

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE SPECIAL LEISURE SERVICES FOUNDATION
HYBRID MEETING ON THE 10th OF DECEMBER 2024**

Chairman Crook called the meeting to order at 3:33 p.m.

Those present: Linda Ballantine, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Terri Oates, Rafal Piontkowski, Kevin Romejko, Christina Ferraro

Absent: Thomas Campone, Amy Charlesworth, Dennis Hanson, Jay Morgan, Tom Perkins and Jonathan Salk

Erica Strojinc arrived at 3:38 pm

Also present were Anne Kiwala, Superintendent of Development; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Tom Draper, Superintendent of Communications and IT; Nicolae Gereau, Superintendent of Finance; Liz Thomas, Foundation Manager; Megan O'Brien, Events Coordinator; and Jessica Vasalos, Administrative Manager, as recording secretary.

Introduction of Guests

None

Approval of Agenda for December 10, 2024

Chairman Crook requested a motion to approve the agenda for December 10, 2024. Trustee Romejko made the motion, and Trustee Oates seconded the motion to approve the December 10, 2024 agenda. Upon voice vote, the motion carried.

Approval of Minutes for October 21, 2024

Chairman Crook requested a motion to approve the minutes from the October 21, 2024, meeting. Trustee Ballantine made the motion, and Trustee Fahnstrom seconded the motion to approve the Minutes from the October 21, 2024 Board Meeting. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Terri Oates, Rafal Piontkowski, Kevin Romejko, Christina Ferraro

NAY: None

The motion carried.

Correspondence

Written:

None

Oral:

None

Staff Reports

None

Review of Financial Statements

Superintendent Gereau reviewed the financial statements with the Board. No questions were raised.

Warrants:

Chairman Crook asked for a motion to approve Warrant October 31, 2024, in the amount of \$170,519.93. Trustee Oates made the motion and Trustee Romejko seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Al Crook, Bret Fahnestrom, Anthony Gattuso, Jim Houser, Terri Oates, Rafal Piontkowski, Kevin Romejko, Christina Ferraro

NAY: None

The motion carried.

Chairman Crook asked for a motion to approve the Warrant on November 30, 2024, in the amount of \$61,803.12. Trustee Fahnestrom made the motion and Trustee Ballantine seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Al Crook, Bret Fahnestrom, Anthony Gattuso, Jim Houser, Terri Oates, Rafal Piontkowski, Erika Strojinc, Kevin Romejko, Christina Ferraro

NAY: None

The motion carried.

Old Business

Events Wrap Up

Megan O'Brien, Event Coordinator, reviewed the events wrap-ups for all events:

- Celebrate Ability Gala - pg. 23 - 24
 - This year's Celebrate Ability Gala was the 31st year
 - We had 202 guests in attendance, an increase from last year's 193.
 - The Impact Auction this year raised money for accessible transportation and brought in an outstanding \$24,229.88, more than an \$8,000 increase from last year
 - The most significant highlight from the night was that the Gala raised \$104,339, the highest the event has ever raised. Previously, the record was \$97,000 in 2017.
- 2025 Events Calendar – pg. 46
 - 2025 Events
 - Women's Golf Outing – August 27
 - Arlington Golf Outing – September 11

Sponsorship Wrap-Up

Foundation Manager Thomas reported that in 2024, SLSF has allocated a budget of \$143,500 for event sponsorships. We are pleased to report that total sponsorship contributions this year are approaching \$170,000, and we extend our gratitude to all contributors for their support. Notably, we have surpassed \$40,000 in sponsorship for the gala, and we would especially like to thank Amy and Anthony for their significant efforts in making this achievement possible. The report illustrates the growth in sponsorship over this period. She is very sad that she missed the mark by only \$650. It was a valiant effort.

The total revenue from popcorn sales amounted to \$3,838.00, which is in close proximity to the budgeted figure of \$4,000. However, it should be noted that the current market for popcorn fundraising efforts has become saturated.

Conflict of Interest

Superintendent Kiwala reported that Jess had emailed you the annual conflict of interest statement to sign via DocuSign – please return this as soon as possible. The Board reported not receiving the document – Jessica suggested having the document available at the luncheon for board members to sign. The Board liked this suggestion.

New Business

Approval of Legal Counsel

Superintendent Kiwala asked for a motion to approve the appointment of legal counsel – Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. Trustee Romejko made the motion and Trustee Oates seconded the motion to approve the appointment of legal counsel – Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Terri Oates, Rafal Piontkowski, Erika Strojinc, Kevin Romejko, Christina Ferraro

NAY: None

The motion carried.

