

**Crystal Lake Chamber of Commerce  
Board of Directors Minutes  
August 22, 2025  
7:30 am  
Chamber Boardroom**

**Present:** Eric Beier, Michael Buchanan, Pierre Garcia, Brad Heldt (zoom), Leah Jackson (zoom), Dawn Kincaid, Andrea Marquez, Kathryn I. Martens, Stacy Mason, Katie O’Neill, Chris Slack, Karen Tobin, Grace Todd (7:45), Tim Urban (zoom), Mike Wheeland; Mayor Haleblian, Heather Maieritsch, and Catherine Peterson.

**Absent:**

**1. Call to Order**

- 1.1. **Welcome.** The meeting was called to order at 7:32 am by Chair Karen Tobin.
- 1.2. **City of Crystal Lake.** Mayor Haleblian and Heather Maieritsch provided updates on projects and activities within the City of Crystal Lake.:
  - Construction season is winding down
  - Water’s Edge commercial development starting soon, with spring 2026 opening
  - Former Shell gas station location, corner of Keith & Rt 14, is for sale
  - Former D’Andrea site – group working with IDOT on access
  - Lake Roots – scheduled to open sometime in September
  - Sands Rd. construction underway; due to reopen in November
  - Depot Park – work will continue through spring 2026

**2. Consent Agenda**

- 2.1 Approval of August 22, 2025 Board Minutes

**It was moved by Andrea Marquez and seconded by Eric Beier to approve the minutes of the July 25, 2025 Board meeting. All voted aye. Motion carried.**

**3. Divisions**

**3.1. Finance Division**

3.11 **Financial Reports.** The Board reviewed the Balance Sheet as of 7/31/25; P & L for July 2025; Open Invoices as of 7/31/25; and the Financial Report as of 7/31/25. The Network Groups Balance Sheet as of 7/31/25; P & L as of 7/31/25 were also reviewed.

**It was moved by Katie O’Neill and seconded by Chris Slack to accept the Financial Reports for the Chamber as of 7/31/25 and Network Groups as of 7/31/25 as presented. All voted aye. Motion carried.**

3.12 **Board Designated Reserve.** Treasurer Martens reported the Finance Committee had unanimously recommended to the Board of Directors that the FY 25 – 26 Board Operating Reserve be established at \$97,620 and that the additional funds of \$8,391.50 be designated for the Capital Improvement Fund on the Balance Sheet.

**It was moved by Treasurer Martens and seconded by Stacy Mason to approve the recommendation from the Finance Committee that the Board Designated Reserve (Line Item 32100) for FY 25/26 be established at \$97,620 and that the additional funds of**

**\$8,391.50, currently included in the Board Designated Reserve (Line Item 32100), be allocated to the Capital Improvement Fund. All voted aye. Motion carried.**

**3.13 Capital Improvement Line Item.** Treasurer Martens reported the Finance Committee had unanimously recommended to the Board of Trustees the creation of a Capital Improvement Line Item on the Balance Sheet at an initial level of \$35,000 with funding sources as follows: \$8,391.50 from changes to the Board Designated Reserve and \$26,608.50 from unexpended fund balances.

**It was moved by Chris Slack and seconded by Katie O’Neill to approve the recommendation from the Finance Committee that the Board of Directors establish a separate line item on the Balance Sheet for capital improvements (those more than \$5,000) and, at this time, allocate a total of \$35,000 for capital improvements. The sources of the \$35,000 will include \$8,391.50 from the previous Board Designated Reserve adjustment recommendation and \$26,608.50 from the FY 23/24 and FY 24/25 uncommitted fund balances. All voted Aye. Motion carried.**

### **3.2 Division Reports**

**3.2.1 Ambassadors (Brad Heldt).** – Brad Heldt reported that the PICA was presented to CL Travel on August 20. The Ambassador’s current priorities include recruitment and installation of a plaque at the memorial bench. Brad encouraged Board members to attend as many Chamber events as possible to support members.

**3.2.1 Community Services (Grace Todd).** Grace Todd reported that the current priority was the Expo which would be held at the Holiday Inn on October 18.

**3.2.2 Member Benefits (Chris Slack).** Last day for the Golf League is September 25; Stacy Mason suggested that a committee is needed for this event and she is willing to serve on it. Chris Slack said the kickoff mixer for Monday Night Football would be held Sept 2 at Fire Bar and Grill beginning at 5:30 pm. Mike Wheeland asked for an update on a fall Members in Motion event.

**3.2.3 Business Development (Michael Buchanan).** Michael Buchanan reported that local attorney Charles (Chuck) Dunlop agreed to be part of the Government Affairs Committee. Carolyn Scofield may be another good source. Northwestern has a SrVP of Government Affairs and Mike is meeting with them for ideas.

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

**5. Membership.** President Peterson presented the Membership Report for the month of July. Four members requested to drop, and the Finance Committee recommended that three members be dropped for nonpayment. There were seven new members, so there was no net increase or decrease.

**It was moved by Stacy Mason and seconded by Mike Wheeland to approve the July 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.** None.

**7. Other Items for Board Consideration.** Katie O’Neill expresses appreciation for Catherine’s communications with the Board with respect to ongoing events, such as the Internet down & leaking outside spigot. Mike Buchanan has volunteered to advise on the need for outside security cameras.

**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 8:42 am.