observations:
- a. Net income through April was \$3,298 and for April alone it was -\$570, which is a slight loss.
 - b. Assets at the end of April were \$155.6K compared to \$156.2K at end of March.
 - c. Dues were received in April from 8 regular renewals and 3 coordinators.
 - d. Donations of \$262 were received in April.
 - e. The one notable expense for April was the Office Manager salary of \$1300. Bob only took 60% of his salary because of reduced time on the job.
 - f. Membership decreased from 285 in March to 282 in April.
 - g. Bill asked about the interest from prospective members from the recent advertising. Gene has talked to several people who were interested and information was sent to them, but they have not joined yet. So far results have been disappointing. It may be the timing of the ads.

The Outreach and Fundraising Committee has been looking into a process to reach out to different organizations. Gene has a presentation for libraries and other audiences, which in part, promotes lifelong learning and focuses on ICL as an example of planning a retirement that includes engaging in lifelong learning.

The committee is planning outreach efforts on the membership side as well as reaching out to corporations for fundraising. Libraries are booking speakers for September presentations. Gene plans a presentation at Holy Family Parish and if any ICL members are aware of other organizations that might benefit from this presentation, please contact Gene.

- h. Andrea suggested that we publicize ICL's reopening to members when we're closer to the date ICL will return to classes at RU.
10. Additions / Changes to Committee Reports
- a. Pam Novey reported that the Events Committee, Nancy, Sheila, and Pam, have been working on the picnic:
 - i. State guidelines may be changing and the committee is hoping to contract with a park that allows gatherings up to 100. ICL is paying this year so there will probably be more people. The committee will provide a tent, if needed.
 - ii. The caterer, Mrs. C's, is able provide the type of meal that has been served in the past.

- iii. The committee is planning games and wants to create a fun day.
 - iv. The date can be anytime during July. As soon as a date is determined, Pam wants to release a Save-The-Date e-blast notice for ICL members.
 - v. A fieldtrip to the Sanfilippo estate in Barrington is being planned for later in the year.
 - vi. The Events committee could use another member. If anyone knows of someone who would like to participate, please let Pam know.
- b. Gene Flynn and the Outreach and Fundraising Committee drafted a letter to members concerning donations. Overall, the board thought the letter was very well done. A few minor edits will be emailed to Gene.
- i. It's significant that ICL received approximately \$4,000 since the board first asked members to consider donating to ICL in October of 2020.
 - ii. The committee will continue to advance both the Outreach and the Fundraising efforts.

11. Under Other Business, Andrea Zietlow thanked John Wiese for his participation on the board this year as well as when he served as past President and for his many contributions to ICL. We hope to continue to see John at RU and wish him the best. John thanked the board for what they have done in the past, for what they are doing, and for what they will do.

12. Additional Member Comments:

- a. Debbie DeChinistso asked Gene Flynn about the presentation he mentioned. It's titled *Planning and Launching Your Retirement*. Gene explained that he has given approximately 25 library presentations on various subjects, and he brings ICL flyers and material for those who are interested. He is hopeful that ultimately it will bring us members in the future.

Debbie thinks returning to campus in August sounds more difficult than going back in September. The picnic is a great idea and hopefully scheduling will work out. Andrea Zietlow mentioned that members have been asking when we'll be back on campus, so Andrea will do everything she can to arrange for presentations.

- b. Sheila is looking forward to joining the board and participating in the board meetings. She thinks ICL has challenges in regaining members, but is hoping that with some of the classes we have coming up and the people involved, we will be successful. We'll need to be patient and work hard. She thanked the board for everything they've done.

13. The Annual Meeting is scheduled for Thursday, July 17 at 10:15 am via Zoom. Then, the regular June board meeting is planned for Thursday, June 17 at 12:30 pm on Zoom.

14. Pam Novey moved to adjourn the meeting and Les Miller seconded, the motion carried.