

**The Illinois Club
Board Meeting
August 25, 2014**

The Illinois Club Board met at 7 p.m. on Monday, August 25, 2014 at the home of President Sarah Wisseman. Attending were Sarah Wisseman, Mike Haney, Ann Campbell, Ann Long, Kathy Valdes, Julia Schmidt, Pat Thiessen, Anne Anderson, Marguerite Maguire, Pat Davis, Carol Bunick and Sandy Camargo.

Prior to the meeting President Sarah Wisseman distributed several documents via email. These were minutes of the last meeting, meeting agenda, a list of Board members with titles and email addresses, TIC Board Timeline for planning purposes, and an internal document-in-progress about Board Member Responsibilities.

The meeting was called to order by President Sarah Wisseman. Those present introduced themselves. Minutes of the last meeting on May 14 were approved. TIC timeline was adjusted.

REPORTS

President: Sarah encouraged officers to continue sending her outlines of their responsibilities. Officers can put documents into TIC Drop Box. Sarah will set up PayPal for each upcoming club event.

Treasurer: Pat Thiessen passed around draft copies of the FY13-14 Treasurer's Report and 14-15 Budget. As of July 1, 2014, the Busey Bank account balance was \$20,196.69 and the University account balance was \$1,194. Pat is searching for the 2012-13 Treasurer's binder which may be in the hands of Mary Jo's family. The Board discussed various aspects of the incomplete reports and offered suggestions. The fiscal yearend report is incomplete due to outstanding bills, and the new budget will depend on its completion.

Meeting Manager: Anne Anderson announced that the Fall Expo will be held at the Hilton Garden Inn on September 8 from 4-6, with sign up for interest groups available. The Holiday Party will be at the President's House on December 10 from 4-6, and suggestions for entertainment were welcomed. The Scholarship Brunch will be held on March 7, possibly at the

Illini Union or Hawthorne Suites, and the Spring Luncheon will be held on May 14, place to be determined.

Newcomers: Pat Davis reported that Newcomers' events were scheduled for the Research Park summer concert and Allerton, but no newcomers came. However, the club members present enjoyed themselves. A wine and cheese party is scheduled at Kathy Marshak's house. A tour of the U of I pollinarium may be planned for October. Future events include a tour of Prairie Fruits farm and the Station Theater, both in the spring. Volunteer mentors will be paired with newcomers for the year.

Tours: Kathy Valdes announced an architectural tour of Springfield with lunch on October 9, which will be advertised in the upcoming newsletter for \$53 for members and \$58 for non-members. There is no PayPal option for this tour since the club cannot handle two PayPal items at the same time, and we are currently using PayPal for membership/dues. A tour of the U of I Sousa museum, with an emphasis on a WWI exhibit from the Smithsonian, is planned for April 17, with the option of meeting at Houlihan's for cocktails afterward. Details will appear in the newsletter.

Interest Groups: Carl Alstetter was not present. He should remind all Interest Group chairs to be present with information at the upcoming Fall Expo. A new interest group, "CU4Dinner," will meet this year on second Fridays.

Corresponding Secretary: Marcy Joncich was not present.

Membership: Sandy Camargo reported that TIC has 186 members, 49 of whom (25%) are couples. There have been 32 newcomers in the 2012-14 period. Two newcomers, Colette Ramage and Ada Murray, do not have U of I affiliation, and the Board voted them in as new members.

Newsletter: Ann Campbell said the newsletter is at the printer, and will be mailed to members this week. It will also be on TIC website, and copies will be available at the Fall Expo.

Scholarship: Susan Haney was not present, but sent a written report. There are 9 members on the Scholarship committee for the upcoming year. The improved 2014 application form and descriptive document are nearly ready for posting on TIC website. The amount of money for scholarships is to be

determined. Publicity will follow. The Scholarship sales report will also be forthcoming in the near future. There is a large quantity of note cards on hand.

2013 Big Ten Conference: In September Susan also plans to finish the final reports for the conference and mail them to the delegates who attended.

Publicity: Carol Bunick is planning only free publicity this year.

Webmaster: Tell Mike Haney if any additions or changes are needed to the website.

NEW BUSINESS

A discussion of the incomplete FY financial report took place. Delays in submitting bills for reimbursement mean that the report cannot be completed in a timely manner, and the new budget based on the previous FY figures also cannot be completed. As a result of the discussion, a new expense and reimbursement policy was formulated by the Board and voted upon favorably. It follows:

EXPENSE AND REIMBURSEMENT POLICY (*approved by the TIC Board Aug 25, 2014*)

No purchase will be made by any Member on behalf of the Club above \$1,000 unless a) The purchase item is included in a specific line item in the Budget, or b) it has prior approval from the Board.

Purchase Documentation forms are due **within 60 days** of the expense and **not later than 15 days after the end of the fiscal year** (Fiscal year ends on June 30) with receipts. Expense reports not submitted within 60 days of the date of expense may be paid only if submitted with a written explanation for the late submission of the report. The Treasurer must approve late reimbursement requests. The Purchase Documentation form must have an appropriate level of detail to show that the expenses are reasonable and appropriate and that the reimbursement request was handled in a timely manner. The form must be filled out completely, signed and dated.

Discussion of a new website was postponed. It was suggested that TIC hire someone to create a new site.

NEXT BOARD MEETING will be held at Linda Lopez's home on Monday, November 10 at 7 p.m.

Respectfully submitted,
Marguerite Maguire
Recording Secretary

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