

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE SPECIAL LEISURE SERVICES FOUNDATION
HELD VIA ZOOM ON THE PROVIDED LINK AND AT 3000 W. CENTRAL ROAD,
ROLLING MEADOWS
ON THE 21 OF MAY, 2024**

Trustee Crook called the meeting to order at 3:30 p.m.

Those present were Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Erika Strojinc, Kevin Romejko, Christina Ferraro

Absent: Thomas Campone, Dennis Hanson, Jim Houser, Terri Oates, Rafal Piontkowski, Jonathan Salk

Tom Perkins arrived at 3:50 pm.

Also present were - Tracey Crawford, President; Anne Kiwala, Superintendent of Development; Rachel Hubsch and Andrea Griffin, Superintendents of Recreation; Tom Draper, Superintendent of Communications and Marketing; Darleen Negrillo, Superintendent of Administrative Services; Nicola Gereia, Superintendent of Finance; Liz Thomas, Foundation Manager; Megan O'Brien, Events Coordinator; Dave Hanson – Benjamin F Edwards; Ed Tracy, Seldon Fox; Tess Huga and Gianna Mendoza, Interns and Jessica Vasalos, Administrative Manager, as recording secretary.

Introduction of Guests

The guests were introduced, and each guest gave a brief introduction of themselves.

Approval of Agenda for May 21, 2024

Chairman Crook asked for a motion to approve the agenda as presented with a change of moving items 7A and 10A to below the agenda approval. Trustee Romejko moved and Trustee Fahnstrom seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for January 23, 2024

Chairman Crook called for a motion to approve the minutes for the January 23, 2024, meeting as presented with a correction to the agenda of January from 2023 to 2024. Trustee Fahnstrom moved the motion and Trustee Strojinc seconded the motion to approve the minutes for the January 23, 2024, Board Meeting. Upon voice vote, the motion carried.

Correspondence

None

Review of Financial Statements

Dave Hanson of Benjamin F Edwards gave a presentation outlining the SLSF Portfolio status. He indicated that the portfolio continues to do very well. The only dips reported

are when the foundation needed funds for the projects that occurred. Those funds that were taken were recaptured rather fast with the high returns in the market. There were no questions.

Audit

Mr. Tracy reviewed the audit. He reported that the opinion of Seldon Fox was unmodified which is the highest opinion. He also reviewed the management letter that was presented in the audit and indicated that it was given due to not having an actual person in the position of Superintendent and does not anticipate that to be an issue in the future. He informed the Board that the foundation is doing well and has shown an increase over previous years. There were no questions. Trustee Crook asked for a motion to accept the FY2024 Audit as presented. Trustee Ballantine made the motion and Trustee Romejko seconded the motion to accept the motion as presented. Upon roll being called, the vote was as follows:

AYE: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Tom Perkins, Erika Strojinc, Kevin Romejko, Christina Ferraro

NAY: None

The motion carried.

SLSF Reports

Superintendent Kiwala reported that staff are just a couple of weeks away from the first golf outing. She also reported on the following bulleted items:

- Palatine Golf outing is sold out
- Bridges of Poplar Creek Golf Outing will be partnering with the Rotary Club of Schaumburg/HE
- Buffalo Grove Golf Classic is coming along nicely
- Moretti's will be held at the Mt. Prospect Golf Course
- The Women's Golf Outing is returning to Chevy Chase in Wheeling this year after being held at Old Orchard in most recent years
- Arlington Classic will be held at the Arlington Heights Park District Golf Course
- St. Patrick's Dinner was a sell-out

Events

Megan O'Brien, Events Coordinator, recapped all of her events. And reported on the following bullet points below:

- Gold Medal Fashion Show
 - 34th Anniversary
 - 453 Attendees and 50 models
 - \$1 raffle, \$10 raffle, silent auction, live auction

