SLSF
MAKING AN IMPACT FOR NWSRA

We exist to support and promote outstanding opportunities through recreation for children and adults with disabilities in cooperation with Northwest Special Recreation Association.

Regular Meeting
January 21, 2020 - 3:30 p.m.
Park Central Conference Room
3000 W. Central Road, Rolling Meadows, IL

AGENDA

I. Call to Order
Roll Call

II. Introduction of Guests:
A. None

III. Approval of Agenda

IV. Approval of Minutes - Pages 3-8

V. Correspondence
A. Written
B. Oral

VI. Reports: - Pages 9-32
A. SLSF Reports – 2019 YE
1. Events – Wrap Up
a. Celebrate Ability Gala
b. T & M Golf Outing
c. 2019 Actual vs. Budget
2. Grants
3. 2019 4th Quarter Goals
4. Annual Appeal Fund 2019
5. Giving Comparison
6. Year End Financial Wrap-up
B. Marketing and Public Relations Report
C. NWSRA Program Report
D. NWSRA Lightning Booster Club – Oral Report

VII. Review of Financial Statements/Investments: - Pages 33-49
A. SLSF Investment Update
B. Organizational Cash Overview
C. SLSF Budget vs. Actual
D. Balance Sheets
E. 4th Quarter Financial Report
F. Other

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VIII. Approval of Warrant: - Pages 50-55
- A. Motion to approve Warrant #11 - $279,403.86
- B. Motion to approve Warrant #12 - $59,486.55

IX. Old Business: - Pages 56-78
- A. NWSRA Project Updates
  1. Snoezelen Sensory Room at Mount Prospect
  2. Dream Lab Accessible Technology Center at Rolling Meadows
  3. Community Sensory Garden at Hanover Park
  4. NWSRA Programming Space 4 – Wheeling and Buffalo Grove Update – Oral Report
- B. Conflict of Interest Policy & Annual Statement

X. New Business: - Pages 79-89
- A. Installation of Officers:
  1. Kathy Nowicki, Chairman
  2. Al Crook, Vice Chairman
- B. Recognition of Board Members:
  1. Jim Houser
- C. Installation of New Board Members:
  1. Jay Morgan
- D. Approval of Terms and Committees
- E. Legal:
  1. Appointment of Legal Counsel - Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Howard Metz
- F. Appointment of President – Tracey Crawford – Resolution R2020-1
- G. Approval of Resolutions:
  1. Resolution R2020-2 - Benjamin F. Edwards & Co.
  2. Resolution R2020-3 - Village Bank and Trust
- H. Motion to approve Warrant #1 - $4,134.57
- I. Fund Balance Policy Draft

XI. Information/Action Items: - Pages 90-101
- A. Proposed Budget 2020
- B. Annual SLSF Investment Transfer
  - A. $210,000
- C. 2019 Year in Review/ 2020 Goals – Oral
- D. SLSF Board Meeting Calendar
- E. 2020 Event Calendar
- F. Board Member Annual Review Form 2019 – Oral
- G. Other

XII. Comments

XIII. Adjournment

Mission Statement

We exist to support and promote outstanding
opportunities through recreation for children and adults with disabilities
in cooperation with the Northwest Special Recreation Association

IV. Minutes

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SPECIAL LEISURE SERVICES FOUNDATION HELD AT THE NWSRA ADMINSTRATIVE OFFICES 3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL ON THE 15th OF OCTOBER 2019

Director Oates called the meeting to order at 3:30 p.m.

Those present were: Amy Charlesworth, Anthony Gattuso, Diane Hilgers, Agnes Laton, Kathy Nowicki, and Terri Oates.

Al Crook arrived at 3:33 pm. Mike Clark arrived at 3:35pm.

Absent were: Carl Arthur, Thomas Campone, Dennis Hanson, Tony LaFrenere, Tom Perkins, Jonathan Salk, Jim Houser

Also present were: Tracey Crawford, President; Cathy Splett, Superintendent of Development; Rachel Hubsch and Andrea Griffin, Superintendents of Recreation; Brian Selders, Superintendent of Communications and IT; Darleen Negrillo, Superintendent of Administrative Services; Megan O'Brien, Events Coordinator; Miranda Woodard, Accounting Manager; Jessica Lamb, Foundation Manager; Dave Hanson, Benjamin F. Edwards; Maria Bustamante and Amy Huggelson, Autism Speaks; and Jessica Vasalos, Administrative Manager, as recording secretary.

Introduction of Guests

Superintendent Splett introduced Jessica Lamb, Foundation Manager. Superintendent Griffin introduced Maria Bustamante and Amy Huggelson, from Autism Speaks, who explained the organization's focus and thanked NWSRA/SLSF for their volunteering assistance. The next Autism Speaks event is September 13, 2020. Superintendent Splett introduced Dave Hanson, from Benjamin F. Edwards.

Benjamin Edwards Investment Update

Dave Hanson stated that the market declined during last quarter of 2018, and has now improved. He also stated that some funds will be needed in the next couple years for programming spaces outlined by Tracey Crawford, Executive Director. These funds need to remain liquid, which has held back some returns; however the returns are still pretty good. Last year's investments were down 3.3 percent but are up 9.38 percent this year. The average rate of return for the past 10 years is 5.1 percent. Investments will remain short term due to flat interest rates.

