

## **ICL Board Minutes September 27, 2021**

### **1. Call to order and confirmation of quorum**

President Andi Basalay called the meeting to order at 9:34.

All board members were present plus Bob Masterson, Office Manager.

Guests included Ruth Sellers and Debbie DeChinistso

### **2. Approval of August, 2021 Minutes**

Sue Masterson moved to approve the August minutes. Bill Amster seconded and the motion carried.

### **3. ICL Member Participation**

No comments

### **4. Unfinished Business**

#### **a. Fall Sticker Distribution (Andrea Zietlow)**

Four members who are taking on-campus classes beginning in October have not yet received their stickers. Two of these have not yet shown proof of vaccination. They have been contacted and were asked to get this taken care of prior to attending class. In all, there are still 88 members who have not received stickers; most of whom have not provided proof of vaccination.

#### **b. Pilsen Trip (Sheila Schwartz)**

Andrea asked if the attendees for the Pilsen trip have been checked against the vaccination list. Bob agreed to do this.

Everything is confirmed for the Pilsen trip. Due to cancellations, there is one vacancy.

#### **c. Scavenger Hunt (Sue Masterson)**

We had 15 submissions. Two of these were incomplete. Six members submitted 100% correct responses. Andi will notify the winners and mail out the Amazon Gift Cards. The winners will be announced at Holiday Party.

## **5. New Business**

### **a. Board Vacancy (Andi Basalay)**

Pam Novey resigned from the Board and as Chair of the Events Committee. Andi expressed appreciation for the work that Pam has done. Andi would appreciate names for a replacement on the Board by October 1.

John Smith has agreed to serve as Chair of the Events Committee.

### **b. RU Update (Andi Basalay)**

Andi has a standing meeting with Mablene Krueger on the third Tuesday of every month. In her meeting on August 24, Mablene thanked ICL for inviting her to the Appreciation Luncheon. She also mentioned that Mike Bryson, the sustainability guru at Roosevelt, in Chicago, will put Andi in touch with a student group to develop something for Earth Day. He also agreed to do a presentation for ICL members sometime in April regarding any sustainability effort we're interested in. In addition, a basketball coach has agreed to work with the ICL Reads Program for *Boys in the Boat*.

Mablene will work with the Roosevelt University Librarian in Chicago to help ICL members gain access to the Schaumburg Campus Library and its databases. This would give ICL members access to journals, videos, etc. It would also enable members to have access to the computers in the library. Information about the library services is on the Roosevelt University website.

Andi also found out that RU has an Alumni group which provides lifelong learning. She is looking into the possibility of working with this group both in terms of programming and in terms of gaining members for ICL.

ICL members also have access to free concerts from the Chicago College for Performing Arts. They do take group reservations. Andi also talked to Mablene about bringing back the Piano Showcase.

### **c. Concert Attendance (Andi Basalay)**

About 50 people attended the Beethoven Concert by Zachary Hughes. The piano was tunable and was fine. Zachary Hughes may return later this year or early next year for a Chopin concert.

**d. Preliminary 2022 Budget Proposal Discussion (Bill Amster)**  
**Cost Reduction Initiatives**

At the end of August, ICL's total assets were \$158,158.00. Based on the current budget, once we bring back all activities from before COVID, we would lose \$28,000/year or more. This is based on 300 members although we currently only have 281 members. To mitigate this loss, an ad hoc budget committee was established. This committee recommended several options:

- Return dues to the pre-Covid level of \$175 increasing income by \$14,000
- Hold the annual meeting on Zoom and replace it as an activity by a picnic to which attendees would contribute \$10 each increasing income by \$990
- Continue holding the holiday party but charge attendees \$20 each increasing income by \$3,000
- Reduce Office Manager salary by \$6,000 increasing income by \$6,000
- Roosevelt was approached to see if they would reduce our rent, and they indicated that they would not

This would improve the outlook to a loss of \$4K per year instead of \$28K.

Bill then shared the spreadsheet he used to put together the budget. Using this spreadsheet, he is able to change the numbers on the spreadsheet so that we can see the impact. He went through the various items on the budget. It was pointed out that website expenses were higher than Bill had indicated. ICL needs to budget \$2500 for website development (which has not been paid to Timm yet) and \$1300 for ProClass. This would increase the deficit to about \$8000.

During the ensuing discussion, Sheila said that she felt that \$20 per person was too much to charge for the Holiday Party. Currently, \$4875 is budgeted for the Holiday Party. Food would cost \$23.75 per person + 18% gratuity. One suggestion was to hold a raffle in which ICL could possibly get gift cards from restaurants. Other members felt that we should charge no more than \$15 per person. This will be discussed further at the October and November Board Meetings.

Gene Flynn moved to have the Annual Meeting on Zoom and a partially self-funded picnic and Holiday Party; Sheila seconded and the motion was approved unanimously.

In an additional budget item, Andrea reported that Mary Szuch had contacted her regarding the Pharmacy Scholarship. She wanted to know if ICL would be willing to offer this again. During the discussion, it was noted that ICL has been offering a Pharmacy Scholarship for the past five years and previously voted to continue this into the foreseeable future. Board members also felt that this is a valuable means for public relations with Roosevelt University. Andrea moved to approve the Pharmacy Scholarship for \$500. Les seconded the motion. The motion carried unanimously.

