

**Crystal Lake Chamber of Commerce
Board of Directors
Minutes
January 26, 2024
Chamber Boardroom & Zoom**

Present: Eric Beier, Michael Buchanan, Ed Dvorak, Pierre Garcia (Zoom), Cameron Hubbard, Leah Jackson, Lisa Karlov, Andrea Marquez, Kathryn I. Martens (Secretary), Stacy Mason, Kaitie O'Neill (arrived @ 7:38), Ken Pringle, Chris Slack, Randy Smith (arrived @ 7:34), Karen Tobin, Grace Todd (Zoom), Mike Wheeland, Heather Maieritsch, Economic Development Manager, City of Crystal Lake; Catherine Peterson, President/CEO; Nikki Paoletti, Staff Liaison

Absent: Jeff Lord, Tim Urban

1. Call to Order

- **Welcome.** The meeting was called to order at 7:30 am by Chair Mike Wheeland.
- **City of Crystal Lake.** Heather Maieritsch provided an update:
 - Work at the Water's Edge is continuing due to warmer weather. They have started securing leases and will let us know when they are able to.
 - The City of CL will be attending the International Council of Shopping Centers Convention in May.
 - The City's newest grocery stores, LaRosita and KD Market, continue to move forward and will open this year.
 - Work on Dole Ave will not be completed by July 4; an alternative parade route is planned.

2. Consent Agenda

- **Minutes.** It was moved by Stacy Mason and seconded by Ken Pringle to approve the minutes of the December 20, 2023 Board meeting. All voted Aye. Motion carried.

3. Divisions

- **Finance.**
 - **Open Invoices as of 12/31/2023.** The Board reviewed the Open Invoices report.
 - **Profit and Loss Statements for November and December 2023.** Treasurer Martens presented the Profit and Loss statements for the months of November and December. November showed a net operating income of \$328.00 and in December a net operating loss of \$16,738.92. There are several reasons for these figures.
 - There are no events in November and December, so no additional income is derived for this revenue stream.
 - Of our five largest memberships, four of them renew in January and February.
 - We also had higher than normal payroll statements in November and December. We had to pay accrued time off benefits for employees who left during this time, and there was overlap in the positions of President and Interim President.
- A motion was made by Lisa Karlov and seconded by Chris Slack to accept the financial reports for November and December 2023 as presented. All Aye. Motion carried.**

• Division Reports

- Leaders in Action starts Feb 7 and runs for 7 weeks. Currently at 20 registrations. Scholarships are still available through the CL Chamber Foundation.
- Community EXPO – Grace reported that the April 6 date is unachievable and there is ongoing

discussion about whether to have the EXPO in May or Oct/Nov. Research is ongoing.

- Community Clean Up - Scheduled for April 20. There is a meeting next week to discuss details, including different sites for garbage collection. Participants will no longer be able to pick up their bags and vests prior to the day of the event. Everyone will meet at the Chamber offices that morning, and no activities (including lunch) will be scheduled after everyone leaves for their assignments.
- Block Party - Scheduled for Sunday, September 15 at Crystal Lake Brewery. There is an active committee and planning is underway.
- Ambassadors - There was discussion about the annual dinner, including maintaining the status quo or making changes to the format. There was consensus that some modifications could be made, such as not having a guest speaker, for the 2024 event but that more significant changes could be incorporated into the 2025 dinner if event planning starts soon.

4. Membership. President Peterson presented the Membership Report for the month of December, noting that there were 8 new members and 5 members who dropped for a net total of 3 new members. Cam Hubbard requested to meet with President Peterson to discuss the format of the membership reports.

It was moved by Stacy Mason and seconded by Katie O'Neill to approve the December 2023 Membership Reports. All voted Aye. Motion carried.

5. Chairperson's Report – Mike Wheeland

- Gave kudos to President Catherine Peterson for the progress being made.
- He spoke about the Crystal Lake Icehouse wanting to host a curling event; the contact has been given to staff.
- There are two open Board seats. Looking for a CPA & someone from the NFP sector. Board members should be thinking about possibilities.
- The Executive Committee, President, Karen Tobin and an HR Attorney from Karen's firm have been dealing with a personnel issue with a past employee.

6. President's Report. Written report included in the packet.

7. Other Items for Board Consideration. None.

8. Upcoming Events. President Peterson spoke about the State of the Community Luncheon and noted there were 227 participants registered to date.

9. Heard Around Town. Ken Pringle let everyone know that there is a Bourbon Tasting at Old Town Hall to benefit the Pioneer Center.

It was moved by Mike Wheeland and seconded by Katie O'Neill to adjourn the Board meeting at 8:56 am. All voted Aye. Motion carried.