- New schedule to allow for a tech run-through with no one in the room
- Gross: \$4,600.97 less than budget
- Expenses: \$4,608.60 less than budget!
- Net: \$7.63 more than budget!
- Raffles: \$1,235.83 less than budget
- Auction: \$118.40 less than budget
- Guests loved the model videos, the program moved quickly, the sound was hard to hear at times, looking to add more experiences, hotel stays, and golf to the raffles
- 2025: Gold Medal Fashion Show celebrating 35 years on Sunday, February 23. Spring influence for all future fashion shows. Looking to add in more clothing stores
- St. Patrick's Day Dinner
 - Is returning for the 1st year!
 - 144 people attended, 4 more than budgeted!
 - 5 different raffles
 - Gross: \$215.28 less than budget
 - Expenses: \$673.80 over budget
 - Net: \$889.08 under budget
 - SLSF: \$3,698.95
 - RM Park Foundation: \$1,774.47
 - All raffles were over budget except the reverse raffle and the wheelbarrow of booze
 - Guests loved the food, bar, and Irish Dancers, more space to walk around, raffles took a long time but also a variety of raffles.
 - 2025: Save the date for March 8, 2025
- Golf Update
 - Palatine Hills – June 6th, sold out with 136 golfers?
 - Remaining Golf Outings – Still looking for golfers, sponsors, raffle prizes, and volunteers!
 - Bridges of Poplar Creek – June 26th, 52 golfers
 - Buffalo Grove Golf Classic – August 7th, 97 golfers
 - Moretti's/NWSRA Golf Classic – August 22nd, 51 golfers
 - Women's Golf Outing – August 28th, 13 golfers
 - Arlington Classic Golf Outing – September 12th, 14 golfers

Sponsorships

Manager Thomas reviewed the sponsorships for all the events. SLSF budgeted \$139,500 in event sponsorship. There is a breakdown of the events in your packets. Golf season is here – you can still get in on the early bird specials for like one more week. Palatine is sold out, but if you wanted to sponsor us, we could also still squeeze that in. Otherwise, we are still looking for sponsors for Bridges and the rest of the golf season. So spread the word and pass me any ideas.

Grants

Superintendent Kiwala reported that the May Grant Report is in the packet but wanted the Board to know that staff are communicating with 24 new foundations to cultivate relationships. There are 70 on the possibility list and will expand on that in the future. Schaumburg Township is now granted through the Mental Health Board, and we are hoping to see an increase in support.

Development Plan Update

Superintendent Kiwala informed the Board that staff have been working on creating a Strategic Development Plan for 2025-2027 in-house. Staff will be seeking input from board members, donors, staff, and event attendees to solidify the Development Plan Focus areas and Strategies. Feedback will be received through:

- i. SOAR meetings with stakeholders – SLSF Trustees, and event committee members
- ii. SOAR survey sent to SLSF Trustees, event committee members, and NWSRA staff
- iii. Mission, Vision, and Values added to all post-event surveys to reaffirm they align with supporters' view of the foundation goals/mission
- iv. Donor Survey sent to all SLSF donors
 1. How can we better serve our mission?
 2. Do you feel your donation goes to a worthy cause?
 3. What motivates you to give etc.
- v. Create a Strategic Development Plan based on the outline of the NWSRA Strategic Plan
- vi. Staff will pull the survey results and analyze feedback to solidify the development plan and create goals.

President Crawford thanked the Board for their time and feedback and looks to bring updates to the Board at a later time.

1st Quarter Financial Report

Superintendent Kiwala and Executive Director Crawford reported that SLSF is on target and doing well due to many of our fundraisers. Superintendent Kiwala reviewed the report and indicated that there was an error in the reports in the credit card line items, but the AccuFund team is working on the correction and hopes to have it completed soon.

Marketing and Public Relations

Superintendent Draper reported that the marketing department has been working very hard on the spring appeal and golf outings. He was also very pleased to report that social media traffic is up considerably.

NWSRA Program Report

Superintendent Griffin reported on the program report and referred to the packet for detailed information. She also spoke about the return of a sensory field trip that has been put on hold since COVID-19 in 2020.

