

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE SPECIAL LEISURE SERVICES FOUNDATION
HELD VIA ZOOM, ON THE 26th OF JANUARY, 2021**

Director Houser called the meeting to order at 3:35 p.m.

Those present were: Amy Charlesworth, Al Crook, Diane Hilgers, Jim Houser, Jay Morgan, Agnes Laton, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, Jonathan Salk, Dave Speers

Anthony Gattuso arrived at 4:14 p.m.

Absent were: Carl Arthur, Thomas Campone, Dennis Hanson, Kathy Nowicki

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

Introduction of Guests

Superintendent Hubsch introduced the new interns Kathryn Schuermann, Jenny Wood, Andi Marfilus and Faithe Kazmark.

Approval of Agenda for January 26, 2021

Director Houser called for a motion to approve the agenda for January 26, 2021. Director Oates made the motion and Director Perkins seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for December 8, 2020

Director Houser called for a motion to approve the minutes for the December 8, 2021 meeting with the addition of Ryan Risinger being listed as present. Director Salk moved and Director Oates seconded the motion. Upon voice vote, the motion carried.

Correspondence

Written: President Crawford asked Jessica Vasalos, Administrative Manager, to read the correspondence. She read a thank you from WINGS for the holiday donation that NWSRA and SLSF sent in December 2020.

Oral:

None

SLSF Reports

2020 Year End Report

Superintendent Splett lightly touched on the SLSF update, as the detailed report will be presented to the board later in the meeting during the Year in Review presentation. She focused on the FEMA grant. They are possibly awarding 75% of the cost to SLSF, which was \$10,000 however; they estimated PPE items were \$3400 of which they will award \$2600 to SLSF. She will update the Board as she gets information. During COVID, President Crawford challenged the staff to look at the events and readjust the events and the budgets to allow for COVID. Superintendent Splett reviewed the financials with the Board and explained the differences in the numbers due to COVID. She and President Crawford thanked the Board for

their continued support and continuing the relationship building that supported SLSF. Director Oates (Gala committee member) gave kudos to the staff and SLSF for the adaptation to a virtual event while keeping the original favorites that contributed to a very success event.

Grants

Superintendent Splett reviewed the grants received in 2020. Northwest Community Hospital was able to donate \$2500 of the \$5000 that was requested. She also thanked several other Board Members for their time and relationships with other companies that allow for applications of other Grants.

Annual Appeal

Superintendent Splett briefly outlined the plan for the Annual Appeal during the harder times that COVID-19 brought. All the correspondence was completed in-house and the return rate showed a 16% return.

Giving Comparisons

Superintendent Splett reviewed the comparisons from 2019 to 2020. She highlight that due to COVID the athletic teams were not traveling or competing, therefore the need was not there this year. This is the same ideology for Scholarships. Many of the participants were not attending in person programs at this time.

2020 4th Quarter Goals

Superintendent Splett stated that the goals will be reviewed in greater detail during the Year In Review portion of the Board meeting. She did mention that all the goals that could be attained with the restrictions laid during COVID have been attained.

Start/End of the Year

Superintendent Splett reviewed the Year End balances and the suggestion, aligned with the Fund Balance, for the beginning balance for 2021. Superintendent Splett asked for a motion to approve the recommendation of transferring funds from the Operating Fund totaling \$202,593.06 to the Restricted Reserve Fund (after the audit is completed). Director Oates made the motion and Director Perkins approved the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Diane Hilgers, Jim Houser, Jay Morgan, Agnes Laton, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Marketing and Public Relations

Superintendent Selders reported that staff have been busy with 2021 events. The fashion show videos are being completed and are working on the NWSRA and SLSF Annual reports. The Calendar of events has been released and are looking forward to the future events. Due to COVID, the digital stats have taken off.

NWSRA Program Report

Superintendent Hubsch spoke about a new participant that lives in Schaumburg. This participant heard about the services through the Park District and wanted to have her son participate in programs that were developed for him to be successful.

NWSRA Lightning Booster Club

Superintendent Splett shared information about the Booster club sponsoring the VIP Box for the GMFS. This is to help try to recruit new members and make the athletic program bigger and better.

Review of Financial Statements/Investments

Business Manager Woodard reviewed the financials and reported to the Board that everything is looking good and looking forward to the Audit.

Approval of Warrant #11

Director Houser called for a motion to approve Warrant #11, dated November 30, 2020, in the amount of \$47,343.52. Director Risinger made the motion and Director Charlesworth 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, Agnes Laton, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Approval of Warrant #12

Director Houser called for a motion to approve Warrant #12, dated December 31, 2020, in the amount of \$20,444.52. Director Romejko 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, Agnes Laton, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Approval of Warrant #1

Director Houser called for a motion to approve Warrant #1, dated January 26, 2021, in the amount of \$153,439.38. 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, Agnes Laton, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Old Business
SLSF Retreat

President Crawford informed the Board that she and the SLSF staff reviewed the Strategic Plan for SLSF and are excited to move forward with the Goals. Many of the goals were still achieved in spite of COVID. Staff were able to still develop a 1 year Strategic Plan, and will revisit the topic later in 2021, hoping that COVID will ease at that time. Superintendent Splett reviewed what the American Philanthropic Strategic Plan outlining the build a strategic foundation solicitation program, hiring a Foundation Coordinator, Foundation Manager, improve and expand direct mail, Building a Major Gift Program and Launch a planned giving program. She laid out the timeline for these goals and reviewed the status as well as reviewed the Actual vs. Proposal Financials. Director Salk asked if SLSF tweaked the American Philanthropic plan. President Crawford informed the Board that the only item that was changed was the direct mail component. However, did indicate that the plan was worth the investment.

New Business
Strategic Plan

Superintendent Splett reviewed the Strategic Plan that SLSF staff developed for 2021. Four Core Strategies were developed: Community Engagement, Marketing/Communication, Improve Board Engagement and Enhance Fundraising Vehicles/Methods. The targeted financials for FY2021-2023 were also reviewed. Superintendent Splett asked for a motion to approve the Strategic Plan for FY2021. Director Charlesworth moved the motion and Director Romejko 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, Agnes Laton, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Information/Action Items
2020 Year in Review/2021 Goals

At this time a Year in Review presentation was shown. President Crawford, Superintendents Splett, Selders, Hubsch and Griffin reviewed the presentation with the SLSF Board. Superintendent gave kudos to the Board for the constant support and dedication to the mission and values that SLSF stands for.

Board Member Goals for 2021

Superintendent Splett reviewed the new Annual Review form that the Board will see. This new form will outline total funds raised by the whole Board, Individual donations, time given and new persons brought to SLSF. She also reviewed the Annual Fund Development Commitment Form. President Crawford also outlined the new leadership section. This will allow staff to recognize those members of the Board that would like to be in leadership roles, company volunteer's hours, donor cultivation and year-end fundraising.

Adjournment

Being no further business to come before the Board, Director Houser called for a motion to adjourn the meeting at 5:12 pm. Director Houser congratulated the staff on an outstanding year in spite of the pandemic. Director Oates moved and Director Perkins seconded the motion. Upon voice vote, the motion carried.



Secretary