

**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 16<sup>th</sup> OF JANUARY 2018**

Vice Chairman Houser called the meeting to order at 3:33 p.m. Those present were Carl Arthur, Amy Charlesworth, Mike Clark, Anthony Gattuso (by phone), Dennis Hanson, Jim Houser, Kathy Nowicki, Terri Oates, Jonathan Salk, Wendy Aguilera Blanchette.

Al Crook arrived at 3:35pm.

Tony LaFrenerre arrived at 3:42pm.

Vicki Carney arrived at 3:43pm.

Absent were: Thomas Capone, Jacky Cartwright, Tom Perkins, Brian Rubin, Dennis Stein

Also present were: Tracey Crawford, SLSF President; Brian Selders; Superintendent of Communications and IT; Nanette Sowa, Superintendent of Development; Andrea Griffin, Superintendent of Recreation; Trisha Breitlow, Superintendent of Administrative Services; Cathy Splett, Foundation Coordinator; Rachel Hubsch, Superintendent of Special Recreation, Megan O'Brien, Events Coordinator; Miranda Woodard, Accounting Manager; Laurel Katz, NWSRA parent and Board Member of NWSRA Lightning Booster Club; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

Superintendent Sowa introduced Laurel Katz, NWSRA parent and Board Member of NWSRA Lightning Booster Club.

Approval of Agenda for January 16, 2018

Vice Chairman Houser called for a motion to approve the agenda for January 16, 2018. Director Oates moved and Director Charlesworth seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for October 17, 2017

Vice Chairman Houser called for a motion to approve the minutes for the October 17, 2017 meeting. Director Charlesworth moved and Director Oates seconded the motion. Upon voice vote, the motion carried.

Correspondence

Written:

President Crawford reported that Arlington Heights Park District Executive Director, Rick Hanetho, thanked SLSF for the \$16,000 donation from the golf outing.

Oral:

None

SLSF Reports

Events

Superintendent Sowa reviewed the Budget vs. Actual figures with the Board. Megan O'Brien, Event Coordinator, reported that Celebrate Ability Gala grossed over \$97,000, with the IMPACT Auction raising \$26,575. The Gold Medal Fashion Show will be held on Feb. 25, 2018.

### Grants

Cathy Splett, Foundation Coordinator, reviewed the 2017 grants. The IDOT grant is still pending. Three grants – Chicago Bulls Charity, Palatine and Elk Grove Townships - were approved in 2017, with the funding to come in 2018. Coordinator Splett thanked Anthony Gattuso, Al Crook, and Tom Perkins for approving SLSF to apply for grants from their foundations. A new intern has started and is assisting SLSF in researching grants. The 2017 grant from the Wheaton Franciscan Sisters will be used in 2018.

### Sponsorships

Superintendent Sowa reviewed the Sponsorships and reported that \$72,060 was budgeted for sponsorships.

### 2017 4<sup>th</sup> Quarter Goals

Superintendent Sowa reviewed the SLSF goals. The Buffalo Grove Golf Outing has a new \$5000 sponsor. Superintendent Sowa reminded the Board Members about giving a monthly gift, which can be done via the Donate Now button on the website. Dakota K will donate portions of proceeds to SLSF between February and March.

### Annual Appeal Fund 2017

Superintendent Sowa reported that SLSF donations from the annual appeal were down from what was budgeted. New ideas are being generated to increase donations this year. Director Hanson asked if there was a difference between the two annual mailings. Superintendent Sowa replied that the spring mailing was smaller.

### NWSRA Scholarship Report

Superintendent Hubsch reported that \$63,725 in scholarships were awarded in 2017 to 492 individuals - 621 scholarships in total. Director Salk asked if the scholarship strategy and optional payment plans have resulted in more participants. President Crawford stated that NWSRA has gained 174 new families.

### Year-End Financial Wrap-Up

Superintendent Sowa explained that when SLSF has a net balance over \$90,000, the overage is deposited into the investment accounts.

### Marketing and Public Relations

Brian Selders, Superintendent of Communications and IT, reported that event materials are under a redesigned process. A welcome packet for SLSF is currently being developed. There is a new online tracking system for graphic design work that has been implemented to make tracking and organization easier.

### NWSRA Program Report

Rachel Hubsch, Superintendent of Recreation, informed the Board of two new annual events: On Dec. 4, Harper College, NWSRA and SLSF collaborated to present a sensory-friendly holiday concert, which resulted in more than 100 individuals with disabilities and their families attended. The event raised \$500. A heartfelt thank you letter was received from a parent indicating how wonderful this event was and how grateful she is for this program. The All-Star Lightning Tournament was held on Jan. 6, with seven basketball teams, more than 80 athletes, and 150 family members and friends in attendance. The event raised \$3500.