Presidents Corner

Director Crawford outlined many items that are currently happening at NWSRA. She also outlined some of the items that are being paid for out of the NWSRA Ask Grant. The new finance team is working diligently and has really dived in and cleaned up the finances. Nicolae, Jess, and Nick are an outstanding team. We have grown so much that it now takes a team. She is speaking at the SBC about Diversity, Equity and Inclusion. NWSRA and SLSF are a resource for many outside organizations. The census data has indicated that we need to be cognizant of the new ethnicities that are becoming dominant in our service areas. Staff applied for a State Grant for reimbursement of Inclusion salaries, which was recently approved for \$250,000. There is now a Media lab in the BG programming space. Staff want to make sure that each programming site has a unique niche.

Approval of January Warrant

Chairman Crook called for a motion to approve the January Warrant for \$12,873. Trustee Fahnstrom made the motion and Trustee Charlesworth seconded the motion. Upon roll being called, the vote was as follows:

AYE: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Tom Perkins, Erika Strojinc, Kevin Romejko, Christina Ferraro

NAY: None

The motion carried.

Approval of February Warrant

Chairman Crook called for a motion to approve the February Warrant, in the amount of, \$10,465.20. Trustee Ballantine made the motion and Trustee Romejko seconded the motion. Upon roll being called, the vote was as follows:

AYE: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Tom Perkins, Erika Strojinc, Kevin Romejko, Christina Ferraro

NAY: None

The motion carried.

Approval of March Warrant

Chairman Crook called for a motion to approve the March Warrant, in the amount of, \$26,082.67. Trustee Fahnstrom made the motion and Trustee Romejko seconded the motion. Upon roll being called, the vote was as follows:

AYE: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Tom Perkins, Erika Strojinc, Kevin Romejko, Christina Ferraro

NAY: None

The motion carried.

Approval of April Warrant

Chairman Crook called for a motion to approve the April Warrant, in the amount of, \$60,107.44. Trustee Romejko made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

AYE: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Tom Perkins, Erika Strojinc, Kevin Romejko, Christina Ferraro

NAY: None

The motion carried.

Old Business

None

New Business

NWSRA Grant Request

Superintendent Kiwala reviewed the needs for the ask and reminded the Board that this is already approved and just reviewing with the Board.

Fund Balance Recommendation

Superintendent Kiwala reviewed the fund balance recommendation with the Board. The information in the packet was reported on. It was recommended to the Board that the overage not be sent to Benjamin F. Edwards but put into the SLSF money market account due to that account receiving higher interest rates and the money being readily available if the need should arise. Trustee Crook asked for a motion to approve the Fund Balance Recommendation as presented. Trustee Romejko made the motion and Trustee Ballantine seconded the motion to approve the Fund Balance Recommendation as presented. Upon roll being called, the vote was as follows:

AYE: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Tom Perkins, Erika Strojinc, Kevin Romejko, Christina Ferraro

NAY: None

The motion carried.

Foundation Directory Online

Superintendent Kiwala reviewed the Foundation Directory Online proposal that was presented in the packet. This directory will be utilized by staff to seek out new funding sources. Trustee Crook asked if there was a way to equate how much money can be awarded. Superintendent Kiwala responded that at this time there is not. We will have to give it a year to see if it was worth it. Trustee Crook asked for a motion to approve the Foundation Directory Online purchase as presented. Trustee Charlesworth made the motion and Trustee Ballantine seconded the motion to approve the Foundation Directory Online purchase as presented. Upon roll being called, the vote was as follows:

AYE: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Tom Perkins, Erika Strojinc, Kevin Romejko, Christina Ferraro

NAY: None

The motion carried.

Information Action Items

NWSRA Project Updates

Wheeling Green House

Superintendent Griffin updated the Board about the Green House. She reported that all the supplies has been purchased for the Green House. The parking lot bid opening is scheduled for June. She is hoping that construction will start in July.

Board Member Comments

Trustee Romejko wanted to acknowledge Nicolae Gereea, Jessica Vasalos, and Nick Eckleberry for the work that they did on the financials. He wanted to staff to know that the undertaking that was taken was large and staff did a very good job. Trustee Crook seconded the sentiments.

Adjournment

There being no further business to come before the Board, Chairman Crook called for a motion to adjourn the meeting at 4:50 pm. Trustee Ballantine moved the motion and Trustee Fahnstrom seconded the motion the motion to adjourn. Upon voice vote, the motion carried.

Secretary