



ICLF Annual Board Meeting Minutes

The meeting was called to order at 10.01am in person on June 4th, 2022

Attendees at CTO; Jim Daugherty, Leslie Thompson, Sean Lee, Paul Ahern, Bridget Costello, Patricia Prior, Jeff Barnes, Nora Foutz and Laddie Shane.

Other attendees; Ciara Archer, Lynn Cosgrove, Chas Moore and Diane Smith.

Agenda approval; Chairperson, Jim, added an executive session for Trustees and Chas Moore, this morning. Other than that agenda stands approved as amended.

April Minutes Approval; No corrections or additions, April minutes approved as distributed.

Officer and Committee Reports

Chairman's Report;

- Nothing to report other than it is good to be back in person.

President's Report;

- We were honored to host Ambassador Daniel Mulhall, his wife Greta and Vice Consul General Barry Guihen.
- We continue to follow CDC and City of Phoenix COVID-19 guidelines.
- Finance - Payroll account and system will be in line by Q2.
- We have finished up Book Discussion, Genealogy Workshops and Story Hour for Summer break. The lecture went well and the Ambassador really enjoyed the exhibit hall.
- The City is coming to the end of its fiscal year and are slowly processing work orders we have submitted. They are also looking at safety solutions for the outdoor population.
- ESP - Geraldine Moralez will be here in the afternoon session to speak further on ESP. But our grant is on hold at the moment and we're supporting various community issues privately.
- Events - Easter Rising Commemoration is the most recent and went very well. We had refreshed remarks from the Consulate. The Ronin Theater Group performance of "The Playboy of the Western World" went great with fantastic reviews.
- Summer Camp - New activities were added to this year's programming such as sports and STEAM. Lynn is also entertaining daily prices for students who cannot come everyday.
- The VIP visit went great with the Board dinner, docent tour, Ulysses lecture, Sister Cities luncheon and the community reception. Scheduled reflection meeting coming soon.
- No updates on IT.
- Affiliates - on hold for updates.

- New bookkeeper will be here later and can speak.
- We are still flexible with employees working virtually from home or in the office.
- The staff KPI session on April 19th was very well received for those who attended.
- There are a lot of anniversaries this year to celebrate so we are working on incorporating them into events.

Ciara - Welcome to Diane Smith who has been our PR consultant since the beginning of the year.

Questions/Comments;

- **Bridget** - Working on payroll and with the donor to address items of noncompliance, has there been a vote?
- **Leslie** - No, no vote. The donor is exploring the options of University of Arizona or the City of Phoenix taking over the running of the McClelland Library. They would give their money directly to them. We were not informed about the meeting with UofA.
- **Bridget** - Is it their say?
- **Jim D** - They can say that.
- **Leslie** - They can't say how we function but they can put their money to what they want.

- **Chas** - Can you clarify the statement of the 6 bank accounts?
- **Leslie** - Yes, we have 6 accounts under the donor corporate accounts. ESP and Payroll accounts needed to be addressed to be in compliance with the Irish Government to get our grant.
- **Chas** - Are you meeting with the donor?
- **Leslie** - No, our attorney is discussing it with them.

Treasurer's/Finance Report;

- Ending the quarter really well
- Cash is down year over year due to the PPP assistance no longer being available.
- Funds are being held for the Library.
- Q1; \$55k up (net income)
ICC is up \$116k which is double last year through various programming.
McClelland Library is down \$57k from \$97k last year. But they did receive a \$40k donation from the Heritage fund and a \$10k ALA grant.
- It is my recommendation that the Library needs to cut back on expenses as there is limited funds in operating.
- \$20k in ICLF expenses as a whole organization.
- \$15,541 Upworth report, we did not review the \$15k funds.
- Payroll system and account moving to new system moving at Q2.
- We had a shortfall in payment in February.
- Any use of buffer funds needs to be discussed at Finance meetings.
- We have a proposal for the use of the \$25k that was donated earlier this year; 10% to operating account, upgrade the POS asap, moving forward with getting quotes for an internal audit by a third party company, the 2 ICC staff receiving a \$3k bonus and a Library staff bonus pending. Any remaining funds would be moved to the Reserve account.

Question; **Chas** - Is the audit required and by who?

Nora - It is an internal audit we should do on both sets of books. It will eventually be required by the DFA as we were supposed to have one but the pandemic affected this.

Chas - When we submit for grants we have to submit audit reports. Not sure in the past if we have done audits because of the expense. In the past we did report compilation. Is the DFA grant held up because of payroll? Are they waiting on a compilation report to release the grant?

Leslie - We need the compilation report which we have not received. We got a letter yesterday (donor requested letter from DFT) and it has been sent.

Chas - Who is the donor? What did the letter say?

Leslie - I cannot share the details. It reiterated the requirements by the DFA which we are fixing.

Nora - We should be having an audit every 5 years. We are at risk of an IRS audit. It will be an internal audit of both sets of books by an independent third party company. Kristen does not audit so we are taking referrals.

Chas - Can we ask Shamrock LLC for referrals?

Nora - No, it has to be independent.

- We have seen an increase in attorney fees.
- Retail - we have reviewed the initial cost and are ready to present.

Questions/Comments;

Chas - Will the new payroll account be using Annie Moore or Marquot?

Nora - The Marquot account has been closed, as we do not need so many accounts occurring fees, and the funds moved to the reserve account but the funds are still restricted and untouched within the account.

Chas - San Francisco has always asked for them to be separate accounts in the past.

Bridget - Is the reserve account an interest bearing account?

Nora - No, but we can potentially look into that in the future.

