

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

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

Absent: Lisa Karlov

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.** Heather Maieritsch provided an update:

- Florio's restaurant is expected to open on April 30.
- The city of Crystal Lake is working with the Chamber and Downtown Crystal Lake to promote small business summer.

2. Consent Agenda

2.1 Approval of March 28, 2025, Board Minutes

It was moved by Tim Urban and seconded by Katie O'Neill to approve the minutes of the March 28, 2025, Board meeting. All voted Aye. Motion carried.

3. Divisions

3.1. Finance Division

3.11 **Presentation of FY 25/26 Budget.** Treasurer Martens provided an overview of the proposed FY 25/26 Budget. The materials included a three-page cover memorandum; a five-page balanced budget; and background information about membership dues and embedded sponsorships. The memorandum included a recommendation to create two task groups. The first would make a recommendation regarding educational programming, and the second would make recommendations regarding memberships, dues, and sponsorships. Treasurer Martens asked that the Board of Directors be prepared to approve the proposed FY 25/26 Budget at the May meeting.

3.12 **Financial Reports.** The Board reviewed the Balance Sheet as of 3/31/25; P & L for March 2025 and YTD; Open Invoices as of 3/31/25; and the Financial Report as of 3/31/25. The Network Groups Balance Sheet as of 3/31/25; P & L as of 3/31/25 and YTD were also reviewed.

It was moved by Tim Urban and seconded by Chris Slack to accept the Financial Reports for the Chamber as of 3/31/25 and Network Groups as of 3/31/25 as presented. All voted aye. Motion carried.

3.2 Division Reports

3.2.1 **Ambassadors (Gary Bonick)** – Gary Bonick strongly encouraged each of the directors to register for the annual dinner on May 8.

3.2.2 **Young Professionals (Leah Jackson).** Nothing new to report.

- 3.2.3 **Community Services (Grace Todd).** The committee was busy working on Community Clean Up, which will be held on April 26.

It was moved by Grace Todd and seconded by Stacy Mason to award the P.I.C.A. to Steve Rogers. All voted aye. Motion carried.

- 3.2.4 **Member Benefits (Chris Slack).** Progress on the golf outing was excellent.

- 3.2.5 **Business Development (Cameron Hubbard) –** No report.

- 3.3 **Mission/Vision/Pillars Committee.** Karen Tobin provided an overview of the work done by the Mission/Vision/Pillars Committee. This work led to a revised Mission and Vision Statements, as well as retitled a Pillar.

It was moved by Eric Beier and seconded by Katie O'Neill to approve the revised Mission Statement, Vision Statement, and Pillars for internal use as recommended by the Mission/Vision/Pillars Committee. All voted aye. Motion Carried.

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

5. **Membership.** President Peterson presented the Membership Report for the month of March. Three members requested to drop, and the Finance Committee recommended that four members be dropped for nonpayment. There were eight new members for a net increase of one member in March.

It was moved by Tim Urban and seconded by Leah Jackson to approve the March 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.**

Consideration of a Possible Expulsion. Chair Beier said the Chamber had been made aware that a member had pleaded guilty to theft from the employer. Per Article II Section 5 of the Bylaws, a member may be expelled by a three-fourths vote of the full Board of Directors after notice and an opportunity for a hearing.

It was moved by Eric Beier and seconded by Chris Slack to begin the process of notice and opportunity for a hearing for a possible expulsion. All voted aye. Motion carried.

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

8. **Upcoming Events –** The list of upcoming events through May 16, 2025, was included in the packet.

9. **Heard Around Town.** No updates.

10. **Chair Beier moved to adjourn the meeting at 8:56 am.**

May 23, 2025

TO: Crystal Lake Chamber Board of Directors
FM: Kathryn I. Martens, Treasurer/Secretary
RE: **Finance Division Report for 5/30/2025 Board meeting**

The Finance Committee held its monthly meeting on Wednesday, May 21, 2025.

1. **Current members of the Committee are:**
 - Board members: Eric Beier, Andrea Marquez, Randy Smith, Karen Tobin, Mike Wheeland, and me
 - At-large members: Murray Crabtree (Home State Bank), Maribel Lozano (Crystal Lake Bank & Trust), Ed Wristen (AAMCO)
 - Staff: Catherine Peterson, President/CEO
2. **FY 25/26 Budget**
 - The Finance Committee had additional discussions about the FY 25/26 Budget. Due to ongoing challenges with filling and retaining people in the staff finance position, the Chamber will continue to outsource that work. Since this is the path forward, it makes sense to shift funds from Salaries (85000) to Consultant (80250) for more effective tracking of expenses in FY 25/26. The Committee approved a FY 25/26 REVISED Budget that will be forwarded to the Board for final approval on 5/30/25.
3. **FY 24/25 Financial Reports, as of 4/30/25 for the Chamber and the Networking Groups** – were reviewed and are in the Board packet for consideration.
4. **Open Invoices** – the Committee reviewed and discussed. Recommendations regarding dropping members due to nonpayment are included in the Board packet.
5. **Events:**
 - **Parade, July 6, 2025** – the Parade Event Budget, as included in the FY 25/26 Budget, was reviewed. No changes were recommended.