

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE SPECIAL LEISURE SERVICES FOUNDATION
HYBRID MEETING ON THE 20th OF MAY 2025**

Chairman Gattuso called the meeting to order at 3:34 p.m.

Those present: Linda Ballantine, Amy Charlesworth, Bret Fahnstrom, Christina Ferraro, Anthony Gattuso, Jim Houser Jr., Terri Oates, Rafal Piontkowski, Kevin Romejko, Erika Strojinc

Absent: Thomas Campone, Al Crook, Dennis Hanson, Jay Morgan, Tom Perkins, Jonathan Salk

Also present were Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Anne Kiwala, Superintendent of Development, Tom Draper, Superintendent of Marketing and Communications; Megan O'Brien, Events Coordinator; Nick Eckelberry, Finance Manager; Alexis Smith, Marketing Specialist; Dave Hanson, Benjamin F. Edwards; Ed Tracey, Selden Fox.

Introduction of Guests

Superintendent Kiwala gave an introduction of Interim Executive Director Paul Friedrichs, in absentia. Superintendent Draper introduced Alexis Smith as the new Marketing Specialist. Superintendent Kiwala introduced Dave Hanson from Benjamin F. Edwards and Ed Tracy from Selden Fox.

Approval of Agenda for May 20, 2025

Chairman Gattuso requested a motion to approve the agenda for May 20, 2025. Trustee Romejko made the motion, and Trustee Oates seconded the motion to approve the May 20, 2025 agenda. Upon voice vote, the motion carried.

Conflict of Interest

No conflicts of interest stated.

Approval of Minutes for January 21, 2025

Chairman Gattuso requested a motion to approve the minutes from the January 21, 2025, meeting. Trustee Ballantine made the motion, and Trustee Fahnstrom seconded the motion to approve the Minutes from the January 21, 2025 Board Meeting. Upon voice vote, the motion carried.

Conflict of Interest

No conflicts of interest disclosed.

Review of Investments

Dave Hanson of Benjamin F Edwards gave a presentation outlining the SLSF portfolio status. He indicated that the portfolio continues to do very well, but to expect a volatile market. We had one CD mature that is likely to go back into a fixed income product.

There have not been any withdrawals from the portfolio this year. It is recommended that the investment committee review the investment guidelines per the Board policy for any adjustments.

Audit

Mr. Tracy reviewed the audit. He reported that the opinion of Seldon Fox was unmodified, which is the highest opinion possible. He also reviewed the management letter that was presented in the audit and indicated it was given due to the year end financial reporting process, because adjustments had to be made, which is a common comment for clients of this size. He also reviewed the governance letter and adjustments made regarding donor restricted funds. He informed the Board that overall it was a solid year financially for the foundation. There were no questions.

Correspondence

Written:

None

Oral:

None

SLSF Reports:

SLSF Update

Superintendent Kiwala reviewed funds that were approved to support NWSRA in 2025 and noted expenses for capital projects would occur after the first quarter.

Events

Event Coordinator O'Brien gave an overview of the Fashion Show and stated it was a successful event with the highest gross revenue in the history of the event. The St. Patrick's Day event was cancelled due to low attendance and pivoted to an online raffle to generate some revenue. The first golf outing of the season, the Palatine Hills Golf Classic, will be held the first week of June and is sold out. Status updates were given for the remaining 5 golf outings. The Gala is scheduled for November 7th.

Sponsorship

Superintendent Kiwala reviewed the sponsorship budget and noted we are starting the year behind with the cancellation of the St. Patrick's Day Dinner, but sponsorship for other events throughout the year could cover this deficit.

Grants

Superintendent Kiwala reported \$73,500 in approved grant funding. Another grant is likely to come in for \$50,000 for scholarships. Current grant approval rating is 33%.

Strategic Goals

Superintendent Kiwala reviewed the status of the annual strategic goals as of the end of

the first quarter. Increase in group volunteering, including the Foundation's mission into marketing pieces, website update plans on hold, Board members will be solicited to volunteer.

Marketing and Public Relations

Superintendent Draper reported the marketing area completed videos for the fashion show, which are available for viewing online. The Spring Appeal was created and launched. Marketing pieces for golf outings are underway. The Accessible Greenhouse Grand Opening occurred in April and the Media Lab is under construction. The NWSRA website is going to be redesigned and marketing is seeking feedback. NWSRA is implementing a new CRM software and participant records software that will both launch at the end of this year. A new payroll software PayCom is being implemented this week.

NWSRA Program Report

Superintendent Griffin shared positive experiences of three NWSRA participants and the gratitude expressed by their families.

