

**Crystal Lake Chamber of Commerce
Board of Directors Minutes
July 25, 2025
7:30 am
Chamber Boardroom**

Present: Eric Beier, Michael Buchanan, Pierre Garcia (zoom), Brad Heldt (zoom), Leah Jackson (zoom), Dawn Kincaid, Andrea Marquez, Kathryn I. Martens, Katie O'Neill, Chris Slack, Karen Tobin, Tim Urban; Mayor Haig Haleblan; Heather Maieritsch, Economic Development Manager, City of Crystal Lake; Catherine Peterson, Chamber President

Absent: Stacy Mason, Grace Todd, Mike Wheeland

1. Call to Order

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

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

- Miller Rd. will be closed for a few months for road improvements
- Water's Edge Commercial: First Watch, BBQ King Smokehouse, America's Best Contacts & Eyeglasses, Menchie's Frozen Yogurt
- Walking path around Three Oaks should be done by end of the year
- Crystal Lake Park District not interested in former HealthBridge facility
- MCC is expanding
- 7-Brew going into former KFC building
- Launching Community Bench project – initially downtown; will move to other locations. Sponsorship - \$1,500, plaqued, artist wrap.

2. Consent Agenda

2.1 Approval of June 27, 2025, Board Minutes

It was moved by Eric Beier and seconded by Tim Urban to approve the minutes of the June 27, 2025 Board meeting. Kathryn I. Martens, Pierre Garcia, and Brad Heldt abstained. All others voted aye. Motion carried.

3. Divisions

3.1. Finance Division

3.11 **Financial Reports.** The Board reviewed the Balance Sheet as of 6/30/25; P & L for June 2025 and YTD; Open Invoices as of 6/30/25; and the Financial Report as of 6/30/25. The Network Groups Balance Sheet as of 6/30/25; P & L as of 6/30/25 and YTD were also reviewed.

It was moved by Chris Slack and seconded by Katie O'Neill to accept the Financial Reports for the Chamber as of 6/30/25 and Network Groups as of 6/30/25 as presented. All voted aye. Motion carried.

3.12 **Revision of Financial Policy.** Treasurer Martens reported the Finance Committee had unanimously recommended that the Financial Policy be revised to increase the number of Invest Level Members from 3 to 5 and the number of Visionary Level members from 2 to 4.

It was moved by Treasurer Martens and seconded by Tim Urban to increase the number of Invest Level members from 3 to 5 and the number of Visionary Level members from 2 to 4. All voted aye. Motion carried.

3.2 Division Reports

- 3.2.1 Ambassadors (Brad Heldt).** – Brad Heldt noted the passing of John Blazier. He also said that the Ambassador’s current priorities include recruitment, Annual Dinner debrief, and installation of a plaque at the memorial bench.
- 3.2.1 Community Services (Grace Todd). No report.**
- 3.2.2 Member Benefits (Chris Slack).** Chris Slack said the debrief for the golf outing was held and feedback was positive. Need volunteers for the Monday Night Football Committee – Eric Beier & Katie O’Neill agreed to serve.
- 3.2.3 Business Development (Michael Buchanan).** No report.

- 4. President’s Report (Catherine Peterson).** Written report included in the packet. The RFP for IT upgrades is going out soon; Integrity IT is the consultant. She noted that she would be meeting with Congressman Bill Foster and his staff this morning to tour downtown Crystal Lake and several member businesses.
- 5. Membership.** President Peterson presented the Membership Report for the month of June. Three members requested to drop, and the Finance Committee recommended that two members be dropped for nonpayment. There were seven new members for a net increase of two new members in June.

It was moved by Andrea Marquez and seconded by Leah Jackson to approve the June 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 Organizational Chart for FY 25 – 26.** Chair Tobin noted the packet included an Organizational Chart for FY 25 – 26. She thanked the Division Vice Chairs for their willingness to serve in these leadership roles. Board members are assigned to divisions and are expected to support the work and activities of their division assignments. Board members should also be working to engage Chamber members in activities and events.
- 7. Other Items for Board Consideration.** None.
- 8. Upcoming Events** – The list of upcoming events was included in the packet.
- 9. Heard Around Town.** All were encouraged to attend the City of Crystal Lake Council Meeting on August 5 when Mayor Haleblan will present the Chamber with a proclamation honoring our 85-year anniversary.
- 10. Adjournment.** Chair Tobin declared the meeting adjourned at 8:44 am.