

**ICL BOARD MEETING**  
**Minutes**  
**January 17, 2022**

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

Andi Basalay called the meeting to order at 10:01 am. Ruth Sellers was unable to attend, but all other Board Members plus Bob Masterson were in attendance. Guests included Debbie DeChinistso and Caryn Amster.

**2. Approval of November, 2021 Minutes**

Gene Flynn moved that the minutes be approved; Sheila Schwartz seconded the motion and it passed unanimously.

**3. ICL Member Participation**

Debbie wished everyone a “Happy New Year.”

Caryn Amster suggested adding a page to the website in which ICL members review restaurants and businesses friendly to seniors. This could be an interactive page that would bring more attention to the website and possibly draw new members. Caryn will lead a discussion with Gene Flynn and Sue Masterson to discuss the viability of the idea and then meet with Mike Thompson.

**4. Unfinished Business**

**a. Proposed Event Dates for 2022/2023**

- i. After receiving information from Bob and Sue regarding RU’s calendar, Andrea notified the board that according to the proposed Study Group/Intersession dates, Summer Study Groups for 2022 are scheduled to begin Monday, June 20. However, that’s Juneteenth and RU will be closed. Therefore, Summer Study Groups will need to begin Tuesday, June 21 and end Monday, August 1.

The Holiday Party will be on Thursday, December 15.

John moved that the proposed dates be accepted; Les seconded the motion and it passed unanimously.

- ii. Andrea asked for clarification as to who proposes dates for events such as Annual Meeting, Picnic, Ice Cream Social, Appreciation Luncheon, and Holiday Party. Previously, the Board

secretary had proposed the dates, but Andi also asked the Events Committee to do so. Andrea said that this had caused some confusion and requested that the Board determine who would be responsible for this in the future.

It was moved that the Events Committee be responsible for proposing the dates. Sue seconded. The motion carried, 7-1.

**b. An Olympic View from the ICL Crew**

Andrea reported that there will be 10 different presentations; two of these will be 2 hours each, so we have 12 slots filled on Monday through Thursday. A flyer about this will go out in the near future.

**c. Readers' Theater Update**

The 1<sup>st</sup> meeting for the Readers' Theater has been moved to Jan. 26; at that time, the group will discuss how to proceed. Bob asked if hybrid could be used for the final presentation. Andi replied that it could be done, but the group will need to discuss this.

**d. Pharmacy Scholarship**

Shams Azzawi, the Pharmacy Scholarship recipient, has agreed to offer her presentation on Bone Health on Monday, February 21, at 10:00 am. This does conflict with the normally scheduled Board Meeting date, so that will need to be discussed when determining the date and time for the next Board Meeting.

**5. New Business**

**a. RU COVID Policy Update**

RU is changing their COVID policy. All students will need to show proof of a negative COVID test and provide proof of a booster by January 31. ICL is not required to comply with this.

Board members discussed this and agreed that requiring a COVID test is not practical for our members since you could have the test one day and be exposed the next.

We also can't require a booster by January 31. There is concern about requiring another sticker when RU doesn't currently check ID cards for stickers. This is a lot of work.

Andrea expressed concern about our current records and having information reported. When determining vaccination status for attendance in on-campus study groups, she doesn't have records for new members or lapsed members who rejoin.

Andi suggested that Andrea maintain a data base of who has submitted information. Others checking vaccination status or distributing stickers will need to report this information to Andrea. Andrea agreed to do this.

Bob will create a new list with current membership and update of status and will send it to Andrea.

Sheila and her committee will take care of new members. When new members are checked for proof of vaccination and given stickers, this information will be reported to Andrea Zietlow.

Bob will also send out an eBlast strongly encouraging members to get a booster and notifying them that there may be a time in the future when the booster will be needed. Gene suggested that we should also include the recommendation that cloth masks may not be effective with Omicron; therefore, the CDC recommends the use of N-95 or KN-95 masks.

For the Winter Lecture, all of the Friendship Village attendees had their vaccination cards and the form filled out.

**b. Member Feedback Survey Committee Update**

Board members agreed that the survey was well-done and right to the point. Andi thanked Sue and commended the committee. She added that the survey tells us what members like and what they don't like.

Sheila made a motion to accept the survey and send it out to the members. John seconded. The motion carried unanimously.

**c. Hibu Facebook Ad**

Andi shared her screen to show the ad that Hibu is using. There are 2 different pictures which have gone out to 11,000 people. We've had about 200 clicks; 90% are women; 9% are men.

The problem is getting people to the website so that ICL can follow up with them. So far, there has only been 1 new person to follow-up on. Hibu's analyst recommended that we remove the price from the ad and just indicate that new members will get \$25 off for the first year. Andi requested an extra month of exposure to compensate for Facebook downtime.

