



MCIGS Board Meeting Minutes

21 October 2021

Cary Area Public Library

Present: Claudia Conroy, Nancy Gaynor, Jan Polep, Mike Reall, Laurie Stage, Ann Wells, and Bill Wheeler via zoom.

Absent: Tami Allred

Resigned: David Stumpf

Laurie called the meeting to order at 7:09 PM.

SOCIETY GOVERNANCE

- Approval of 16 September 2021 Minutes: Nancy moved and Mike seconded to approve the minutes. Minutes were approved as written.
- Financial Update:
 - Financial documents have been submitted.
 - Tami reported that we have received \$5,000 from the Illinois Humanities Grant.
 - Ann questioned if the money taken from savings for the 2021 conference speakers has been returned to the savings account.
 - Alice Wagner donations: discussed under the library committee report

SOCIETY BUSINESS

- New Business
 - Marketing for Programs:
 - Brand Guide: Bill suggested we redo our logo adding colors and a font to make it more recognizable. Board members agreed to allocate \$250 for a professional company to formulate logo designs.
 - Social Media: We have a twitter account with only the newsletter posted in it every month. It was decided we needed a social media person but that person would not need to be on the board. Bill will formulate a list of duties for a social media person so someone would know what the job would entail.
 - General Meeting MC:
 - It was decided we should rotate this job which involves introducing the speaker, monitoring the chat, conversation with the speaker, etc.
 - Laurie will MC the November meeting and facilitate the election. Mike will MC January and Nancy will MC February.
 - 2022 Conference: next meeting will be 7 PM on Thursday, 28 October via zoom. Ann has sent out the link.
 - Volunteer Recognition Dinner:
 - Laurie has reserved Jameson's for a board member/volunteer dinner for 16 December. We will include Vicki and Kate Mills.
 - Claudia will make a volunteer recognition certificate to be awarded at the dinner.
 - Procedure for Memorials: Ann formulated a procedure based on what we have been doing. Laurie will send it out to all board members.
 - Election Procedures for November Zoom Meeting: Bill will develop a simple ballot we can use for zoom. Anyone who wants their names considered for a board position will be asked to contact us. No one will be added to the ballot at that meeting.

- Previous Business
 - Marketing for Programs:
 - Social Media: Laurie will add our programs to the Northwest Herald list of events and request posting of our programs on the Algonquin Township outdoor sign. See earlier discussion on twitter.
 - Surveys: no report
 - Microsoft 365 Implementation:
 - We need another domain name so Bill chose one with board approval. All approved \$10 for a new domain name.
 - Bill is beginning to set up our site.
 - Volunteer Committee Chairperson and Additional Board Members:
 - We have 2 open board positions.
 - Laurie will clarify with Sue Durbin what she is willing to do. She really wants to talk with meeting attendees face to face which is not possible as long as we use zoom for our meetings.
- Library book insurance: to be discussed under the library report
- Passwords:
 - Tami has shared all financial passwords with Laurie so 2 people have the passwords.
 - We should change all passwords every 12 months.
 - Bill will give an update on a password manager next month.
- Committee Updates
 - Programs:
 - See Jan's submitted report. All meetings will be virtual at least until April 2022.
 - Bill and Mike are each working on topics/speakers for May to November 2022.
 - Membership:
 - We have 50 renewals so far.
 - Passwords will be changed 1 January 2022.
 - Website:
 - Mike is working on updating the website.
 - Claudia will send Mike the list of books and Quarterlies that still need to be uploaded.
 - Library:
 - Nancy is still trying to get a copy of the contract we have with Crystal Lake Public Library. We probably need new contracts.
 - It was agreed that Nancy should investigate buying 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 is Sunday, 24 October 2021.
 - Conference: next meeting is Thursday 28 October at 7 PM via Zoom.
 - Volunteers: see earlier discussion

ADJOURNMENT

Nancy moved and Ann seconded to adjourn. The meeting was adjourned at 8:40 PM.

Respectfully submitted,
Claudia Conroy, recording secretary