

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE SPECIAL LEISURE SERVICES FOUNDATION  
HELD VIA ZOOM ON PROVIDED LINK  
ON THE 19<sup>th</sup> OF MAY, 2020**

Chairman Nowicki called the meeting to order at 3:40 p.m.

Those present were Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, and Jonathan Salk.

Absent were: Carl Arthur, Thomas Campone, Dennis Hanson and Agnes Laton.

Also present were: Tracey Crawford, President; Cathy Splett, Superintendent of Development; Rachel Hubsch and Andrea Griffin, Superintendents of Recreation; Brian Selders, Superintendent of Communications and IT; Darleen Negrillo, Superintendent of Administrative Services; Jessica Lamb, Foundation Manager; Megan O'Brien, Events Coordinator; David Speers, Potential Board Member; Celine Ehret, Intern; Jessica Pelegrino, Intern; Delaney Grimm, Intern; Rohit Saluja, Intern; Rebecca Ulrich, Intern; Ann Van Vooren, Lauterbach and Amen; Dave Hanson, Benjamin F. Edwards; and Jessica Vasalos, Administrative Manager, as recording secretary.

Introduction of Guests

Superintendent Hubsch introduced all the Interns. Superintendent Splett introduced Rebecca Uhrich SLSF Intern, and potential Board Member David Speers, and Superintendent Negrillo introduced Ann Van Vooren of Lauterbach and Amen, and Dave Hanson, from Benjamin F. Edwards.

Approval of Agenda for May 19, 2020

Chairman Nowicki called for a motion to approve the agenda for May 19, 2020. Director Burgess moved and Director Charlesworth seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for January 21, 2020

Chairman Nowicki commented to correct the minutes to expand on the Inclusion statement. Why were Inclusion numbers going down? It was the number of staff that was down not the requests that were down. Chairman Nowicki called for a motion to approve the minutes for the January 21, 2020 meeting as amended. Director Charlesworth moved and Director Oates seconded the motion. Upon voice vote, the motion carried.

Correspondence

Written: None

Oral: None

### SLSF Reports

Superintendent Splett reported that SLSF has paid Rolling Meadows Park District \$51,000 for the storage space and office space at RMCC. This expense was to be traded every three years with NWSRA. This amount is lower than in the past because Clearbrook is now paying for the PURSUIT rent space, which is billed to them monthly.

### Events

Jessica Lamb, Foundation Manager, recapped the results of the Gold Medal Fashion Show. SLSF celebrated its 30<sup>th</sup> year of the Gold Medal Fashion Show, on February 23, 2020. Major kudos to our GMFS Committee, many members who have been with the event since the beginning. Attendance was 453. Sponsorships totaled \$3,900, gross revenue was \$50,577, expenses totaled \$24,150, net revenue totaled \$26,426, short of the budgeted amount of \$8,273. This was due to moving to a new venue and capacity was smaller than in past years. Keeping options open at this time for the Gold Medal Fashion Show for 2021 as with the current pandemic, we are not sure how it will look. We had 37 models this year and seven of those were younger and new to the event than in years past. Chairman Nowicki thanked the staff and committee for such a wonderful event.

### Grants

Superintendent Splett reported that she has submitted \$67,000 in grant money and have been approved for about \$63,000 which was because of a very generous grant from Zurich, N.A.

### Marketing and Public Relations

Superintendent Selders reported that marketing efforts are under way to support SLSF events. The Annual Report has been posted online and will not be printed due to COVID-19. If the Board would like paper copies, they can be printed online and provided upon request. Kevin's Club poll was sent to get more golfers signed up for that group. Kudos were given to potential new Board member David Speers who provided video from Scheck & Siress: A Hanger Clinic for the High Five Challenge.

### NWSRA Program Report

Superintendent Hubsch reported on a participant that has been struggling due to COVID-19. Virtual programs have allowed her to keep up with her friends during lock down and participate with her friends.

Chairman Nowicki informed that Board that she was moving to New Business Audit and Investment Update as to allow the Auditor and the Investment Manager to leave upon their presentation.

### SLSF Audit

Ann Van Vooren, Lauterbach and Amen, reviewed the audit report and management letter. SLSF received one management letter in regards to the reserve policy because

there currently is not one. Ms. Van Vooren reported SLSF received a non-modified opinion, which is the highest and means that everything is in order and there are no issues. She then reviewed the audit. Chairman Nowicki called for a motion to approve the audit. Director Perkins moved and Director Romejko seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk

NAY: None

The motion carried

#### Investment Update

Dave Hanson, Benjamin F. Edwards, presented an overview of the current economic situation and the status of SLSF's portfolio and financial position, due to COVID-19. The portfolio is designed to fall less and come up with the market. Due to the pandemic there has been some losses, the portfolio is down 5.92% after being up 15.2%. During that period, funds were raised for the upcoming distribution. Obviously, we do not like to be down at all, but overall we are up on the benchmark. In the future, the Board will see some minor changes to the portfolio to try to adjust for the market fluctuations. Mr. Hanson also mentioned he would like SLSF to keep in mind the issues that come with the government taking on more and more debt which could affect grants with inflation.

