

ICL Advisory Board Meeting
August 13, 2007

President Bob Allen called the meeting to order at precisely one PM. The power was out at the RU campus in Schaumburg, and the temperatures rose slowly but steadily during the course of the meeting.

Present: Bob Allen, Bob Masterson, Betty Morley, Joe Maladra, Sue Harty, Don Carlson, Tom Dooley, Peter Marron, Marge Olszewski, Karl Gabbey, Mike Thompson, Margo Temple, Marilyn Lind, Debbie Miller, Cathy Jensen, Lois Nissen, Dorothy Murphy, John Wiese, Terri Collins, David Sullivan, Norine Tempelman,

Not present: Don Dierson

Welcome.

Bob Allen began this section with enthusiastic congratulations to those who had worked to make the ICL Summer Celebration on August 6 such a success. Don Dierson, chair, and co-chair Peter Kay organized the day along with Joe Foreman, Nancy St. Clair, Dave "Sully" Sullivan and Bob Allen. Special thanks went to Dorothy Murphy and her committee for the superb lunch arrangements.

General Comments.

- a. ICL Strategic Planning and By Laws. This vital effort is chaired by Lois Nissen with committee members: Bob Allen, Bob Masterson, Don Carlson, Joe Maladra, Sue Harty, Audrey Beauvais, Gloria Kinney, Cathy Jensen and Tom Dooley. Bob Allen distributed a long list of issues to be considered in this long range planning. It was noted that the current By-Laws could likely be changed as a result of this effort. He urged the board to study this list plus the current By-Laws and provide input and opinions as to what should be considered/added/deleted/changed. The committee will meet and develop a plan to guide ICL's growth in the coming years. This plan will be submitted to the Board for review and approval.
- b. ICL /Roosevelt relations. Meetings have been held with Dr. Potenza and other RU officials regarding ICL relationship with the university. Several topics of interest are being discussed.
 1. RU Nursing Program. RU is developing an undergraduate degree nursing program plus a Masters program. ICL and RU are looking at how ICL can support this effort.
 2. Finances/ ICL status. Progress is being made on financial issues. Problems of check processing and advance payment to vendors are being resolved. The problem of holding over ICL funds from one year to the next may be solved by using the "encumbrance" account for our actual operating funds. The question of incorporating ICL as a non-profit organization affiliated with RU is being studied. One advantage would be the ability of ICL to manage its own funds separate from the RU system.

3. Lunch with Professors. Proposed are two events, one each in fall and spring on Friday afternoons. Presentations will be given by RU professors. This will not include a lunch, so will be free to ICL attendees. ICL will provide input as to topics, ensuring there is no conflict with the ICL Lecture Series. RU wants to attract attendance from the community and from ICL.
 4. Insurance coverage. At the present time, under our present status, ICL activities have insurance coverage from RU. It is not clear if this includes field trip liability. This is being investigated.
- c. Committee Meetings. Let Bob Masterson know when your committee will meet. If he can, he hopes to attend. Committee chairs need to hand in their list of committee members to Bob Allen.
 - d. ICL Archives. A plan has been suggested to collect presentations from study groups, such as power point files and handouts, to be used as a resource for future study groups. So far information on 2 study groups has been submitted. People with such data should contact Bob Allen. This will be discussed in the upcoming Coordinators Lunch.
 - e. Member Involvement. The Board is urged to suggest names of members who should be approached to become more active and take on responsibilities in ICL. Cathy Jensen outlined an idea to canvas ICL members using telemarketing techniques. The goal would be to identify interests and talents of members for the purpose of developing a data base. An ad hoc committee will be formed in the Fall to follow through on this idea.

Minutes. Mike Thompson moved and Debbie Miller and Marilyn Lind seconded a motion to approve the minutes from the July 2007 meeting. The board voted to approve the motion.

Master ICL Calendar Update. Bob Allen reviewed the ICL Master Calendar and asked the board to suggest changes. The calendar is available on the ICL website and those board members who had printed out copies were better able to participate in this discussion. Changes and additions were suggested up through November. Mike Thompson made the changes as they were suggested and approved by the Board.

Committee Reports.

Lecture Series. Debbie Miller reported her committee is formed and will meet next week to plan the next series of ICL lectures.

Humanities Seminar. Cathy Jensen reported plans are well underway for the third annual Humanities Seminar this Sept. 11 and 12. So far sign ups are well below numbers of past years (around 40), perhaps due to the committee's efforts to promote and plan Jane Austen Day in June. With increased publicity, she hopes for more attendees.

Next year will be the fourth in this series of four seminars and will concentrate on the twentieth century. The fifth year seminar will be selected topics based on interests of the lecturers and audience and can include various subjects.

Field Trips. Marilyn Lind outlined a plan for six field trips from October through May, 2008, as listed in the committee reports. There is a new plan for paying field trip vendors. The RU controller has authorized ICL to request advances ahead of the time. This new system should make the field trips run more smoothly. The Board thanked Marilyn for this planning.

