

**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 21st OF MAY 2019**

Chairman Houser called the meeting to order at 3:36 p.m.

Those present were Thomas Campone, Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Tony LaFrener, Agnes Laton, Terri Oates, Brian Rubin, and Tom Perkins.

Absent were: Dennis Hanson, Kathy Nowicki, Jonathan Salk

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; Maria Sposito, Graphic Communications Coordinator; Matt Beran, Lauterbach and Amen; Dave Hanson, Benjamin F. Edwards; and Jessica Vasalos, Administrative Manager, as recording secretary.

Introduction of Guests

Superintendent Selders introduced Maria Sposito, Graphic Communications Coordinator. Also, Superintendent Negrillo introduced Matt Beran, from Lauterbach and Amen, and Dave Hanson, from Benjamin F. Edwards.

Superintendent Sowa introduced the Zurich Fun Fair volunteers, the recipients of the IPRA/IAPD Community Service Award. Superintendent Sowa recognized Zurich for its generous yearly contributions to SLSF.

Approval of Agenda for May 21, 2019

Chairman Houser called for a motion to approve the agenda for May 21, 2019. President Crawford asked to move the Benjamin F. Edwards Report and the Audit Report portions of the agenda to the beginning of Staff Reports, in order to allow the presenters to exit the meeting sooner. Director Rubin moved and Director Oats seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for January 22, 2019

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

Correspondence

Written: President Crawford stated that the following letters were received: from Mary Morrison, Hanover Park District Board, thanking SLSF and NWSRA for attending their Youth Program's Benefit Ball; from the Women's Club of Inverness, thanking SLSF for attendance at We Be Fit Fashion Event; from Clearbrook, thanking SLSF for their contribution to the A Grapevine of Friends Wine and Craft Beer Tasting; from Arlington Heights Chamber of Commerce, thanking SLSF for their support of the Events Gala.

Oral: None

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, including year-end results and expectations for the coming year.

President Crawford asked the SLSF Board for \$100,000 to put in a money market account as a cushion for three projects that are funded by the Wheaton Sisters: Snoezelen Room in Mount Prospect, Sensory Garden in Hanover Park, and the Dream Lab in Rolling Meadows. NWSRA met with Clearbrook to discuss future program spaces and predicted costs, with plans to use available funds before a potential recession hits.

SLSF Audit

Matt Beran, Lauterbach and Amen, reviewed the audit report and management letter. SLSF received an unmodified opinion. Mr. Beran reported total assets for 2018, and noted a decrease in revenue but significant jump in donations compared to 2017. The management letter mentioned a best practice for management to consider – a true operating reserve policy. Lauterbach and Amen offers templates.

Chairman Houser called for a motion to approve the audit. Director Oates moved and Director Clark seconded the motion. Upon voice vote, the motion carried.

A question was raised about the management letter comment. President Crawford stated that SLSF will mirror NWSRA's operating reserve policy template.

SLSF Reports

Events

Megan O'Brien, Events Coordinator, recapped the results of the Gold Medal Fashion Show. Attendance was 550. Next year the event will be held on Feb. 23 at Stonegate. The Buffalo Grove golf outing reaped the largest revenue since the event began. President Crawford updated the Board that as advised by our attorney's, staff are still holding the check for the GMFS due to pending litigation.

Grants

Cathy Splett, Foundation Manager, tried to contact IDOT regarding SLSF's application. Director Clark stated that IDOT might not respond or that the program isn't moving forward; other organizations are in similar situations.

Goals

Superintendent Sowa reported that SLSF is using a list of businesses provided by Christina Ferraro for possible new donors and sponsors. Letters were sent to two good prospects; responses have not yet been received. Zurich has a new grant application system and SLSF will apply. Mailings are going out to 1600 previous donors advertising the fall golf outing.

Marketing and Public Relations

Superintendent Selders reported that marketing efforts are under way to support SLSF events. The event calendar is posted online. There is a new SLSF Impact email newsletter template that aligns with the consistent SLSF look. An event video is in progress.

NWSRA Program Report

Superintendent Hubsch showed a slide show that highlighted Broadway Buddies, with 15 participants, and PURSUIT, joining with the Raupp Museum to do an art exhibit. An open house for the art exhibit was held on April 18. Both programs are in conjunction with Buffalo Grove Park District.

