# IV. MINUTES

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 20th OF JANUARY 2015

Chairman Oates called the meeting to order at 3:41p.m. Those present were Carl Arthur, Amy Charlesworth, Greg Kuhs, Kathy Nowicki, and Terri Oates

Tim Schaap arrived at 3:50p.m, Eric Wasowicz arrived at 3:53p.m., Jacky Cartwright arrived at 4:00p.m., and Dennis Hanson arrived at 4:10p.m.

Absent were: Ernest Blomquist, Thomas Campone, Rita Fletcher, Jim Houser, Tom Perkins, Brian Rubin, Elaine Schmitt, Jim Schwantz

Tim Schaap excused himself at 4:15p.m.

Also present were: Jonathan Salk, new SLSF Board Member; Vicki Carney, new SLSF Board Member; Tracey Crawford, SLSF President; Julie Clasen, Superintendent of Recreation; Nanette Sowa, Superintendent of Development; Brian Selders, Manager of Public Relations and Marketing; Kelly DeCorrevont, Business Coordinator; Cathy Splett, Foundation Coordinator; and Jessica Vasalos, Administrative Coordinator as Recording Secretary.

Approval of Agenda for January 20, 2015
Chairman Oates called for a motion to approve the Agenda for January 20, 2015. Director Charlesworth moved and Director Kuhs seconded the motion. Upon voice vote the motion carried.

Approval of Minutes, October 21, 2014
Chairman Oates called for a motion to approve the minutes of the October 21, 2014 meeting. Chairman Oates would like make an addition to the minutes adding on 2nd page under the SLSF Credit Card section: it states that we received a letter stating our type of credit will no longer offered, Chairman Oates would like that change to state our type of credit card will no longer be offered. Director Arthur moved and Director Kuhs seconded the motion with the above correction to be made. Upon voice vote the motion carried.

Correspondence
Written:
None
Oral:
None

SLSF Reports
Cathy Splett, Foundation Coordinator reported that we were awarded over $67,000 in grants. There were some grants that were approved in 2014 that are not reflected in the above total because they will be received in 2015. IDOT has approved a 14 passenger vehicle. Director Nowicki asked about two private grants that were submitted in early 2014 to see if we will receive the funds. Cathy replied probably not but the IMPACT 100 Transportation Grant was accepted through the first round, if we make it through a second round then the grant will need to be rewritten for a larger amount. Those grants that have not been received remain pending until

an official answer is received. It was reported that SLSF net less money but the expense per donor decreased while the return donors and the response rate increased. Fit and Fund is a program that was started a couple of years ago and is for those who participate in 5K's, marathons, sport events, etc. Fit and Fund participants can raise funds to be donated to SLSF. The first year there were ten members and $5,000.00 was raised, this year there were only three members and $167.00 was raised, however we had an $1,800.00 sponsor. In 2015 Cathy and Andrea Griffin, Manager of Inclusion Services are going to work with the Outreach person who will visit high schools and recruits students to become involved.

Sponsorships

Superintendent Sowa reported that there are $19,150 in sponsorships as of January 1st, including Northwest Community Hospital which has committed to being a $15,000 Opportunity Sponsor, $7,500 for Gold Medal Fashion Show and $7,500 for Celebrate Ability.

Annual Appeal

Cathy Splett, Foundation Coordinator stated there are two Annual Appeals sent out to our donors once in the Spring and once during the Holiday Season. Donations were down in 2014 compared to 2013 because two past major donors did not give. SLSF is going to be contact donors twelve times a year since that is a national standard. Not all contacts involve requesting funds.

NWSRA Scholarship Report

Superintendent Finger reported that in 2014 $66,361.88 was awarded in scholarships which provided 563 scholarships for 411 individuals. The reason the number of individuals receiving scholarships in 2013 was higher than those receiving scholarships in 2014 is because in 2013 there were 3 camps of 9 week program sessions so each individual had to register for each session. In 2014, instead of registering twice, individuals only registered once. All numbers for 2014 were affected because all school districts used their emergency snow days and as a result camp was reduced by 1 week. The ratio for scholarships is 30% paid by the parent/guardian and 70% provided by NWSRA. Everyone who applied for a scholarship in 2014 received one.

Marketing and Public Relations

Brian Selders, Manager of PR and Marketing reported that the SLSF.me website was unveiled at the Holiday Luncheon in December. One of the goals for the site is to make it as easy as possible for people to find the information for which they are searching. An upgrade to the SLSF website also includes a sponsor page. An SLSF company page has also been created on LinkedIn. Brian also spoke about the two formats of the Board packet, one being the whole packet in one file and the other being divided in separate tabs. Director Arthur suggested adding an area on the web page for people to request NWSRA/SLSF presentations.

