

**Crystal Lake Chamber of Commerce
Board of Directors Minutes
March 28, 2024
7:30 am
Chamber Boardroom**

Present: Eric Beier, Gary Bonick, Michael Buchanan (zoom), Leah Jackson, Lisa Karlov (zoom; left at 7:57 am), Dawn Kincaid, Andrea Marquez, Kathryn I. Martens (Secretary/Treasurer), Stacy Mason, Katie O'Neill, Chris Slack, Randy Smith, Karen Tobin, Grace Todd, Mike Wheeland, Tim Urban; Mayor Haleblan, City of Crystal Lake; Catherine Peterson, President/CEO.

Absent: Pierre Garcia, Cameron Hubbard

1. Call to Order

1.1. **Welcome.** The meeting was called to order at 7:30 am by Chair Eric Beier.

1.2. **City of Crystal Lake.** Mayor Haleblan provided an update:

- New stores opening include Daiso and European Sports. A health and fitness center, VASA, is coming to the former Burlington site. New restaurants include Florios, Cilantro Taco, and Burrito Parilla.
- Approximately 20 apartments at Water's Edge have been leased. The developer is trying to decide if the townhomes will be leased or purchased. There is no update on commercial tenants.
- An MG Club is having a convention at the Crystal Lake Holiday Inn at the end of July.

2. Consent Agenda

1.3. **It was moved by Karen Tobin and seconded by Andrea Marquez to approve the minutes of the February 28, 2025 Board meeting. All voted Aye. Motion carried.**

3. Divisions

3.0. Strategic Plan Presentation. Brenda Frederick said the purpose of the meeting today was to provide an overview of the draft report resulting from the strategic plan process. She summarized the process, including a survey that the directors completed prior to the half-day strategic plan meeting. Brenda emphasized that the draft report was for internal review and a living document. Given that the Chamber is in a turnaround phase, she said operational sustainability was the highest priority. The next step was for the President to develop a spreadsheet with operational objectives for the next 1, 2 and 3 years.

3.11. Financial Reports. Written report included in the packet. The Board reviewed the Balance Sheet as of 2/28/25; P & L for February 2025 and YTD; Open Invoices as of 2/28/25; and the Financial Report as of 2/28/25. The Network Groups Balance Sheet as of 2/28/25; P & L as of 2/28/25 and YTD were also reviewed.

It was moved by Tim Urban and seconded by Chris Slack to accept the Financial Reports for the Chamber as of 2/28/25 and Network Groups as of 2/28/25 as presented. All voted aye. Motion carried.

3.2 Division Reports

3.2.1 Ambassadors (Gary Bonick) – Written report included in the packet. Gary Bonick strongly encouraged each of the directors to register for the Annual Dinner.

- 3.2.2 Young Professionals (Leah Jackson).** No written report. Leah Jackson reported that Casey Tumilty was considering serving as Chair of the Young Professionals.
- 3.2.3 Community Services (Grace Todd).** No written report. The committee was busy working on Community Clean Up, which will be held on April 26. She noted the Community Services Division has nominated Steve Rogers for the PICA Award, but the written recommendation was not included in the packet and the formal vote would be deferred until the next meeting.
- 3.2.4 Member Benefits (Chris Slack).** Written report included in the packet. Progress on the golf outing is excellent.
- 3.2.5 Business Development (Cameron Hubbard) –** No written report.

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

5. Membership. President Peterson presented the Membership Report for the month of February. Two members requested to drop, and the Finance Committee recommended that two members be dropped for nonpayment. There were nine new members for a net increase of five members in February.

It was moved by Katie O’Neill and seconded by Stacy Mason to approve the February 2025 new members; approve the members the Finance Committee recommended be dropped for nonpayment; and accept the members that requested to be dropped. All voted Aye. Motion carried.

6. Chairperson’s Report.

6.1. Revisions to Article IV (Board of Directors) of the Bylaws. Chair Beier said the members had been notified of the proposed change to decrease the size of the Board of Directors from 21 to 15. Four members responded and all were positive.

It was moved by Kathryn I Martens and seconded by Tim Urban to approve the revisions to the Crystal Lake Chamber of Commerce Bylaws as presented in the packet with marked revisions, all related to decreasing the size of the Board from 21 to 15. All voted aye. Motion carried.

6.2. Slate of Candidates. Past Chair Mike Wheeland thanked the Nominating Committee, consisting of Tim Urban, Karen Tobin, Steve Rogers, and Lais Titton, for their efforts. He presented a spreadsheet showing the proposed terms of the directors.

It was moved Stacy Mason and seconded by Katie O’Neill to approve the recommendations from the 2025 Nominating Committee for Appointed and Elected Directors as follows:

- 1. Appoint Grace Todd, whose current term expires 6/30/25, to fill an unexpired term beginning 7/1/25 and ending 6/30/26.**
- 2. Appoint Katie O’Neill, whose current term expires 6/30/25, to fill an unexpired term beginning 7/1/25 and ending 6/30/27.**
- 3. Appoint Tim Urban, whose current term expires 6/30/25, to fill an unexpired term beginning 7/1/25 and ending 6/30/27.**
- 4. Appoint Pierre Garcia, whose current term expires 6/30/25, to fill a one-year term beginning 7/1/25 and ending 6/30/26.**
- 5. Appoint Mike Wheeland, whose current term expires 6/30/25, to fill a one-year term beginning 7/1/25 and ending 6/30/26.**

6. Present to the membership for the annual election in May, the following four members, whose current terms all expire as of 6/30/25:
- Mike Buchanan
 - Dawn Kincaid
 - Kathryn Martens
 - Stacy Mason

Elected Directors shall serve for terms of three years July 1, 2025 – June 30, 2028.

All voted aye. Motion carried.

7. Other Items for Board Consideration - none
8. Upcoming Events – The list of upcoming events through April 30, 2025, was included in the packet.
9. Heard Around Town – Turning Point is holding its gala at Crystal Lake Country Club on April 4. Independence Health and Therapy is hosting a viewing party for the Master's Golf Tournament at Bull Valley Golf Club on April 10.
10. Chair Beier declared the meeting adjourned at 8:58 am.