### NWSRA Lightning Booster Club

Laurel Katz stated that the Booster Club helped at the All-Star game. Volunteers are still needed for Frontier Days Festival in Arlington Heights, June 29 – July 4. Booster Club raised more than \$1000 in 2017.

### Review of Financial Statements/Investments

#### Organizational Cash Overview

Superintendent Breitlow reported that SLSF cash is more than this time last year. Investments are lower than this time last year but recovering. NWSRA cash is less for 2017 than in 2016 because of a larger transfer into investments. Directors Hanson, Oates, Carney, and Salk inquired about the investment goal and estimated annual income. President Crawford explained the process and will have Dave Hanson, from Benjamin F. Edwards, send a detailed explanation.

#### Approval of Warrant #11

Vice Chairman Houser called for a motion to approve Warrant #11 dated November 30, 2017, for \$50,669.40. Director Hanson moved and Director Arthur seconded the motion. Upon roll, being called the vote was as follows:

AYE: Carl Arthur, Wendy Aguilera Blanchette, Vicky Carney, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Dennis Hanson, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Jonathan Salk.

NAY: None

The motion carried.

#### Approval of Warrant #12

Vice Chairman Houser called for a motion to approve Warrant #12 dated December 31, 2017, for \$122,362.66. Director Hanson moved and Director Oates seconded the motion. Upon roll, being called the vote was as follows:

AYE: Carl Arthur, Wendy Aguilera Blanchette, Vicky Carney, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Dennis Hanson, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Jonathan Salk.

NAY: None

The motion carried.

### Old Business

#### PURSUIT UPDATE

President Crawford gave an overview of the plans for PURSUIT sites and Snoezelen Rooms for 2018 and 2019, which include Hanover Park, Mount Prospect and Wheeling. President Crawford explained how they will be funded and cost-saving measures that are being considered.

## New Business

### Installation of Officers

Vice Chairman Houser called for a motion to approve the Installation of the Officers for the SLSF Executive Board: Jim Houser, Chairman, Kathy Nowicki, Vice Chairman, and Amy Charlesworth as Secretary/Organizational Treasurer. Director Nowicki moved and Director Clark seconded the motion. Upon roll, being called the vote was as follows:

AYE: Carl Arthur, Wendy Aguilera Blanchette, Vicky Carney, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Dennis Hanson, Jim Houser, Tony LaFrener, Kathy Nowicki, Terri Oates, Jonathan Salk.

NAY: None

The motion carried.

### Recognition of Board Members

Chairman Houser read into the records Proclamation 1, recognizing Chairman Arthur for his contributions to SLSF.

### Approval of Terms and Committees

Chairman Houser called for a motion to approve the current Terms for Board Members. Director Charlesworth moved and Director Salk seconded the motion. Upon roll, being called the vote was as follows:

AYE: Carl Arthur, Wendy Aguilera Blanchette, Vicky Carney, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Dennis Hanson, Jim Houser, Tony LaFrener, Kathy Nowicki, Terri Oates, Jonathan Salk.

NAY: None

The motion carried.

### Appointment of Legal Counsel

Chairman Houser called for a motion to approve appointment of legal counsel for SLSF; Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. and Resolution R2018-4 – Change of Registered Agent. Director Hanson moved and Director Oates seconded the motion. Upon roll, being called the vote was as follows:

AYE: Carl Arthur, Wendy Aguilera Blanchette, Vicky Carney, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Dennis Hanson, Jim Houser, Tony LaFrener, Kathy Nowicki, Terri Oates, Jonathan Salk.

NAY: None

The motion carried.

#### Appointment of President

Chairman Houser called for a motion to approve Resolution 2018-3 – appointment of Tracey Crawford as President of SLSF. Director Charlesworth moved and Director Arthur seconded the motion. Upon roll, being called the vote was as follows:

AYE: Carl Arthur, Wendy Aguilera Blanchette, Vicky Carney, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Dennis Hanson, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Jonathan Salk.

NAY: None

The motion carried.

#### Approval of Resolution 2018-1

Chairman Houser called for a motion to approve Benjamin F. Edwards reverse notification resolution as presented. Director Clark moved and Director Oates seconded the motion. Upon roll, being called the vote was as follows:

AYE: Carl Arthur, Wendy Aguilera Blanchette, Vicky Carney, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Dennis Hanson, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Jonathan Salk.