London Trip. Bob Allen reported that sign ups for this trip are at 12 with a need for 30 to make it a “go”. With more publicity, it is hoped we will get enough people to make the trip a reality.

New Initiatives. Dorothy Murphy reported that her committee, a new effort for the ICL Board, is being organized. Tentative ideas being considered are listed in the committee reports. She encouraged the Board to suggest ideas for this committee to consider and also ICL members for this committee.

Service. Marge Olszewski reported her committee is ready for the next mailing, planned for this Friday, August 17.

Member Services. Peter Marron reported ongoing efforts to recruit new members and also to update information in the member directory. He asked board members to help by taking one page of the directory and make phone calls to names on it to confirm member information and make needed corrections. He asked board members to make two attempts to contact each name on list and report results to Sully.

Program Development. Sue Harty reported the fall study groups are complete with 27 study groups, 43 coordinators - five of them new. Brochures will be mailed and registration information is on the ICL website. In addition to maintaining existing procedures, the committee is considering new ideas to recruit and maintain coordinators, including orientation/training sessions in the Fall and a “post evaluation” luncheon for coordinators in November.

Finance/ Budget. Don Carlson reported an ICL balance on hand of \$24,000. He then elaborated on the budget explanation presented in the committee reports. Even though the proposed budget shows a deficit of \$5,455, he did not think it unreasonable given the current surplus of funds. Around \$20,000 will be rolled over from the past year.

A copy of the Excell Expense Forecast spreadsheet detailing the budget proposal is attached to this document. The summary shows these figures:

Total income estimate: \$37,950
Total expense estimate: \$43,405

Motion: Don Carlson moved, with seconds by Mike Thompson and Tom Dooley, to accept the 2007-08 budget as presented. The Board voted to approve the motion.

The finance data base cannot go forward until further issues with RU are resolved. There was some discussion about the need to recruit ICL volunteers for data entry, not only financial, but also membership data. We will learn more about this in the future. There also is a need for guidelines on spending and a process for when to bring a matter to the board for decision, especially if an issue arises between board meetings. These matters will be taken up by the Strategic Planning Committee.

Regional Conference/ Life-Long Learning Relationships. John Wiese reported all plans are in place for the 2007 Midwest Regional Conference of Lifelong Learning Institutes being hosted by ICL at the RU campus August 19-21. Enrollment as of August 13 is 133 with many ICL volunteers. Dr. Middleton and Dr. Potenza will participate. Bob Allen congratulated John on this intensive effort and strongly urged board members to attend and volunteer.

Special Events. Margo Temple reported her committee helped with Celebration of Summer and is involved with advance planning for the Humanities Seminar. An event linked to a study group drew a large audience to the Penthouse to hear a lecture by Dr. Sheldon Cohen.

Website. Mike Thompson asked for Board approval on some of the issues he mentioned in his report, mainly regarding which pictures of ICL active members to be included on the website. The Board agreed that Mike should post pictures of standing committee chairs and Ad Hoc committee chairs which have been sent to him even though it does not represent all involved. The Board also declined to approve posting pictures and bios of study group leaders.

Marketing/ Partnerships. Prior to the board meeting Tom Dooley presented a detailed account of his committee and its many activities so far. The following represents additional material.

- a. Taste of ICL . There will be round tables with a current ICL member at each table to provide a welcoming and informative presence. Attendees will fill out a form with name, address etc. which will be put into a container for a drawing. Prizes will be vouchers for a dollar amount to be redeemed against an ICL activity.
- b. Community involvement. The committee will send materials to institutions in the community like the Moorings and others to publicize ICL.
- c. RU Faculty. There will be a presentation by ICL member Earl Arnold at the RU Faculty Council in September. The purpose is to generate knowledge and enthusiasm regarding ICL.
- d. Friendship Village. There is a new program director, Mike McCann. The committee intends to develop a pattern of activities with FV which can be transformed into a template to be applied to other community institutions.

e. Diversity. Jerry Patel has agreed to inquire into strategies to attract members from more diverse ethnic backgrounds than currently in ICL.

f. Media. Sylvia McCauley has agreed to develop a list of newspapers and media outlets in the northwest suburban area with contact people.

g. Recruiting. Dorothy Murphy has been asked to develop a plan for contacting ICL dropouts and members who have not participated in the past year.

h. Booking Service, or Speaker's Bureau. The purpose is to identify ICL members who could go out and speak to community groups whose members may be interested in learning about ICL.

A question was asked about the results of the survey conducted by John Wiese in the spring. The results are still being analyzed and compiled. They will be presented at the LLC Conference. There will be a Power Point presentation and hard copy text summary. A draft will be presented to the ICL board in September.

There was no new business.

Next meeting is September 10, 2007.

The Meeting was adjourned in a somewhat heated atmosphere at 3:25.

Respectfully submitted: Betty Morley, ICL Secretary