**d. Path Forward**

ICL received over \$14,000 in Path Forward donations. The committee has decided that the money should be spent over more than one year. So far, the committee has recommended spending money for:

- More educational materials --- \$500
- Gift cards for Jon Resele, Tasha Gilley, Monica, and CJ --- \$200 (Andi distributed these cards and the people really appreciated them.)

Other items under consideration include:

- A new lock for the office --- Mablene will check on this; she believes it will probably be less than \$500.
- A special speaker and rent for a larger space so that this can be opened to guests
- A printer, etc. for the office
- Supplement the Holiday Party to include entertainment
- Pay additional rent if this is increased
- Get rid of obsolete materials that are in the office and replace them with more modern equipment
- Office furniture
- Speaker system

It was later added that funds also need to be approved for:

- Hybrid classes \$1500 (\$720 has already been budgeted; \$780 would come from Path Forward funds)
- A stand for the Sterner banner for the lecture series

Gene moved that we approve up to \$3000 from the Path Forward fund for the items Sheila mentioned plus the hybrid classes and a stand for the banner. Les seconded the motion and it carried unanimously.

**e. Membership Meeting Update**

Ideas suggested included:

- Have members give us the names and emails of friends and relatives; we would send them emails once a month (or so); we could also send them brochures for classes and invite them to Taste of ICL (when we can offer this)
- Deliver our trifold to libraries and churches
- Promote ICL to teacher retirement groups
- Give any members who get someone to join a \$25 discount on their dues

Bob noted that we can get information through Mail Chimp as to who opens the email.

It was suggested that the committee start out with a small group and see how it grows. Andrea suggested that committee chairs send Sheila ideas to send out. Sheila's committee will work on this.

**f. Elgin Symphony Orchestra Marketing Partnership**

Sheila spoke to a person in marketing for the Elgin Symphony Orchestra. They needed an ad which has been created. This will appear on their screen during the 30 minutes before each show and during the 20-minute intermission.

ICL can have brochures in their lobby. If Sheila sees something of interest to ICL members, she will send it to Bob to send out. She is considering having a field trip to a rehearsal concert and tour when the time is appropriate.

**g. The Garlands of Barrington Proposal**

Sheila talked to the person in charge of Activities. In the past they have had speakers from Harper provide programs, but Harper is no longer interested. The Garlands would be interested in one-time, one-hour lectures. They have rooms set up with audio-visual equipment.

They were paying Harper; Board members concur that ICL should get a donation from the Garlands for providing speakers, but ICL should not be responsible for paying the speakers. Sheila will ask her contact at the Garlands how much they would pay.

Sheila requested that Andrea send her a list of past Intersession Presentations for them to look at.

**h. Program Development, Alternate Study Groups**

Andrea reported that we had a fantastic response to the surveys passed out at the Holiday Party. Members indicated interest in all of the options and a few people did offer to coordinate some of these classes. This includes several people who have never coordinated any Study Groups or Intersessions. Andrea has contacted several of these people about offering classes in the spring (or later) and will continue to follow-up.

**h. Zoom Equipment update**

Two new accounts have been set up. Each has a separate gmail address and password. Coordinators will be taught how to access these accounts and can then serve as their own host for any classes offered via Zoom. The new accounts will also enable us to record more sessions. The cost is about \$1500/year.

**i. Update on Lecture Series**

Caryn Amster reported that our new sponsor is ecstatic with the lecture series and would like to continue to sponsor it for the next two years.

Bill had training to set up the equipment so that the lectures could be offered using a Hybrid approach. However, the setup was different. Jon Resele was there to help get it going. There were a few technical glitches which will need to be worked out.

We need to buy a new stand for the Sterner banner so that it looks more professional. (This will be purchased with Path Forward funds)

There were 55 people on Zoom; one was the FV conference room with multiple people. 32 people were in Alumni Hall; 10 of these were from Friendship Village.

One problem was that there were no coat racks or tables in the hall; this was corrected when Bill mentioned it. Bob requested that Bill send him a note about this which he will forward to Mablene.

**6. Treasurer's Report and Financials Report**

At the end of 2021, ICL's total assets were much higher than expected. This is a result of almost \$20,000 in donations, less rent to RU since we were closed longer than anticipated, and Bob's reduced salary.

Net income for 2021 was \$523.00.

Membership is down to 274. This resulted in about \$3000 less income for membership dues than budgeted.

The budget for 2022 has an \$11,000 deficit. However, about \$4000 of the donations are in the general budget, not Path Forward.

**7. Other Business**

There was no other business.

**8. Additional Member Comments**

Debbie D. said that it was a great meeting, thank you.

**9. Next Meeting --- Feb. 21, 1:00** (due to the pharmacy presentation in the morning)

The meeting was adjourned at 12:14 p.m.