

MINUTES
ICLRU BOARD OF DIRECTORS MEETING
August 9, 2010

Present: President Sue Harty, Vice President Joan Reisen, Treasurer Don Carlson, Secretary Harry Trumfio. Board Members: Ken Bobbe, Kathryn Dublinski, Carol Keegan, Marilyn Lind, Bob Masterson, Peter Marron, Jack McKee, Debby Miller, Marge Olszewski, Joyce Szot, Mike Thompson, Steve Wolf, Parliamentarian Lois Nissen.

1. Call to Order / Confirmation of Quorum at 1:00 PM.

2. Comments from the President

- a. Update on Mary Fioretti – President Harty reported that Mary is progressing and may be back at end of August.
- b. Cathy Jensen has volunteered to serve as co-chair of the Seminar Committee.
- c. President Harty reminded the chair people that proper procedures must be followed when seeking action by the ICLRU office.

3. Review and Approval of Meeting Minutes

- a. A motion was made by Debby Miller and seconded by Marilyn Lind to approve the minutes of the July 2010 meeting of the Board of Directors with corrections. **Motion approved.**
- b. The Board was informed by Bob Masterson that the minutes from the July 14, 2010 General Meeting must be approved by the general membership. The minutes will be put forth for approval at the Annual Holiday Party.
- c. A motion was made by Vice-President Joan Reisen and seconded by President Sue Harty to accept the minutes of the Executive Committee Meeting of August 6, 2010 with correction. **Motion approved.**

4. Review of ICL Master Calendar

- a. Add Encore on Tuesdays and Lighter Side on Thursdays re: fall session.
- b. October 11 - Board meeting at 11:45 AM
- c. November 8 - Board meeting at 11:45 AM
- d. December – No Board meeting
- e. December 8 - Betty Haag Violin Concert at Friendship Village at 1:00 PM
- f. December 16 - Holiday Party and General Meeting at Friendship Village at 11:30 AM
- g. January 10, 2011= Board meeting at 11:45 AM

5. Update on Incorporation Activities

- a. Treasurer Carlson reported that he had received a letter from the Secretary of State confirming reception of ICLRU request for recognition as a senior entity.
- b. Two questions were raised by Peter Marron: 1) Why an Executive Committee? 2) Will the committee be part of the long-term structure of the organization?
Response from Bob Masterson: Every Board of Directors has an executive committee

in case decisions have to be made in the interim time between meetings. The Executive Committee must report any decisions to the Board. In answer to the second question, the Executive Committee will be part of the long-term structure of the organization

6. New Business

a. Report on meeting with Dr. Knerr

- i. The committee reported a very positive feeling tone at the last meeting. There was recognition that ICLRU is the largest organization in the Schaumburg area and that Roosevelt would be pleased to involve ICLRU in community outreach. There was no discussion of finances at this meeting. The committee will continue to meet with Dr. Knerr.

b. Office in a suitcase

- i. Treasurer Carlson explained his concept of “office in a suitcase.” It is comprised of a computer, software and other hardware needed to carry on ICLRU business in remote locations, if office space is not available.

c. E-blasts scheduling and procedures

- i. Treasurer Carlson is managing the database, if there is a need for information, he is to be contacted.
- ii. Cash requisition forms were mailed to chair people and are available in the office. The treasurer must receive a written check request form before a check will be issued.
- iii. A question was raised by Debby Miller concerning the information to be reported for guest lecturers. The following information is needed: W9 form; invoice indicating business address, date of event, type of presentation, and cost of presentation.
- iv. Please make a request for an e-blast to the membership to Treasurer Carlson.

d. 2011 Budget

- i. Motion to employ ICLRU office manager.
 - a) Treasurer Carlson explained the need for an ICLRU office manager, given the anticipated cut in Roosevelt services.
 - b) A motion was made by Secretary Trumfio and seconded by Debby Miller to employ an office manager at the cost not to exceed \$12,000 per year, said amount to include all mandated employer contributions.
 - 1) Discussion followed. Joyce Szot suggested that the motion be amended to \$14,000. The amendment was not accepted by the motion maker. The question was called to act upon the original motion. **Motion approved.**
- ii. Question was raised concerning payment for catering at the Summer Outing. It was reported that Apple Spice was out of business and Food to You, Roosevelt University food vendor, had been contacted. It was

reported by Kathryn Dublinski after the meeting that Food to You would bill ICLRU directly for service.

