

Crystal Lake Chamber of Commerce
Board of Directors Minutes
June 27, 2025
7:30 am
Chamber Boardroom

Present: Eric Beier, Michael Buchanan, Leah Jackson, Dawn Kincaid, Andrea Marquez, Stacy Mason (zoom), Katie O'Neill, Chris Slack, Karen Tobin, Grace Todd, Tim Urban and Mike Wheeland; Mayor Haleblan, and Catherine Peterson.

Absent: Gary Bonick, Pierre Garcia, Cameron Hubbard, Kim I Martens, Lisa Karlov, and Randy Smith.

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 on projects and activities within the City of Crystal Lake.

2. Consent Agenda

- 2.1 Approval of May 30, 2025, Board Minutes

It was moved by Andrea Marquez and seconded by Leah Jackson to approve the minutes of the May 30, 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 5/31/25; P & L for May 2025 and YTD; Open Invoices as of 5/31/25; and the Financial Report as of 5/31/25. The Network Groups Balance Sheet as of 5/31/25; P & L as of 5/31/25 and YTD were also reviewed.

It was moved by Chris Slack and seconded by Tim Urban to accept the Financial Reports for the Chamber as of 5/31/25 and Network Groups as of 5/31/25 as presented. All voted aye. Motion carried.

3.2 Division Reports

- 3.2.1 Ambassadors (Gary Bonick)** – Catherine Peterson noted the PICA award would be presented to Crystal Lake Travel on August 20.
- 3.2.2 Community Services (Grace Todd).** Grace Todd said plans were in place for the Independence Day Parade.
- 3.2.3 Member Benefits (Chris Slack).** Chris Slack said a debrief for the golf outing would be held after the Independence Day Parade.
- 3.2.4 Business Development (Cameron Hubbard)** – No 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 May. She respectfully requested that three members (Sherwin Williams, Boulder Ridge Country Club, and Charles L. Dunlop & Associates) be removed from the list of members to be dropped for nonpayment. One member requested to drop, and the Finance Committee recommended that nine

members be dropped for nonpayment. There were two new members for a net decrease of eight new members in April.

It was moved by Leah Jackson and seconded by Dawn Kincaid to approve the May 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 Proposed Meeting Dates for FY 25/26. Chair Beier noted there was a scrivener's error in the proposed meeting scheduled and the correct meeting date was September 26 (not September 27).

It was moved by Katie O'Neill and seconded by Mike Buchanan to approve the Proposed Meeting Dates for FY 25/26 as amended. All voted Aye. Motion carried.

6.2 Upcoming Performance Evaluation of President. Chair Beier announced that it was time to conduct the annual performance evaluation of the president. He encouraged directors to provide input to him for the evaluation prior to July 15.

7. Other Items for Board Consideration.

7.1 Creation of Task Force as Recommended by Finance Committee. As a part of the FY 25/26 Budget transmittal, the Finance Committee recommended the creation of a task force to review and make recommendations regarding membership levels and dues (excluding embedded sponsorships).

It was moved by Tim Urban and seconded by Mike Wheeland to approve the creation of a task force to review and make recommendations regarding membership levels and dues (excluding embedded sponsorships). All voted aye. Motion carried.

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

9. Heard Around Town. All were encouraged to support the upcoming Lakeside Festival at the Dole.

10. Adjournment. It was moved by Katie O'Neill and seconded by Stacy Mason to adjourn the meeting at 8:32 am. All voted aye. Motion carried.