President Crawford announced that Buffalo Grove will likely be the next NWSRA programming space in the spring of 2020. Budgets are being determined. Discussions have also taken place with Hoffman Estates, Schaumburg and South Barrington Park Districts. President Crawford explained hub transportation and how that will make travel to NWSRA programs more convenient for families.

Approval of Agenda for October 15, 2019

Director Oates called for a motion to approve the agenda for October 15, 2019. Director Hilgers made the motion and Director Charlesworth seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for May 21, 2019

Director Oates called for a motion to approve the minutes for the May 21, 2019 meeting.

Director Charlesworth moved and Director Clark seconded the motion. Upon voice vote, the motion carried.

Correspondence

Written: President Crawford stated that a thank you note was received from Julie Clausen and Gerri Estvanik for inviting them to the golf outing. A note from the Houser family was received for everything that was sent in memory of Judy. Allyson Houser sent a note for the Crave Box. Melissa Kress, from Hanover Park Park District, sent a note thanking NWSRA for sponsoring and volunteering for the 2019 Wheelchair Classic. Allison Liccar sent a letter complimenting NWSRA staff for their assistance at Blackberry Farm, and Ricky Novit sent a letter complimenting NWSRA staff for their assistance at Pirate's Cove.

Oral: None

Superintendent Splett announced that Brian Rubin is retiring from his law firm and from the SLSF Board.

SLSF Reports

3rd Quarter Report

Superintendent Splett reported that she and Jessica Lamb have attended networking events, which have generated leads for potential sponsorships. There are currently 29 monthly donors. Tap House Grill selected SLSF as the recipient of a donation from their golf outing. Superintendent Splett explained the segmentation strategy of the holiday appeal mailing list for personalized messaging.

Events

Megan O'Brien, Events Coordinator, stated that Moretti's/NWSRA Golf Outing had 89 golfers and raised $4000 more than last year. The Arlington Classic Golf Outing had 67 golfers, which was slightly down from last year; the proceeds were under budget. Jessica Lamb stated that the Women's Golf Outing was rescheduled due to weather. Old Orchard Golf Course hosted the event and Manager Lamb complimented their staff. There were 56 golfers, and the event netted more than $13,000, which was slightly above budget. Megan O'Brien reported that the Buffalo Grove Golf Outing, a partnership with the Buffalo Grove Rotary, had 99 golfers and raised more than $35,000, which was over budget. Superintendent Splett reported that the Palatine Golf Outing was cancelled due to weather. Vouchers were offered to those who came to the dinner. The T&M Golf Outing raised $18,000.

President Crawford discussed the shift in mindset, that the event fee is a donation, rather than a refundable golf fee.

Grants

Superintendent Splett reported that $21,000 in grants have been received since the May Board meeting. SLSF had requested more than $27,000. Many organizations are not inviting agencies with whom they do not have an existing relationship to apply for grants.

Goals

Superintendent Splett asked for any questions from the Board members about the goals. There were none.

Marketing and Public Relations

Superintendent Selders reported that the Facebook ad optimization project has been completed. SLSF now has more than 1000 "likes." Staff has been working on event invitations and flyers. There are new

SLSF event videos. A new NWSRA brand video will be unveiled at Celebrate Ability. SLSF is in the process of gathering more participant stories for the Stories page on the website.

NWSRA Program Report

Superintendent Griffin related a story about an individual who has participated in several NWSRA programs with much difficulty, and is currently in the STAR Academy program. Through coordination of resources with the school, park district, and NWSRA, the child has shown significant improvement.

Review of Financial Statements/Investments

Miranda Woodard, Accounting Manager, stated that Dave Hanson covered the material; there was nothing new to add.

Approval of Warrant #6

Director Oates called for a motion to approve Warrant #6, dated June 30, 2019, in the amount of $99,495.42. Director Charlesworth made the motion and Director Crook seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Agnes Laton, Kathy Nowicki, Terri Oates

NAY: None

The motion carried.

Approval of Warrant #7

Director Oates called for a motion to approve Warrant #47, dated July 31, 2019, in the amount of $21,971.04. Director Charlesworth made the motion and Director Nowicki seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Agnes Laton, Kathy Nowicki, Terri Oates

NAY: None

The motion carried.

Approval of Warrant #8

Director Oates called for a motion to approve Warrant #8, dated August 31, 2019, in the amount of $19,852.69. Director Crook made the motion and Director Hilgers seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Agnes Laton, Kathy Nowicki, Terri Oates

NAY: None

The motion carried.

Approval of Warrant #9

Director Oates called for a motion to approve Warrant #9, dated September 30, 2019, in the amount of $13,707.07. Director Nowicki made the motion and Director Charlesworth seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Agnes Laton, Kathy Nowicki, Terri Oates

NAY: None

The motion carried.

Approval of Warrant #10

Director Oates called for a motion to approve Warrant #10, dated October 15, 2019 in the amount of $800.00. Director Crook made the motion and Director Clark seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Agnes Laton, Kathy Nowicki, Terri Oates

NAY: None

The motion carried.

Old Business

NWSRA Project Updates

Snoezelen Sensory Room at Mount Prospect

Superintendent Griffin reported that the Snoezelen Sensory Room at Mount Prospect will be installed October 28th – 30th.

