



## BOARD OF DIRECTORS

### MINUTES

September 26, 2025

7:30am | Chamber Boardroom

**Present:** Eric Beier, Michael Buchanan, Leah Jackson (zoom), Dawn Kincaid (zoom), Andrea Marquez, Kathryn I. Martens (Secretary), Stacy Mason, Katie O'Neill, Karen Tobin, Grace Todd, Tim Urban (zoom), Mike Wheeland; Heather Maieritsch (Economic Development Manager, City of Crystal Lake), Catherine Peterson (President, Chamber), Janet Cartina (Executive Assistant, Chamber)

**Absent:** Pierre Garcia, Brad Heldt, Chris Slack

#### 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.** Heather Maieritsch provided updates on projects and activities within the City of Crystal Lake.:

- o Water's Edge: housing completed by end of year; commercial to open spring 2026
- o Jimmy Johns will have a new location off Liberty
- o Main Street Crossing – residential single-family homes between Pulte and Lennar. In Planning & Zoning stage now
- o Renee's of Ridgefield has a new owner

#### 2. Consent Agenda

2.1 Approval of August 22, 2025 Board Minutes

**It was moved by Stacy Mason and seconded by Katie O'Neill to approve the minutes of the August 22, 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 8/31/25; P & L for August 2025 & YTD; Open Invoices as of 8/31/25; and the Financial Report as of 8/31/25. The Network Groups Balance Sheet as of 8/31/25; P & L for August 2025 and YTD were also reviewed.

**It was moved by Mike Wheeland and seconded by Andra Marquez to accept the Financial Reports for the Chamber as of 8/31/25 and Network Groups as of 8/31/25 as presented. All voted Aye. Motion carried.**

##### 3.2 Division Reports

3.2.1 **Ambassadors (Brad Heldt).** – Kathryn Martens reported for Brad Heldt that Heather Maieritsch has joined the Ambassadors. The Holiday Event for leadership groups will be December 9 at Main Beach. The Annual Dinner will be early May. Please save these dates on your calendars.

3.2.1 **Community Services (Grace Todd).** Grace Todd reported that the current priority is the Expo at the Holiday Inn on October 18, 10 am – 2 pm. 53 of 71 booths are sold; 50/50 returning/new. Volunteers will be needed – a sign-up link will be sent out.

3.2.2 **Member Benefits (Chris Slack).** – no report

3.2.3 **Business Development (Michael Buchanan).** Michael Buchanan is working to set up a meeting with Charles Dunlop to discuss Government Affairs.

4. **President's Report (Catherine Peterson).** Written report included in the packet. IT Project – narrowed down to two proposers to interview. Our payroll provider is being changed to a new vendor. Working to streamline processes to maximize efficiencies with small staff.

Mike Wheeland asked about the status of a decision on the Lions Club sign – no progress to report.

5. **Membership.** President Peterson presented the Membership Report for the month of September. Twelve members requested to drop. There were eleven new members, including a new Emeritus, so there was a net decrease of one.

**It was moved by Kathryn Martens and seconded by Stacy Mason to approve the August 2025 new members, including Sandra Pierce as an Emeritus member, and accept the members that requested to be dropped. All voted Aye. Motion carried.**

6. **Chairperson's Report - None.**
7. **Other Items for Board Consideration - None**
8. **Upcoming Events** – The list of upcoming events was included in the packet.
9. **Heard Around Town** – The annual Johnny Appleseed Festival is this Saturday, September 27 in downtown Crystal Lake. Grace Todd mentioned that the annual Art in the Barn is happening on the grounds of Good Shepherd Hospital, September 27-28.
10. **Adjournment.** Chair Tobin declared the meeting adjourned at 8:10 am.