

## **The Illinois Club Board Meeting Minutes, May 7, 2020**

The Illinois Club Board met on Zoom teleconference at 12 PM, Thursday, May 7, 2020, The meeting was called to order by Helen Valentine, President, at 12PM. Attending were Pat Cardenas (Tours), Sandy Camargo (Scholarships), Ann Campbell (Asst. Webmaster), Lori Choquette (Reservations Manager), Carrol Finnigan-Bunick (Interest Groups), Mike Haney (Webmaster), Jenny Kim (Incoming Assistant Treasurer), Sheila Krein (Communications), Ann Long (Recording Secretary, Incoming Interest Groups), Linda Lopez (Meeting Manager, Incoming President), Chris Lyke (Communications), Jane Myers (Meeting Manager), Judith Robinson (Membership), Barbara Schleicher (Incoming Interest Groups), Julia Schmidt (Interest Groups, Incoming Recording Secretary), Kathy Valdes (Past President) and Helen Valentine (President).

### **Board Reports**

#### **President's Report**

Helen Valentine called the meeting to order and welcomed the Incoming and Outgoing Boards. The Minutes from March 28, 2020 Board Meeting were accepted. Helen outlined the responsibilities of the President:

Read TIC constitution found on website/Board tab/link under list of Board Members  
Prepare ENews message from President  
Prepare Website message from President  
Schedule and run regular Board Meetings (Aug/Nov/Jan/Mar)  
Schedule transition meeting in May  
Appoint nominating committee  
Run annual business meeting held in Spring (Scholarship Brunch) for Election of New Board members  
Passing of gavel usually occurs at late Spring meeting (Spring Event). This was cancelled this year as a result of Covid 19, so the gavel was passed today.

#### **Meetings/Events**

The Spring Happy Hour at the Urbana Country Club was canceled.  
Plans for future events will be revisited in Mid-June when the situation at the university will hopefully be clearer.

#### **Treasurer's Report**

With very little activity left in this fiscal year, the April reports will pretty much reflect how our year-end will wind up. It doesn't make much sense to budget for next year until we know what events will take place due to the pandemic.

The Illinois Club Balance Sheet as of April 30, 2020

## Balance Sheet

As of April 30, 2020

	Apr 30, 20	Apr 30, 19
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
Busey Bank	17,475.26	17,342.95
PayPal Acct	85.88	1,070.15
University Account	111.08	567.21
<b>Total Checking/Savings</b>	17,672.22	18,980.31
<b>Total Current Assets</b>	17,672.22	18,980.31
<b>Other Assets</b>	0.00	75.00
<b>TOTAL ASSETS</b>	<b>17,672.22</b>	<b>19,055.31</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
Prepaid Dues	0.00	90.38
<b>Total Other Current Liabilities</b>	0.00	90.38
<b>Total Current Liabilities</b>	0.00	90.38
<b>Total Liabilities</b>	0.00	90.38
<b>Equity</b>	17,672.22	18,964.93
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>17,672.22</b>	<b>19,055.31</b>

### Scholarship Report

Sandy, Joyce and Kathy will work on the precise descriptions for the new academically labeled awards over the summer. The next meeting of the committee will be in August when Advancement will tell us how much money we will have available to offer next year.

### Membership

The Illinois Club Membership year runs from July 1-June 30. Typically, a membership form and call for renewal is mailed out with the announcement of the Spring Event. This did not happen in 2020. In the past few years about a third of our members renew in response to this mailing. The second flurry of renewals comes with the Fall Expo. These two renewal periods have resulted in a small but increasing number of duplicate renewals which require considerable communication back and forth and some, now resolved issues, as to whether we could offer members the option of donating their "second" renewal to the scholarship fund. A smaller number of renewals come in the late Fall from Interest Group generated reminders that membership in TIC is required to continue with the Interest Group.