Dream Lab Accessible Technology Center at Rolling Meadows

Superintendent Selders reported that everything is installed for the Dream Lab at Rolling Meadows, including computers and virtual reality stations. Superintendent Hubsch noted that a pilot program was held with a group of PAL participants. Programs will begin in the winter.

Community Sensory Garden at Hanover Park

Superintendent Griffin stated that phase one of the Sensory Garden at Hanover Park is complete. The path has been laid along with planter boxes. Phase two – planting – will be done in the spring.

Superintendent Selders announced that information about projects can be accessed at NWSRA.org/projects.

NWSRA Programming Space 4 – Wheeling Update

Superintendent Griffin stated that the NWSRA programming space in Wheeling will open in February. Wheeling PURSUIT will be begin in November and held at Hanover Park and Mount Prospect.

New Business

Celebrate Ability

Superintendent Splett reminded the Board that Celebrate Ability will be held on November 8, 2019. The impact auction will provide for items needed for the Sensory Garden.

NWSRA Grant
Superintendent Hubsch reviewed the line items of grants and respective project categories.

Resolution 2019-10 Change of Authorized Agent
President Crawford call for a motion to approve the change of SLSF Authorized Agent from Heidi Katz, who retired, to Howard Metz, from Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd. Director Charlesworth made the motion and Director Clark seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Mike Clark, Al Crook, Anthony Gattuso, Diane Hilgers, Agnes Laton, Kathy Nowicki, Terri Oates

NAY: None

The motion carried.

Information/Action Items
SLSF Retreat
President Crawford recapped the work done at the recent SLSF retreat. The attendees revisited the SLSF mission statement, worked to create a vision statement, and reviewed the progress of the development plan. The Board was given the new mission and vision statements and core values to review and discussion will continue via electronic voting through December.

Holiday Luncheon
Superintendent Splett informed the Board that the Holiday Luncheon will be held at Chandlers on December 11, after the NWSRA Board Meeting.

2020 Board Meeting Schedule
President Crawford stated that the 2020 Board Meeting schedule is being compiled.

Conflict of Interest Policy and Annual Statement
Superintendent Splett distributed Conflict of Interest Policy statements for the Board Members to review and sign.

Other

Adjournment
Being no further business to come before the Board, Director Oates called for a motion to adjourn the meeting at 4:37pm. Director Clark moved and Director Gatusso seconded the motion. Upon voice vote, the motion carried.

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Secretary

VI. Reports

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Date: January 2020
To: Tracey Crawford, Executive Director
From: Cathy Splett, Superintendent of Development
RE: SLSF Update for the January SLSF Board Meeting

Sponsorships: Sponsorship dollars are part of the SLSF event budgets. The FY 2019 budgeted amount is $76,600. In 2019 SLSF received $72,900 in event sponsorship. Monies donated to the NWSRA Camp Connections Family Day was correctly entered as unrestricted donations, however the donors were recognized as sponsors at that event.

Grants: The FY 2019 budgeted grant total is $268,000. SLSF applied for $391,127 in grants. From the proposals sent, $226,600 in grant money has been approved and $226,349.96 has been received in 2019. SLSF has been awarded a grant from RMS for $5,000 which will be received in 2020.

SLSF was notified from IDOT that NWSRA was awarded a 14 passenger accessible vehicle from the 2018 grant that was submitted. NWRA should receive vehicle by fall 2020.

Events: The FY 2019 Events budgeted amount is $309,420. The total amount received in event dollars for 2019 was $262,148.81. A portion of those dollars represent event sponsorships as shown in the sponsorship portion of this report. The events didn't make budget this year due to weather issues and lower attendance at the Celebrate Ability Gala. The team and committees have already begun preparing for the 2020 events focusing on increasing sponsorship and attendance.

Donations: SLSF has four areas for individual donations: Memorial, General, Annual Appeal and Kevin's Club.

- Memorial Donations = $3,921.70. Four families requested to have donations made in lieu of flowers for their loved ones.
- General Donations = $52,839.74. SLSF had 29 monthly donors who have donated in 2019.
- Annual Appeal = $16,256.12 from 79 donors.
- Kevin's Club = $4,221 from four donors.

Grants to NWSRA: SLSF granted $225,086.24 to NWSRA. SLSF has directly paid $211,552.92 for the creation of the Dream Lab, Sensory Garden, Mt. Prospect Sensory Room and purchase of the furniture for the NWSRA Programming Space in Wheeling.

2020 Goals:

- This is the final year of the SLSF Development Plan presented by American Philanthropic. The 2020 goals are to increase event sponsorship, event attendance, individual donations, networking and speaking engagements.
- SLSF will also be meeting with NWSRA families in order to build relationships with the Foundation. These new relationships will help continue bringing donors into the donor base who have a personal connection to the mission.
- The team will be focusing on securing and cultivating relationships with individuals and businesses within NWSRA's service area. The team will also continue to send postcards, letters and emails, as well as continuing to make personal phone calls to donors.
- SLSF will focus on utilizing additional social media sites in order to reach the intergenerational donor base. The staff will be utilizing techniques learned from the Nonprofit Storytellers Conference they attended in 2019.