- iii. Treasurer Carlson requested that chair people turn in budget projection sheets ASAP, so that the new budgetary needs can be determined along with appropriate rationale. The budget should be approved at the November meeting of the Board.
 - iv. Treasurer Carlson further reiterated the need for an office manager and the responsibilities of the position. Dr. Knerr has told the committee that the University needs more of Mrs. Fioretti's time.
- e. Discussion of the use of members images in ICLRU promotional literature.**
- i. Mike Thompson reported an incident concerning the photographing of ICLRU members without written permission from the subjects.
 - ii. President Harty reported that issue was being explored with the Roosevelt administration.
 - iii. Possible statement for signature to be placed on initial enrollment form and renewal letters
 - a) *I give my permission for my image to be used in all ICLRU literature and promotion material with signature sign off.*
 - iv. Additional suggestions were made concerning mailing a permission slip with the next general mailing and using Survey Monkey for electronic signatures. Action pending feedback from Roosevelt University.

7. Old Business

a. 2010 ICLRU Focus Groups –

- i. No discussion.

b. ICLRU Appreciation Luncheon cost update

- i. The addition of more coordinators and a few guests from Roosevelt has pushed the cost up over the budgeted amount. With this in view a motion was made by Treasurer Carlson and seconded by Ken Bobbe as stated:
 - a) I move that \$ 1000 be appropriated to cover additional costs for the ICLRU Appreciation Luncheon. **Motion approved.**

c. Summer Outing update (loss of Apple Spice as caterer; additional catering cost of \$3.60/person)

- i. Question was raised about sufficient participation in the event.
 - a) It was determined that there was sufficient participation to hold the event.

8. Committee Reports (As requested)

- a. Debby Miller (Lecture Series) requested an addition to her written report. She reported a guarantee from Roosevelt that Alumni Hall would be available on Friday mornings for the Lecture Series, which will start on January 21, 2011 and run to March 18, 2011.
- b. Joyce Szot (Finance): Reported a balance of \$49,000 in current accounts.
- c. Treasurer Carlson reported that a savings account has been opened with the goal of establishing an operating reserve. It was suggested that \$25,000 in reserve

would be an appropriate amount. He also reported that debit cards are being secured for the President and the Treasurer to be used for immediate transactions.

9. Other Matters:

- a. A question was raised concerning the need to send study group confirmations by regular mail. Answer computer program will only generate hard copy for this action.
- b. New web address: ICLRU.org
- c. President Harty thanked Mike Thompson (Website) and Treasurer Don Carlson for all their hard work over the last months.
- d. Membership Directory. The hope is that the newly employed office manager and/or Mrs. Fioretti will be able to generate an up-to-date directory sometime this fall.
- e. Audio/Visual Update – part-time employers will be replaced with work/study students. It is anticipated that equipment will continued to be delivered to classrooms. President Harty will be in touch with the Roosevelt A/V coordinator to monitor the situation.
- f. Joyce Szot questioned the location of the ICLRU portable sound system. This matter will be investigated.
- g. A question about insurance for equipment theft was raised. Answer to be researched.

10. Next Board of Directors will be on September 13, 2010 at 11:45 AM in Room 317.

11. Adjournment

- a. A motion to adjourn was made by Debby Miller and seconded by Treasurer Don Carlson. **Motion approved at 3:10 PM.**

Respectfully submitted,

Harry Trumfio
Secretary
August 10, 2010