**IMC Board Meeting Minutes: 11-15-11**

Attending: Martel Miller, Delores Henry, Carol Ammons, Chris Ritso, Gary Storm, Belden Fields, Ken Salo, Ricardo Diaz, David Green

Recorder: David Green

**A. Additions to the proposed agenda**

None.

**B. Approval of minutes from 10-18-11**

* Approved by consensus

**C. Operation Manager’s Report (see attachments)**

1. **Carol Ammons: AmeriCorps update:**

* Fiscal audit is on December 9th in Springfield, 10 a.m. – 2 p.m.; auditors may request selected receipts from Durl Kruse (treasurer) and Carol.
* Bidders Conference: waiting for instruction from state, due December 1st; Carol will start submission process on Monday November 21st; she will send notice to working groups on November 16th.
* African-American Studies Dept. at University of Illinois ~~will be involved as grantee for next grant cycle.~~ has asked to be involved as a grantee in the next grant cycle; it remains to be seen whether an agreement will be made, or whether time constraints may prevent this.
* Once sub-committees are set from Board, then parameters will be set for resubmission of the AmeriCorps grant application.
* The Venue Coordinator has recently been released since October meeting; applications and interviews were conducted, and the position has been filled.
* A Regional Planning Commission member was nearly lost, but an offer was made on November 15th; RPC is one of the support agencies that contributes to the budget that supports Carol’s position.
* A 3-year AmeriCorps plan “slots” represent positions or workers for entire 3 years; there is a small amount of flexibility in job descriptions; a program must take 8 workers minimum; IMC takes 10 total, 4 half-time; 6 full time; of the 10 positions, 2 full time and 2 part time are assigned to the IMC.

1. **Facility updates** (detailed on “AmeriCorps Update” attachment)

* Belden Fields stated that the IMC is responsible for repair/maintenance of windows in post office.
* Community for the Arts (C4A) is behind in rent and utilities; it is almost $6,000 (combined) in arrears, about two months (see attached November financial report). C4A has had a long-term financial issues, has consistently been in arrears. Robin Kearton (C4A head) will be asked to present its perspective at the next meeting in order to request adjustment of late fee and other considerations. It is hoped that a payment plan will be developed; a lease for a smaller space for C4A may be requested; there are other demands for that space. The Board may be asked to help C4A develop a better approach to address their financial issues.
* In regard to leasing/space issues in general, Gary Storm expressed the need for a consistent policy and approach, so that issues such as this can be addressed without the Board necessarily having to be involved. Carol Ammons re-assured the Board that the IMC does have a good lease contract that is formulated and applied consistently, including a reduced late fee (the late fee is ~~$50~~ $5 per day). In addition, the IMC has been reluctant to offer month-to-month contracts, including the disincentive of a $50 surcharge per month--and that policy has been effective.
* The (proposed) Fundraising (Board) sub-committee could/may offer some technical support to tenants—work groups.
* The issue of artist-in-residence will be considered in the near future.

**D. Treasurer’s Report** (see attachment)

* It is hoped that the auditor will attend the next Board meeting; any questions that Board members have regarding the audit document that was distributed at this meeting will be addressed.
* A Budget Planning Worksheet has been circulated to IMC Working Groups in order to allow them to identify revenue sources and match these with projected expenditures. Durl Kruse (not in attendance) will be the point person for the (IMC Board) Finance Committee to schedule a meeting early next month. The major focus will be on the budgeting process. Ricardo Diaz notes that the Financial Committee will act as a fallback to help him carry out the work; the added benefit is that it adds a layer of accountability and thus we are all safer from financial obscurity.
* There are three financially struggling work groups: WRFU, Public i, and Odd Music. According to Durl (through Gary Storm) these are key units that are so central to the IMC that the Fundraising Committee might want to identify a major fundraising initiative—one that targets those that need general support.
* There are also financial needs related to capital projects, which can be addressed in conjunction with the Building & Facilities committee; the IMC also might explore a TIFF (tax increment financing) relationship with the City of Urbana. As it is, we have asked for a tax refund of $25,000, although we may be entitled to as much as $50,000 (Danielle Chynoweth was referenced in regard to her knowledge of this issue).
* One of the fundraising goals relates to the establishment at the IMC of a Community Kitchen, which is being seriously planned for the near future.

**E. Board Committee Reports—none**

**F. Action Items**

* Building/facilities needs: nothing at present
* Ricardo Diaz requests IMC sponsorship of upcoming presentation at Champaign Public Library regarding “Insecure Communities” – 70% of detained immigrants being deported are not criminals; forum on topic to inform people; 3 levels of co-sponsor. Gary Storm will circulate this request among the Board; Danielle Chynoweth (not present) will be asked to comment/advise on history of IMC in co-sponsoring events; important to note that if a financial contributions is offered, than a precedent will have been established.
* Establish Board Standing Committees:
* Request made for Board members to review Committee Roles and Responsibilities (see attachment) and major agenda items for near future.
* Identify/select a Board member to chair each Committee in order to:

\*Facilitate member recruitment

\*Facilitate identification of Committee tasks/projects/long term plans

\*Facilitate policy development

* Brief brainstorming regarding IMC members (beyond the Board members) to recruit to participate on sub-committees
* Suggestions from Gary Storm for Board members to serve on sub-committees:
* Finance Committee: Ricardo (chair), Durl
* Personnel Committee (includes membership issues): Delores (chair), David
* Building/Facilities Committee: Martel
* Fundraising Committee: Ken, Ricardo; regarding sustainer issues, Belden will consult with Durl
* Further suggestions requested for members to fill various sub-committee roles

**G. Discussion Items**

* Mark Enslin request: Event at IMC proposed from School for Designing a Society related to Occupy Wall Street movement; face-to-face meeting to share visions, stories, ideas in relation to confronting problems; Mark invoked memory of use of Main Street IMC as convergence space to address common problems; he is not asking for endorsement, but to let Board know that would like to get as many people involved as possible; proposal for use of upstairs on weekend of 27-29 January; all day and evening, but scheduling still in formative stage.

The first step is to confirm the dates—issue is not really one of sponsorship per se. The School for Designing a Society would be the (a) sponsor; if they are, than IMC will be able to have appropriate response to those who may criticize “advocacy” at IMC. The SDS would pay fee of $600/day for event. It was asserted that the IMC’s 501C3 status does not bar it from advocacy, as long as time limitation, budget percentage, etc. meet the letter of law.

It was stressed that AmeriCorps cannot support Occupy movement. There is a need for good bookkeeping and accountability in order to prevent this perception/accusation.

Mark stressed that the Occupy movement is formally a nonpartisan movement; but he is also concerned that this event not create any problems for the IMC.

Gary Storm suggested that this matter be referred to Isak as part of the IMC planning process.

**H. Other**

1. Next meeting on 12-20-11
2. Review audit prior to a presentation/discussion with the UCIMC Auditor, John Knoblett, at next meeting