Date: November 8, 2019

To: Tracey Crawford
From: Megan O'Brien
Event: ***Celebrate Ability Gala***

Event History: The Gala started in 1993 as the Special Olympics Awards and Recognition Dinner. Through the years it has morphed from an awards dinner to a Fundraising Gala, the highest grossing fundraising event of the SLSF year.

# of years event held: 26 years

Event Explanation: The Gala consists of a dinner, silent auction, a motivational speech or video from a participant or their family or a NWSRA Staff member followed by the Impact Auction. The funds raised in the Impact Auction are for the specific cause addressed in the speech. Another raffle held at the Gala is called the "Bucket o' Cheer," which consists of alcoholic beverages donated by NWSRA and SLSF board members, NWSRA staff and the gala committee members. The winner takes home two eight foot tables worth of beverages, cocktail napkins and other assorted bar accessories.

This year the price of the CA Gala raffle ticket was increased back to $100 with a maximum of 200 tickets to sell. The committee also decided to forgo the Early Bird Mailing because it costs a minimum of $600 in prizes as well as the cost of the additional printing of tickets, the mailing itself and postage. The committee will discuss the continuation of the raffle for future years.

Event Preparation: The Gala committee begins meeting in April to plan the November event. However, the committee members are gathering ideas all year long from one Gala to the next. Letters for donations for the silent auction were sent in July. In 2019, the monies from the Impact Auction were earmarked to purchase furnishings for the Sensory Garden which will open in the Hanover Park Park District in 2020.

Invitations are mailed no later than the second week of September. The Foundation Manager begins contacting sponsors in July. Sponsor tables make up the majority of attendees. Programs are printed which highlight the events of the evening as well as advertisements from the sponsors. The ticket price was $125/person and included a premium open bar.

The mobile bidding platform, GiveSmart Inc., is contacted in March and a contract is signed. The mobile bidding eliminates the need to print the silent auction items in the program and also allows people to bid from offsite. The use was a success as the guests enjoyed being able to stay at their table and bid, knowing when someone had bid more than them, etc. Using the service also added an additional expense of $3,600 to the event.

On the morning of the Gala, the committee met at the venue to set up the silent auction, bucket o' cheer and to distribute the programs and paddles on the tables. Former NWSRA staff member Angie Lee created lovely centerpieces.

Committee Names:

Carl Arthur	Marge Janovics	Terri Oates
Beth Anne Ausnehmer	Maureen Kerrigan	Dawn Stangle
Nuala Gewargis	Angie Lee	

Actual day of explanation:

Day of to do		
	DUTY	**WHO**
1	Pick up Munchkins	CS
2	Arrive at Chevy 8:45 a.m.	CS/JL/MO
3	Arrive at Chevy 9:00 a.m.	Committee
4	Do table count and check seats. Place Wheelchair cards at appropriate seats (if necessary)	CS
5	Put certificates in clear frames	MO
6	Take things out of Hunt Room and place on Tables	All SLSF Staff
7	Decorate Silent Auction tables as needed	Committee and MO
8	Place centerpieces on tables	Angie and Committee
9	Place extra flowers around the room if there are extras	All
10	Programs at seats	JL
11	Paddles on seats	All
12	Centerpiece table tents at tables	All
13	Place $100 Raffle sign in a black frame on high boy near podium along with the raffle drum, raffle matrix and extra raffle tickets	MO
14	Set up registration	MO
15	Set information under registration tables	MO
16	Set up Bucket o' Cheer	JL
17	Set up and check AV	BS

Evaluation responses:

- The 2019 Gala provided a fun evening for the guests. The evening started with a string trio to add some ambience.
- Most guests stayed to dance to Monster Entertainment due to the mobile bidding eliminating any checkout lines. Guests commented on how much fun they had.
- Dinner and dessert were great!
- Video was great this year for the Impact Auction.

- A few of the Emerald Table sponsors who usually provide large donations for the Impact Auction were unable to attend, due to scheduling conflicts.

Target Numbers:

Target #	2017		2018		2019	
	Budget	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**
Gross Revenue	$87,000	$97,005	$96,600	$89,994	$91,300	$70,660.50
Expenses	$26,450	$30,691.22	$31,532	$31,206.26	$33,300	$28,590.75
Net Revenue	$60,550	$66,313.78	$65,068	$58,787.74	$58,000	$42,069.75
Registrations	200	258	264	230	226	214
Sponsorships	$12,000	$8,000	$8,000	$12,000	$8,000	$8,000
Silent Auction	$10,000	$15,490	$15,500	$10,850	$15,000	$7,855
Bucket O'Cheer	$2,000	$2,440	$2,600	$1,820	$11,800	$1,060
Impact Auction	$20,000	$23,575	$23,000	$20,505	$20,000	$14,955
Cel. Abil. Raffle	$18,000	$9,600	$10,000	$9,349.50	$9,500	$9,293
SLSF cost person – (total expenses/ attendance)	$132.25	$118.96	$119.44	$135.68	$147.35	$133.60

Date: October 24, 2019

To: Tracey Crawford
From: Cathy Splett
Event: T&M Golf Outing

Event History: Twenty plus years ago Rob Schiferl began volunteering for NWSRA as a Unified Softball and Bowling Partner. With his Unified Softball team he traveled to Connecticut to compete in the World Games. With his NWSRA Unified Bowling team he traveled to compete in Reno, Nevada. When he began his employment with Terrazzo & Marble Supply Companies in Wheeling he approached the owner of the company, Jody Rotondo, and asked if he could host a golf outing to benefit SLSF and invite the T&M employees and corporate contacts. In 2018, Jody Rotondo stepped down as President. Steve Murray is the new president of T&M.

