

**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 15th OF MAY 2018**

Chairman Houser called the meeting to order at 3:37 p.m. Those present were Wendy Aguilera Blanchette, Vicki Carney, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrener, Kathy Nowicki, Terri Oates, and Jonathan Salk.

Tom Perkins arrived at 3:38pm.

Absent were: Carl Arthur, Thomas Campone, Mike Clark, Dennis Hanson, Brian Rubin and Dennis Stein.

Also present were: Nanette Sowa, Superintendent of Development; Trisha Breitlow, Superintendent of Administrative Services; Rachel Hubsch and Andrea Griffin, Superintendents of Recreation; Brian Selders, Superintendent of Communications and IT; Miranda Woodard, Accounting Manager; Megan O'Brien, Events Coordinator; Joann Snyder, Senior Manager of Special Recreation; Cathy Splett, Foundation Coordinator; Matt Beran, Lauterbach and Amen; Dave Fisher, Benjamin F. Edwards; Jacky Cartwright, former board member; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

Superintendent Breitlow introduced Matt Beran, from Lauterbach and Amen, and Dave Fisher, from Benjamin F. Edwards. Superintendent Sowa introduced Jacky Cartwright, former SLSF Board Member.

Chairman Houser and the Board of Directors recognized Jacky Cartwright for her 23 years of service on the SLSF Board of Directors.

Approval of Agenda for May 15, 2018

Chairman Houser called for a motion to approve the agenda for May 15, 2018. Director Oates moved and Director Charlesworth seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for January 16, 2018

Chairman Houser called for a motion to approve the minutes for the January 16, 2018, meeting. Director Oates moved and Director Salk seconded the motion. Upon voice vote, the motion carried.

Correspondence

Written: SLSF received a thank you letter from Kimberly Mack for her son's camp scholarship and a thank you letter from the Arlington Chamber of Commerce for the sponsorship of the Awards and Recognition gala. Nothing Bundt Cakes sent a

congratulations card and cake to SLSF for receiving the Non-Profit Organization of the Year Award from the Arlington Chamber of Commerce. State Representative David Harris sent congratulations to SLSF for receiving the Non-Profit Organization of the Year Award. A certificate of recognition was received from the Illinois House of Representatives.

Oral: None

SLSF Reports

Superintendent Sowa highlighted activities under the Major Gifts initiative, which include tracking event attendees and donors in order to increase sponsorships and amounts of contributions. Kevin's Club, an annual giving club, has been created. Director Salk has volunteered to call high priority donors. SLSF has joined the Mt. Prospect Chamber of commerce as part of the effort to increase the organization's community presence. Director Perkins and Schneider Electric Employees volunteered at the Hanover Park PURSUIT program.

Events

The Gold Medal Fashion show was successful, with revenue slightly over goal. Dress Barn, JC Penny and Modern Tuxedo dressed the participants.

Grants

Cathy Splett, Foundation Coordinator, reviewed the 2017 grants. SLSF received approval from IDOT for the 2017 vehicle for Hanover Park. SLSF will apply for the 2018 grant for The PURSUIT Program at Mt. Prospect. Grants have been funded for the Hanover Park sensory room. A second year grant is being pursued with the Wheaton Franciscan Sisters for PURSUIT 3. Application will be made in July.

Marketing and Public Relations

The online ordering system for documents will be updated. Upcoming events are being promoted. Snoezelen Sensory Therapy videos have been created. Director Salk asked about the success of SLSF's social media sites. Superintendent Selders reported that Facebook has been successful for recruitment. Social media sites are directing people to specific website pages. President Crawford commented that LinkedIn has been a successful discussion tool for SLSF. NWSRA social media has been strong. Director Perkins recommended asking people if their companies offer matching funds.

NWSRA Program Report

Joann Snyder, Senior Manager of Recreation, reported on a skating competition, hosted by Franklin Park Park District. More than \$3000 was raised to cover costs. A dinner and banquet was held. Thirty Nine athletes registered for the event. The event next year will be opened to additional states. The skaters performed in a Hoffman Estates exhibition. Chairman Houser asked if a local high school news department might be interested in covering the event. Major news stations did cover the event, with Manager Snyder giving interviews.

Review of Financial Statements/Investments

SLSF Investment Statement

Superintendent Breitlow stated investments dropped slightly from 2017, but are recovering.

Organizational Cash Overview

Superintendent Breitlow shared details of 2018 cash versus 2017. NWSRA reserves and SLSF cash are higher than 2017.

1st Quarter Financial Reports

Quarterly report shows that SLSF is on target.

