

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE SPECIAL LEISURE SERVICES FOUNDATION  
HELD VIA ZOOM ON PROVIDED LINK  
ON THE 18<sup>th</sup> OF OCTOBER, 2022**

Chairman Crook called the meeting to order at 3:39 p.m.

Those present were: Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Kathy Nowicki, Terri Oates, Ryan Risinger and Kevin Romejko.

Absent: Carl Arthur, Linda Ballantine, Thomas Campone, Dennis Hanson, and Jonathan Salk

Also present: Tracey Crawford, President; Anne Kiwala, Superintendent of Development; Rachel Hubsch and Andrea Griffin, Superintendents of Recreation; Tom Draper, Superintendent of Marketing and Communications; Liz Thomas, Foundation Manager; Megan O'Brien, Events Coordinator; Bob Tannehill, Finance; Jillian Trentadue, Recreation Specialist; Christian Guenther, Recreation Specialist, Jenay Harrington, Intern; Dave Hanson, Benjamin F. Edwards; and Jessica Vasalos, Administrative Manager, as recording secretary.

Jay Morgan and Tom Perkins arrived at 3:41 pm  
Dave Speers arrived at 4:06 pm

Introduction of Guests

All guests were introduced.

Approval of Agenda for October 18, 2022

Chairman Crook called for a motion to approve the agenda for October 18, 2022, with changes to move the Investment Update immediately following the approval of the agenda. Director Oates made the motion and Director Risinger seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jay Morgan, Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, and Dave Speers

NAY: None

The motion carried.

Approval of Minutes for May 17, 2022

Chairman Crook called for a motion to approve the minutes for the May 17, 2022. Director Fahnstrom moved the motion and Director Romejko seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, and Dave Speers

NAY: None

The motion carried.

### Correspondence

Written: None

Oral: None

### SLSF Reports

Superintendent Kiwala reported that fundraising has brought in just shy of \$203,000 – which includes sponsorship dollars. The golf season brought in just over \$150,000 hosting the 7 golf outings. This is lower than budgeted due to not hosting the T&M Golf Outing this year – we host this in conjunction with Terrazo & Marble and the company was not able to host this year. They are still considering doing the outing next year, but we will not be budgeting for it. We also were not able to hold the Ultimate Sunday Funday event – which was the collaboration with the Metropolis Centre for the Performing Arts in Arlington Heights, though we still want to host an event with them and are looking into ideas for 2024. These two events were budgeted to bring in a total revenue of \$32,425 – which is an adjustment from the update page – the \$18,000 reflects a net total for those two events. The Top Golf Outing also brought in about \$9,000 less than budgeted due to it being a new event we really had to push for registration and high registration was key to support the costs of the outing, expenses at Top Golf are high – though for those of you who were there you know it really was a fun afternoon and it was great to bring together some of the NWSRA families and participants with our sponsors and donors in her first few weeks, she has jumped right into planning for the Gala and the fashion show. This process has been a great segway into how events are run and familiarize herself with procedures. Superintendent Kiwala also recognized Liz Thomas, Foundation Manager who was awarded the Outstanding Young Person of Illinois award from the Schaumburg Jaycees.

### 3<sup>rd</sup> Quarter Financial Reports

Superintendent Kiwala reported that the financial report numbers The numbers reflected in 3<sup>rd</sup> quarter finance report show some differences from the QuickBooks report, just because the numbers for that report were pulled on October 4<sup>th</sup> to prepare for the board packet. And Journal entries were made in QuickBooks until 10/7 – this primarily affected the grants and unrestricted fundraising revenue line items.

Revenue is under budget – grants lower than budgeted, as mentioned with grants received in October, we are higher than budgeted. Unrestricted fundraising – we are anticipating this line to stay lower than budgeted due to not hosting T&M and Sunday Funday and the Top Golf performance. However – we are lower than budgeted for expenses as well – not running those events meant not incurring expenses either and

the Bridges of Poplar Creek Golf Outing and Moretti's Golf Outings together coming in \$8,500 less in expenses.

One grant to NWSRA has been funded just over \$101,000 – there have been some adjustments to the Ask this year, which we will touch on later in the agenda in more detail. Staff broke this down at the bottom so you can see what expenses are going toward the Vogelei house project as well as the reserve funds and investments used. At the time of this report, there was just \$55,000 left to pay on the project which will bring expenses under budget.

### Events

Superintendent Kiwala also reported that the team is on track for general donations and have received slightly more memorial donations due to the passing of several members of the NWSRA community that requested donations be made to SLSF in lieu of flowers. The majority of the funds for the annual appeal comes from the Holiday Appeal which will go out in November – this year we are focusing on telling the story of friendships formed in NWSRA programming and the marketing team is putting together a short highlight video. SLSF and a group of volunteers Chicago Ride for Autism Speaks \$2500, SLSF volunteers and NWSRA participants volunteered with 3 local Knights of Columbus for the ID drive. In late August, NWSRA hosted an open house for new programming site at the Vogelei House in the Hoffman Estates Park District. This event had excellent turn out, many tours, Senator Diane Papas attended and major McCleod attended ribbon cutting. Programming started out of the site Oct. 3<sup>rd</sup>.