# of years event held: 17 years

Event Explanation: The event takes place at the end of September or beginning of October and is an 18 hole, modified shot-gun and scramble format. Bagels, coffee and juice are served for breakfast. After golf, a buffet lunch is served along with a presentation about NWSRA. At this event, all golfers receive a raffle prize. From 2011-2016, this event was held at Traditions at Chevy Chase in Wheeling. The event moved to Mount Prospect Golf Course due to flooding at Chevy Chase in 2017 & 2019.

Event Preparation: During the month of January, T&M contacts SLSF to confirm that they'll be hosting the outing again. The first meeting is held in February with the committee. At this meeting, the previous year's financials are discussed as well as suggestions for the location, date and menu for this year's event. SLSF will contact the golf course after the first meeting to secure the date. The next three meetings are set in July, August and September. SLSF is in weekly contact with T&M one month prior to the outing and visits the T&M offices to pick up checks and prizes as needed.

T&M is responsible for creating the golf flyer, contacting sponsors and golfers. SLSF is responsible for securing the golf course and food, creating foursome lists, contest hole sheets, prize lists, sponsor awards, etc. (Please see timeline for full details.) Both companies are responsible for securing raffle and contest hole prizes. SLSF is the main contact and runs the event with the leadership of Rob Schiferl from T&M.

Committee Names:
Rob Schiferl and Liz Zizzo

Gimmick Hole explanation:
There are no passports at this event.

- **Longest Drive** – All golfers entered at no additional cost. Winner (male and female) receives a box of balls.
- **Closest to the Pin** – There are two at this outing. All golfers entered at no additional cost. Winner receives a box of balls.

- **Hole-in-One** – Winner will receive $25,000 for a hole in one. XPO Logistics sponsors this hole. Did not do in 2017 or 2018.
- **Closest to the Pin/Split the Pot** – 1 ticket for $5; 3 tickets for $10 and 7 tickets for $20. T&M employees sell the split the pot tickets the week prior to the event and on the day of the event.
- **Actual day of explanation:**

7:00 a.m.	Set up registration area – registration, drink tickets, and tee gifts Make sure hole sponsor signs & contests are set up on course Set up breakfast – bagels, cream cheese, oj. Make sure course has set up coffee Set up prize table Hang banners Put contest sheets on all carts Touch base with Chevy regarding lunch
8:15 a.m.	Player check in, give 2 drink tickets, tee gifts Course in charge of bag check
8:45 a.m.	Cart Check
9:00 a.m.	Announcements - Course Player shot gun Clean up registration area SLSF or T&M marketing director take pictures of foursomes on the course.
9:45 a.m. – 1:30 pm	SLSF to visit with players on course, set up for lunch, make sure video works, raffle table, place photos in photo sleeves SLSF to attach green sheets to registration monies received SLSF to write all golfers names on raffle tickets and place in raffle drum. SLSF to develop photos at Walgreens
1:30 p.m.	Players off course Course workers pick up hole sponsor signs. SLSF to make sure all hole sponsor signs are accounted for and put on van.
1:30 – 3:00 p.m.	Awards, presentation (video), raffle, lunch buffet
3:00 – 4:30 p.m.	Clean up, load vehicles bring back to storage and unload

Target Numbers:

	2017		2018		2019	
	Budget	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**
Gross Revenue	$16,398	$18,540	$15,550	$20,995	$20,200	$18,195
Expenses	$4,355	$3,655	$4,520	$5,590	$5,245	$2,229
Net Revenue	$12,043	$14,885	$11,030	$15,405	$14,955	$15,966
Registrations	38	36	38	53	50	41
Sponsorships	$8,000	$11,500	$8,800	$13,000	$12,300	$11,70
Business Hole & Hole Sponsors	$3,000	$2,600	$3,000	$2,000	$2,400	$1,600
SLSF average cost/person (total expenses/attendance)	$114.60	$101.53	$118.95	$105.47	$104.90	$54.37

Cost/person are higher due to SLSF paying for golf except in 2019.

Summary:

The event was originally scheduled for September 14, 2019 at Traditions at Chevy Chase but due to excessive rain and flooding, the event was rescheduled for October 12, 2019 at Mt. Prospect Golf Course. Jeff Langguth and the entire Mt. Prospect Golf staff were wonderful in accommodating the needs of this outing last minute.

The day was great with no rain during the outing. The golfers enjoyed the course and the food. Everyone went home with at least one prize from the raffle table. A great event with golfers who come back year after year because they love what NWSRA/SLSF do for the community.

The committee will have a wrap up meeting in a few weeks to discuss the event. Rob has stated that this may be his last year leading this event. SLSF will work with Rob and other members of the T&M Company to continue this long standing relationship and event.