Approval of Warrant #2

Chairman Houser called for a motion to approve Warrant #2 dated March 31, 2018, for \$28,754.35. Director Salk moved and Director Perkins seconded the motion. Upon roll being called the vote was as follows:

AYE: Wendy Aguilera Blanchette, Vicki Carney, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Tom Perkins, Jonathan Salk

NAY: None

The motion carried.

Approval of Warrant #3

Chairman Houser called for a motion to approve Warrant #3 dated March 31, 2018, for \$41,885.59. Director Oates moved and Director Carney seconded the motion. Upon roll being called the vote was as follows:

AYE: Wendy Aguilera Blanchette, Vicki Carney, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Tom Perkins, Jonathan Salk

NAY: None

The motion carried.

Approval of Warrant #4

Chairman Houser called for a motion to approve Warrant #4 dated April 30, 2018, for \$55,090.05. Director Perkins moved and Director LaFrenere seconded the motion. Upon roll being called the vote was as follows:

AYE: Wendy Aguilera Blanchette, Vicki Carney, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Tom Perkins, Jonathan Salk

NAY: None

The motion carried.

Approval of Warrant #5

Chairman Houser called for a motion to approve Warrant #5 dated May 15, 2018, for \$3,150.00. Director Crook moved and Director Oates seconded the motion. Upon roll being called the vote was as follows:

AYE: Wendy Aguilera Blanchette, Vicki Carney, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrener, Kathy Nowicki, Terri Oates, Tom Perkins, Jonathan Salk

NAY: None

The motion carried.

Old Business

None

New Business

SLSF Audit

Matt Beran, from Lauterbach and Amen, presented a high level overview and highlights of the SLSF audit. Revenue and grants are up from last year. The audit report is in compliance with all accounting standards.

Chairman Houser called for a motion to approve the audit as presented. Director Perkins moved and Director Gattuso seconded the motion. Upon roll being called the vote was as follows:

AYE: Wendy Aguilera Blanchette, Vicki Carney, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrener, Kathy Nowicki, Terri Oates, Tom Perkins, Jonathan Salk

NAY: None

The motion carried.

Benjamin F. Edwards Investment Update

Dave Fisher, from Benjamin F. Edwards, presented changes in investment allocations, amount of returns, and future direction.

President Crawford stated that SLSF will be formalizing the operating reserve policy.

Fund Balance Recommendation

Superintendent Breitlow reviewed the recommended starting fund balance, year-end cash, and available cash.

Chairman Houser called for a motion to approve the recommended fund balance. Director Charlesworth moved and Director Perkins seconded the motion. Upon roll being called the vote was as follows:

AYE: Wendy Aguilera Blanchette, Vicki Carney, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrener, Kathy Nowicki, Terri Oates, Tom Perkins, Jonathan Salk

NAY: None

The motion carried.

Annual Investment Transfer

Superintendent Breitlow reported that construction bids for Mt. Prospect are in process and will be presented to the Board next week. The amount needed will come from The Wheaton Sisters Grant, BF Edwards investments, and NWSRA.

President Crawford called for a motion to approve \$100,000 to be transferred from the BF Edwards account to the SLSF operating account for the Central Community Center construction at Mt. Prospect. Director Oates moved and Director Perkins seconded the motion. Upon roll being called the vote was as follows:

AYE: Wendy Aguilera Blanchette, Vicki Carney, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrener, Kathy Nowicki, Terri Oates, Tom Perkins, Jonathan Salk

NAY: None

The motion carried.

NWSRA Programming Space 3 – Mount Prospect

Superintendent Griffin described the area that NWSRA will be renting at the Mt. Prospect Central Community Center for the new programming space. All of the furniture has been donated.

Director Crook asked where the Snoezelen Room will be located.

Director Oates asked if there is a wait list for this location. Superintendent Griffin reported that there are 209 people on the waiting list for PURSUIT. Considerations are being made to accommodate families in various areas who are requesting programming.

President Crawford reported that she will be meeting with the Executive Director of Clearbrook to discuss the future of PURSUIT, given the success of the program.

Hanover Park PURSUIT 2 Snoezelen Room Update

Superintendent Griffin stated that Hanover Park Snoezelen Room will be open toward the end of July.

Investment Withdrawal Request

Superintendent Griffin stated that NWSRA is requesting the first of 3 fund transfers to support programs and services. The amount of \$44,955.44 has been approved.

Adjournment

Being no further business to come before the Board, Chairman Houser called for a motion to adjourn the meeting at 4:45pm. Director Oates moved and Director Perkins seconded the motion. Upon voice vote, the motion carried.



Secretary