NAY: None

The motion carried.

#### Approval of Resolution 2018-2

Chairman Houser called for a motion to approve the Village Bank and Trust resolution as presented. Director Oates moved and Director Charlesworth seconded the motion. Upon roll, being called the vote was as follows:

AYE: Carl Arthur, Wendy Aguilera Blanchette, Vicky Carney, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Dennis Hanson, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Jonathan Salk.

NAY: None

The motion carried.

#### Warrant #1 dated January 16, 2018

Chairman Houser called for a motion to approve Warrant #1 dated January 16, 2018, for the amount of \$4,242.94 covering check numbers 25079-25084 from the Village Bank & Trust account. Director Hanson moved and Director Oates seconded the motion. Upon roll, being called the vote was as follows:

AYE: Carl Arthur, Wendy Aguilera Blanchette, Vicky Carney, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Dennis Hanson, Jim Houser, Tony LaFrener, Kathy Nowicki, Terri Oates, Jonathan Salk.

NAY: None

The motion carried.

#### Annual SLSF Investment Transfer

None

#### Information Action/Items

##### Proposed Budget

President Crawford gave an overview of the proposed budget, which was distributed in December. There are some restricted fundraising events, but they have been minimized. NWSRA is requesting a grant of \$334,000 from SLSF. Director Salk asked if SLSF is still satisfied with American Philanthropic. President Crawford responded very positively stating that American Philanthropic has been wonderful.

President Crawford called for a motion to approve the 2018 SLSF budget as presented by staff. Director Clark moved and Director Crook seconded the motion. Upon roll, being called the vote was as follows:

AYE: Carl Arthur, Wendy Aguilera Blanchette, Vicky Carney, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Dennis Hanson, Jim Houser, Tony LaFrener, Kathy Nowicki, Terri Oates, Jonathan Salk.

NAY: None

The motion carried.

#### 2018 Goals and Strategies

Superintendent Sowa informed the Board that American Philanthropic provided SLSF with annual goals and staff members have been assigned to implement them.

#### SLSF Board Calendar

President Crawford reviewed the upcoming 2018 meetings. President Crawford stated that when American Philanthropic identifies the top 15 donors, the SLSF Board Members will be asked to build relationships with individuals whom they recognize. Event attendees will also be cultivated as future donors. Director Houser called for a motion to approve the SLSF Board Calendar. Director Oates moved and Director Salk seconded the motion. Upon voice vote, the motion carried.

#### 2018 Event Calendar

Superintendent Sowa reported that mailings would be increased in 2018. Postcards will have updated calendars on the back.

#### Board Member Annual Review Form

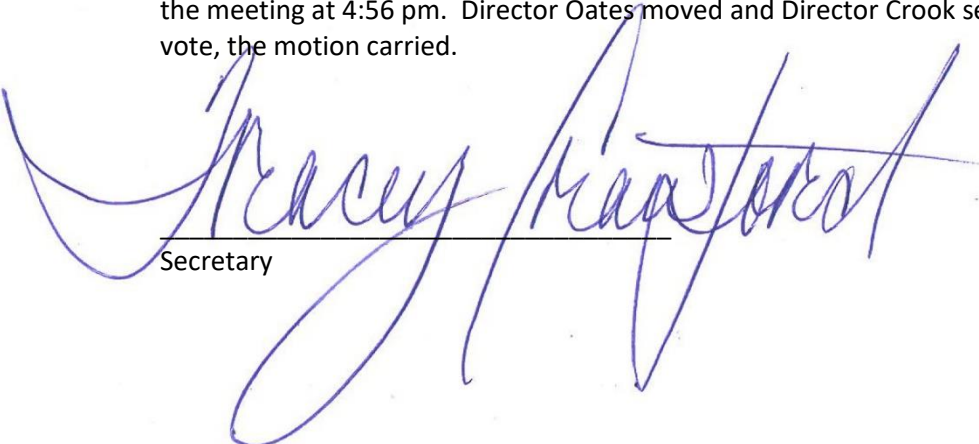
Superintendent Sowa distributed the Board Member Annual Review Forms, which identify what Board Members have done and what they would like to do in the next year.

Conflict of Interest Policy & Annual Statement

Superintendent Breitlow asked Board Members to sign the Conflict of Interest Policy & Annual Statement.

Adjournment

Being no further business to come before the Board, Chairman Houser called for a motion to adjourn the meeting at 4:56 pm. Director Oates moved and Director Crook seconded the motion. Upon voice vote, the motion carried.



Secretary