2019 Actual Vs. Budget

Events		2019	Budget	Income to Expense Ratio
Gold Medal Fashion Show	**Gross**	$ 56,885.35	$ 59,600.00	78%
	Expense	$ 12,704.51	$ 21,400.00	22%
	Net	**$ 44,180.84**	**$ 38,200.00**	
	# attending	555		
	cost per person	$ 22.89		
Buffalo Grove Classic	**Gross**	$ 35,761.00	$ 32,950.00	81%
	Expense	$ 6,803.02	$ 6,535.00	19%
	Net	**$ 28,605.10**	**$ 26,415.00**	
	# attending	99		
	cost per person	$ 68.72		
Palatine Hills Golf Classic	**Gross**	$ 13,755.00	$ 26,000.00	84%
	Expense	$ 2,175.75	$ 6,250.00	16%
	Net	**$ 11,579.25**	**$ 19,750.00**	
	# attending	69		
	cost per person	$ 31.53		
Moretti's/NWSRA Golf Classic	**Gross**	$25,636.00	$ 25,500.00	78%
	Expense	$5,697.02	$ 4,195.00	22%
	Net	**$ 19,938.98**	**$ 21,305.00**	
	# attending	89		
	cost per person	$ 64.01		
Arlington Classic	**Gross**	$ 24,806.00	$ 31,120.00	89%
	Expense	$ 2,817.03	$ 4,920.00	11%
	Net	**$ 21,988.97**	**$ 26,200.00**	
	# attending	70		
	cost per person	$ 40.24		
Women's Only Outing	**Gross**	$ 17,444.00	$ 17,750.00	78%
	Expense	$ 3,796.58	$ 5,160.00	22%
	Net	**$ 13,647.42**	**$ 12,590.00**	
	# attending	56		
	cost per person	$ 67.80		
T&M Golf Outing	**Gross**	$ 18,195.00	$ 20,200.00	88%
	Expense	$ 2,172.93	$ 5,245.00	12%
	Net	**$ 16,022.07**	**$ 14,955.00**	
	# attending	41		
	cost per person	$ 53.00		
Celebrate Ability	**Gross**	$ 70,666.46	$ 91,300.00	60%
	Expense	$ 28,590.75	$ 33,300.00	40%
	Net	**$ 42,075.71**	**$ 58,000.00**	
	# attending	214		
	cost per person	$ 133.60		
Totals	**Gross**	$ 263,148.81	$ 304,420.00	75%
	Expense	$ 64,757.59	$ 87,005.00	25%
	Net	**$ 198,391.22**	**$ 217,415.00**	

2018 - 2019 SLSF Fundraising Events Comparisions

Events		2018	2019	Difference	
Gold Medal Fashion Show	**Gross**	$ 58,392.20	$ 56,885.35	$ 1,506.85	
	Expense	$ 21,875.55	$ 12,704.51	$ 9,171.04	
	Net	$ 36,516.65	$ 44,180.84	$ (7,664.19)	
	# attending	558	555	3	
	cost per person	$ 39.20	$ 22.89	$ 16.31	
Buffalo Grove Classic	**Gross**	$ 36,065.00	$ 35,761.00	$ 304.00	
	Expense	$ 7,394.90	$ 6,803.02	$ 591.88	
	Net	$ 28,605.10	$ 28,957.98	$ (352.88)	
	# attending	111	99	12	
	cost per person	$ 66.62	$ 68.72	$ (2.10)	
Palatine Hills Golf Classic	**Gross**	$ 26,750.00	$ 13,755.00	$ 12,995.00	
	Expense	$ 5,359.83	$ 2,175.75	$ 3,184.08	
	Net	$ 21,390.17	$ 11,579.25	$ 9,810.92	
	# attending	102	69	33	
	cost per person	$ 52.55	$ 31.53	$ 21.01	
Moretti's/NWSRA Golf Classic	**Gross**	$23,340.00	$ 25,636.00	$ (2,296.00)	
	Expense	$4,944.59	$ 5,697.02	$ (752.43)	
	Net	$ 18,395.41	$ 19,938.98	$ (1,543.57)	
	# attending	88	89	-1	
	cost per person	$ 56.19	$ 64.01	$ (7.82)	
Arlington Classic	**Gross**	$36,211.50	$ 24,806.00	$ 11,405.50	
	Expense	$2,943.53	$ 2,817.03	$ 126.50	
	Net	$ 33,267.97	$ 21,988.97	$ 11,279.00	
	# attending	100	70	30	
	cost per person	$ 29.44	$ 40.24	$ (10.81)	
Women's Only Outing	**Gross**	$16,849.50	$ 17,444.00	$ (594.50)	
	Expense	$4,292.97	$ 3,796.58	$ 496.39	
	Net	$ 12,556.53	$ 13,647.42	$ (1,090.89)	
	# attending	71	56	15	
	cost per person	$ 60.46	$ 67.80	$ (7.33)	
T&M Golf Outing	**Gross**	$ 20,995.00	$ 18,195.00	$ 2,800.00	
	Expense	$ 5,590.31	$ 2,172.93	$ 3,417.38	
	Net	$ 15,404.69	$ 16,022.07	$ (617.38)	
	# attending	53	41	12	
	cost per person	$ 105.48	$ 53.00	$ 52.48	
Celebrate Ability	**Gross**	$ 89,994.75	$ 70,666.46	$ 19,328.29	
	Expense	$ 31,206.26	$ 28,590.75	$ 2,615.51	
	Net	$ 58,788.49	$ 42,075.71	$ 16,712.78	
	# attending	230	214	16	
	cost per person	$ 135.68	$ 133.60	$ 2.08	
Totals	**Gross**	$ 308,597.95	$ 263,148.81	$ 45,449.14	
	Expense	$ 83,607.94	$ 64,757.59	$ 18,850.35	
	Net	$ 224,990.01	$ 198,391.22	$ 26,598.79	

