

**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 17th OF JANUARY 2017**

Director Houser called the meeting to order at 3:33 p.m. Those present were Stephanie Bertelsen (by phone), Jacky Cartwright, Amy Charlesworth, Al Crook, Anthony Gattuso (by phone), Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Brian Rubin, Jonathan Salk, and Tim Schaap.

Absent were: Carl Arthur, Ernie Blomquist, Tom Campone, Vicki Carney, Christina Ferraro, Rita Fletcher, Dennis Hanson, and Dennis Stein.

Also present were: Tracey Crawford, SLSF President; Brian Selders; Superintendent of Communications and IT; Andrea Griffin and Jayne Finger, Superintendents of Recreation; Nanette Sowa, Superintendent of Development; Trisha Breitlow, Superintendent of Administrative Services; Cathy Splett, Foundation Coordinator and Jessica Vasalos, Administrative Coordinator as recording secretary.

Approval of Agenda for January 17, 2017

Director Houser called for a motion to approve the Agenda for January 17, 2017. Director Rubin moved and Director Oates seconded the motion. Upon voice vote the motion carried.

Approval of Minutes for October 18, 2016

Director Houser called for a motion to approve the minutes for the October 18, 2016 meeting. Director Charlesworth moved and Director Rubin seconded the motion. Upon voice vote the motion carried.

Correspondence

Written:

President Crawford reported that a letter from Hanover Township was received thanking SLSF for the various generous donations of gifts this season.

Oral:

None

SLSF Reports

Events

Superintendent Sowa asked the Board if there were any questions regarding the information provided in the Board packet regarding Events. She also informed the Board that overall, the Income and Expense Ratio of 70/30 is currently being upheld. However, the few events that fell outside of that ratio are due to the increased cost in food at said events. She also asked the Board if there were any interested parties to join the Gala Committee.

Grants

Cathy Splett, Foundation Coordinator reviewed the grant activity and informed the Board that there are two grants that have not been responded to date. The IDOT Grant has not been awarded but IDOT is "extremely confident" that SLSF will be a recipient of the said grant. Approval for the IDOT grant should be award in February. She also indicated that the Palatine and Wheeling Township Grants are still outstanding and will be voted on sometime in February as well.

Sponsorships

Superintendent Sowa reviewed the Sponsorships. She reported Northwest Community Hospital in the past has awarded SLSF a \$15,000 sponsorship in two installments. This year their funding was cut and many of their sponsorships are no longer being given. However, they are very happy to announce that due to the services SLSF provides to NWSRA and the long standing relationship they have with SLSF they will be awarding SLSF with a \$10,000 sponsorship in two installments. She also indicated that SLSF received \$1,950 in sponsorships from various sponsors.

Goals

Superintendent Sowa reviewed the SLSF goals stating SLSF did very well in meeting the 2016 goals and the progress and outcomes are outlined in the packet. There were no questions for Superintendent Sowa regarding the goals.

Marketing & Public Relations

Brian Selders, Superintendent of Communications and IT, reported on an article in the newspaper about the UPS Grant that was awarded to SLSF. He also made note that the invitation for the Gold Medal Fashion Show is going out and to notice the "branded" look of the invitation. SLSF staff are trying to stay with the same general look that the Celebrate Ability Gala has on its invitations. He also reminded the Board that if they need any marketing materials that they can go to the website to request any of the materials needed.

NWSRA Program Report

Jayne Finger, Superintendent of Recreation, relayed to the Board that NWSRA was able to attend 100's of expos in 2016. These included expos held at high schools, universities, and villages looking for volunteers and employees. An open house was held at District 54 for Early Childhood resulting in new camps held at District 54. She also informed the Board that 22 veterans are involved with Healthy Minds Healthy Bodies within 3 of our Member Districts. These Districts include Bartlett, Palatine and Buffalo Grove. They have logged 335 workout hours and 117 personal training sessions at these Member Districts as well as 21 social activity registrations.

NWSRA Lightening Booster Club

Superintendent Sowa reported that there are four ladies on this committee and they provide funding for NWSRA Athletic Teams. The majority of the money they raise is through their volunteering at Frontier Days in Arlington Heights. These women were able to raise over \$700 this past year and provided hockey nets, archery equipment and other athletic equipment needed for programming.

Financial Reports

Organizational Cash Overview

President Crawford summarized the current status of SLSF Investment Funds and reported that the portfolio is doing well and in conservative investments. The investments will remain there until after the new President is sworn in. She indicated that she will be advising the Board and the Investment Committee in May after the annual audit if there will be a transfer into the Investment accounts. She then briefly went over the 4th Quarter Financial Report and noted that is very happy with the financial status of the Foundation at the end of 2016. She did make note to mention Cathy Splett and Nanette Sowa on their ability to get grants to pay for more than half of the Snoezelen Room.

Approval of Warrants

President Crawford called for a motion to approve Warrant #11 dated November 18, 2016 in the amount of \$65,309.77. Director Rubin moved and Director Oates seconded the motion. Upon roll being called the vote was as follows:

AYE: Stephanie Bertelsen, Jacky Cartwright, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Brian Rubin, Jonathan Salk, and Tim Schaap.

NAY: None

The motion carried.

President Crawford called for a motion to approve Warrant #12 dated December 16, 2016 in the amount of \$161,278.05. Director Charlesworth moved and Director Rubin seconded the motion. Upon roll being called the vote was as follows:

AYE: Stephanie Bertelsen, Jacky Cartwright, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Brian Rubin, Jonathan Salk, and Tim Schaap.

