

**Crystal Lake Chamber of Commerce
Board of Directors
Minutes
August 25, 2023
Chamber Boardroom**

Present: Eric Beier, Michael Buchanan, Allyson Gluth, Cameron Hubbard (left @8:42), Leah Jackson, Lisa Karlov (left @8:41), Andrea Marquez, Stacy Mason, Kathryn I. Martens (Secretary), Katie O’Neill, Ken Pringle, Chris Slack, Karen Tobin, Grace Todd, Tim Urban, Samantha Wagner, Mike Wheeland; Ben Volling, Interim President/CEO; Heather Maieritsch, Economic Development Manager, City of Crystal Lake

Absent: Pierre Garcia, Jeff Lord, Randy Smith; Mayor Haig Haleblian

1. Call to Order

1.1. Welcome. The meeting was called to order at 7:30 am by Chair Mike Wheeland.

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

- Dole Ave project will be completed in several phases. The Independence Day Parade route will need to be moved for 2024.
- Roundabouts on Congress Parkway: the one at Exchange is open; construction of the one at Federal to be finished by early October.
- Sidewalk repair work throughout the City is completed for the 2023 season.
- KD Market, a polish grocery, will be opening in the former Joseph’s
- Wendy’s new location (next to Guzman y Gomez at 5459 NW Hwy) will open pre-2024; then Wendy’s will sell its current location (6116 NW Highway)

2. Consent Agenda

2.1. Minutes for the July 7, 2023 and July 28, 2023 Board meetings. It was moved by Stacy Mason and seconded by Cameron Hubbard to approve the minutes of the July 7, 2023 and July 28, 2023 Board meetings. All voted aye, except Lisa Karlov who abstained. Motion carried.

2.2. Minutes for the June 23, 2023 Board meeting. There was 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, there was only an audio recording, and it was not possible to determine who made/seconded motions. Chamber staff used the recording to determine the actions taken at the June 23, 2023 Board meeting. Those actions need to be officially ratified.

It was moved by Samantha Wagner and seconded by Katie O’Neill to ratify the actions taken at the June 23, 2023 Board meeting, including the following

- 1) Approve the minutes of the May 25, 2023 Board meeting**
- 2) Approve the PICA Nomination from the Ambassadors for Brian Coli, Georgios**
- 3) Approve the May 2023 Financial Reports with correction to Current vs Prior financials for Networking Groups**
- 4) Approve the FY 23/24 Budget with condition that a revised budget be presented to the Board at its October 27, 2023 meeting**
- 5) Accept the June membership report**
- 6) Approve the appointment of two Board members:**

- a. **Mike Buchanan, Northwestern Healthcare, for a one-year term, July 1, 2023-June 30, 2024**
 - b. **Allyson Gluth, Home of the Sparrow, for a one-year term, July 1, 2023-June 30, 2024**
- 7) **Approve to stop paying an annual donation to Blue Star Banner Program to maintain compliance with Chamber Bylaws**
- 8) **Approve the new event, Crystal Lake Block Party, on September 17, 2023 at Crystal Lake Brewing**

All voted aye. Motion carried.

3. Divisions

3.1. Approve Vice Chair. It was moved by Ken Pringle and seconded by Lisa Karlov to approve Eric Beier as the Board's Vice-Chair for FY 23/24. All voted aye, except Eric Beier who abstained. Motion carried.

3.2. Assignment of Vice Chair for Community Services Division. Eric Beier was Vice-Chair of this division. Per the Bylaws, the Board Chair selects Division Vice-Chairs. Grace Todd has agreed to serve as Vice-Chair for Community Services for the remainder of FY 23/24.