NWSRA Program Report

Superintendent Clausen made a correction to the dates on the Program Report, they should read December 10, 2013 – January 9, 2015. Superintendent Clausen thanked the SLSF Board for their support of NWSRA. SLSF has provided funds for program support to build collaboratives which was emphasized in 2014. The first collaborative, PURSUIT, is a partnership with Clearbrook. The participants that attend this program have graduated high school and are at least 21 years old. The 6 month pilot program has been completed and will continue through the 3 year lease at Rolling Meadows Community Center. As of January 5th, the program is full with 16 participants attending each day Monday – Friday. A future interest list has been created and it looks like an additional 5 people per day can be added in June and possibly start another program

Fall 2015. Another exciting collaborative for this year is Healthy Minds/Healthy Bodies, which is a recreation program for Veterans done in conjunction with Bartlett Park District. The third collaborative is with St. Alexian Brothers Hospital. NWSRA partnered with the Autism Disorder Spectrum Transition Program to promote a Safety for Yourself Martial Arts program to help develop safety skills, gross motor and motor skills and core development. The last collaborative is with Consolidated School District 21 in Wheeling, which partners with the Parent Educator Program. This program helps families who are not fluent in English or have other language barriers. While the parents are attending classes, the program provides activities for their children with disabilities. There are approximately 120 children and 4 – 6 programs are held throughout the year. District 21 has also partnered with Harper College for the same program for which NWSRA provides activities occasionally on Mondays & Wednesdays. Superintendent Clausen gave program highlights which included taking a group of young adults to a Dude Ranch in Colorado. SLSF also provides support for Inclusion Services. Superintendent Clausen thanked the Board for their support. SLSF provided support for 370 individuals in Inclusion Services, which is an increase over 2013. SLSF also supports NWSRA's 21 vehicle fleet, Lightning Teams, Partner Bowling and Partner Softball. Director Wasowicz inquired if any work was done with the Palatine Opportunity Center. Superintendent Clausen replied she will look into it.

NWSRA Lightning Booster Club
Not able to attend

Financial Reports
Kelly DeCorrevont, Business Services Coordinator, explained how the $150,000 for the Rolling Meadows Community Center lease is going to appear in the financial reports. December 1st is when the journal entry was made to the account for the 3 year lease. President Crawford explained that Knutte & Associates is our accounting firm. They handle both the NWSRA and SLSF audits and have been very helpful with answering our questions. Our audit is scheduled in February.

Investments
SLSF continues with Benjamin F. Edwards. A representative, David Hanson, spoke with the Investment Committee in October and discussed cash flow as well as the grant from SLSF to NWSRA to pay for the rent for RMCC for the first 3 years. He will be back in May to update investments and how to keep cash flow moving.

Approval of Warrants #11
President Crawford called for a motion to approve Warrant 11 dated November 14, 2014, for the amount of $25,991.60 covering checks 7525 through 7546 from the BMO Harris N.O.W account. Director Arthur moved and Director Charlesworth seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Vicki Carney, Jacky Cartwright, Amy Charlesworth, Dennis Hanson, Greg Kuhs, Kathy Nowicki, Terri Oates, Jonathan Salk and Eric Wasowicz

NAY: None

The motion carried.

Approval of Warrants #12
President Crawford called for a motion to approve Warrant 12 dated December 12, 2014, for the amount of $30,051.29 covering checks 7547 through 7559 from the BMO Harris N.O.W account. Director Kuhs moved and Director Nowicki seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Vicki Carney, Jacky Cartwright, Amy Charlesworth, Dennis Hanson, Greg Kuhs, Kathy Nowicki, Terri Oates, Jonathan Salk and Eric Wasowicz

NAY: None

The motion carried.

Approval of Warrants #12B
President Crawford called for a motion to approve Warrant 12B dated December 31, 2014, for the amount of $118,080.04 covering checks 7560 through 7564 from the BMO Harris N.O.W account. Director Cartwright moved and Chairman Oates seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Vicki Carney, Jacky Cartwright, Amy Charlesworth, Dennis Hanson, Greg Kuhs, Kathy Nowicki, Terri Oates, Jonathan Salk and Eric Wasowicz

NAY: None

The motion carried.

Recognition of Board Members
Chairman Oates recognized outgoing Board Member Jim Schwantz and thanked him for his almost 20 years of service and continued support.

Installation of Officers
President Crawford called for a motion to approve the Installation of the Officers for the SLSF Executive Board. Director Charlesworth moved and Director Kuhs seconded the motion. Upon voice vote the motion carried.

Appointment of New Board Members
Chairman Oates called for a motion to approve the Installation of Board Members Jonathan Salk and Vicki Carney. Upon voice vote the motion carried.

Approval of Terms
Chairman Oates called for a motion to approve the current Terms for Board Members as presented including the addition of Vicki Carney to the Investment Committee. Director Hanson moved and Director Nowicki seconded the motion. Upon voice vote the motion carried.

Appointment of Legal Counsel
Chairman Oates called for a motion to approve Legal Counsel for SLSF; Massucci, Blomquist, Anderson and Dunn. Director Hanson moved and Director Charlesworth seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Vicki Carney, Jacky Cartwright, Amy Charlesworth, Dennis Hanson, Greg Kuhs, Kathy Nowicki, Terri Oates, Jonathan Salk and Eric Wasowicz

NAY: None

The motion carried.