NAY: None

The motion carried.

President Crawford called for a motion to approve Warrant #12A dated December 31, 2016 in the amount of \$6,087.00. Director Rubin moved and Director Oates seconded the motion. Upon roll being called the vote was as follows:

AYE: Stephanie Bertelsen, Jacky Cartwright, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Brian Rubin, Jonathan Salk, and Tim Schaap.

NAY: None

The motion carried.

Old Business

Hanover Park Park District/Pursuit 2

President Crawford outlined the new Hanover Park Park District lease agreement for the Pursuit 2 space. She then explained the terms of the Lease and the Memorandum of Understanding that was included in the packet. President Crawford then called for a motion to approve the Memorandum of Understanding. Director Rubin moved and Director Perkins seconded the motion. Upon roll being called the vote was as follows:

AYE: Stephanie Bertelsen, Jacky Cartwright, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Brian Rubin, Jonathan Salk, and Tim Schaap.

NAY: None

The motion carried.

New Business

Installation of Officers

President Crawford called for a motion to approve the Installation of the Officers for the SLSF Executive Board. Carl Arthur, Chairman, Jim Houser, Vice Chairman, and Amy Charlesworth at Secretary/Organizational Treasurer. Director Oates moved and Director Charlesworth seconded the motion. Upon voice vote the motion carried.

Recognition of Board Members

At this time Tim Schaap, retiring Board Member, was recognized for his service.

Approval of Terms

Director Houser called for a motion to approve the current Terms for Board Members. Director Oates moved and Director Charlesworth seconded the motion. Upon voice vote the motion carried.

Appointment of Legal Counsel

Director Oates called for a motion to approve Legal Counsel for SLSF; Massucci, Blomquist, Anderson and Dunn. Director Charlesworth moved and Director Rubin seconded the motion. Upon roll being called the vote was as follows:

AYE: Stephanie Bertelsen, Jacky Cartwright, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Brian Rubin, Jonathan Salk, and Tim Schaap.

NAY: None

The motion carried.

Appointment of President

Director Houser called for a motion to appoint Tracey Crawford, as President of SLSF. Director Oates moved and Director Crook seconded the motion. Upon roll being called the vote was as follows:

AYE: Stephanie Bertelsen, Jacky Cartwright, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Brian Rubin, Jonathan Salk, and Tim Schaap.

NAY: None

The motion carried.

Approval of Resolution 2017-6

Director Houser called for a motion to approve Benjamin F. Edwards to insure a reverse notification is provided for any checks requested from investments. Director Perkins moved and Director Oates seconded the motion. Upon roll being called the vote was as follows:

AYE: Stephanie Bertelsen, Jacky Cartwright, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Brian Rubin, Jonathan Salk, and Tim Schaap.

NAY: None

The motion carried.

Approval of Resolution 2017-7

Director Houser called for a motion to approve the BMO Harris Bank BAC account signature cards and permissions. Director Crook moved and Director Schaap seconded the motion. Upon roll being called the vote was as follows:

AYE: Stephanie Bertelsen, Jacky Cartwright, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Brian Rubin, Jonathan Salk, and Tim Schaap.

NAY: None

The motion carried.

Warrant #1 dated January 17, 2017

President Crawford called for a motion to approve Warrant #1 dated January 17, 2017 for the amount of \$5,831.43 covering check numbers 7832-7836 from the BMO Harris Bank BAC account. Director Perkins moved and Director Schaap seconded the motion. Upon roll being called the vote was as follows:

AYE: Stephanie Bertelsen, Jacky Cartwright, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Brian Rubin, Jonathan Salk, and Tim Schaap.

NAY: None

The motion carried.

Information Action/Items

Proposed Budget

President Crawford gave an overview of the 2017 Budget in which the focus remains on 5 areas, Transportation, Inclusion, General Programs, Scholarships and Athletics. The budget asks SLSF to grant \$275,000 to NWSRA in 2017. This is \$10,000 less than in 2016. It was also indicated that the only differences in the budget are the inclusion of the ramp expenses and the development plan expenses. Director Crawford called for a motion to approve the 2017 Budget for SLSF. Director Perkins moved and Director Salk seconded the motion. Upon roll being called the vote was as follows:

AYE: Stephanie Bertelsen, Jacky Cartwright, Amy Charlesworth, Al Crook, Anthony Gattuso, Jim Houser, Kathy Nowicki, Terri Oates, Tom Perkins, Brian Rubin, Jonathan Salk, and Tim Schaap.

NAY: None

The motion carried.

2017 Goals and Strategies

Superintendent Sowa informed the Board that the goals are consistent to the goals from 2016. As well as SLSF is looking to American Philanthropic for new goals that have not been touched upon in the past.

SLSF Board Calendar

President Crawford informed the Board to make note of the addition of a Board meeting in March. This meeting will be when the Board and key players will get to see and give input to what American Philanthropic has been working on for the Development Plan.

2017 Event Calendar

President Crawford discussed the upcoming events that SLSF has planned for the year.

American Philanthropic Development Plan

President Crawford informed the Board of the timeline that has been developed. The fact finding that American Philanthropic has conducted has been extremely lengthy and very in-depth. She is very encouraged with the list that has been asked for and has been very impressed with the product that has been given to SLSF to date.

Adjournment

Being no further business to come before the Board, Director Houser called for a motion to adjourn the meeting at 4:33 p.m. Director Charlesworth moved and Director Oates seconded the motion. Upon voice vote the motion carried.


Secretary