Board Report - Grant Activity for 2019

The following is a list of 2019 grant activity on behalf of SLSF/NWSRA

Governmental Grants

Illinois Department of Transportation – IDOT grants vehicles to non-profit agencies through the Paratransit Vehicle Program.	Accessible Vehicle	$ 60,000.00		NWSRA has been awarded a 14 passagner accessible vehicle from the 2018 CVP Application. Will receive the vehicle in 2020.
		Total Government Grant Money Received in 2019		

Private Grants

Name	Purpose	Amount Requested	Status	Notes
Pending				
Rotary Club of Elk Grove	Transportation	$ 1,000.00	Pending	SLSF submitted a grant to help with the purchase of an accessible bus for NWSRA on 5.6.2019
Palatine Township	Accessible Transportation	$ 10,000.00	Pending	SLSF submitted a grant to help purchase an accessible bus for NWSRA on 9/13/2019
Insurance Industry Charitable Foundation	PURSUIT 5	$ 10,000.00	Pending	SLSF submitted a grant to help purchase computers and tech supplies for PURSUIT 5 on 11/22/2019
Not Approved				
Helen Brach Foundation	PURSUIT	$ 15,000.00	Not approved	SLSF submitted a grant to help purchase the initial supplies for PURSUIT 4 on 11.16.2018. Notification of award will be after March 30, 2019. Due to excess amount of grants, they are unable to fund SLSF's proposal this year.
Wheeling Township	PURSUIT	$ 12,881.00	Not approved	SLSF submitted a 2019-2020 grant to help purchase computers for PURSUIT 4 on 9.19.2018. Spoke at the township in November 2018. Unable to provide funding to new agencies due to FY budget. Received letter on 7/3/2019
PDRMA	Safety	$ 2,500.00	Pending	SLSF submitted a grant to help purchase cameras in the vehicle parking lot to ensure safety for staff and detour vandilism.
Chicago Bears - Community All Pros	General Program Support	$ 100,000.00	Not approved	SLSF submitted a grant to help purchase PURSUIT furniture and supplies as well as general program supplies on 5/30/2019. 10 charities will be awarded $100,000 and 2 runner ups receive $10,000 each. Notifications will be by July 17, 2019
Approved				
Wheaton Franciscan Sisters	Snoezelen, Technolgy Room & Sensory Garden	$ 158,000.00	$ 158,000.00	SLSF submitted a grant to fund the remainder of the MP Sensory Room, the Accessible Technology Room at RM and the Sensory Garden at HP on 10.9.2018. On 10.19.2018 Naomi contacted SLSF to advise the Women & Children's Committee approved the grant to be sent to the Ministry Fund Committee for final approval in December. Received call on 12.5.2018 that the grant was approved. Funding to be received in 2019
Palatine Township	STAR Academy	$ 7,000.00	$ 7,000.00	SLSF submitted a 2019-2020 grant to help with STAR Academy expenses on 9.11.2018. Spoke at township in October 2018. Received approval on 3.6.2019
MB Financial	General Program Support	$ 2,400.00	$ 2,400.00	SLSF submitted a grant for general program support on 2.28.2019. Received confirmation from Anthony Gattuso that the grant was approved. Funding will be received soon.
Rotary Club of Palatine	Day Camp Supplies	$ 1,425.00	$ 1,425.00	SLSF submitted a grant to help purchase supplies for Day Camp supplies which will be used within the Palatine Community on 1.14.2019. Received approval of grant and will be attending the Allocation Dinner on 3.13.2019 to receive the check.
Elk Grove Township	Accessible Transportation	$ 10,000.00	$ 10,000.00	SLSF submitted a grant to help purchase a 14 passanger accessible vehicle for NWSRA on 1.29.2019. Received approval on April 10, 2019.
Rotary Club of Rolling Meadows	PURSUIT		$ 2,500.00	SLSF was a awarded a grant for the PURSUIT Adult Day Program. Award Cermony will be held on June 10, 2019
Schaumburg Township	Sensory Kit Items	$ 2,000.00	$ 2,000.00	SLSF submitted a 2019 grant to help purchase items for sensory kits to be used within the Schaumburg Township boundaries on 12.4.2018. Spoke at Township on 12.12.2018. Received approval letter stating funding will be received after May 22, 2019
Rotary Club of Schaumburg/Hoffman Estates	General Program Support	$ 4,646.00	$ 4,000.00	SLSF submitted a grant to help purchase a Rifton TRAM to be used in NWSRA Programs on 4.2.2019. Received approval letter on May 28, 2019
Women's Club of Inverness	Inclusion	$ 1,500.00	$ 1,500.00	SLSF submitted a grant to help purchase adaptive and sensory items to be used within the Inclusion Program on 3.15.2019 Received funding on 6/10/2019