Director's Corner

Superintendent Kiwala gave an update on behalf of NWSRA Interim Executive Director Paul Friedrichs regarding the candidate search for the NWSRA Executive Director and that a candidate will be chosen tomorrow.

Review of Financial Statements

Finance Manager Eckelberry reviewed the organizational balances as of the end of April 2025. The income statement as of the end of April 2025 was also reviewed. Actual as of totals are up and grant funds for capital projects are being spent.

Superintendent Kiwala reviewed the first quarter income statement variances.

Approval of January Warrant:

Chairman Gattuso asked for a motion to approve the January Warrant in the amount of \$25,417.18. Trustee Oates made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Bret Fahnstrom, Christina Ferraro, Anthony Gattuso, Jim Houser Jr., Terri Oates, Rafal Piontkowski, Kevin Romejko, Erika Strojinc

NAY: None

The motion carried.

Approval of February Warrant:

Chairman Gattuso asked for a motion to approve the February Warrant in the amount of \$16,117.53. Trustee Romejko made the motion and Trustee Charlesworth seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Bret Fahnstrom, Christina Ferraro, Anthony Gattuso, Jim Houser Jr., Terri Oates, Rafal Piontkowski, Kevin Romejko, Erika Strojinc

NAY: None

The motion carried.

Approval of March Warrant:

Chairman Gattuso asked for a motion to approve the March Warrant in the amount of \$31,830.60. Trustee Fahnstrom made the motion and Trustee Ballantine seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Bret Fahnstrom, Christina Ferraro, Anthony Gattuso, Jim Houser Jr., Terri Oates, Rafal Piontkowski, Kevin Romejko, Erika Strojinc

NAY: None

The motion carried.

Approval of April Warrant:

Chairman Gattuso asked for a motion to approve the April Warrant in the amount of \$39,965.36. Trustee Ballantine made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Bret Fahnstrom, Christina Ferraro, Anthony Gattuso, Jim Houser Jr., Terri Oates, Rafal Piontkowski, Kevin Romejko, Erika Strojinc

NAY: None

The motion carried.

New Business

Audit Acceptance

Chairman Gattuso asked for a motion to accept the audit as presented. Trustee Oates made the motion and Trustee Charlesworth seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Bret Fahnstrom, Christina Ferraro, Anthony Gattuso, Jim Houser Jr., Terri Oates, Rafal Piontkowski, Kevin Romejko, Erika Strojinc

NAY: None

The motion carried.

NWSRA Grant Request Review

Superintendent Hubsch reviewed the grant request for the first of three transfers to be paid in May in the amount of \$117,862.39.

Website Expense Approval

Superintendent Draper presented that NWSRA and SLSF will be redesigning their websites in 2025. Current websites are outdated and the new designs will have greater utility. Memo asks for a motion to approve the expense for the SLSF website redesign not to exceed \$8,100. Trustee Fahnstrom made the motion and Trustee Strojinc seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Bret Fahnstrom, Christina Ferraro, Anthony Gattuso, Jim Houser Jr., Terri Oates, Rafal Piontkowski, Kevin Romejko, Erika Strojinc

NAY: None

The motion carried.

Information/Action Items

NWSRA Project/Programming Updates

Superintendent Griffin presented that the Accessible Greenhouse project at Wheeling Park District held its open house in conjunction with the Park District's Earth Day event. The event was well attended by several SLSF Trustees, NWSRA board members, Wheeling Park District Commissioners, and local public officials.

Superintendent Draper gave an update on the Media Lab project at Buffalo Grove Park District. The Park District helped build out the space in January and the project should be completed in the next month.

Volunteer Opportunities

Superintendent Kiwala reviewed all current foundation volunteer opportunities and mentioned that trustees can find night and weekend volunteer opportunities at slsf.me/volunteer and current volunteer needs will be listed here on the jotform.

Event Coordinator O'Brien mentioned SLSF has an intern for the summer who will be helping at the Palatine Hills and Bridges of Poplar Creek golf outings.

SLSF Event Calendar

Event Coordinator O'Brien reviewed the calendar of upcoming events.

Board Member Comments

Trustee Oates announced that at the next meeting she will be collecting donations for the bucket of cheer at the Celebrate Ability Gala.

Adjournment

Being no further business to come before the Board, Chairman Gattuso called for a motion to adjourn the meeting at 4:41 pm. Trustee Oates made the motion and Trustee Fahnstrom seconded the motion to adjourn. Upon voice vote, the motion carried.

Kevin R. Romejko

Secretary