**Crystal Lake Chamber of Commerce**

**Board of Directors**

**Minutes**

**November 17, 2023**

**Chamber Boardroom & Zoom**

**Present:** Eric Beier, Michael Buchanan (zoom), Ed Dvorak, Cameron Hubbard, Leah Jackson, 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, Mike Wheeland; Ben Volling, Interim President/CEO; Heather Maieritsch, Economic Development Manager, City of Crystal Lake; Nikki Paolelli, Staff Liaison

**Absent:** Mayor Haig Haleblian, Pierre Garcia, Allyson Gluth, Tim Urban

1. **Call to Order**
   1. **Welcome.** The meeting was called to order at 7:34 am by Chair Mike Wheeland.
   2. **City of Crystal Lake.** Heather Maieritsch provided an update:
      * The concrete and landscape work are done on Dole Avenue between Oak and Rt 14. It will be open to traffic on November 22.
      * Water’s Edge development broke ground and water and sewer work will be starting this winter. Project completion is slated for Spring 2025. The site is 23 acres and is in a TIF (Tax Increment Financing) district. Commercial development is in the front of the property and will be completed first; residential development will follow in the back.
      * A stop light has been installed at Central Park and Lutter between Walmart and Goodwill. It will be activated on November 27.
      * There are two tenants looking to occupy the former Bed Bath and Beyond store. Hoping to announce by the end of December.
      * Woodlore Estates will be expanding towards Rt 176
      * There were questions about the proposed MVA Trucking project near Rt 14 & Sands Rd. Heather is not part of the city group handling the topic and was unable to speak on it. Elizabeth Maxwell at the City is the point of contact.
2. **Consent Agenda**
   1. **Minutes**. **It was moved by Stacy Mason and seconded by Ken Pringle to approve the minutes of the October 27, 2023 Board meeting. All voted aye. Motion carried.**
3. **Divisions**
   1. **Finance.** Due to personnel changes as of November 1, along with the transition to cash accounting, the financial reports are still a work in progress. QuickBooks desktop has been migrated over to QuickBooks online by Danielle (CPA under contract with the Chamber).
   2. **Division Reports**.
      * **Ambassadors -** Ambassador & Board Holiday Party – Will be held at Hickory Hall on December 5th – a flyer with info was in the Board packet.
      * **Member Benefits –** 
        + Chris Slack is reviewing bids for the Annual Golf Outing (June 2024)
        + Leaders in Action (Feb-March 2024) has a strong Committee and planning is moving along; they have their list of speakers.
      * **Community Services –** EXPO will be at Willow Creek on April 5 and 6, 2024. Volunteers are needed for the EXPO Committee. Contact Grace Todd with names of potential volunteers.
4. **Membership** 
   1. Membership reports for September and October 2023 were included in the Board packet. Reports will now be automated through Growth Zone to eliminate manipulation. Interim President Volling reviewed the information and answered questions.
   2. **It was moved by Lisa Karlov and seconded by Katie O’Neill to accept the September and October 2023 Membership Reports. All voted aye. Motion carried.**
5. **Chairman’s Report**
   1. **Removal of Allyson Gluth.** Allyson Gluth is no longer employed by a Chamber member and therefore does not meet the qualifications to serve as a Board Member. This leaves a vacancy in a one-year term expiring 6/30/2024.

**It was moved by Stacy Mason and seconded by Lisa Karlov to adjourn to Executive Session at 8:26 am for the purpose of interviewing final candidates for the President/CEO position. All voted aye. Motion carried.**

The Board took a recess from 8:26-8:49 am

Mike Buchanan and Cameron Hubbard left the meeting. Jeff Lord joined in person at 9:04 am.

The Board came out of Executive Session at 1:41 pm

**It was moved by Kathryn I. Martens and seconded by Katie O’Neill to offer the position of President/CEO to Catherine Peterson at an annual salary of $85,000, with a start date of November 27, 2023, contingent on results of background and reference checks. All voted aye. Motion carried.**

**It was moved by Lisa Karlov and seconded by Chris Slack to adjourn the Board meeting at 1:43 pm. All voted aye. Motion carried.**