

**Crystal Lake Chamber of Commerce
Board of Directors
Minutes
September 22, 2023
Chamber Boardroom & Zoom**

Present: Eric Beier, Michael Buchanan, Pierre Garcia, Allyson Gluth, Cameron Hubbard (zoom, left @8:40), Leah Jackson (left @8:30), Lisa Karlov, Jeff Lord (zoom), Andrea Marquez, Kathryn I. Martens (Secretary), Stacy Mason, Katie O’Neill, Ken Pringle, Chris Slack, Randy Smith, 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: Mayor Haig Haleblan

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:

- Round abouts on Congress Parkway - second one at Federal to open soon
- Water’s Edge development has been approved and work should start in spring
- Kroger (Mariano’s) & Albertson (Jewel) are working on a merger. Mariano’s IL stores will be sold to C&S Wholesale Grocers, LLC
- 95 Crystal Lake Ave. Enclave – housing occupancy in Nov
- 5501 NW Hwy – Wendy’s new location to open by end of 2023
- 6119 NW Hwy – Belle Tire demolished existing building & building new
- Central Park Dr. & Lutter – new light going in
- New broadband, i3broadband, coming to Crystal Lake

2. Consent Agenda

2.1. Minutes for the August 25, 2023 Board meeting. There was discussion about the wording in 3.3, the third bullet, about Networking Group funds. Lisa Karlov proposed this change: “Per Chamber Policy, Networking Group fund *balances will be carried over to the next fiscal year for the group’s use* ~~belong to the various networking groups and not the Chamber.~~ **It was moved by Stacy Mason and seconded by Samantha Wagner to approve the minutes of the August 25, 2023 Board meeting with the proposed change in wording related to Networking Group funds. All voted aye. Motion carried.**

3. Divisions

3.1. Finance. A written report from Finance was included in the Board packet.

3.2. Approve August 2023 Financial Reports. **It was moved by Tim Urban and seconded by Andrea Marquez to accept the FY 23/24 Financial Reports, as of August 31, 2023, included in the Board packet: 1) Statement of Financial Position Prev Year Comparison, 2) Statement of Activity Budget Performance, and 3) Statement of Activities Current vs Prior. All voted aye. Motion carried.** Note: the Statement of Cash Flows was not included in the Board packet from the Finance Manager.

3.3. Division Reports.

- Written reports from the Ambassadors and Young Professionals were included in the Board packet.
- The Members in Motion (MIM) scramble event, September 20, 8 am-noon, at Hickory Hall, was a success with approximately 45 attending. Many attendees were new to the

Chamber/event. At the event, Sam & Stacey, Chairs of MIM, asked for interest in being part of the planning committee for the event; 4-5 people volunteered. Assuming another scramble will be held in spring 2024, Stacy & Sam will train the new volunteers and then step back for fall 2024 event.

- CL Block Party on Sept 17 was a success as well. Entertainment Committee meeting scheduled for next Monday, Sept 25 to do the debriefing. Buss Ford is willing to be a sponsor next year.
- EXPO is scheduled for April 5 & 6, 2024. Please put on your calendars and plan to attend/help.

4. Membership.

4.1. Membership reports for September 2023 were included in the Board packet. Interim President Volling reviewed the information and answered questions.

4.2. Emeritus Membership – Tad Walters. Qualifications include 10+ years as a paying Chamber member, fully retired from their business; a desire to continue to be involved in the Chamber at some level; and subject to Board approval. Tad Walters, ServicePlus Insurance, has been a member since July 1997 and is already an Emeritus Ambassador. Tad requested Emeritus membership. **It was moved by Kathryn I. Martens and seconded by Katie O’Neill to approve Emeritus Membership for Tad Walters. All voted aye. Motion carried.**

4.3. It was moved by Mike Wheeland and seconded by Lisa Karlov to accept the Membership Reports as of September 22, 2023. All voted aye. Motion carried.

5. Chairman’s Report

5.1. 21st Board member. A one-year appointed position is still vacant. Chair Mike Wheeland nominated Ed Dvorak, MCEDC, to fill that position. Board members requested clarification on some questions. The vote was tabled pending further information.

5.2. Executive Search discussion. The Search Committee includes Eric Beier (Chair), Lisa Karlov, Kathryn I. Martens, Katie O’Neill, Chris Slack, Karen Tobin, Grace Todd, Ben Volling. The Committee is completing a prioritizing exercise that will guide the type of candidates chosen to interview. The ad will be posted soon using Career Hub and the Chamber website.

5.3. Org Chart overview. An updated Organizational Chart was distributed and discussed.

6. President’s Report

6.1. Recruiting Updated. Utilizing Career Hub, over 180 responses were received for the three open positions. Screening, interviewing, and hiring are complete. New staff begin October 2: Director of Membership – Jay Hyde; Marketing & Member Engagement Manager – Katie Sinde; and Executive Assistant to the President – Nicole Paoletti.

6.2. Network Group funds to be moved. Postponed.

7. Other Items for Board Consideration. Samantha Wagner announced that she was resigning from the Board effective immediately. Sam & her brother are expanding to a second Minuteman location. [Sam sent an e-mail resignation right after the meeting]. She will no longer serve on the Finance Committee either, but will see the ad hoc Budget Team work through to conclusion.

It was moved by Mike Wheeland and seconded by Katie O’Neill to adjourn at 9:00 am. All voted aye. Motion carried.