**Industrial Council of Nearwest Chicago (ICNC)**

**Board Meeting Minutes**

***Tuesday, March 20, 2018***

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| ***Attending*** | ***Not Attending*** |
| Amy Liss, MT Food Service  Bob Carmody, Diana’s Bananas  Everett Bell, Midwest Fence Corporation  Simone Mitchell-Peterson, Little Brothers Friends of the Elderly  Tim Garcia, Jewell Events Catering  Unah Choi, Choi Brands Inc.  Marcia Hundt, S.N. Peck Builder  Harvey Camins, CTK Chicago Partners  **Others**  Steve DeBretto, Executive Director  Veronica Contreras (Minutes) | Andrew Wielgus, Aztec Plastic Company  Heather Egan, Rickard Circular Binding  Rod Berthold, Berthold Electric |

***Meeting convened at­­­­­ 1:10 p.m.***

***I, II. Adoption of Agenda & Consideration of Minutes: Everett***

* Everett opened and led the meeting
* Motion made by Everett to adopt the agenda and pass the minutes. Seconded by Simone. Third by Marcia. Motion passed unanimously.

***III. Committee Reports***

***Executive: Steve DeBretto***

* March 29, 2018 is the ICNC Annual membership event which is going to be held at 2156 W. Fulton. The VIP Reception is going to be at Rhine Hall.
* A founding member of ICNC is going to be speaking at the membership event.
* April 3rd from 11am to 12pm, is the pre planning session with a consultant to set the stage for the next 5 years. This meeting is not mandatory.
* Bring new people to the Membership event to expose ICNC to more people, businesses, and organizations that can be allies.

***Economic Development and Advocacy: Steve DeBretto***

* CTA is starting the Damen Green Line station this fall and there will be rerouting and backups in the neighborhood while this is being built.
* ICNC is in the industrial modernization plan meetings. More interviews with neighborhood companies to come. Conversation ensued.

***Finance: Tim Garcia***

* ICNC building income is up 49k. The accident with the loading dock and tenant reimbursements are the main contributing factors.
* 98% occupancy is fantastic and will change and have an effect on the financials eventually.
* On the investment side for ICNC/KIDC, everything has been moved to Schwab to invest in the same mutual funds without incurring so many fees.
* The fund is set up with little exposure for growth but pretty conservative.
* These are the first adjustments done by ICNC/KIDC since the original accounts were set up
* Should be going through this process yearly to ensure that the investment is on the right track
* Motion to approve the adjustments made by Bob, seconded by Simone and all in favor. Motion passed.

***Board Development: Amy Liss***

* Andrew and Amy met with four potential board members
  + Andy – native Chicagoan, entrepreneur, works with city improvement
  + Craig – owns a retail chair business, home development experience and interested in economic development
  + Kelly – Kunz glove is her business, family business, attends community development meetings, works with the Alderman, wants to keep PMD and maintain neighborhood.
  + Calvin –lives and works in the area, wants to secure strategic plan, can provide fresh insight
* The only person with board experience is Calvin
* ICNC/KIDC has room for all of the above members if the board decides they want to
* Board 101 training/orientation for new board members to set expectations. Maybe have a seasoned board member buddy up with a new board member to be the point of contact for questions and be their point person. Another approach would be the new board member can reach out to the current members to visit them and learn from them. Conversation ensued.
* Approval of slate of officers Simone made motion to approve. Seconded by Amy and all in favor.

***Facilities: Steve DeBretto***

* MB loan has not closed.
* ICNC has already been doing capital improvements and when it does close, we may not have to draw down on all of the loan.

***Business Advising and Services: Steve DeBretto***

***IV. Staff Report:***

* Priscilla Torrence and Merly Thomas are co-chairs of business advising services
* Merly spoke about how she initially held an internship with the Hatchery and worked on workshops and starting the 2018 calendar.
* She has sent out a survey to clients and tenants asking what can we offer for this year that we may have missed last year and what other improvements can we make? Merly will follow up and send the survey to the board.
* Priscilla spoke about how she has drafted and started to use the new workforce plan for ICNC/KIDC and The Hatchery – how we want to be The Hatchery’s cheerleader but we don’t want to have it overshadow ICNC
* We received a $25,000 grant from AT&T for the workforce plan. Conversation ensued.
* Priscilla touched on EMT and how this is the tenth consecutive year the program is running, with 900 applicants, 50 finalists selected, EMT is now an ICNC tenant, and Superior is waving fees for the EMT training. Conversation ensued.

# **Motion made by Everett to adjourn the meeting. Seconded by Amy Third by Harvey. All in favor.**

# **Meeting adjourned to the Executive Session at 1:09 p.m.**

*Minutes submitted by Veronica Contreras.*