Review of Financial Statements/Investments

Miranda Woodard, Accounting Manager, clarified some points in the SLSF finances and investments reports in the Board packet. President Crawford summarized that it has been a good year for SLSF, particularly because of the rise in donations.

Approval of Warrant #5

Chairman Houser called for a motion to approve Warrant #5, dated May 21, 2019, in the amount of \$31,812.09. Director Campone 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, Tony LaFrener, Agnes Laton, Terri Oates, Tom Perkins, Brian Rubin

NAY: None

The motion carried.

Approval of Warrant #4

Chairman Houser called for a motion to approve Warrant #4, dated April 30, 2019, in the amount of \$29,965.11. Director Perkins made the motion and Director Oates 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, Tony LaFrener, Agnes Laton, Terri Oates, Tom Perkins, Brian Rubin

NAY: None

The motion carried.

Approval of Warrant #3

Chairman Houser called for a motion to approve Warrant #3, dated March 31, 2019, in the amount of \$12,084.44. Director Oates made the motion and Director Perkins 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, Tony LaFrener, Agnes Laton, Terri Oates, Tom Perkins, Brian Rubin

NAY: None

The motion carried.

Approval of Warrant #2

Chairman Houser called for a motion to approve Warrant #2, dated February 28, 2019, in the amount of \$15,396.66. Director Charlesworth made the motion and Director Laton 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, Tony LaFrener, Agnes Laton, Terri Oates, Tom Perkins, Brian Rubin

NAY: None

The motion carried.

Old Business

Resolution R2019-7 Village Bank and Trust

Superintendent Negrillo stated that, after determining a new law does not apply to special recreation organizations, new signature cards will now be completed. Chairman Houser called for a motion to approve Resolution R2019-7. Director Rubin made the motion and Director Oates 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, Tony LaFrener, Agnes Laton, Terri Oates, Tom Perkins, Brian Rubin

NAY: None

The motion carried.

New Business

Fund Balance Recommendation

President Crawford explained how the Investment Committee determines a fund balance and why the current fund balance is more than would normally be kept. A portion of the funds will be moved to a money market at Village Bank and Trust. President Crawford described the projects for which those funds would potentially be used. Director Rubin asked about putting more money into the money market account. A suggestion was made regarding moving more funds in the winter when there are no golf outings for which to prepare. President Crawford stated that at the October board meeting, SLSF will present the reserve policy.

Chairman Houser called for a motion to approve the fund balance recommendation and movement of \$100,000 to Village Bank and Trust. Director Campone made the motion and Director Perkins 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, Tony LaFrener, Agnes Laton, Terri Oates, Tom Perkins, Brian Rubin

NAY: None

The motion carried.

NWSRA Grant Request

Superintendent Negrillo explained the breakout of how the requested funds will be used. Director Clark asked why the amount for transportation is zero. President Crawford explained the flexibility of using funds for different categories.

2018 SLSF Year in Review

President Crawford and Superintendent Selders presented highlights of SLSF accomplishments in 2018.

Project Updates

Superintendent Griffin reported on the status of the Snoezelen Room in Mount Prospect, including backorders of equipment. Superintendent Selders reported on the continuing progress of the Dream Lab in Rolling Meadows. He and Superintendent Hubsch will meet with Microsoft to discuss design. Superintendent Griffin stated that concepts for the Sensory Garden at Hanover Park are being worked on with WT Engineering, after which bids will be sent out.

NWSRA Programming Space 4 – Wheeling

Superintendent Griffin met with FGM architects and the Wheeling administration team to have a final walk-through for construction needs. Construction will begin after next week. President Crawford extended thanks to the Wheeling Park District for donating furniture for the NWSRA programming space.

Nanette Sowa Retirement – Succession Planning for Superintendent of Development

President Crawford announced that Superintendent Sowa will be retiring in August, 2019. Succession planning has begun for Cathy Splett to move into that position. Recruitment for the Foundation Manager position will begin in July.

Superintendent Sowa reminded Board members of upcoming fundraisers: Craft, Beer and Wine Fest at the Wheeling Park District on June 25th, in conjunction with Clearbrook, and a dinner at Tap House Grill in Palatine after the golf outing on June 6.

Other

Adjournment

Being no further business to come before the Board, Chairman Houser called for a motion to adjourn the meeting at 4:46pm. Director Rubin moved and Director Oates seconded the motion. Upon voice vote, the motion carried.


Secretary