

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE SPECIAL LEISURE SERVICES FOUNDATION
HELD AT THE NWSRA ADMINISTRATIVE OFFICES
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 21st OF JANUARY 2020**

Chairman Houser called the meeting to order at 3:30 p.m.

Those present were: Amy Charlesworth, Al Crook, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

Anthony Gattuso arrived at 3:31 p.m.

Absent were: Carl Arthur, Dennis Hanson, Agnes Laton, Tom Perkins

Also present were: Tracey Crawford, President; Cathy Splett, Superintendent of Development; Andrea Griffin, Superintendent of Recreation; Brian Selders, Superintendent of Communications and IT; Darleen Negrillo, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager; Jessica Lamb, Foundation Manager; Megan O'Brien, Events Coordinator; and Jessica Vasalos, Administrative Manager, as recording secretary.

Introduction of Guests

None

Approval of Agenda for January 21, 2020

Chairman Houser called for a motion to approve the agenda for January 21, 2020. Director Oates made the motion and Director Charlesworth seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for October 15, 2019

Chairman Houser called for a motion to approve the minutes for the October 15, 2019 meeting. Director Charlesworth moved and Director Nowicki seconded the motion. Upon voice vote, the motion carried.

Correspondence

Written: President Crawford stated that an email to the Finance Committee Executive Team was sent by Dave Hanson, B.F. Edwards, which served as a formal request for the 2020 SLSF cash needs of \$210,000.

Oral:

None

SLSF Reports

2019 Year End Report

Superintendent Splett reported that SLSF received a \$5000 grant from RMS. SLSF was awarded the 2018 IDOT grant, and will be receiving an accessible vehicle in November. Monthly donors have increased from three to twenty-nine, and includes many of Chairman Houser's friends at UPS.

Events

Megan O'Brien, Events Coordinator, reported that the Celebrate Ability Gala generated more than \$70,000. The Impact Auction proceeds will supply equipment for the Sensory Garden at Hanover Park. The Fashion Show is scheduled for February 23rd.

Jessica Lamb, Foundation Manager, reviewed the gross and net revenue from all events. The T & M Golf Outing was rescheduled from September 14th, at Chevy Chase to October 12th, at Mount Prospect Golf Course, due to weather. The event netted almost \$16,000.

Superintendent Splett compared 2018 to 2019. Some negative variances are due to weather effects and conflicts with other events. SLSF is planning to elevate its events and increase networking.

Grants

Superintendent Splett reviewed the grants received in 2019.

2019 4th Quarter Goals

Superintendent Splett stated that event attendees are being targeted for SLSF's annual appeal; four or five individuals have donated. President Crawford mentioned that SLSF staff have been attending training and conferences, including the Storyteller's Conference, to improve marketing and fundraising.

Superintendent Splett reported that the Annual Appeal Fund 2019 raised approximately \$5000 more than last year. More than fifty percent of donors were family members of NWSRA participants.

Superintendent Splett stated that The Giving Comparison showed that scholarships were higher this year. Capital improvement funds were used for the Tech Lab, the Sensory Room in Mount Prospect, the Hanover Park Sensory Garden and furniture for the Wheeling space.

Director Clark asked why inclusion was down when it had been trending up. Executive Director Crawford responded that the numbers reported reflect staff needed not participants.

Superintendent Splett stated that funds were lower due to a decrease in part time staff.

Year-End Financial Wrap-up

Superintendent Splett explained the uses for the restrictive reserve fund, which is a new money market account. Funds for the Hanover Park Sensory Garden won't be needed until May. Therefore, those funds will be moved to the money market fund. Money owed to Meadows Club from the Gold Medal Fashion Show will be kept in the reserve account until legal issues are resolved.

Capital expenses for 2020 include a Snoezelen Room planned for Wheeling, the Sensory Garden in Hanover Park, and payment of rent for the storage area and office space in Rolling Meadows. In addition, contingency funds for possible construction needs for the NWRA Programming Space in Buffalo Grove.

