

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

Present: Eric Beier, Gary Bonick, Michael Buchanan, Pierre Garcia (zoom), Cameron Hubbard, Leah Jackson, Lisa Karlov (left at 8:06), Dawn Kincaid, Andrea Marquez, Kathryn I. Martens, Stacy Mason, Katie O'Neill, Chris Slack, Randy Smith, Karen Tobin, Grace Todd, Tim Urban; Mayor Haleblan, City of Crystal Lake; Heather Maieritsch, City of Crystal Lake; and Catherine Peterson, President/CEO

Absent: Mike Wheeland

1. Call to Order

1.1. **Welcome.** The meeting was called to order at 7:31 am by Chair Eric Beier.

1.2. **City of Crystal Lake.** Heather Maieritsch provided an update:

- There will be improvements to the railroad crossings in the downtown area.
- Depot Park improvements will begin soon – long term project
- The bowling alley building at 31 & 176 has been demolished.
- The former D'Andrea property is under contract.
- Activities to support small business include a Tuesday Tumbler scavenger hunt and special deals on Clearly Crystal Lake.

Mayor Haleblan reported:

- Downtown CL Wine Walk, June 28, 2-6 pm
- The old HealthBridge Fitness Center in under contract – concept is for the Crystal Lake Park District to purchase as a community center. John Greene is the broker. To be presented at the June 5 CLPD Board meeting.

2. Consent Agenda

2.1 Approval of April 25, 2025, Board Minutes

It was moved by Andrea Marquez and seconded by Tim Urban to approve the minutes of the April 25, 2025, Board meeting. All voted aye. Motion carried.

3. Divisions

3.1. Finance Division

3.11 **FY 25/26 Budget.** Treasurer Martens noted the proposed FY 25/26 Budget was provided to the Board of Directors at the meeting in May. Since that time, however, the Finance Committee has recommended a revision - that \$26,000 be moved from line-item 85000 (Salaries) to line-item 80250 (Consultant) to more accurately reflect the staffing model for FY 25/26 that includes outsourcing the bookkeeping duties.

It was moved by Kathryn I Martens and seconded by Lisa Karlov to approve the recommendations from the Finance Committee for Board action, as follows

1. **Approve the FY 25/26 REVISED Budget, effective July 1, 2025, as recommended by the Finance Committee, including**
 - a. **A shift in embedded sponsorship allocations to dues**
 - b. **Imposing a 3% fee to customers for credit card transactions**
 - c. **Increase eBlast from \$50 to \$75 per occurrence**

2. Approve establishment of a Capital Improvement line item on the Balance Sheet. At the conclusion of each fiscal year, the Board will evaluate net income and allocate it to the Board Designated Reserve (32100) and the Capital Improvements lines.
3. Approve creation of a Task Force to study membership structures and dues, compared to other chambers, with a recommendation that includes a system for annual dues evaluation and increases. A written report with findings and recommendations from the Task Force will be due back to the Finance Committee by 12/31/25. The Finance Committee will review and make its recommendations to the Chamber Board for pertinent decisions related to inclusion in the FY 26/27 Budget.
4. Approve creation of a Task Force to review options and propose a new educational program(s). A written report with findings and recommendations from the Task Force will be due back to the Executive Committee by 12/31/25. The Executive Committee will review and make its recommendations to the Chamber Board for pertinent decisions related to inclusion in the FY 26/27 Budget.

All voted Aye. Motion carried.

3.12 Financial Reports. The Board reviewed the Balance Sheet as of 4/30/25; P & L for April 2025 and YTD; Open Invoices as of 4/30/25; and the Financial Report as of 4/30/25. The Network Groups Balance Sheet as of 4/30/25; P & L as of 4/30/25 and YTD were also reviewed.

It was moved by Karen Tobin and seconded by Tim Urban to accept the Financial Reports for the Chamber as of 4/30/25 and Network Groups as of 4/30/25 as presented. All voted aye. Motion carried.

3.2 Division Reports

- 3.2.1 Ambassadors (Gary Bonick)** – Gary Bonick encouraged each of the directors to provide feedback on the annual dinner.

It was moved by Kathryn I Martens and seconded by Katie O'Neill to award the P.I.C.A to Crystal Lake Travel. All voted aye. Motion carried.

- 3.2.2 Community Services (Grace Todd).** Written report included in the packet. Plans for the Independence Day Parade are well underway. There is a need for Parade Marshals.
- 3.2.3 Member Benefits (Chris Slack).** The weather for the golf outing on June 2 is expected to be excellent. Registrations are at 106; tee off at 10 am.
- 3.2.4 Business Development (Cameron Hubbard)** – Cameron, Mike Buchanan, and Karen Tobin are meeting immediately after the Board meeting. Cameron is going off the Board and Mike Buchanan has agreed to serve as Vice-Chair of this Division for FY 25/26.

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

- 5. Membership.** President Peterson presented the Membership Report for the month of April. One member requested to drop, and the Finance Committee recommended that four members be dropped for nonpayment. There were ten new members for a net increase of five new members in April.

It was moved by Stacy Mason and seconded by Katie O'Neill to approve the April 2025 ten new members; approve the recommendation of the Finance Committee to drop four members

for nonpayment; and accept the one member that requested to be dropped. All voted Aye. Motion carried.

6. Chairperson's Report.

6.1 Results of Election of Board Directors. Chair Beier announced the result of the recent election and congratulated Michael Buchanan, Dawn Kincaid, Kathryn I Martens, and Stacy Mason on their three-year terms on the Board of Directors (7/1/25-6/3028).

6.2 Election of Board Officers. Chair Beier announced that the following individuals had been nominated by the Executive Committee and Division Vice-Chairs to serve as Board Officers for the year beginning July 1, 2025: Chairperson – Karen Tobin; Vice Chairperson – Katie O'Neill; and Secretary/Treasurer - Kathryn I Martens.

It was moved by Chris Slack and seconded by Tim Urban to approve the Board Officers for the FY 25/26 as nominated. All voted aye. Motion carried.

7. Other Items for Board Consideration.

7.1 Hearing Per Article II, Section 5 of the Bylaws. Cancelled. Member decided to drop.

8. Executive Session. Cancelled.

9. Upcoming Events – The list of upcoming events through July 17, 2025, was included in the packet.

10. Heard Around Town. Events mentioned included a car show at Pearle Vision; Downtown Wine Walk, Farmer's Mkt at Good Shepherd; Pride Walk; and Railroad Street Block Party.

Chair Beier thanked Randy Smith for his many years of leadership and service to the Chamber and the business community. This is Randy's last Board meeting as he will be traveling in June.

11. Adjournment. It was moved by Katie O'Neill and seconded by Stacy Mason to adjourn the meeting at 8:27 am. All voted aye. Motion carried.