

Forest Glen Community Club Officers Meeting Minutes

Wednesday, October 19, 2011
First Congregational Church of Forest Glen
5400 N. Lawler Ave., Chicago, IL

Meeting called to order at 7:05 p.m.

Outgoing Officers present at the meeting: Irene Yungerman VP; Siobhan T. Donohue Treasurer, Gayle Paprocki Corresponding Secretary, Chris Puccini Recording Secretary, and Eric Borderson Sargeant at Arms.

Incoming Officers present at the meeting Robert Murphy President, Eric Borderson Vice President, Jeff Reichenbach Treasurer, Chris Puccini Corresponding Secretary, Mary Oakleaf Reporting Secretary, and David Belle Sargeant at Arms

Items:

General remarks

- Opening remarks by incoming president Robert Murphy
- Thanked outgoing officers for making this meeting possible
- Robert stated a desire to share as much information with the community as possible through the website.

Officers' Roles

- President:
 - Maintain open flow of information between incoming and outgoing officers
 - Establish contact list for all officers and board members
 - Review and assign committee chairs
 - Provide overall direction of FGCC
 - Find ways to enhance communication with community as a whole
 - Maintain open communication with our local elected officials
 - Spearhead greater connection with our neighboring associations
- Vice President
 - Will maintain role as Membership chair
 - Will continue to lead block reps (Interaction/communication very important)
 - Will maintain membership list and update Executive Committee on dues drive
- Recording Secretary
 - Take minutes for all Executive Committee (EC) and General membership meetings
 - Provide EC with rough drafts for review
 - Provide accepted minutes to President and Corresponding Secretary to post on website
- Corresponding Secretary
 - Produce weekly email blasts ('newsletter') of upcoming local and FGCC events
 - Review website for use of such blasts
 - Update data on website
 - Review current information processes and report on possible enhancements to EC
- Treasurer:
 - Maintain FGCC bank account
 - Deposit all incoming checks
 - Co-sign checks with President
 - Maintain/establish format for budget for both General and EC meetings
 - Will update current membership list with VP (to be handed over to Membership Chair)

- Provide EC with updates on current income and expenditure
- Forecast future budget needs
- Sergeant at Arms
 - Responsible for reserving church rooms for upcoming meetings
 - Needs to get church contact and keys for scheduling said meetings
 - Will set up tables and chairs for each meeting
 - Will check in residents at General meetings and keep track of any dues paid during meeting (to be transferred to VP after meeting)
 - Will verify voting rights during community meetings
 - Will maintain order for all community meetings

New Business

- EC needs update on status of snow plowing contract (President to follow up)
- Question raised about whether current dues cover costs (last winter very expensive)
- EC will look for ways to encourage greater membership and more community involvement
- FGCC will update website to reflect important contact information
- Question raised about having an annual EC meeting with elected officials.
 - Robert stated his desire to increase this communication between local officials and the board and that meetings with various officials will flow naturally from immediate needs
 - Bring local elected officials to our General meetings for the benefit of the whole community

Meeting adjourned at 8:20 p.m.

Next Meeting: Wednesday, November 2, 2011 at 7:00 p.m. to be held at the First Congregational Church of Forest Glen.

Respectfully Submitted,
 Mary Oakleaf
 Recording Secretary, Forest Glen Community Club