

**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 22nd OF JANUARY 2019**

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

Those present were Thomas Campone, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Steve Burgess, Kathy Nowicki, Agnes Laton, Brian Rubin, Tom Perkins, and Jonathan Salk.

Amy Charlesworth arrived at 3:31 p.m.

Terri Oates arrived at 3:40 p.m.

Absent were: Carl Arthur, Vicki Carney, Dennis Hanson

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

Introduction of Guests

President Crawford introduced Dave Hanson, from Benjamin F. Edwards, who reviewed the fourth quarter of 2018. The packet will be uploaded for the Board members on January 23. Director Clark asked what impact the government shutdown and stock market volatility might have on the SLSF portfolio. Mr. Hanson explained the possible implications if the situation continues. Chairman Houser asked if Benjamin F. Edwards would reach out to SLSF if something disastrous occurred. President Crawford assured the Board that an emergency investment committee meeting would be held to make any necessary changes. Director Clark asked if SLSF has adequate liquidity for the foreseeable future to meet expenses. President Crawford stated that, in the fall of 2019, NWSRA will be opening the fourth PURSUIT program, and asked if there will be enough cash. Director Clark asked if, based on the trends, SLSF will make up what it lost last year. Mr. Hanson stated that the current economic state is still positive, but accurate predictions are difficult. Director Salk asked about the average fees on SLSF's portfolio.

Approval of Agenda for January 22, 2019

Chairman Houser called for a motion to approve the agenda for January 22, 2019. Director Charlesworth moved and Director Clark seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for October 16, 2018

Chairman Houser called for a motion to approve the minutes for the October 16, 2018 meeting.

Director Oates moved and Director Salk seconded the motion. Upon voice vote, the motion carried.

Correspondence

Written: None

Oral: None

SLSF Reports

Superintendent Sowa reported that SLSF stayed within the guidelines of 70% of profits going into programming and 30% cost. Celebrate Ability and some other events had lower attendance than previous years, however, profits for the year SLSF is over the goal.

2018 4th Quarter Goals

The January direct mail program has launched. The goal is to heighten public awareness, laying the foundation for donation requests. Planned Giving information/requests have been incorporated into other communications.

Annual Appeal Fund 2018

Superintendent Sowa stated that the Annual Appeal Fund 2018 fell short of goal. New ideas will be generated for 2019. Chairman Houser inquired about donors' relationship with SLSF and suggested more customized mailings. A question was raised as to if SLSF send emails or have other avenues for donations. Superintendent Selders replied that SLSF corresponds regularly with potential donors via social media. President Crawford reviewed fundraising strategies and tactics that SLSF has been using and the successes of each. Director Oates asked if there is an increase in recurring gifts and whether they are reflected in the Annual Appeal. Superintendent Sowa reported an increase in Just Giving via the light box on the SLSF website. SLSF also gets payroll gifts from UPS, thanks to Chairman Houser.

Year-End Financial Wrap-Up

Superintendent Sowa shared the amount of SLSF funds for 2018 year-end, but stated that some 2018 funds are allocated to 2019 projects. No money will be transferred to Benjamin Edwards at this time.

Marketing and Public Relations

Superintendent Selders reported that new 2019 events materials are in progress. The new SLSF brochure will be submitted to the Agency Showcase at the IPRA conference. A year-in-review and a 2019 calendar of events have been uploaded to the SLSF Directors website and will be reviewed at the May meeting.

NWSRA Program Report

Superintendent Hubsch relayed a story of a participant's successful experience in a sled hockey event through the Leisure Education Program.

NWSRA Lightning Booster Club

Superintendent Sowa reported that the Booster Club is working with Manny Aguilar, Manager of Special Recreation, Athletics. The All Star Game was profitable and well attended. The Booster Club will be selling souvenirs and concessions at SLSF events. Fifty percent of proceeds will go to athletics and fifty percent to Booster Club.

Review of Financial Statements/Investments

Miranda Woodard, Accounting Manager, summarized the status of SLSF finances and investments.

Approval of Warrant #11

Chairman Houser called for a motion to approve Warrant #11, dated November 30, 2018, for \$198,143.27. Director Burgess made the motion and Director Charlesworth seconded the motion. Upon roll being called, the vote was as follows:

AYA: Thomas Campone, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Steve Burgess, Agnes Laton, Kathy Nowicki, Tom Perkins, Brian Rubin, Jonathan Salk, Terri Oates

NAY: None

The motion carried.

Approval of Warrant #12

Chairman Houser called for a motion to approve Warrant #12, dated December 31, 2018, for \$135,768.45. Director Oates made the motion and Director Burgess seconded the motion. Upon roll being called, the vote was as follows:

AYA: Thomas Campone, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Steve Burgess, Agnes Laton, Kathy Nowicki, Tom Perkins, Brian Rubin, Jonathan Salk, Terri Oates

NAY: None

The motion carried.