Superintendent Kiwala reported that golf outings wrapped up with 41 new sponsors and since May staff have attended 12 networking events to foster community engagement.

### Sponsors

Foundation Manager Thomas thanked everyone for sponsorship in 2022. Looking back over the last 5 years we had a large increase in sponsorship in 2021. Typically, we have brought in between 60-70 thousand. In 2021, SLSF saw a steady increase in overall sponsorship bringing in about 86,000, the 2022 budget numbers were based off of that increase. Not having two events did hurt the final sponsorship number for this year, but we still came in similar to last year's growth and we still have sponsorship opportunities for the Celebrate Ability Gala!

- For the additional fundraising campaigns – thank you to all of you who contributed to the match challenge for Brackets for Ability – we were able to raise \$860 in that campaign thanks to your help! We will be running this campaign again in 2023. New this year, we did a Fun Pasta Fundraising campaign as a competition between Day Camp Ages Groups – this performed well and the winning age group got a popsicle party. And of course, we will be doing the Popcorn Fundraiser again in December where the pursuit sites will compete for a pizza party – last year this brought in over \$4,600.

### Gold Medal Fashion Show

Megan O'Brien reported that the GMFS showed huge success and had a Caribbean Adventure theme. Staff are already planning next year's event which will be held on Sunday, February 26, 2023, at the Belvedere.

### Palatine Hills Golf Outing

- 93 Golfers (including 16 new golfers)
- Netted (17,632.43)

### Arlington Classic

- 62 golfers
- Netted \$21,227.82

### Women's Golf Outing

- 90 golfers and 10 caddies
- Netted \$17,920.44

### Buffalo Grove

- 108 Golfers (including 12 new golfers)
- Netted \$30,302

### Moretti's Golf Outing

- 62 Golfers (including 17 new golfers)
- Netted \$13,074.17

### Top Golf

78 Golfers (Family Friendly including 36 new golfers)  
Netted \$5,959.62

### Grants

Superintendent Kiwala reported that at the time of this report, SLSF had just over \$104,000 in approved in grant funding, which includes a \$50,000 grant for the Accessible Greenhouse project planned for 2023. SLSF has \$303,500 in pending grant proposals – this includes a \$290,000 grant request to NorthShore Community Health Systems to support the cost of two wheelchair accessible buses and one van that NWSRA would like to purchase in 2023. In the past week, SLSF received the \$50,000 grant from the Friends of Hoffman Estates Parks Foundation for the Vogelei House and a scholarships grant bringing our total approved grants to date to \$159,763.99.

### Goals

Superintendent Kiwala informed the Board Our strategic goals are broken down into 4 sections Community Engagement, Marketing & Communication, Board Engagement, and Fundraising Methods – and update on our goals for the 3<sup>rd</sup> quarter:

- **Community Engagement**

- We are continuing to strengthen our presence in the Hoffman Estates/Schaumburg community in tandem with the opening of the Vogelei House – SLSF recently joined the Schaumburg Business association and attends village networking and multi-chamber events.
- We've been reaching out to larger corporations through Letters of inquiry for grant programs – submitted 8.
- We've also been expanding the involvement with NWSRA families through the Lightning Athletics Booster club store and coordinated the first State Tournament sendoff for our Lightning Athletes since covid
- **Marketing & Communication**
  - Developing Target market groups/re-engagement campaign
  - Created individual event pages on the website so all promotional materials drive traffic to that website – previously all went to Eventbrite.
  - Including more storytelling in marketing – marketing team has been filming at programs to use footage in marketing to show impact and we will be including some of that footage in the holiday appeal
  - Developing a DEI statement – staff are still looking to attend more community DEI groups – we will be starting to attend one with the SBA and will use information and feedback from those community groups plus NWSRA staff and input
- **Board Engagement**
  - Implemented a new board update schedule and revamped board update email – included more direct ways for board members to get involved by donating, attending events, and volunteering.
  - Reviewing all the board ambassador materials and budgeting to disperse those in 2023
- **Fundraising Methods**
  - Reach out to new donors through the annual appeal – expanding the holiday appeal through primarily email to reduce cost
  - Event 10 – Identifying 10 individuals who attended an event – growing specific committees and offering other sponsorship opportunities for events in the business's area.
  - Working with Jim Houser to take advantage of the UPS payroll deductions program – so we'll be going and giving presentations about SLSF and the mission and UPS will match those donations. She added that if any of the Board Members Company's do payroll deductions with or without matching she would love to set up the same for you – it's a great way to not only bring in more donations, but to let people know who we are and what we do.

