



MCIGS Board Meeting Minutes
18 November 2021
Cary Area Public Library

Present: Tami Allred, Claudia Conroy, Nancy Gaynor, Mike Reall, Laurie Stage and Bill Wheeler.

Absent: Jan Polep, Ann Wells

Laurie called the meeting to order at 7:01 PM.

SOCIETY GOVERNANCE

- Approval of 16 October 2021 Minutes: Bill moved and Nancy seconded to approve the minutes. Minutes were approved as written.
- Financial Update:
 - Financial documents have been submitted and are posted on the shared drive.
 - Tami reported that the \$5,000 grant didn't go back into savings as that pays only 0.01% interest. That money was deposited into the checking account as we are charged a fee of \$15 if our balance goes below \$2,500. Tami will need to submit a report to the State of Illinois as to how we used that grant money. She will report that it went towards speaker fees, the scholarship, and zoom.
 - Tami will put together a draft budget for 2022 based on this year's finances taking into account that our conference didn't get the income as budgeted, storage fees are higher as we have a second unit, and our insurance is higher. Tami will send out the draft to board members for comments and approval.
 - We have upcoming bills for 3 months of Facebook ads and \$179 for logo design.

SOCIETY BUSINESS

- New Business
 - Marketing for Programs:
 - New logo has been designed with great thanks to Bill. Eventually we will need new stationary.
 - Brand Guide: Bill will work on this over the holidays.
 - General Meeting MC:
 - Schedule for the next few months is set.
 - Bill and Mike will share tech support. It was suggested that the MC should touch base with the tech person ahead of time as needed.
 - MC should tell the speaker that we need just a few minutes prior to the program to conduct society business.
 - Volunteer Recognition Dinner:
 - Laurie has reserved Jameson's for a board member/volunteer dinner for 16 December at 6:30 PM. We will be seated in the private room there.
 - Claudia will make volunteer recognition certificates to be awarded to Vicki, Kate Mills and the newsletter proofreader. Claudia will contact Ann about the information about the proofreader.
 - Procedure for Memorials: Ann formulated a procedure based on what we have been doing. Laurie will send it out to all board members. We will discuss this at the long-range planning meeting not yet scheduled.
 - Election:
 - Online election has been completed with slate approved. See separate minutes.

- Sue Durbin has asked to be considered for recording secretary. Laurie will contact her to make sure she is available on our meeting nights.
 - Presidents' Plaque: Tami will investigate a new type of plaque after the holidays.
 - Additional Tasks Needing Attention:
 - Snail mail: Claudia will give her key to the PO Box to Nancy. Currently, Tami and Ann also have keys.
 - Mike and Bill will monitor the mcigs@mcigs.org email account once Claudia finishes her term, end of December. Once Microsoft 365 is set up rules can be made to eliminate having to deal with junk mail.
 - Google Voice Mail: to be deleted. Bill will take care of deleting that and the number will be deleted from the website and other places where it is listed.
 - Storage Unit Keys: Claudia will give her set of keys to Tami. Laurie and Nancy have keys as well.
 - Member Access Section: People who have access now who shouldn't will be deleted once we go to Microsoft 365.
- Previous Business
 - Marketing for Programs:
 - Social Media: Laurie contacted the Northwest Herald to have our programs listed. There is no guarantee the newspaper will add them. Laurie asked board members to submit a short blurb to be posted on the Algonquin Township sign on Route 14 in Cary.
 - Surveys: Delete from agenda.
 - Microsoft 365 Implementation:
 - Bill will work on this over the holidays.
 - The training focusing on email and logons will be held on December 4th from 3-5 PM.
 - Volunteer Committee Chairperson: Laurie will tell Sue Durbin that this needs to be on the back burner for now but Sue could put together a draft of a job description for discussion at a later date since getting volunteers will continue to be difficult with meetings only on zoom.
 - Library book insurance: Keeping our insurance as is so this issue is resolved.
 - Passwords Manager: on hold for now.
- Committee Updates
 - Programs: See Jan's submitted report.
 - Membership: We have received many membership renewals.
 - Website: Mike asked that if anyone sees something on the website that needs to be changed to please let him know.
 - Library: Nancy is waiting to hear from Arlyn Booth about the price for the 1903 McHenry County History book that the McHenry County Historical Society no longer needs. We could purchase this as a memorial for Alice Wagner. Nancy will email board members with the cost. The book could be rebound if necessary.
 - Early Settlers: nothing to report
 - Newsletter: Deadline for submissions are 21 November and 19 December.

- Conference:
 - Fees will be the same as last year – free for members and \$25 for non-members.
 - Registration will close 48 hours prior to the conference.
 - Speakers and topics are set as previously planned for the 2020 conference.
 - Door prizes will be simplified.
 - Next meeting will be Saturday, 18 December at 10 AM via Zoom.
- Volunteers: see earlier discussion

ADJOURNMENT

Bill moved and Tami seconded to adjourn. The meeting was adjourned at 8:22 PM.

Respectfully submitted,
Claudia Conroy, recording secretary