#### Review of Financial Statements

Miranda Woodard, Finance Manager reviewed the financial statements with the Board. Everything is on target, even with the challenges of COVID-19, and moving forward. We were able to recover some of the losses that Mr. Hanson mentioned.

#### Approval of Warrant #2

Chairman Nowicki called for a motion to approve Warrant #2, dated February 29, 2020, for \$27,525.91. Director Oates 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, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk

NAY: None

The motion carried

### Approval of Warrant #3

Chairman Nowicki called for a motion to approve Warrant #3, dated March 31, 2020, in the amount of \$53,801.84. Director Perkins 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, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk

NAY: None

The motion carried

### Approval of Warrant #4

Chairman Nowicki called for a motion to approve Warrant #4, dated May 19, 2020, in the amount of \$623.77. Director Romejko 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, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk

NAY: None

The motion carried

### Old Business

#### Resolution R2020-9 Village Bank and Trust

Superintendent Negrillo stated with the retirement of the Executive Director of Rolling Meadows Park District the signature cards needed to be updated. Kevin Romejko, Executive Director has been named and is being added as Treasurer. Chairman Nowicki called for a motion to approve Resolution R2020-9. Director Oates 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, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk

NAY: None

The motion carried

#### Resolution R2020-10 – Reverse Notification Benjamin F. Edwards

President Crawford stated with the retirement of the Executive Director of Rolling Meadows Park District the reverse notification needed to be updated. Kevin Romejko, Executive Director has been named and is being added as Treasurer. She also

reiterated the importance of this procedure due to when approved withdrawals are made, the appropriate people are notified. Chairman Nowicki called for a motion to approve Resolution R2020-10 removing Amy Charlesworth and adding Kevin Romejko. Director Charlesworth made the motion and Director Perkins seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk

NAY: None

The motion carried

#### SLSF Policy Manual Updates

Superintendent Splett informed the Board that staff are in the process of creating a Board and Administration Policy Manual to keep in line with other Foundations and NWSRA. These policies are to be included in the Manual. The government when submitting the 990 reports recommends these. She then briefly reviewed each policy. The Gift Acceptance Policy is in draft form and staff are asking the Board to review the draft and submit any changes they may have by July 10, 2020. Chairman Nowicki called for a motion to approve the Net Fund Policy and the Retention Manual as presented. Director Romejko 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, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk

NAY: None

The motion carried

It was recommended to have the attorney's review the Whistle Blower Policy and the Gift Acceptance Policy and bring it back to the Board once reviewed.

#### Fund Balance Recommendation

Chairman Nowicki informed the Board that the Investment Committee reviewed the Fund Balance Recommendation in detail, prior to the Board Meeting. Superintendent Splett reviewed the Fund Balance and recommendation with the Board. Chairman Nowicki called for a motion to approve SLSF to begin FY2020 with the cash balances \$95,237.21 as presented. Director Crook made 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, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk

NAY: None

The motion carried

#### NWSRA Grant Request

Superintendent Griffin reviewed the NWSRA Grant Ask for this quarter and asked for the amount of \$459.25 for STAR Scholarships. President Crawford then explained the “Formal request of redirection of funds to COVID-19”. At this time, the Administrative Team presented to the Board a COVID-19 Update. President Crawford asked for a motion to redirect funds from the approved \$287,000 grants for FY2020 to be used for PPE needs for staff, return to work policy supplies and equipment, return to programming policy supplies and equipment for the remaining full time staff during the pandemic. Chairman Nowicki called for a motion to approve the redirection of unrestricted funds as presented. Director Charlesworth made 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, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk

NAY: None

The motion carried

Amy Charlesworth left the meeting at 5:10 p.m.

#### Installation of New Board Member

Chairman Nowicki called for a motion to approve David Speers as a new SLSF Board Member. Director Salk made the motion and Director Perkins seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk

NAY: None

The motion carried

#### Information Action Items

Superintendent Griffin reported that everything was put on hold in Hanover Park Park District for the Sensory Garden during the COVID-19 lockdown and will resume once the lockdown is lifted. She also reported that construction has been completed at the NWSRA Programming space at Wheeling Park District with furniture installation being

scheduled and the NWSRA Programming space at Buffalo Grove Park District has a completion date of July. We are hoping to conduct camp in Buffalo Grove.

Adjournment

There being no further business to come before the Board, Chairman Nowicki called for a motion to adjourn the meeting at 5:25pm. Director Perkins moved and Director Burgess seconded the motion. Upon voice vote, the meeting adjourned.



---

Secretary