A motion was called for to approve the transfer of funds from the operating fund to the restricted reserve fund money market account for 2020 projects – the Sensory Garden and payment to Meadows Club. Director Oates made the motion and Director Nowicki approved the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

Marketing and Public Relations

Superintendent Selders reported that staff is working on materials for the new 2020 events as well as the 2019 annual report. Inspired by the Storyteller's Conference, SLSF has created new participant stories that can be found on SLSF.me/stories. Board Members were encouraged to share the link, which also includes a link to donate.

NWSRA Program Report

Superintendent Griffin explained the Sibshops program, and relayed a touching story about the benefits of the program for a resident and her family. Sibshops are held at the Hanover Park and River Trails Park Districts.

NWSRA Lightning Booster Club

Superintendent Splett shared information about the All Star Game, where basketball teams compete. The highest-level team played against staff and beat them for the second year straight. Schaumburg High School Cheerleaders participated. Dancers from a school of dance performed a half-time show. Profits were approximately \$2200, which was more than last year.

Review of Financial Statements/Investments

Superintendent Negrillo reported that the restricted reserve money market account at Village Bank is earning 2.5% for one year.

Approval of Warrant #11

Director Houser called for a motion to approve Warrant #11, dated November 30, 2019, in the amount of \$279,403.86. Director Burgess made the motion and Director Crook seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

Approval of Warrant #12

Director Houser called for a motion to approve Warrant #12, dated December 31, 2019, in the amount of \$59,486.55. Director Oates made the motion and Director Clark seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

Old Business

NWSRA Project Updates

Superintendent Griffin reported that the Sensory Room at Mount Prospect is open. There are photos on Facebook. Superintendent Selders announced that the Dream Lab at Rolling Meadows is open. An open house for the Dream Lab and Sensory Room will be held on March 26th.

Superintendent Griffin stated that the Community Sensory Garden at Hanover Park is on hold until spring, when the final phase – planting – will be done. The Wheeling programming space is expected to be finished with construction in March. Superintendent Griffin thanked Rolling Meadows Park District for allowing NWSRA to use their Teen Center. The Wheeling PURSUIT program at Rolling Meadows has 21 participants and is fully staffed. The walk-through at the Buffalo Grove Fitness Center will take place in February to determine the needs for NWSRA programming. The Buffalo Grove space will be ready in August.

President Crawford stated that strategic plans to regionalize NWSRA have been developed in coordination with Clearbrook. The plans will be shared with the NWSRA Board in March and the SLSF Board in May. The next step will be to plan the transportation accordingly. The results from the transportation needs survey will be published and shared with stakeholders. Director Salk offered to check with an organization that provides GIS maps to see if they will donate their services.

Conflict of Interest Policy & Annual Statement

Superintendent Splett completed the process of having all Board Members sign the Conflict of Interest Policy & Annual Statement.

New Business

Installation of Officers

Chairman Houser called for a motion to approve the following new officers: Kathy Nowicki, Chairman; Al Crook, Vice Chairman; Amy Charlesworth, Secretary/Treasurer. Director Oates made the motion and Director Salk seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

Recognition of Board Members

Director Nowicki presented Proclamation P2020-1, recognizing the contributions of Jim Houser to SLSF. On behalf of the SLSF Board of Directors, Director Nowicki thanked Chairman Houser for his outstanding service to the Foundation.

Installation of New Board Members

Chairman Nowicki called for a motion to approve the installation of Jay Morgan as a new Board Member. Director Oates made the motion and Director Clark seconded the motion. Upon voice vote, the motion was carried.

Approval of Terms and Committees

Chairman Nowicki called for a motion to approve the Terms and Committees. Director Oates made the motion and Director Charlesworth seconded the motion. Upon voice vote, the motion was carried.

Appointment of Legal Counsel

Chairman Nowicki called for a motion to approve Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. as legal counsel. Director Charlesworth made the motion and Director Oates seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

Appointment of President

Chairman Nowicki called for a motion to approve Tracey Crawford as President of SLSF – Resolution R2020-1. Director Oates made the motion and Director Salk seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

President Crawford noted that attorneys are being consulted on the separation of NWSRA and SLSF, in which case NWSRA would not vote on the appointment of SLSF's legal counsel or President.

Approval of Resolutions

Resolution R2020-2 – Benjamin F. Edwards & Co.

