

**Crystal Lake Chamber of Commerce  
Board of Directors Minutes  
November 22, 2024  
7:30 am  
Chamber Boardroom**

**Present:** Eric Beier (zoom), Gary Bonick (zoom), Michael Buchanan, Pierre Garcia (zoom), Leah Jackson (zoom), Lisa Karlov, Andrea Marquez, Kathryn I. Martens (Secretary/Treasurer), Stacy Mason, Katie O’Neill, Ken Pringle (zoom), Chris Slack, Randy Smith, Karen Tobin, Grace Todd, Tim Urban (zoom), Mike Wheeland; Heather Maieritsch, Economic Development Manager, City of Crystal Lake; Catherine Peterson, President/CEO.

**Absent:** Cameron Hubbard, Dawn Kincaid

**1. Call to Order**

1.1. **Welcome.** The meeting was called to order at 7:30 am by Vice-Chair Karen Tobin.

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

- Clover Communities, a 121-unit age-restricted independent living apartment complex (corner of 176 & Terra Cotta Rd.) – construction on-going
- Woodlore – phase #1 is filled, working on phase #2
- Water’s Edge – focus on commercial
- Three Oaks Recreation Area – work started on the gravel path, approx. 3 miles, around Three Oaks Lake; trees being removed now due to protected bat
- The Spice & Tea Exchange – downtown CL – soft opening
- D’Andrea site – challenging; has broker now
- Lake Roots – ground breaking scheduled for 12/12/2024
- Chamber’s Red Kettle pledged to Mayor’s competition
- ILSC, Local IL – Heather was a panelist
- Bisnow – northern IL real estate event – Heather spoke to market commercial vacancies

**2. Consent Agenda**

2.1. **Minutes.** It was moved by Mike Wheeland and seconded by Andrea Marquez to approve the minutes of the October 25, 2024 Board meeting. All voted Aye. Motion carried.

**3. Divisions**

3.1. **Finance (Kathryn I. Martens, Treasurer).** A written report was in the packet.

3.1.1. **Financial Reports.** The Board reviewed the Balance Sheet as of 10/31/24; P&L for October 2024 and YTD; Open Invoices as of 10/31/24; and the Financial Report as of 10/31/24. The Network Groups Balance Sheet as of 10/31/24, P&L as of 10/31/24 and YTD were also reviewed. For the Chamber, overall revenue and expenses should be around 33%. Revenue is 37% and expenses are 31%.

It was moved by Lisa Karlov and seconded by Chris Slack to accept the Financial Reports for the Chamber as of 10/31/24 and Network Groups as of 10/31/24 as presented. All voted Aye. Motion carried.

3.1.2. **Update on Status of FY 23/24 Review.** Treasurer Martens and President Peterson reported that the work is ongoing with Miller Verchota. An extension for the 990 was filed by the 11/15/24 deadline.

**3.2. Division Reports**

- 3.2.1 **Ambassadors (Gary Bonick)** – A written report was in the packet. The 2024 Chamber Leadership Holiday Gathering will be December 12, 4-7 at Oruga Social. The annual Board/Ambassadors Salvation Army bell ringing is set-up for Friday, Dec 6<sup>th</sup> at Jewel/Osco.
- 3.2.2 **Young Professionals (Leah Jackson)**. Next week is their annual CL Food Pantry work day. Working on a joint YP event, throughout the County, on 12/12 at Boulder Ridge CC. Cleaned up their membership list.
- 3.2.3 **Community Services (Grace Todd)**. EXPO – November 16, 2024, 10-3, at the Holiday Inn was very successful. 250-300 attendees. Booths & tables sold out.
- 3.2.4 **Member Benefits (Chris Slack)**– A written report was in the packet. Decision on the location for the Golf Outing 2025 will be made soon. Monday Night Football continues to run smoothly. Members in Motion event for Spring 2025 is in planning stages; will have an initial meeting with staff in next few weeks.
- 3.2.5 **Business Development (Cameron Hubbard)** – No report.

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

- 4.1. **Replacement of Furnace & Air Conditioner**. The Chamber building has two HVAC systems. The HVAC system that serves the reception and office areas has been struggling since early July. Included in the Board packet was information about the investigations into the units and cost estimates obtained from three companies. This information was reviewed by the Finance Committee and their recommendation was to replace the entire HVAC unit, sump pump, drain, battery backup, and CO2 detector and that funding for this capital repair should come from the Board Designated reserve fund.

**It was moved by Katie O’Neill and seconded by Kathryn I. Martens to engage Duane Blanton to replace the HVAC unit, sump pump, drain, battery backup and CO2 detector for a total of \$20,859 and pay for the capital repairs from the Board Designated Reserve Fund. All Ayes. Motion carried.**

It was the consensus of the Board to return to discussions of the Board Designated Reserve Fund with completion of the FY 23/24 review.

- 5. **Membership**. President Peterson presented the Membership Report for the month of October; there were ten adds and three drops, for a net of seven additional members.

**It was moved by Andrea Marquez and seconded by Mike Wheeland to approve the October 2024 new members and accept the dropped members. All voted Aye. Motion carried.**

- 6. **Chairperson’s Report** – Eric Beier (via zoom) thanked Karen Tobin for Chairing the meeting. He also noted the great job done by all those who worked on the EXPO.

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

- 8. **Upcoming Events** – The list of upcoming events through December 12 was included in the packet.

- 9. **Heard Around Town** – None

**It was moved by Katie O’Neill and seconded by Lisa Karlov to adjourn the meeting at 8:59 am. All Ayes. Motion carried.**