

## **The Illinois Club Board Meeting Minutes, May 21, 2019**

The Illinois Club Board met at 5:30 PM for an incoming/outgoing board social gathering on Tuesday, May 21, 2019, at Helen Valentine's home. The business meeting was called to order at 6:03 PM. Attending were Sandy Camargo, Ann Campbell, Lori Choquette, Carrol Finnegan-Bunick, Sharon Grogan, Janice Hiland, Mary Hodson, Cathy Jackson, Keith Jarosinski, Libby Johnston, Debra Karplus, Sheila Krein, Jane Myers, Donna Offenbecher, Allan Penwell, Judith Robinson, Julia Schmidt, Helen Valentine, and Kathy Valdés.

### **Outgoing Board Reports**

#### **President, Kathy Valdés**

Kathy called the meeting to order and welcomed the incoming and outgoing boards. She announced that the prior minutes from the March meeting were approved via e-mail.

#### **Vice President, reported by Helen Valentine**

The Vice Presidents had nothing to report.

#### **Meetings and Events, reported by Jan Hiland**

The final event of the 2018 – 2019 season was the Spring Luncheon held at The Hyatt Place Hotel in downtown Champaign on Saturday May 4, 2019. Dr. Samantha Sanders, Director of the Wildlife Veterinary Clinic was the featured speaker and gave a wonderful presentation on African Penguins.

We anticipated 60 participants based on last year's attendance of 56. Fortunately, the hotel and the caterer allowed us to drop our guaranteed guest number from 60 to 39 just two weeks before the event, so we were NOT left owing a large bill for the event. Attendance at the event was a very disappointing 39 registered participants. We had two members who claimed to have registered, but for whom no registration had been received. We also had 2 members who didn't join us for lunch but came for the program. The hotel invoice was just over \$806.

Complaints heard about the event that may have impeded higher attendance: the event was on a Saturday and the event was held in downtown Champaign; some members do not drive downtown.

Complaints heard at the event: the caterer used disposable plates, cups, tableware with no way to recycle. There was no vegetarian sandwich option. Some dishes ran out before all were served.

Suggestions for meeting events team to consider.

- Hold the event away from downtown Champaign.
- Reconsider the suggestion of holding the event on a Saturday
- Be sure to offer a vegetarian entrée option.

- Discuss recycling issues with caterer before the event.

Recommendation for Board Consideration: Board members should make every effort to put the event dates on their calendars to assure full Board representation at the event.

### **Treasurer and Budget, reported by Allan Penwell**

No report was prepared for this meeting as the final report for the year will be created on June 30. Financials are within appropriate boundaries; we are expecting a loss of around \$1,000 as planned for in our 2018-2019 budget.

### **Scholarships, reported by Sandy Camargo**

Nothing to report until the next meeting in August when Advancement will tell us how much money we will have available to offer next year.

### **Membership, reported by Judith Robinson**

No changes in membership as of the last meeting. Judith and Kathleen will begin processing membership renewals for 2019-2020. Attracting new members continues to be a concern.

### **Newcomers, reported by Sharon Grogan**

The Riggs Brewery Newcomers Event went very well. Attendees enjoyed the tour and sampling.

### **Interest Groups, reported by Julia Schmidt**

Superstar Reads has decided to disband, French may be disbanding also. A few of the groups, such as Bridge, are struggling with low attendance and participation;

Julia is collecting end-of-year reports from the Interest Group Chairs. She simplified the form this year to gather all the necessary information on a single page. She will pull together information on the groups to send out in the next mailing.

### **Tours**

No report. There were two tours since the last meeting, the tour of the National Museum of Ship Models and Sea History in Sadorus and the tour of the Wildlife Clinic.

### **Communications, reported by Libby Johnston**

Communications had it's transition meeting April 27 at Libby Johnston's house to discuss and work on changes in communications for the new year. Chris Lyke, Sheila Krein, Helen Valentine, Kathy Valdés, Ann Campbell and Libby participated.

## **Corresponding Secretary**

No report.

## **Webmaster, submitted by Mike Haney and reported by Kathy Valdés**

Nothing to report. Mike would like to continue to have requests for updates go through Communications.

## **Old Business, reported by Kathy Valdés**

The Illinois Club will be participating in the Big Ten Conference in Bloomington, Indiana in June. Kathy will be giving a presentation on our club's challenges to stimulate discussions with other attendees. Our challenges include membership recruitment and retention, volunteer recruitment, keeping events interesting and affordable, and issues with communications. Kathy Valdés, Linda Lopez, and Lori Choquette will be representing The Illinois Club.

## **New Business, Presented by Helen Valentine**

Kathy Valdés concluded the outgoing board portion of the meeting and passed the gavel to Helen Valentine to discuss new business with the incoming board. Outgoing board members were invited to stay or depart at this juncture.

## **Board Resources, Presented by Ann Campbell, Kathy Valdes, and Helen Valentine**

Ann explained the different club email lists for all members and the email aliases for board members. Ann and Kathy also explained the TIC Dropbox with folders for different board members. Ann will be sending out invitations to board members to provide access to their associated folders in Dropbox. Kathy also mentioned the information that can be found on the club website, including the club calendar and past E News, mailings, meeting agendas, and minutes.

There was discussion about phishing attempts. Board members were reminded to not reply to any suspicious emails and to not respond to requests for such things as gift cards or funds, even if the pleas sound reasonable. The best course of action, if there is any question as to the validity of the email, is to forward the email to the board member's email alias or known email address and ask before taking any action. Board members' names, position titles, and email aliases have been posted on the website. In order to reduce the risk of phishing attempts, Ann is going to replace email aliases with an online contact us request form. Ann will receive all contact requests and forward them to the appropriate board member.

## **Communications, reported by Sheila Krein and Helen Valentine**

Helen Valentine explained the new schedule for doing the weekly E News; it will be once a month in the summer and every other week the rest of the year. Sheila requested that all news and updates be submitted to Communications the Wednesday before the E News is sent on

Saturday. Submissions for the first mailing in August should be in by August 1. The first mailing will have information about interest groups and hopefully will have at least the dates for the year's events and tours if not the specific venues and details.

There was some concern about the frequency of emails, but Helen can send out special targeted communications through Mailchimp for urgent business. It was also mentioned that most interest group chairs communicate directly with their interest group with their own emails.

### **Meetings and Events, reported by Donna Offenbecher and Jane Myers**

Donna and Jane discussed some of the options for upcoming events. Discussion was held about various options and the board provided feedback. Generally, the board seemed to favor a casual venue for the Fall Expo, such as Riggs or Tryptych, to attract some younger people. There was some concern about the option of having the Holiday Party at Krannert. Donna will be investigating some of the other options discussed at the meeting.

### **Future Board Meetings**

Board Meetings are planned for Wednesdays at 5:00 PM on August 28, November 13, January 22, and March 4. Location TBD. The date, time, and location of the incoming/outgoing board meeting for next spring will be announced at a later date.

Motion to adjourn the meeting was made by Kathy Valdés. Meeting was adjourned at 7:50 PM. Notes on meeting were taken by Debra Karplus.

Respectfully submitted,  
Kathy Valdés, Past President