Crystal Lake Chamber of Commerce
Board of Directors Minutes
May 29, 2026
7:30 am
Chamber Boardroom (In person & Zoom)

Present: Eric Beier, Stacy Brown, Michael Buchanan, Andrea Marquez, Kathryn I. Martens (Secretary/Treasurer), Katie O'Neill, Chris Slack, Karen Tobin, Grace Todd, Tim Urban (zoom), Mike Wheeland (zoom, left at 8:30); Mayor Haleblian; Catherine Peterson, President/CEO.
Absent: Pierre Garcia, Brad Heldt, Leah Jackson, and Dawn Kincaid.

1. **Call to Order**
   1.1. **Welcome.** The meeting was called to order at 7:35 am by Chair Karen Tobin.
   1.2. **City of Crystal Lake.** Mayor Haleblian provided an update:
   - The Cars and Caffeine show held downtown was a tremendous success with 173 cars participating. Almost $20K was raised for the CL Food Pantry. The Mayor gave a special shout out to Eric Beier for his efforts in making the event a reality.
   - The sculpture in the roundabout is scheduled to be installed late this summer.
   - Everyone is encouraged to attend the ribbon cutting and grand reopening of Depot Park on Saturday, June 13 at 10 am.

2. **Consent Agenda**
   2.1. **It was moved by Stacy Brown and seconded by Katie O'Neill to approve the minutes of the April 24, 2026 Board meeting. All voted Aye. Motion carried.**

3. **Divisions**
   3.1. **Financial Reports.** The Board reviewed the Chamber's Balance Sheet, monthly and YTD P&Ls, Open Invoices, and the Financial Report all as of 4/30/26. The Chamber Network Groups' Balance Sheet, monthly and YTD P&Ls, and Financial Report all as of 4/30/26 were also reviewed.

   It was moved by Chris Slack and seconded by Eric Beier to accept the Financial Reports for the Chamber and Network Groups as of 4/30/26 as presented. All voted aye. Motion carried.

   3.2 **FY 26/27 Budget.** Treasurer Martens presented an overview of the FY 26/27 Budget and the recommendation for approval by the Finance Committee. She noted that a part of this process was to establish the Board Designated Reserve for FY 26/27, and the Finance Committee recommended this amount at $101,794 (three months of operating expenses). The Board of directors were presented with the proposed budget last month. She asked whether there were any questions, and there were none.

   It was moved by Karen Tobin and seconded by Chris Slack to approve the FY 26/27 Budget as presented and to establish the Board Designated Reserve (32100) for FY 26/27 at $101,794 and that the additional $4,174 needed to fund it come from the Unexpended Fund Balances at the close of FY 25/26. All voted aye. Motion carried.

   3.3 **Dissolution of Crystal Lake Business Network.** Treasurer Martens reported that at the Finance Com. Meeting on May 20, the status of Crystal Lake Business Network (CLBN) was discussed. In

FY 24/25, the Chair of CLBN notified staff that there were not enough members for the network group to remain viable; CLBN has remained dormant.

It was moved by Stacy Brown and seconded by Michael Buchanan to approve the recommendation from the Finance Committee to dissolve the Crystal Lake Business Network (CLBN) and that the funds be distributed as follows:

1) **$912 be moved to the Joint Quickbooks Online account to cover two years of additional costs; and**
2) **the remaining $3,687.91 be transferred to the Board Designated Reserve (line item 32110) – Capital Improvements.**
All voted aye. Motion carried.

3.4 **Board Designated Reserve (line item 32110) – Capital Improvements.** With the completion of the "refresh" project in the boardroom and front office, the Finance Committee considered the appropriate funding level for line-item 32110 and unanimously recommended an additional $6,312.09 be allocated from the previous years unexpended fund balance in addition to the $3,567.84 funds from the dissolution of CLBN.

It was moved by Chris Slack and seconded by Eric Beier to approve the recommendation from the Finance Committee that the Board allocate $6,312.09 from the previous years unexpended fund balance to the Board Designated Reserve (line item 32110) – Capital Improvements so that, including funds from CLBN, an additional $10,000 is put into that line item on the Balance Sheet. All voted aye. Motion carried.

3.5 **Division Reports**

3.4.1 **Ambassadors (Brad Heldt)** – In Brad's absence, Stacy Brown provided an update about the Annual Dinner held earlier in the month. It was a tremendous success, and Stacy thanked everyone for their efforts.

3.4.2 **Community Services (Grace Todd).** Grace Todd reported that the Committee's focus is the Independence Day Parade, on Sunday, July 5 kicking off at 1 pm. A Committee meeting is scheduled with our partners next week. EXPO planning starting soon; EXPO is 10/17/26.

3.4.3 **Member Benefits (Chris Slack).** Chris reminded everyone that the Annual Golf Outing is on Monday, June 1. The event is sold out, both golfers and sponsors. The Golf League has started and has more participants than ever.

3.4.4 **Business Development (Michael Buchanan)** – Mike Buchanan reported on discussions with State Senator Craig Wilcox about a Town Hall or meet & greet.

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. There were 22 new members, and 3 members requested to drop. The Finance Committee recommended that 1 member be dropped for nonpayment, for a net increase of 18 members in April.

It was moved by Stacy Brown and seconded by Mike Buchanan to approve the April 2026 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 Chair Tobin reported that Article IV, Section 4. of the Bylaws outlines the steps for the election of Directors. This year, the Nominating Committee recommended, and the Board of Directors approved, the nomination of the following candidates for election by general membership to serve on the Board of Directors: Andrea Marquez, Karen Tobin, Grace Todd, and Michelle Wilson. The election is closed, and Chair Tobin was pleased to report that the candidates have all been elected to serve a three-year term on the Board of Directors beginning 7/1/26. She thanked all for their willingness to serve.

   6.2 Chair Tobin outlined the process for the election of officers. A meeting was held with the Executive Committee and Division Vice Chairs for nominating officers for FY 26/27. The following nominations were approved as a recommendation to the Board: Katie O'Neill (Chair), Mike Buchanan (Vice Chair), Kathryn I Martens (Secretary/Treasurer), and Karen Tobin as Past Chair.

   It was moved by Chris Slack and seconded by Andrea Marquez to approve the slate of officers for FY 26/27 as recommended. All voted aye. Motion carried.

7. **Other Items for Board Consideration.** None.

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

9. **Heard Around Town.** Kathryn Martens reported that the building, known as Bauer's Garage, now owned and restored by Dawn and Kevin Kincaid was granted local historic landmark status by the City Council on May 19, 2026. The building, at 77 E. Woodstock St, is home to Aroma Coffee & Wine. Congratulations to Dawn and thank you for stepping up to preserve this unique part of local Crystal Lake history.

10. **Adjournment. Andrea Marquez moved and Katie O'Neill seconded to adjourn the meeting at 8:46 am. All voted aye. Motion carried.**