

**Crystal Lake Chamber of Commerce
Board of Directors
Minutes
July 28, 2023
Chamber Boardroom & Zoom**

Present: Michael Buchanan (left @9:38), Allyson Gluth (zoom), Leah Jackson, Lisa Karlov, Jeff Lord, Andrea Marquez (left @9:20), Stacy Mason, Kathryn I. Martens (Secretary), Katie O’Neill (left @9:44), Ken Pringle (zoom), Chris Slack, Karen Tobin, Grace Todd (zoom), Samantha Wagner, Mike Wheeland; Ben Volling, Interim President/CEO; Heather Maieritsch, Economic Development Manager, City of Crystal Lake

Absent: Eric Beier, Pierre Garcia, Cameron Hubbard, Randy Smith, Tim Urban; Mayor Haig Haleblan

1. Call to Order

1.1. Welcome. The meeting was called to order at 7:32 am by Chair Mike Wheeland. New Board members were welcomed and all present introduced themselves.

1.2. City of Crystal Lake. Heather Maieritsch provided an update:

- Dole Ave project delayed due to supply chain challenges
- Roundabouts on Congress Parkway: the one at Exchange will open on Aug 7 with permanent lights and a center sculpture to follow; next is construction of the one at Federal. Both will be done before winter
- Water’s Edge development proposal will be coming before City Council in the next 1-2 months
- Rosies Gluten Free Bakery opening soon
- Conscious Cup – manufacturing facility @ 110 Woodstock St.
- Cardinal Health facility – ownership turnover
- National Night Out – downtown – August 3
- Former Mr. A’s – locally owned – café, CL merch, & stuff to go to the beach

2. Consent Agenda

2.1. Minutes for the June 23, 2023 Board meeting. There is a problem with producing these minutes. A Secretary pro tem was not appointed among those present. The Chamber Zoom account was not working, so Chair Pringle used his personal phone to connect other zoom participants and there is only an audio recording. Chamber staff will use the recording to produce minutes to be considered at the August 25, 2023 Board meeting.

3. Divisions

3.1. Assignment of Divisions, Executive Committee, and Vice Chairs.

- Kathryn Martens went over the Contact Information Sheet for the 23/24 Board of Directors that was included in the Board packet. Three year and one-year terms were reviewed. Term expiration dates for Allyson Gluth (1-year term, expiring 6/2024), Jeff Lord (1-year term, expiring 6/2024) and Chris Slack (filling an unexpired 3-year term, expiring 6/2024) need to be corrected. The remaining Open Seat is for a 1-year term, expiring 6/2024. Ken Pringle’s name should be removed as Ambassadors Division Vice-Chair; Ken is serving as Past Chair and Stacy Mason is serving as Ambassadors Division Vice-Chair for FY 23/24.

- The Chamber’s Organizational Chart was provided and reviewed. All Board members need to be assigned to a division and then support the work of that division. Chair Wheeland asked that all Board members let him know their division choice by August 4.
- 3.2. Finance.** Treasurer Martens and Interim President Volling reviewed the FY 22/23 financial reports, as of June 30, 2023, included in the Board packet: 1) Statement of Financial Position Prev Year Comparison, 2) Statement of Activity Budget Performance, 3) Statement of Activities Current vs Prior, and 4) Statement of Cash Flows.
- The Finance Committee reviewed the reports at its meeting on July 19 and continues to wrestle with how to clearly report the funds being held on behalf of our referral networks as well as financial reports produced on an accrual basis vs cash basis.
 - The Committee did not “approve” these reports and is providing them to the Board for transparency purposes only at this time.
 - The Committee is considering a full audit vs a review for FY 22/23.
 - Priority projects for the Finance Committee for the first quarter of FY 23/24 are to move to cash basis reporting so as to have a better handle on finances and to revise the FY 23/24 Budget so that it is, at a minimum, break even.
- 3.3. Division Reports.**
- Written reports from Member Benefits, Community Services, and Business Development were included in the Board packet.
 - The Members in Motion scramble event is September 20, 8 am-noon, at Hickory Hall. Anyone willing to be a table facilitator should contact Sam Wagner.
 - A written Pride in Crystal Lake Award (PICA) nomination from Cameron Hubbard, Business Development Vice-Chair, was included in the Board packet. **It was moved by Katie O’Neill and seconded by Stacy Mason to approve the PICA for the City of Crystal Lake Public Works Department. Ayes-15; Nays-0; Absent-5. Motion approved.**
- 4. Membership.** Membership reports for July 2023 were included in the Board packet. Interim President Volling reviewed the information and answered questions. **It was moved by Chris Slack and seconded by Stacy Mason to accept the Membership Report as of July 28, 2023. Ayes-15; Nays-0; Absent-5. Motion approved.**
- 5. Chairman’s Report**
- 5.1. Board meeting schedule for 23/24.** Board meetings are normally held on the fourth Friday of each month at 7:30 am, but some of those dates conflict with holidays/spring break (Nov, Dec, March, May) and need to be adjusted. The consensus of those present was that the meetings should stay at 7:30, Friday is the preferred day of the week, and a doodle poll should be used to determine the best date adjustments.
- 5.2. Executive Search discussion.** Mike Wheeland talked with Michele Gill, an Aurora University instructor who advised – 1st step is to know what you are looking for in a President/CEO. Current Search Committee volunteers are Mike Wheeland (Chair), Katie O’Neill, Chris Slack, Grace Todd, and Karen Tobin. If other Board members are interested, please contact Mike Wheeland within the next few weeks.

6. President's Report

6.1. Staff Report.

- We are down two full-time staff positions – Director of Membership and Marketing & Member Engagement Manager. Proposed position descriptions for these two positions plus a part-time Executive Assistant to the President were discussed.
- Interns have helped with workload and office coverage. Sierra worked 9-1, M-F, and is done on Aug 5. Laurie, through McHenry County Workforce Development Program, will work through the end of August; there is a possibility this could be extended three months.

7. Upcoming Events were included in the Board packet. Please support.

- Monday Night Football starts soon. Ken Pringle & Chris Slack stepped up to lead the effort this year.
- Ribbon cuttings – need to see more Board members present – important events for new businesses/members
- Mini Golf – August 14 at Lippold
- CL Block Party - September 17 at CL Brewing

It was moved by Chris Slack and seconded by Sam Wagner to go into Executive Session at 9:17 am. Ayes-15; Nays-0; Absent-5. Motion approved.

It was moved by Lisa Karlov and seconded by Chris Slack to come out of Executive Session at 9:50 am. Ayes-12; Nays-0; Absent-8. Motion approved.

It was moved by Lisa Karlov and seconded by Chris Slack to adjourn at 9:50 am. Ayes-12; Nays-0; Absent-8. Motion approved.