Endowment Report;

- In November we moved the funds to the Merrill Lynch account.
- We are currently out performing the rest of the market thanks to Merrill
- We are down 9.13% but we gained \$458 since last month.
- We chose the moderate level of investment.

Questions;

Nora - How do we want to reflect the endowment in the accounts? And can we link it to Quickbooks in real time?

Jeff - Yes we should be able to link directly to QB.

- What we want to get to is keep receiving money into this account, potentially via the website. Specify what donating to the endowment fund does so we dont pull people away from donating to other funds.

Gala Committee Report;

- We are ready to propose names for Gala nominees.
 - Peter Fines, the CEO of Banner health.
 - Beth McDonald, presenter on 99.9 kez radio
 - Jane Hilton, posthumously.

- This year we will be having pre-recorded acceptance speeches and committee speeches leaving more time for people to mingle and bid on auction items.
- Liam O'Maoli is set to be the entertainment this year.
- We are looking to do a highlight reel of the Library to celebrate its 10 year anniversary.
- Do we have approval of the nominees? All in favor.

11.20am Break for Executive Session with Trustees, Officers and Chas.

12.10pm Break to welcome the public, lunch delayed, will break again when lunch is served.

Public Meeting Call to Order at 12.31PM

ICLF Strategic Plan Update - Leslie Thompson

- See PowerPoint [HERE](#)

Staff Reports

Executive Administrator Report;

- See report [here](#)

Library and Cultural Report;

- We are in the 10 year anniversary prepping time, with more events coming.
- The Library is open 2 days per week in the evening during the Summer.
- We are part of the Maricopa Reading Program.
- Great count on how many people are coming into the library.
- Most services are online now, Story hour is in person.
- We had 2 lectures in the last few months.
- More events are coming in the future, like the Ciaran Carson lecture in the Fall.
- The exhibits are updated.
- We had great remarks from the Mayor of Tullamore over St. Patrick's Day and the Ambassador visit.
- We have received donations from Steve Goumas of furniture and more as well as a soon to be received Belleek collection from Tucson.
- We are funded through the rest of the Summer.

Operations and Events;

- Fundraising - We are waiting to hear back from the City to see if we got a grant we applied for.
Applied for a Culture Ireland grant to help with bringing artists and performers over.
We are looking for sponsors for the Anam Cara Gala in November.
- Bloomsday is Saturday 11th in partnership with the Arizona Craft Brewers Association.
- The Ambassadors visit was hugely successful.
- Affiliates - The Rose of Tralee selection is next Sunday and the Hugo O'Connor Pipe Band is hosting a whiskey tasting tonight.
- Summer camp has really been boosted and it's a killer deal!
- The partnership with Ronin Theater Group was hugely successful for their performance of "The Playboy of the Western World"
- We are looking for volunteers for tours during the Summer.

- The Great Hall floor needs updating but is a large cost.
- We are still having Wifi and IT issues.
- The City is slowly working through our work orders.
- Retail committee will meet Tuesday to discuss the proposal of moving on the progress and what the space can look like. We were approached by a firm, who is a one stop shop, that wants to be involved in the construction.
- Academy should be launching in the Fall
- Membership benefits and prices will be updated very soon.

Nominating Committee Report - Ellen Harrington

- We are proposing 7 nominees, 6 new and 1 existing
 - Leo Archer - businessman and entrepreneur, Irish born
 - Jim Boyle - businessman
 - Steve Goumas - entrepreneur and businessman
 - Ellen Harrington - previous board member and long time community member.
 - Jason Kelly - Law firm partner and serves on other non profit boards
 - Robert Nolan - Advocacy chair of the Phoenix Arts and Culture Association.
 - Bridget Costello is up for reelection to serve another 3 year term.

Jim D - Current board members are only allowed to vote, but before we do I need to ask 3 times are there any nominations from the floor?

Paul A - What happened to the Bob Beak nomination?

Ellen H - He serves on 3 Shamrock Foods boards and it was determined that it was a conflict of interest.

Jim D - Again are there any nominations from the floor? Are there any nominations from the floor? Hearing no floor nominations I would ask the secretary to cast a unanimous ballot for the slate presented.

Jeff B - I cast a unanimous ballot for the slate presented.

Jim D - The nominating committee is also putting forward to nominate existing board trustee Sean Lee to Vice President, as we can have as many as we want. Any other nominations for Vice President from the floor? Any other nominations for Vice President from the floor? Any other nominations for Vice President from the floor? No, congratulations Sean.

Appointing the 2022/2023 Nominating Committee

Jim D - Putting forward Ellen Harrington as Chair, Laddie Shane, Nora Foutz and Jason Ryan as members. We need one or more non-trustee to be compliant with the By-Laws.

Old business; None

New Business;

- **By-Laws amendment.** The following was read aloud by the Executive Administrator. The annual trustee's donation commitment of \$1250 must be received by one of the following:
 - (i) A full amount (\$1,250) donation by the trustee at Annual Meeting of the calendar year;
 - (ii) A partial payment of \$625 at the Annual Meeting and remaining payment of \$625 by October 15th of the calendar year;
 - (iii) a set monthly recurring donation within 6 months of \$208.34 starting the Annual Meeting of the calendar year;

(iiii) the purchase of a table at the Anam Cara Gala with a payment of at least \$625 at the Annual Meeting and the remaining balance by October 15th of the calendar year.

Laddie motions to adopt the bylaws as adjusted.

Patricia seconds the motion

No discussion, effective today, all in favor, motion carried unanimously.

Information/Announcements;

Come to the Hugo O'Connor Pipe Band whiskey tasting tonight!

Adjournment;

Laddie Shane motions to adjourn.

Nora Foutz seconds the motion.

Meeting adjourned at 2.08pm.