**e. Events Committee/Holiday Party Update (Andi Basalay)**

With the resignation of Pam Novey as Chair of the Events Committee, John Smith has agreed to serve as chair of this committee. The committee is unsure of how many will come to the Holiday Party due to COVID. John suggested sending out a “Save the Date” eBlast asking members to indicate whether or not they are likely to attend the Holiday Party. With the availability of the booster shots, more members may feel comfortable attending. John will send Bob information so that he can send out an eBlast.

The committee would like to get some of our members to do some songs. Bob suggested the Madrigal singers from Barrington High School. Sheila mentioned that Hoffman Estates High School also has this type of group. Another suggestion was to find an ICL member (or members) with talent who would be willing to provide entertainment.

**f. Path Forward Challenge (Sheila Schwartz)**

Letters were mailed out on Saturday regarding the Path Forward Challenge. There will be teasers each week to encourage members to donate.

**g. Membership: HIBU Facebook Ad Update (Sheila Schwartz)**

The HIBU ad should be on Facebook beginning October 1. The Outreach Committee has decided on the writing and pictures and Timm worked on the contact page. There will be a rotating ad which includes Sheila’s email address. Viewers will be asked to provide their email address and/or phone number. People who join will be referred to a Membership Subcommittee led by Carol and Ken Bobbe. Gene Flynn made a motion that new members, but not returning members, should

get a \$25 discount off the annual membership fee during the first year of their membership during 2021 and 2022. Bill Amster seconded the motion and it carried unanimously.

**Note:** In an email after the Board Meeting, Bob Masterson pointed out that reducing the membership fee by \$25 in 2021 to \$100 would result in a \$75 increase when the person renewed in 2022. As a result of the size of this increase, new members would be less likely to renew. Board Members unanimously agreed to amend the motion to only offer the \$25 discount in 2022.

**h. Zoom only membership (Andi Basalay)**

A member asked if it would be possible to offer a reduced membership fee for virtual classes only. This could be available for people who live outside of the community or are ill. However, there would be no way to prevent these members from attending classes on campus. Similar issues have also been discussed at previous Board Meetings. The Board concurred that we should not offer a separate Zoom membership.

**i. Fall Wrap-up Luncheon (Andrea Zietlow)**

The Fall Wrap-Up Luncheon is scheduled for November 17. (This does conflict with Seniors Acting Up.) Invitees will include 14 Summer/Fall Intersession presenters and 16 Fall Study Group coordinators. Since there are several duplicates, there will be 23 total members invited.

There are two problems. Jason's has permanently closed and no food is allowed in the classrooms. Andrea presented three options:

- See if the RU cafeteria would be an option to bring food in
- Look for an inexpensive restaurant with a separate room
- Postpone the Wrap-Up Luncheon until after the Winter Study Groups

Board Members indicated that some Panera restaurants have separate rooms for free and that California Pizza Kitchen has a private room. Another member indicated that RU apparently has luncheon meetings in the conference room near the library. Andrea should check with Mablene to see if any rooms would be available for our Wrap-Up Luncheon.

**j. SWOT Analysis/Strategic Planning for 2022 (WIP)**

Andi will send out an email to board members seeking ways to expand on the opportunities that we could explore.

**k. Office Manager Update (Bob)**

Bob is keeping track of the who is coming into the office and what the issues are.

**6. Calendar (separate document))**

No additions or changes

**7. Treasurer's Report and Financial Report (Bill Amster)**

ICL's total assets are \$158.2K. The net income through August was \$5,693, with \$1,316 for August alone. Membership increased from 276 to 281. The statement on the financial report that the Pilsen trip currently shows \$1800 in expenses and \$1000 in member receipts is incorrect and should be ignored.

**8. Additions or changes to the written committee reports**

None

**9. Other Business**

Andrea will be on a cruise during the October Board Meeting. She has asked Sue to assume the role of Secretary for that month. Sue agreed to do so.

**10. Additional Member Comments**

Debbie DeChinistso asked if people are going to be wearing masks on the bus for the field trip to Pilsen. (Yes)

Debbie also asked how many current coordinators ICL has. In the past, it has been about 50, but Andrea doesn't have a current up-to-date number. She will put a current list together.

Debbie suggested that COVID might be an excuse to not have Holiday Party and Wrap-Up luncheon.

### **11. Move to Executive Session for Office Manager Review**

The Board greatly appreciates the effort that Bob puts in. Everyone concurs that he is performing well above the call of duty. During COVID, he gave up 40% of his income. Amongst many other tasks, he has spent many hours to get ProClass going, contributed to the website committee, provided many updates regarding classes, COVID updates and other information; and has kept accurate books. Bob typically puts in a minimum of 23-25 hours/week. He would appreciate less time in the office. Therefore, he is monitoring who is coming in to the office and why. With the loss of membership due to COVID, it was necessary to cut Bob's salary. Prior to the meeting, Andi proposed offering Bob a salary of \$20,000 with no bonus. He can cut his time in the office to 2-3 days per week.

### **12. Adjournment**

Sheila moved to adjourn the meeting and Gene seconded. Les pointed out that if there is no other business, there is no need for a motion to adjourn. The meeting adjourned at 11:30.

The next meeting is October 18, 2021 at 10:00 via Zoom.

Respectfully Submitted,  
Andrea Zietlow  
Secretary, ICL