

Minutes

ICLRU BOARD OF DIRECTORS MEETING

October 17, 2011

Present: President Sue Harty, Vice President Joan Reisen, Treasurer Don Carlson, Secretary Harry Trumfio, Directors: Kathryn Dublinski, Steve Wolf, Marilyn Lind, Debby Miller, Carol Keegan, Ken Bobbe, Cathy Jensen and guest David Sullivan.

1. Call to Order / Confirmation of Quorum

- a. President Harty called the meeting to order at 11:45 AM and confirmed a quorum.

2. Comments from the President

President Harty thanked Margo Temple and Kathryn Dublinski for an entertaining Oktoberfest and very successful Friendship Village “Wow” event

The contract with Friendship Village has been renewed. A study group titled “The Male Journey,” will be offered at Friendship Village. There is also a study group for women under consideration.

3. Review and Motion to Approve the September Board Meeting Minutes

- a. Moved by Joan Reisen
- b. Second by Don Carlson
- c. Motion carried.

4. Review of ICLRU Master Calendar

- a. October no additions.
- b. November:
 - i. Nov. 28 uploading and study brochure and mailing
 - ii. Nov. 29 Coordinator Luncheon
- c. December
 - i. Dec. 16 last day for registration to be included in a lottery in case there is a waiting list for a specific study group.
- d. January no additions.

5. New Business

- a. Summary of proposed bylaws change to be voted on at November Board Meeting
 - i. Remove term limitations – rationale below
 1. Loss of executive team – not a good thing to turn over the executive board while still dealing with independence from Roosevelt and change to non-profit status.
 2. Provides time to train new executive team
 - a. Consider securing outside training for officers and directors re: the roles of principals in non-profit organization
- b. Discussion of the problem of securing people for leadership positions

- c. Treasurer Carlson reported that he has been told that an independent audit is not necessary for our organization.
- d. Sue Mc Tague was employed to perform some of the accounting functions vacated when Joyce Szot resigned.
- e. Treasurer Carlson explained that CBJS is not involved in our accounting process. Their function is to develop reports for the IRS and the Illinois Attorney General. They are also to conduct general review of organizational procedures.
- f. President Harty thanked Treasurer Carlson for his diligent effort and for his fine work regarding the organization's finances.
- g. 2012 budget Treasurer Carlson reporting:
 - i. Special Events report needed for annual social events by November Board Meeting
 - ii. All other financial areas under control.
- h. Motion to approve Wellness Seminar budget. Cost to be charged \$20 pp.
It was noted that the speakers are donating their time.
 - i. Moved by Harry Trumfio
 - ii. Seconded by Ken Bobbe
 - iii. Motion carried
- i. Motions re: 2012 Winter Lecture Series
 - i. Motion to invite 30 of Bruce Kraig's students to his lecture.
 - 1. Moved by Don Carlson
 - 2. Seconded by Kathryn Dublinski
 - 3. Motion carried
 - ii. Motion to approve a Budget for Lecture Series of \$2000.00
 - 1. Moved by Joan Reisen
 - 2. Seconded by Marilyn Lind
 - 3. Motion carried.

6. Old Business

- a. Update on Accounting procedures/training – Don Carlson reporting
 - i. Sue Mc Tague was employed to replace Joyce Szot who resigned.
 - ii. Quickbooks had to be brought up to date after Joyce Szot's resignation. The task has been completed with the help of Sue McTague.
 - iii. Accounts have been reconciled. Sue Mc Tague had some problems reconciling accounts, but has corrected them.
 - iv. Bob Masterson is now doing data entry which will save the organization money. He is also developing a procedure manual concerning the process.
- b. Summary of Report from Jennifer Sutton, CPA of CJBS
 - i. Notified that we must provide 1099 for individuals who receive more than \$600. But for companies 1099 do not have to be provided.
 - ii. Overall CJBS has given us a good review.

- c. Treasurer Carlson will put appropriate financial reports in the Center for anyone who wishes to examine them.

7. Committee Reports (As requested)

- a. Lecture Series – see above
- b. Bob Allen working on a Washington D.C. trip.
- c. Suggestion to coordinate all travel opportunities so there is no time overlap.

8. Next Board of Directors Meeting Date and Time

- a. November 14 at 1:00 PM

9. Adjournment

- a. Moved by Debby Miller
- b. Seconded by Joan Reisen
- c. Motion carried.

Respectfully submitted,

Harry Trumfio

Harry Trumfio, Secretary