Information/Action Items

Proposed Budget 2025

Superintendent Kiwala reviewed some of the items within the budget. She reviewed the following:

The income statement is on page 13 of your board packet. As of the end of October, the majority of budget variances that affect the income statement have explanations in the PYE 2024 Budget Variance document on page 29.

FY24 PYE Budget Variance Explanations

The FY24 PYE Budget Variance Explanations are on page 29 of your board packet. Using the third quarter financials, SLSF staff have projected revenue and expenses for the end of 2024 and written explanations for any variations from the budget for those line items. Lines with revenue over budget are in green, and lines with expenses over budget are in red.

- Lines with notable variance for Revenue:
 - o Interest income – which we’ve already discussed
 - o Fundraising income – we are below budget in revenue, but I wanted to point out that we budgeted aggressively, and fundraising income increased by more than \$50,000 as compared to FY 2023.
 - o Professional fees – which is the audit cost we already discussed
 - o Office Contractors – line added in 2024 for the SLSF grant contractor to reimburse NWSRA for this expense and will budget in 2025 to secure new grantors to increase grant revenue year to year.
- Lines with notable variance for Expenses:
 - o Fundraising Expenses:
 - Food – less expense here because we budgeted events as sellouts
 - Supplies – less expense due to spending less for some events but primarily due to expenses for the Fashion show being booked to last year.
 - o Grants to NWSRA:
 - More funding was needed for the Accessible Transportation program – older vehicles needing additional maintenance and more funding needed for Scholarships due to higher demand, so the other pillars are lower – The overall grant amount to NWSRA is still \$350,000 in 2024 with the December ask

FY2025 Proposed Budget

The FY 2025 proposed budget is on page 36 of your board packet. The budget was calculated using the 2024 PYE, and each event was analyzed for anticipated growth and budgeting to sell out events.

The Budget Line-item description and assumption document on page 37 of the packet details any variations from PYE 2024 and the Proposed 2025 budget.

Income

- Budgeting for increased fundraising income – budgeting for sell-out events as well as increasing registration fees across most of our events for 2025
- ### **Expenses**
- The increase in administration expenses is primarily due to the addition of the office contractor line.

- SLSF is also budgeting to implement an updated CRM in 2025.
- Fundraising Expenses:
 - Increasing in 2025 due to increased food cost (again budgeting as sell-outs plus the cost of food increasing)
 - The supplies line is higher due to moving some event-specific expenses (like golf balls) from office supplies to this line to more accurately reflect the expense
- Grants to NWSRA
 - Same as 2024
- Capital Projects
 - Just spending restricted funds received in previous years. We may spend more on these projects if we receive more restricted grants in 2025.

Superintendent Kiwala informed the board that the attorney had reviewed the new foundation software and that it was ready. The Foundation will receive a \$1,000 discount on implementation if we sign the contract in December; the first payment will not be made until January.

Superintendent Kiwala asked for a motion to approve the proposed budget for FY2025. Trustee Romejko made the motion, and Trustee Fahnstrom seconded the motion to approve the proposed budget for FY2025. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Terri Oates, Rafal Piontkowski, Erika Strojinc, Kevin Romejko, Christina Ferraro

NAY: None

The motion carried.

2025 Event Calendar

Megan O'Brien, Event Coordinator, reviewed the event calendar with the Board.

- Holiday Luncheon
 - Tomorrow at Chandler's
 - Doors open at 11:30 a.m.
 - Lunch will be served around noon.

NWSRA Grant

Superintendents Kiwala and Hubsch reviewed the NWSRA Grant/Ask for FY2024 with the Board. They reminded the Board that this was approved with the budget in December 2023 and is the year's final installment.

Board Member Comments

Trustee Romejko announced that he will donate \$250 to the sponsorship line item to ensure that Foundation Manager Thomas makes her goal. He challenged the other Board members to donate any amount they were comfortable with to do the same.

Trustee Oates also donated \$250. Staff informed them that they could bring payments to the Holiday Luncheon tomorrow.

Adjournment

Being no further business to come before the Board, Chairman Crook called for a motion to adjourn the meeting at 4:00 pm. Trustee Fahnstrom made the motion and Trustee Oates seconded the motion to adjourn. Upon voice vote, the motion carried.

Secretary