



## BOARD OF DIRECTORS MINUTES

October 24, 2025

7:30 AM, Chamber Boardroom

**Present:** Eric Beier, Michael Buchanan, Pierre Garcia, Brad Heldt (Zoom, left at 8:05), Leah Jackson, Dawn Kincaid, Kathryn I. Martens (Secretary/Treasurer), Stacy Mason, Katie O'Neill, Chris Slack, Karen Tobin, Grace Todd, Tim Urban (Zoom), Mike Wheeland; Mayor Haig Haleblan, Heather Maieritsch (Economic Development Manager, City of Crystal Lake), Catherine Peterson (President, Chamber), and Janet Cartina (Executive Assistant, Chamber)

**Absent:** Andrea Marquez

**1. Call to Order** - The meeting was called to order at 7:30 am by Chair Karen Tobin.

**1.1. City of Crystal Lake.** Heather Maieritsch and Mayor Haleblan provided updates on projects and activities within the City of Crystal Lake:

- New strip mall next to Motel 6
- Heartland will host an event on affordable housing on 10/29
- VASA Fitness – Grand Opening week of 10/27
- Clover Senior Living (731 E. Terra Cotta Avenue) is wrapping up construction and will offer 121 age-restricted independent living apartments.
- Lake Roots Café, Market & Bar has moved into the former Mr. A's space on Route 14 and Dole Avenue. Plans to open early November.
- 7 Brew Coffee is opening before the Christmas holiday; located in the former KFC building at 6280 Northwest Highway.
- The commercial construction at Water's Edge will be turned over to the tenants soon so they can do their buildout – will be completed early spring 2026. The residential housing will be completely built by the end of 2025.
- Single family home development has been proposed for the former Main Street Crossing Development area

**2. Approval of Minutes**

2.1 Approval of September 26, 2025, Board Minutes

**It was moved by Katie O'Neill and seconded by Stacy Mason to approve the minutes of the September 26, 2025, Board meeting. All voted Aye. Motion carried.**

**3. Divisions & Committees**

3.1. Finance Division

3.11 Financial Reports. The Board reviewed the Balance Sheet as of 9/30/25; P & L for September 2025 & YTD; Open Invoices as of 9/30/25; and the Financial Report as of 9/30/25. The Network Groups Balance Sheet as of 9/30/25; P & L for September 2025 and YTD were also reviewed.

**It was moved by Chris Slack and seconded by Eric Beier to accept the Financial Reports for the Chamber as of 9/30/25 and Network Groups as of 9/30/25 as presented. All voted Aye. Motion carried.**

3.2 Division Reports

**3.2.1 Ambassadors** (Brad Heldt). Kathryn Martens reported for Brad Heldt. Heather Maieritsch has joined the Ambassadors. Bell ringing for the Salvation Army is Friday, December 5 – if interested reach out to Brad Heldt or Gary Bonick. The Holiday Event for leadership groups

will be December 9 at Main Beach. The Annual Dinner will be early May. Please save these dates on your calendars.

**3.2.2 Community Services** (Grace Todd) - The Expo happened at the Holiday Inn on October 18, 10 am – 2 pm. 66 booths sold. Wrap-up meeting on 11/7. Community Clean-up is 4/18/26.

**3.2.3 Member Benefits** (Chris Slack) – Monday Night football is going smoothly. Golf League needs to meet to debrief. Working on the location for the Annual Golf outing in early June 2026.

**3.2.4 Business Development** (Michael Buchanan) – Senator DeWitte & Representative Suzanne Ness – working on their 2026 schedules & will plan visits.

**3.2.5 PICA Nomination** (Young Professionals). President Peterson reported that the Young Professionals have nominated 3 Chefs Catering for the Pride in Crystal Lake Award (PICA). Owners Bridget and Mark Hudak were recognized for their ability to transform events into unforgettable moments that strengthen community bonds. Their passion, creativity, and commitment to excellence were also highlighted by the Young Professionals.

**It was moved by Chris Slack and seconded by Katie O'Neill to approve the nomination of 3 Chefs Catering for the PICA award. All voted Aye. Motion carried.**

**4. President's Report (Catherine Peterson).** Written report included in the packet.

**5. Membership.** President Peterson presented the Membership Report for the month of September. 10 members requested to drop and the Finance Committee recommended that 4 members be dropped for nonpayment (John Reinhert Builders was put on hold for 1 month, reducing the drops for nonpayment to 3). There were 9 new members, for a net loss of 4 members for the month.

**It was moved by Stacy Mason and seconded by Leah Jackson to approve the September 2025 new members; accept the members that requested to be dropped; and approve the members to be dropped as recommended by the Finance Committee. All voted Aye. Motion carried.**

**6. Chairperson's Report - None.**

**7. Other Items for Board Consideration**

**7.1 Blueprint for Expenditures in the Capital Improvement Fund.** With the creation of a Capital Improvement Fund, it is important to consider an approval process for capital improvements. At its October meeting, the Finance Committee reached consensus on the following steps and recommended the procedure to the Board of Directors:

1. Develop a consensus on capital projects for the coming year as a part of the annual budget process.
2. Solicit proposals for capital expenditures consistent with Section V.L (Purchases) of the Financial Policies.
3. The President/CEO makes a recommendation to move forward with whatever purchase or service is being considered.

4. A recommendation is forwarded to the Board of Directors for final consideration/approval.

**The Board of Directors reached a consensus that this process is appropriate.**

- 7.1.1 **Recommendation for IT Services.** At its October 15 meeting, the Finance Committee considered President Peterson's recommendation to move forward with the implementation of the IT project. The Finance Committee unanimously recommended that the Board of Directors authorize the President to proceed with implementing the IT project, including hardware and software upgrades, for a not to exceed amount of \$20,000 plus a 10% contingency for unanticipated changes, with funds coming from the Capital Improvement Fund.

**It was moved by Chris Slack and seconded by Dawn Kincaid to authorize the President to proceed with implementing the IT project, including hardware and software upgrades, for a total amount not to exceed \$20,000 plus a 10% contingency for unanticipated changes, with funds coming from the Capital Improvement Fund. All voted Aye. Motion carried.**

8. **Upcoming Events.** The list of upcoming events was included in the packet.

9. **Heard Around Town.** None.

10. **Adjournment.** Chair Tobin declared the meeting adjourned at 8:47am.