### Marketing and Public Relations

Superintendent Draper reported that the marketing staff have been busy finalizing the golf outings and getting ready for Celebrate Ability as well as continuing to work on Gold Medal Fashion Show. The Annual Report will be started within in the next month as well as the Fundraising Campaign.

### NWSRA Program Report

Superintendent Hubsch shared a story with the Board about programs and services provided through the support of SLSF.

### Benjamin Edwards 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. The market is down overall with the Federal Reserve trying to push inflation back. In doing so they raised rates and slowed the economy. Portfolio is designed to fall less and come up with the market and is a balanced portfolio at 60/40 breakdown of US stock and non-US stock. Overall, the portfolio is down about 18% for the year. This is slightly better than the Dow average. The ending account value is \$884,417.04 with current rates at about 4 to 4.5%. Federal Reserve will raise rates again in early November. Heading into a recession.

### Investment Policy

Mr. Hanson, reviewed the current and proposed changes to the SLSF Investment Policy as he was asked to add social constraints to the policy. After some discussion, Dave will send the suggestions to the SLSF staff and have the staff send out the updated Social Constraints portion of the policy to the Board for adaptation during the December Board Meeting.

### Review of Financial Statements/Investments

Miranda Woodard, Accounting Manager, stated there was nothing really to report and that everything is where it should be. She also made mention of the additional funds that have been raised during Golf Outings. President Crawford reported that the 3<sup>rd</sup> quarter financials are coming in as budgeted at 74% expenses with the exception of Gala.

### Other

#### Approval of Warrant #6

Chairman Nowicki called for a motion to approve Warrant #6, dated June 30, 2021, in the amount of \$68,446.49. Director Romejko made the motion and Director Risinger 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, Kathy Nowicki, Terri Oates, Kevin Romejko, and Dave Speers

NAY: None

The motion carried.

### Approval of Warrant April 2022

Chairman Crook called for a motion to approve Warrant April 2022, in the amount of \$6,878.42. Director Oates made the motion and Director Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, and Dave Speers

NAY: None

The motion carried.

### Approval of Warrant May 2022

Chairman Crook called for a motion to approve Warrant May 2022, in the amount of \$158,248.99. Director Charlesworth made the motion and Director Risinger seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, and Dave Speers

NAY: None

The motion carried.

### Approval of Warrant June 2022

Director Crook called for a motion to approve Warrant June 2022, in the amount of \$39,715.81. Director Romejko made the motion and Director Houser seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, and Dave Speers

NAY: None

The motion carried.

### Approval of Warrant July 2022

Director Crook called for a motion to approve Warrant July 2022, in the amount of \$349,718.23. Director Fahnstrom made the motion and Director Charlesworth seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Jay

Morgan, Kathy Nowicki, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, and Dave Speers

NAY: None

The motion carried.

Approval of Warrant August 2022

Director Crook called for a motion to approve Warrant August 2022, in the amount of \$17,164.44. Director Romejko made the motion and Director Risinger seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, and Dave Speers

NAY: None

The motion carried.

Approval of Warrant September 2022

Director Crook called for a motion to approve Warrant September 2022, in the amount of \$25,803.88. Director Perkins made the motion and Director Oates seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins, Ryan Risinger, Kevin Romejko, and Dave Speers

NAY: None

The motion carried.

Old Business

None

New Business

Celebrate Ability

Superintendent Kiwala reported to the Board that Celebrate Ability Gala will be in person and virtual as it was last year, and staff are still looking for additional registrations and silent auction donations as well as bucket of cheer donations.



### NWSRA Grant

Superintendent Kiwala reported to the Board that NWSRA was able to cover expenses within their budget. Therefore, the remaining support of the ask will remain with SLSF. However, next year's ask amount will likely be higher.

### Holiday Luncheon

Megan O'Brien, Events Coordinator reminded the Board that the Holiday luncheon will be held at Chandler's Steak House on December 7, 2022. The invitation is in the packet. She also asked the Board to send RSVPs with invited guests to her team.

### Conflict of Interest

Superintendent Kiwala and President Crawford reported to the Board that her team will be sending out the Conflict of Interest & Annual Statement and will need the Board to sign and return it back to her by the next Board meeting.

### Information/Action Items

#### 2023 Board Meeting Schedule

President Crawford reviewed the 2023 Board Meeting dates with the Board.

### Board Member Comments

President Crawford informed the Board that the Board Member Comments section is new and is for Board Members to speak freely about endeavors or anything they would like to communicate to the Board. President Crawford informed the Board that if any Board Members that were not able to attend the open house at Vogelei or any of the sites, to please reach out the Anne and she will schedule a tour.

### Adjournment

Being no further business to come before the Board, Chairman Crook called for a motion to adjourn the meeting at 4:52 pm. Director Romejko, and Director Oates seconded the motion. Upon voice vote, the motion carried.



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Secretary