

# **MCIGS Board Meeting Minutes**

Thursday, March 17, 2022

Cary Area Public Library

**Present:** Tami Allred, Sue Durbin, Nancy Gaynor, Mike Reall, Laurie Stage, Ann Wells, Bill Wheeler

**Absent:** Jan Polep

Meeting called to order by Laurie at 7:08 p.m.

## **SOCIETY GOVERNANCE**

- Approval of minutes from February 17, 2022:
  1. Minutes were not approved due to not completed
- Financial Update:
  1. Tami is working on 2021 tax return. She needs answers to some questions regarding board member dues, donations, and estimating Arlene Basten's volunteer hours before she can finish.
  2. Ann asked Tami if it is possible to break out conference costs. Tami agreed if she is advised of various costs.
- April 17<sup>th</sup> meeting cannot be held at the Cary Area Public Library. Laurie will check availability of venue in Crystal Lake to hold the meeting in.

## **SOCIETY BUSINESS**

**New Business:** Nothing to report

### **Previous Business:**

- Review and update of Board Manual
  - a. Per Bill the Board Manual is a work in progress
- Member "Spot Light" in Newsletter
  - a. Only Nancy and Laurie submitted questions
  - b. The remaining board members are responsible to submit a few questions to Laurie
  - c. Questions will be sent to the membership asking them to respond for the opportunity to be highlighted in the newsletter
- Inventory Spreadsheet:
  - a. Next step is go to storage unit to take inventory
  - b. Goal is to complete this task by the end of August
- Long-Range Planning Meeting
  - a. May 7, 2022, at 10:00 A.M. - Put this date on your calendar
- Website:
  - a. "Thank You, Mike" for putting the scholarships on the web site

- President's Plaque
  - a. Past President's will receive life membership in the society
  - b. Bill will create the certificate that will be printed on heavy stock paper
  - c. Laurie will write the letter to be sent with the certificate
  - d. Ann will take the steps to have the plaque created
  - e. Goal is to have this completed by the April meeting on April 21<sup>st</sup>
- General Meeting MC (Update)
  - a. Nancy will MC the April meeting with Bill as Tech Support
  - b. Mike will MC the May meeting with Bill as Tech Support
- Society Marketing
  - a. Bill is working on this project
  - b. Opportunity for MCGIS to receive a free booth and free registration for 2 promotions if we submit proof that we promoted the Jamboree being held in California Aug 19-27.
    - i. This can be done in the April newsletter (Laurie will submit article to Ann by Sunday, March 20<sup>th</sup>)
    - ii. Other vehicles to promote Jamboree are the event calendar and Facebook.
  - c. Other marketing opportunities are Northwest Herald's community section, local libraries, and Suburban Woman's News
- Microsoft 365 training is scheduled for
  - a. Sunday, March 27<sup>th</sup> at 2:00 p.m. for board members needing assistance.
  - b. Cary Area Public Library is the proposed location, but needs to be confirmed

### Committee Updates

Programs	Jan had nothing new to report. The board is impressed with how Jan handled the cancellation of the March speaker and finding a replacement at the last minute. KUDO'S to you Jan!
Membership	<ol style="list-style-type: none"> <li>1. The question was asked, "When do we start cranking up communicating to members about the conference?"</li> <li>2. It was decided to create 25 free MCGIS membership certificates per year. Each board member can request a certificate to be used as a door-prize at events they hold until the supply is exhausted.</li> </ol>
Website	Scholarship information is on the website. We will announce the winner on the site and information will be given to Ann to put in the newsletter
Library	Nancy met with Tom, McHenry Public Library. Discussion taking place on: <ol style="list-style-type: none"> <li>1. What MCGIS can do to help promote the collection</li> <li>2. Activities in McHenry County to promote MCGIS</li> <li>3. Developing a guest book for those using the room in McHenry</li> </ol>
Early Settlers	Claudia had nothing new to report
Newsletter	Ann requested all items for the newsletter be in by Sunday, March 20 <sup>th</sup> .
Conference	March 19 <sup>th</sup> at 1:00 p.m. is the date to stuff envelopes
Volunteers	This is being tabled. We will seek volunteers on a one-on-one basis
Scholarship	Laurie has communicated with schools. MCGIS web site is promoting the scholarship.

- **Future Planning**

1. April 17<sup>th</sup> meeting in Crystal Lake
2. Member "Spot-Light"
3. Storage unit to take inventory
4. President's plaque
5. Marketing
  - a. Jamboree
  - b. Newspapers / Social Media

**ADJORNMENT**

Laurie motioned to close the meeting. Bill seconded the motion. The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Sue Durbin  
Recording Secretary