Membership renewal is somewhat complicated by the fact that people continue to receive emails from TIC whether they are members or not. As a result, some people think they are members when they are not. For 2020-21 we propose that our Membership renewal campaign be focused on the Fall. If we have a Fall Expo, we propose that the membership form be mailed to 2019-20 members with the event invitation. We

also propose that this mailing include information on how TIC will function in response to governmental guidelines and individual concerns about health, and a special plea from the President to renew, to get us through this difficult time. If we do not have a Fall Expo, we propose sending the membership form, plan, and plea for support after Labor Day. Once response to this mailing dies down, we propose an email with membership form to those 2019-20 members who have not yet renewed.

We will have to wait to plan until the restrictions as a result of Covid 19 are clear, but it seems unlikely there will be a Fall Expo.

### **Interest Groups**

Julia has sent out requests for end-of-year reports from the Interest Group Coordinators which will be sent to Ann Long. It is unlikely that there will be a Fall Expo and the idea of having a Zoom Expo where Interest Group Coordinators will describe the activities the Interest group was suggested. This will be finalized later.

### **Tours**

No report as Tours were canceled and hope to be rescheduled in the Fall.

### **Communications**

The bi-weekly E News has gone out every other Saturday morning.

This week's E news will be late. It will be sent it out after our Board meeting today and it will include a message from the President, which will include some of our Board meeting decisions.

Responsibilities of the Communications Team are to:

- \* Update the Google calendar on the club webpage
- \* Produce the E News bi-weekly during the academic year and monthly in the summer, and post on club webpage - this is a change from last year when the E News was produced weekly during the academic year
- \* Produce quarterly newsletters focused on the all-club events - there was not a spring newsletter since the Spring event was cancelled
- \* Publicize fall expo/open house
- \* Produce publicity for tours and events for the webmaster to post on club webpage
- \* Keep webpage updated by directing webmaster to make changes, e.g., interest group descriptions and calendar in table form, announcements
- \* Oversee budget for communications with Treasurer: newsletter printing and directory printing and mailing costs.

Some of the challenges of the responsibilities were discussed. It was decided that the President, VP, Communications and a few others would meet on May 11 to discuss possible changes going forward.

A mailed newsletter will be sent in midsummer to advertise the Fall Expo and introduce the New Board.

### **Corresponding Secretary**

No report.

## Assistant Webmaster and Email Manager Report

### Email list management

1. **Email aliases** for "position"@[theillinoisclub.org](http://theillinoisclub.org) are updated at the beginning of May with 2020-21 office holders. The All Board Members address is [TIC-Board@theillinoisclub.org](mailto:TIC-Board@theillinoisclub.org). Both old and new board members will receive [TIC-Board@theillinoisclub.org](mailto:TIC-Board@theillinoisclub.org) during the transition period. Email aliases forward to the office holders' personal email address. The benefit is that there is no need to publish anyone's personal email for the world to see. Please note that when you reply it will be from your personal email address NOT the alias address.

Aliases are set up in Go Daddy which is the host of our website and our domain name. The account is managed by us - Roy and Ann Campbell.

2. The **email list for e-news** recipients using MailChimp is updated by me as new members join. The Membership chairman sends me or [lists@theillinoisclub.org](mailto:lists@theillinoisclub.org) the new members' email addresses. The e-news email list also includes former and lapsed members. It would be possible to create an email list from the database of only current members. Board can let me know if that is desirable.

3. We can always recreate an email list from the **club database** which is accessible through the website for selected board members. Webmaster Mike Haney manages the access to the database. President, Membership, Reservations, Meeting Manager, webmaster all have access.

4. **IMPORTANT WARNING** – be aware of email coming to your alias from someone you don't know, or it may appear to be from someone you know. Occasionally bad actors attempt phishing attempts by addressing one of our club emails. They might appear quite plausible and appear to be from another club member. Please always double check the header to ensure it is coming from the address you expect. If in doubt contact me, the president, the treasurer, or others in the communications team. Never engage in conversation with them or make any decisions or commitments on behalf of the club, especially of a financial nature.

### Webmaster

There will be changes to update the Website and the membership form will be updated for the current year.

### Future Board Meetings

TBD

The meeting adjourned at 1:20PM.

Respectfully submitted,  
Ann Long  
Recording Secretary