

**Crystal Lake Chamber of Commerce
Board of Directors
Minutes
March 19, 2024
Chamber Boardroom & Zoom**

Present: Michael Buchanan, Pierre Garcia (Zoom), Cameron Hubbard (Zoom), Leah Jackson, Lisa Karlov (arrived at 7:38), Jeff Lord (Zoom @ 8:37), Andrea Marquez, Kathryn I. Martens (Secretary), Katie O’Neill, Ken Pringle, Chris Slack, Karen Tobin, Tim Urban, Heather Maieritsch, Economic Development Manager, City of Crystal Lake; Catherine Peterson, President/CEO; Nikki Paoelli, Staff Liaison
Absent: Eric Beier, Stacy Mason, Randy Smith, Grace Todd, Mike Wheeland

1. Call to Order

1.1. Welcome. The meeting was called to order at 7:34 by Past Chair Ken Pringle.

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

- Clover Communities on Rt. 176 and Terra Cotta is starting to be built. It will be an age-restricted community to allow Crystal Lake residents to age in place.
- Redwood residential development (rentals) behind Walmart is also under construction.
- Water’s Edge – The salon and driving school in the last standing building have moved to new locations. Jimmy Johns is looking for a new location. Water and sewer are being installed.
- Orange Theory – They have the lease but are not sure when opening.

2. Consent Agenda

2.1. Minutes. It was moved by Tim Urban and seconded by Katie O’Neill to approve the minutes of the February 23, 2024 Board meeting. All voted Aye. Motion carried.

3. Divisions

3.1. Finance.

- **Financial Reports** – the Board reviewed: Balance Sheet as of 2/29/24/ P&L for February 2024 and YTD 7/23-2/24, Bills & Applied Payments for February 2024, and Open Invoices as of 2/29/24.
- **Open Invoices as of 2/29/2024.** The Board reviewed the Open Invoices report. Tim Urban asked what the process is for following up with members to pay. President Peterson stated that staff is emailing invoices and calling specific members to inquire about payment.
- **Profit and Loss Statements.** Treasurer Martens presented the Profit and Loss statements for the month of February 2024, which showed a net operating income of \$5,645.23.
- Lisa Karlov asked about the financial reports for the Networking Groups and noted the request had been made during the past three months. President Peterson reported that this work is still on the TO DO list as focus has been on developing the FY 24/25 budget proposal. The Board expects to receive financial reports for the Networking Groups at the April Board meeting.

A motion was made by Chris Slack and seconded by Tim Urban to accept the financial reports for February 2024 as presented, noting that there was an outstanding request for the Networking Groups Bank. All Aye. Motion carried.

3.2. PICA Nomination

- The written nomination submitted by Young Professionals was inadvertently omitted from the packet and will be considered at the April Board meeting.

3.3 Division Reports

- **Ambassadors**
 - Annual Dinner is May 23 at the Crystal Lake Country Club.
 - The *Meet & Greet the Staff* event at Hickory Hall on March 7 was a resounding success.
- **Community Services**
 - Community Clean Up is April 20. There are 5 lunch sponsors. Ken Pringle encouraged the Board to patronize these restaurants after the event.
- **Member Benefits**
 - The Annual Golf Outing will be at Bull Valley Country Club on June 24.
 - Golf League starts on May 2 and ends September 26

3.4 Nominating Committee. The Chair of the Nominating Committee, Ken Pringle, presented the recommendations from the Nominating Committee for new Board members as of 7/1/24 as follows:

Elected Directors – 3-year terms, ending 6/30/27: Eric Beier, Ken Pringle, Chris Slack

Appointed Directors – 1-year terms, ending 6/30/25: Gary Bonick (24/25 Ambassador Chair), Mike Buchanan, Dawn Kincaid, Stacy Mason, Tim Urban

All Ayes. Motion carried.

Per the Chamber Bylaws, the nominees for the 3-year elected positions will be sent to the General Membership for voting in May 2024. Staff will handle this process.

4. Membership. President Peterson presented the Membership Report for the month of February.

It was moved by Lisa Karlov and seconded by Chris Slack to accept the February 2024 Membership Reports. All voted Aye. Motion carried.

5. Chairperson's Report – None

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

7. Other Items for Board Consideration. Past Chair Ken Pringle shared a recommendation from the Executive Committee that the Board of Directors begin to consider whether it is appropriate to decrease the number of size of directors serving on the Board of Directors; current Bylaws include 15 elected Directors (3-year terms) and 6 appointed (1-year terms). He presented statistics about the size of boards at other chambers and nonprofit organizations. Discussion ensued, and there was general consensus that it was appropriate to further consider decreasing the size of the board through attrition. No specific plan or timeline was presented or agreed upon.

Networking Groups. Discussion erupted related to Board seats and YPs and WEW and the future. Leah Jackson volunteered to set-up a meeting with President Peterson and others for more focused discussions on this topic.

- 8. Upcoming Events.** Community Clean Up is scheduled for Saturday, April 20 beginning at 8:30 am. The Annual Dinner is May 23, 5:30-8 pm at Crystal Lake Country Club. The Annual Golf Outing is June 24 at Bull Valley.
- 9. Heard Around Town** – positive feedback on new Chamber staff.
- 10. It was moved by Kathryn I. Martens and seconded by Andrea Marquez to adjourn the Board meeting at 9:00 am. All voted Aye. Motion carried.**