

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE SPECIAL LEISURE SERVICES FOUNDATION
HELD VIA ZOOM, ON THE 23rd OF JANUARY 2023**

Trustee Crook called the meeting to order at 3:34 p.m.

Those present: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Jay Morgan, Kathy Nowicki, Terri Oates, Rafal Piontkowski, Ryan Risinger, Kevin Romejko, Jonathan Salk

Tom Perkins arrived at 3:42 pm

Absent were: Carl Arthur, Thomas Campone, Dennis Hanson

Also present were: Tracey Crawford, President; Anne Kiwala, Superintendent of Development; Andrea Griffin, Superintendent of Recreation; Tom Draper, Superintendent of Marketing and IT; Darleen Negrillo, Superintendent of Administrative Services; Liz Thomas, Foundation Manager; Megan O'Brien, Events Coordinator; Mike Davis, Finance Manager and Jessica Vasalos, Administrative Manager, as recording secretary.

Introduction of Guests

Superintendent Hubsch introduced Faith Johnson intern.

Approval of Agenda for January 24, 2023

Trustee Crook called for a motion to approve the agenda for January 24, 2023. Trustee Ballantine made the motion and Trustee Oates seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for December 6, 2022

Trustee Crook called for a motion to approve the minutes for December 6, 2022. Trustee Oates moved and Trustee Ballantine seconded the motion. Upon voice vote, the motion carried.

Correspondence

Written:

None

Oral:

None

SLSF Reports

Superintendent Kiwala and her staff reported on the 2022 Year End Report. She touched on the events for 2022 bringing in \$265,500 in revenue. The loss of the T&M Golf Outing and Sunday Funday events are the major contributors to the lower revenue. The focus for 2023 will be on maximizing our existing events, including the Bridges of Poplar Creek Golf Outing which was a success in its first year. This event is already generating interest due to the increased networking we've done this year in the Hoffman Estates/Schaumburg area.

Grants

Superintendent Kiwala reviewed the grants received for 2022. Grants saw many applications that totaled \$487,813.99 with about \$170,000 approved. \$50,000 of that is for the Accessible Greenhouse with the Wheeling Park District and another \$50,000 went toward the Vogelei House with the Hoffman Estates Park District.

Annual Appeal

Superintendent Kiwala briefly outlined the plan for the Annual Appeal which was split between spring and the holiday appeal that brought in revenue of about \$17,000.

Giving Comparisons

Superintendent Kiwala reviewed the comparisons from 2021 to 2022.

2022 Event Wrap Ups

Event Coordinator Megan O'Brien reported to the Board an overall comparison of 2021 to 2022. Buffalo Grove and Arlington Heights golf outings both had net revenues over budget. The Buffalo Grove Golf outing and the Gala will both be celebrating their 30th Anniversary this year.

FY 2022 Year End Financial Wrap Up

Superintendent Kiwala reviewed the Year End balances and the suggestion, aligned with the Fund Balance, for the beginning balance for 2023. Superintendent Kiwala asked for a motion to approve the recommendation of starting the year with \$128,756.63. Trustee Charlesworth made the motion and Trustee Risinger approved the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins, Rafal Piontkowski, Ryan Risinger, Kevin Romejko and Jonathan Salk

NAY: None

The motion carried.

Superintendent Kiwala asked for a motion to transfer \$15,192.70 from the Operating Account to the Reserve/Project Money Market Account for contingency needs in FY2023.

Trustee Fahnstrom made the motion and Trustee Risinger approved the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins, Rafal Piontkowski, Ryan Risinger, Kevin Romejko and Jonathan Salk

NAY: None

The motion carried.

Superintendent Kiwala asked for a motion to transfer \$141,325.13 from the SLSF Operating Account to Benjamin F. Edwards investment account. Trustee Ballantine made the motion and Trustee Oates approved the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins, Rafal Piontkowski, Ryan Risinger, Kevin Romejko and Jonathan Salk

NAY: None

The motion carried.

Marketing and Public Relations

Superintendent Draper reported that staff have been busy with wrapping up 2022 events and preparing for 2023 events. The fashion show videos are being completed and they are working on the NWSRA and SLSF Annual reports. Staff did an outstanding job with the marketing plan and is steadily working on the GMFS 2023.

NWSRA Program Report

Superintendent Griffin reported to the Board the status of PURSUIT and several programs that the participants have enjoyed. She also reported to the Board that we are moving forward with the Accessible Greenhouse at Wheeling Community Center and looks forward to that project starting.

Review of Financial Statements/Investments

Mike Davis, Finance Department reviewed the financials and reported to the Board that everything is looking good, and we were looking forward to the Audit.

Approval of Warrant #12

Trustee Crook called for a motion to approve Warrant #12, dated December 31, 2022 in the amount of \$23,433.87. Trustee Perkins made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jim Houser, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins, Rafal Piontkowski, Ryan Risinger, Kevin Romejko and Jonathan Salk

NAY: None

The motion carried.

Old Business

None

New Business

SLSF Retreat

Soar Analysis/Strategic Plan

President Crawford and Superintendent Kiwala informed the Board SLSF staff that the annual retreat is scheduled for the beginning of February, and will focus on updating goals, the strategic plan, and a SWOT analysis.

Information/Action Items

2022 Year in Review

At this time the SLSF team presented a year in review for 2022. The presentation is available on the SLSF Directors site.

Board Member Goals

Superintendent Kiwala reviewed the Board member goals and indicated that she will be working to send each of you your board commitment snapshot for 2022, outlining your contributions to the foundation for the year. Around that same time, you will be receiving your annual commitment forms that will detail what your individual contributions will look like in the coming year. There are a variety of ways to be involved, whether it's personal donations, volunteering

on a committee, bringing in sponsorship dollars – there really is no limit. So please be thinking about what your commitment will look like for 2023 and what your goals are for your involvement.

Board Member Comments

President Crawford informed the Board of the new Board Member Comments section of the agenda. This section will be for Board members to ask or communicate any general questions, comments or concerns on items that may not be on the agenda. During this time Trustee Risinger took the time to thank staff for a great year.

Brackets for Ability

Foundation Manager Thomas and Trustee Gattuso informed the Board about the Brackets for Ability event that is taking place during March madness.

Adjournment

Being no further business to come before the Board, Trustee Crook called for a motion to adjourn the meeting at 4:49 pm. Trustee Ballantine moved and Trustee Risinger seconded the motion. Upon voice vote, the motion carried.



Secretary