Appointment of President
Chairman Oates called for a motion to appoint Tracey Crawford, as President of SLSF. Director Arthur moved and Director Carney seconded the motion. Upon voice vote the motion carried.

Approval of Resolution 2015-8
Chairman Oates called for a motion to approve the BMO Harris Bank N.O.W account signature cards and permissions. Director Carney moved and Director Wasowicz seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Vicki Carney, Jacky Cartwright, Amy Charlesworth, Dennis Hanson, Greg Kuhs, Kathy Nowicki, Terri Oates, Jonathan Salk and Eric Wasowicz

NAY: None

The motion carried.

Approval of Resolution 2015-9
Chairman Oates called for a motion to approve Benjamin F. Edwards to insure a reverse notification is provided for any checks requested from investments. Director Hanson moved and Director Cartwright seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Vicki Carney, Jacky Cartwright, Amy Charlesworth, Dennis Hanson, Greg Kuhs, Kathy Nowicki, Terri Oates, Jonathan Salk and Eric Wasowicz

NAY: None

The motion carried.

Warrant #1 dated January 20, 2015
President Crawford called for a motion to approve Warrant #1 dated January 20, 2015 for the amount of $500.00 covering check numbers 7565 from the BMO Harris N.O.W. account. Director Kuhs moved and Chairman Oates seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Vicki Carney, Jacky Cartwright, Amy Charlesworth, Dennis Hanson, Greg Kuhs, Kathy Nowicki, Terri Oates, Jonathan Salk and Eric Wasowicz

NAY: None

The motion carried.

Annual Investment Transfer

Kelly DeCorrevont, Business Services Coordinator recommended to have the SLSF BMO Harris account begin with a balance of approximately $90,000 based on 3 years of Revenue and Expense Comparison and recommends a $100,000 transfer to Benjamin F Edwards in January 2015. Kelly also recommended updating the current checking BMO Harris NOW account to a Business Advantage Checking Account which will result in a savings of approximately $1,800 annually in service fees. President Crawford called for a motion to approve beginning 2015 with $90,000 in the BMO Harris account. Director Hanson moved and Director Cartwright seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Vicki Carney, Jacky Cartwright, Amy Charlesworth, Dennis Hanson, Greg Kuhs, Kathy Nowicki, Terri Oates, Jonathan Salk and Eric Wasowicz

NAY: None

The motion carried.

President Crawford called for a motion to approve transferring $100,000 to the Benjamin F. Edwards Investment account. Director Kuhs moved and Director Arthur seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Vicki Carney, Jacky Cartwright, Amy Charlesworth, Dennis Hanson, Greg Kuhs, Kathy Nowicki, Terri Oates, Jonathan Salk and Eric Wasowicz

NAY: None

The motion carried.

President Crawford called for a motion to update the current BMO Harris NOW Sweep account to BMO Harris, Business Advantage Checking account. Director Hansen moved and Chairman Oates seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Vicki Carney, Jacky Cartwright, Amy Charlesworth, Dennis Hanson, Greg Kuhs, Kathy Nowicki, Terri Oates, Jonathan Salk and Eric Wasowicz

NAY: None

The motion carried.

Budget 2015

President Crawford spoke about the move to make the majority of SLSF events unrestricted, meaning money can be used in any of the 5 areas, Transportation, Inclusion, General Programs, Scholarships and Athletics. Another line item President Crawford highlighted was grant money being used in NWSRA. The requested amount for the 2015 budget is $310,000. President Crawford asked the Board to be aware that the funds may shift in how they are spent throughout the 5 categories, a quarterly update will be provided. The total amount requested for 2015 is $10,000 more than 2014 to cover additional costs in areas such as Inclusion and Scholarships. President Crawford offered to bring a copy of the NWSRA budget for the board to review at the May meeting to put the amounts that are being requested into perspective.

Director Crawford called for a motion to approve the 2015 Budget for SLSF. Director Hansen moved and Director Charlesworth seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Vicki Carney, Jacky Cartwright, Amy Charlesworth, Dennis Hanson, Greg Kuhs, Kathy Nowicki, Terri Oates, Jonathan Salk and Eric Wasowicz

NAY: None

The motion carried.

SLSF Update

Superintendent Sowa asked the Board to review the SLSF goals and strategies provided in the Board packet. Superintendent Sowa also spoke about Sherry Prause resigning after 20 years and said that SLSF is restructuring job responsibilities including hiring a Foundation Assistant that will work 3 days a week. A change has been made to Action Strategy 3.2 with the addition of the last strategy listed. There has also been a change to the Calendar of Events, this year the Arlington Classic will be held at the Poplar Creek Golf Course in Hoffman Estates.

Comments

None

Adjournment

Being no further business to come before the Board, Chairman Oates called for a motion to adjourn the meeting at 5:08 p.m. Director Wasowicz moved and Director Hanson seconded the motion. Upon voice vote the motion carried.

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Secretary