Chairman Nowicki called for a motion to approve the Benjamin F. Edwards Reverse Notification Resolution R2020-2 as presented. Director Charlesworth made the motion and Director Crook seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

Resolution R2020-3 – Village Bank and Trust

Chairman Nowicki called for a motion to approve the Village Bank and Trust Resolution dated January 21, 2020 – signature cards. Director Oates made the motion and Director Burgess seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

Approval of Warrant #1

Chairman Nowicki called for a motion to approve Warrant #1, in the amount of \$4,134.57. Director Charlesworth made the motion and Director Salk seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

Fund Balance Policy Draft

President Crawford stated that SLSF's fund balance policy has been drafted for the Board's review and will also be reviewed by the attorneys, auditor and Dave Hanson. A question was raised as to confirmation that three months of operations goes into the operating fund; President Crawford affirmed and said it is based on an average of the past three years. President Crawford will ensure that the policy includes an annual review by the investment committee.

Information/Action Items

Proposed Budget 2020

President Crawford called for a motion to approve the proposed 2020 budget as presented. Director Salk asked if the income was down significantly due to the Franciscan Sisters grant; the reply was yes. A suggestion was raised as to sending the budget to the Board in November, holding an electronic vote, and ratifying in January. Executive Director Crawford told the Board that she will look into the moving the Budget approval process. Director Crook made the motion and Director Houser seconded the motion to approve the proposed 2020 budget. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

Annual SLSF Investment Transfer

Chairman Nowicki called for a motion to approve an investment transfer from Benjamin F. Edwards to the SLSF money market account in the amount of \$210,000, for the PURSUIT programming space. Director Burgess made the motion and Director Oates seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark
NAY: None

The motion carried.

2019 Year in Review/2020 Goals

President Crawford thanked the Board Members for their input on the new mission statement. A new vision statement and core values were also created. President Crawford reviewed learnings from the development plan thus far. SLSF is researching new software to improve database activities, manage events, etc. Monthly donors increased from four to twenty-nine, events continue to be strong, and SLSF will focus on sustaining donors.

Superintendent Splett shared highlights of recent and upcoming events. This year will be the 30th anniversary of the Gold Medal Fashion Show. There are seven new models that are 10 years old or younger, from families that are new to NWSRA. All of the golf outings will continue. Superintendent Splett thanked the member park districts for allowing SLSF to use the golf courses at no cost. She expressed a need to get more community members involved in the Celebrate Ability Gala.

Grants affect approximately 1500 individuals with disabilities. SLSF submitted 24 grants; 16 were approved; six were new grantors. President Crawford praised Superintendent Splett for the outstanding approval rate.

President Crawford commended the NWSRA Board for allowing staff to attend conferences that generate creative ideas, i.e. the Dream Lab and the Sensory Garden, two of the major 2019 accomplishments. SLSF is purchasing durable furniture from a new company for programming spaces. Sensory kits have been provided to specific program participants, and some mobile units are being used.

Superintendent Splett reported increased community involvement, exemplified by NWSRA's relationship with Autism Speaks. The Mitsubishi Vision Committee hosted a silent auction/art show with art created by NWSRA participants, and raised more than \$1000. UPS employees have been contributing more than \$4500 in monthly donations. Contributions have also been received from Knights of Columbus, Northwest Covenant Church, Dakota K Auto Repair and Township School District 211. The Buffalo Grove Rotary Club contributed money for Broadway Buddies in honor of a Buffalo Grove Park District commissioner who passed away.

Superintendent Splett reported that the bi-monthly SLSF Impact newsletter reaches 7600 individuals. An Instagram page has been created, with 40 followers thus far. To enhance Kevin's Club, members who pay \$500 can attend three golf outings and receive perks. Over \$3000 has been earned from Amazon Smile. In 2019, revenue was down, but expenses were low.

Superintendent Splett distributed the Board Member Annual Review Form 2019 and raffle tickets for the Gold Medal Fashion Show.

Other

Adjournment

Being no further business to come before the Board, Director Nowicki called for a motion to adjourn the meeting at 5:01 pm. Director Oates moved and Director Salk seconded the motion. Upon voice vote, the motion carried.



Secretary