Old Business

Mount Prospect PURSUIT Update

Superintendent Griffin reported that there are 28 clients in PURSUIT at Mount Prospect. Volunteers work at two retail shops and Northwest Community Hospital. There are 213 individuals on the PURSUIT interest list, with 113 ready to be serviced.

Mount Prospect Snoezelen Room Update

Superintendent Griffin stated that the Snoezelen Room in Mount Prospect is almost ready; the park district is obtaining bids for the electrical work.

Conflict of Interest Policy & Annual Statement

Superintendent Sowa requested signatures from Board Members who have not yet signed the Conflict of Interest Policy and Annual statement.

New Business

Approval of Terms and Committees

Chairman Houser called for a motion to approve the SLSF Terms and Committees. Director Oates made the motion and Director Salk seconded the motion. Upon voice vote, the motion carried.

Appointment of Legal Counsel

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

AYA: Thomas Campone, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Steve Burgess, Agnes Laton, Kathy Nowicki, Tom Perkins, Brian Rubin, Jonathan Salk, Terri Oates

NAY: None

The motion carried.

Appointment of President – Resolution R2019-5

Chairman House called for a motion to approve the appointment of Tracey Crawford as SLSF President. Director Oates made the motion and Director Burgess seconded the motion. Upon roll being called, the vote was as followed:

AYA: Thomas Campone, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Steve Burgess, Agnes Laton, Kathy Nowicki, Tom Perkins, Brian Rubin, Jonathan Salk, Terri Oates

NAY: None

The motion carried.

Approval of Resolutions

Resolution R2019-6 Benjamin F. Edwards & Co.

Chairman Houser called for a motion to approve the Benjamin F. Edwards Reverse Notification Resolution R2019-6, dated January 22, 2019, as presented. Director Clark made the motion and Director Crook seconded the motion. A question was raised as to if this is a Benjamin Edwards requirement or not. President Crawford noted that this is a yearly request by Benjamin Edwards. Upon roll being called, the vote was as followed:

AYA: Thomas Campone, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Steve Burgess, Agnes Laton, Kathy Nowicki, Tom Perkins, Brian Rubin, Jonathan Salk, Terri Oates

NAY: None

The motion carried.

Resolution R2019-7 Village Bank and Trust

Chairman Houser called for a motion to approve the Village Bank and Trust Resolution R2019-7, dated January 22, 2019, as presented. Director Laton questioned the validity of the resolution, due to new policies regarding multi signer accounts. Director Clark made a motion to table Resolution R2019-7, contingent on receiving Village Bank and Trust's new policy. Director Charlesworth seconded the motion. Upon voice vote, the motion carried. The resolution was tabled until the May Board meeting.

Approval of Warrant #1

Chairman Houser called for a motion to approve Warrant #1, dated January 22, 2019, for \$3,501.00. Director Oates made the motion and Director Salk seconded the motion. Upon roll being called, the vote was as follows:

AYA: Thomas Campone, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Steve Burgess, Agnes Laton, Kathy Nowicki, Tom Perkins, Brian Rubin, Jonathan Salk, Terri Oates

NAY: None

The motion carried.

Annual SLSF Investment Transfer

President Crawford stated that SLSF recommends not making a transfer.

Information/Action Items

Proposed Budget 2019

President Crawford stated that \$100,000 for investment transfer did not get used and was rolled back into the account and included in the portfolio. Superintendent Sowa noted the amount of 2018 grant reserves will be allocated to 2019. A question was raised as to the reason for increase in grant money from 2018 to 2019. Manager Splett noted that it was due to the Wheaton Sisters grant. Chairman Houser called for a motion to approve the 2019 SLSF budget. Director Salk made the motion and Director Clark seconded the motion. Upon roll being called, the vote was as follows:

AYA: Thomas Campone, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Steve Burgess, Agnes Laton, Kathy Nowicki, Tom Perkins, Brian Rubin, Jonathan Salk, Terri Oates

NAY: None

The motion carried.

2019 Goals and Strategies

Superintendent Sowa pointed out the goals and strategies in the Board packet and stated that updates will be noted in red as progress is made. Director Salk asked about American Philanthropic and if SLSF was still happy with their progress. Superintendent Sowa and President Crawford indicated that they are still very happy with the Development Plan and will continue to roll out the progress in the goals update.

SLSF Board Meeting Calendar

Superintendent Sowa highlighted the Dec. 11, 2019 holiday luncheon, where the years' highlights are reviewed and high level donors are thanked. Superintendent Sowa encouraged SLSF board members to attend. Jessica Vasalos sends out calendar invites.

SLSF Event Calendar

Superintendent Sowa stated that the event calendar was mailed and posted on the website.

Board Member Annual Review Form 2018

Superintendent Sowa distributed the Board Member Annual Review Form that gives an overview of Board Members' activities during the year. The forms will be mailed to Board Members who called into the meeting.

Other

Adjournment

Being no further business to come before the Board, Chairman Houser called for a motion to adjourn the meeting at 4:42pm. Director Clark moved and Director Burgess seconded the motion. Upon voice vote, the motion carried.


Secretary