3.3. Finance.

- **Accrual to Cash Reporting.** Changing from accrual to cash reporting has been discussed by the Finance Committee for a year; this should improve the Board's understanding of the financial position of the Chamber month to month. **It was moved by Kathryn I. Martens and seconded by Samantha Wagner to change from accrual to cash reporting for the monthly financial reports as of October 1, 2023, with retrospective cash basis financial reports for July, August, & September 2023. All voted aye. Motion carried.**
- **Audit versus review and selection of company to perform service.** At the last Board meeting it was reported that the Finance Committee was pursuing costs for an audit for FY 22/23 vs a review. After further consideration, Danielle Morlock, CPA, and interim President/CEO Ben Volling recommended that the Chamber continue with a review for FY 22/23 and consider an audit again for FY 23/24. The consensus of the Board was that, while only a review is required, it is prudent to do a full audit periodically. **It was moved by Kathryn I. Martens and seconded by Tim Urban to contract with Miller Verchota, Inc. to conduct the FY 22/23 review and complete the 990 at a cost of \$4,400. All voted aye. Motion carried.**
- **Networking Group funds.**
 - Per Chamber Policy, Networking Group fund balances will be carried over to the next fiscal year for the group's use. The funds are currently co-mingled with Chamber funds. Setting up a separate checking account for Networking Group funds is recommended. **It was moved by Tim Urban and seconded by Chris Slack to establish a separate checking account for Networking Group funds. All voted aye. Motion carried.**
 - The amount of cash allocated to each Networking Group is part of the puzzle to be solved in the process of moving from accrual to cash reporting. Once the true cash amounts are determined for each networking group, then the information will be brought to the Board for approval of the actual transfer of funds into the new checking account established for the Networking Group funds.

3.4. Accept Year End FY 22/23 and July 2023 Financial Reports.

- The Year End FY 22/23 Financial reports were not accepted at the last meeting due to the questions related to networking group funds. The Board needs to accept that

financial report as it stands, in order for the FY 22/23 review to proceed. **It was moved by Tim Urban and seconded by Mike Buchanan to accept the Year End FY 22/23 Financial reports as of 6/30/23. All voted aye, except Lisa Karlov who abstained. Motion carried.**

- July 2023 Financial Reports. **It was moved by Mike Buchanan and seconded by Eric Beier to accept the July 2023 Financial Reports. All voted aye, except Lisa Karlov who abstained. Motion carried.**

3.5. Division Reports.

- Written reports from the Ambassadors, Finance, Member Benefits, and Community Services divisions were included in the packet.
- Cameron Hubbard, Vice-Chair of Business Development & Support, reported that he has a division with no committees to do the work. Cam, Ben & Mike will be talking.
- Upcoming Events to get on your calendars & support: CL Block Party on September 17, Members in Motion on September 20, EXPO – April 5 & 6, 2024. Today each Board member received 5 Monday Night football tickets to sell.

- 4. Membership.** Membership reports for August 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 Eric Beier to accept the Membership Report as of August 25, 2023, the Membership Retention Report, and the New or Reactivated Members as of 9/1/2023. All voted aye. Motion carried.**

5. Chairman’s Report

5.1. Chair Mike Wheeland reported that he continues to work on identifying a candidate for the vacant one-year term.

5.2. 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 and needed to be adjusted; a doodle poll was conducted. **It was moved by Ken Pringle and seconded by Tim Urban to approve FY 23/24 Board meeting dates as follows: 2023: September 22, October 27, November 17, December 20 and 2024: January 26, February 23, March 19, April 26, May 21, June 28. All voted aye. Motion carried.**

5.3. Executive Search discussion. Hope to start soon.

6. President’s Report

6.1. Staff Report.

- We are down two full-time staff positions – Director of Membership and Marketing & Member Engagement Manager. The Chamber is using Career Plug to recruit for these two positions as well as a part-time Executive Assistant to the President.
- Top priorities for Ben are 1) staffing and 2) finances. Once these two are in order, then he plans to move on to reviewing/revising policies and procedures.

It was moved by Chris Slack and seconded by Katie O’Neill to adjourn at 9:14 am. All voted aye. Motion carried.