Board Report - Grant Activity for 2019

The following is a list of 2019 grant activity on behalf of SLSF/NWSRA

Schneider Electric	PURSUIT	$ 6,000.00	$ 6,000.00	SLSF was awarded a grant due to the volunteer hours of Schneider Electric employees
Zurich	PURSUIT	$ 15,000.00	$ 15,000.00	SLSF submitted a grant to help purchase supplies needed to open the 4th NWSRA site at Wheeling which includes PURSUIT supplies on 5.1.2019
Palatine Jaycees	General Program Support	$ 775.00	$ 775.00	SLSF submitted a grant to help purchase a Solar Projector for the RM Sensory Room on 4.19.2019. SLSF received approval letter on 7.16.2019. Check will be mailed in August.
Rotary Club of Buffalo Grove	PURSUIT	$ 1,000.00	$ 1,000.00	SLSF submitted a grant to help purchase supplies needed to open the 4th NWSRA site at Wheeling which includes PURSUIT supplies on 5.6.2019. SLSF received approval on 7.16.2019. Club will call to schedule check presentation
UPS Foundation	Accessible Transportation	$ 15,000.00	$ 5,000.00	SLSF submitted a grant to help with the purchase of an accessible bus for NWSRA on 7/30/2019. Received call from Jim Houser that we were approved for $5,000
Northwest Community Healthcare	General Program Support	$ 10,000.00	$ 5,000.00	SLSF submitted a grant to help purchase general program supplies for NWSRA programs on 7/15/2019. Received check on 10.16.2019 for $5000
RSM US Foundation	Inclusion	$ 5,000.00	$ 5,000.00	SLSF submitted a grant for inclusion support on 7/2/2019 per request from Vicki Carney.
	Total Proposed Amount from Grants	**$ 391,127.00**		
	Total Approved Grant Money in 2019	**$ 226,600.00**		
	Total Grant Money Received in 2019	**$ 226,349.96**		
	Budgeted Amount	**$ 268,000.00**		
	Grant Reserves	**$ 32,499.97**		

Letters of Inquiry

Name	Purpose	Amount Requested	Status	Notes
Patrick & Anna Cudahy Fund	PURSUIT 4	$ 10,000.00	pending	SLSF submitted an LOI for the purpose of funding PURSUIT 4 on 2/11/2019. Anticipated date for approval is 3/31/2019

2019 Goals

I. **Major Gifts Program**

a. Continue to establish a pipeline of research on both new and prospective major donors to prepare for donor meetings.

i. Continue to build and update a database designed to store info on donors with whom SLSF will seek to carry out donor meetings.

1. In process

ii. Continue to carry out research on current and prospective donors from the SLSF database

1. Continue Event Top 10 but change to Event Top 20, (10 donors from 2018 and 10 new donors from 2019)
    a. Have created a GMFS Event Top 20
    b. Beginning to work on this with Foundation Manager.
    c. Staff contacted donors from events through annual appeal letter. Need to slowly build a relationship with many attendees.

iii. Continue to research new major donor prospects who would be attracted to supporting SLSF because of its mission

1. Using a list of businesses provided by board member Christina Ferraro to research possible donors
2. Attended networking events to continue to build the donor pipeline.
3. Letters were sent to 5-6 new businesses from Christina Ferraro's list.
4. SLSF staff will continue working on building relationships and contact at least one individual a month in 2020.

b. Continue to build out an infrastructure for a successful major donor meeting program

i. Continue to solicit Kevin's Club to donors. Use the American Philanthropic letter template to fit Kevin's friends and donors who would be interested in joining Kevin's Club. SLSF will also send this letter to lapsed SLSF donors.

1. Included all on the Kevin's Club list in the spring appeal mailing.
2. Superintendent sent letters to Kevin's Club members to introduce herself and requested an individual meeting.
3. Superintendent followed up with phone calls. Meetings will be set for 2020.

c. Continue to secure meetings with current and prospective major donors

i. Plan at least one meeting per month

1. Sent the American Philanthropic letter to the Pritzker and Citadel Foundations
2. Have secured a May meeting with the CEO of the Aarete Company to discuss possible sponsorship opportunities

3. Due to the retirement of Nanette at the end of August, no meetings were scheduled in September. Will begin to schedule the meetings for October and November.
4. Goal for 2020 due to new staff beginning to review the donor database.

d. Superintendent of Development and SLSF Board Member will continue to make personal thank you phone calls to donors over $500 on a monthly basis.
   i. Each month the SOD will pull a list of donations and divide into $500-$999 and $1000+ donors and email list to Board member by second week of the following month
   ii. Phone calls will be made within that same week
      1. Calls have been made through June donors
      2. Personal calls will be made by the end of October with the list shared between the Superintendent of Development and Board members.
      3. Personal calls were made to Impact Auction donors and any other donor above the $1,000.
      4. Staff and board member contacted those who gave to the Holiday Annual Appeal.

II. **Foundation Program**

a. Continue to maintain good relationships with existing foundation funders
   i. First Quarter:
      1. Submitted seven grants (five from existing funders) and one LOI
      2. Contacted Michael Hutchins from Northrop Grumman for new contact person.
      3. Contacted UPS for grant inquiry. Will follow up by 4/30/2019 if have not received correspondence.
      4. Zurich has a new grant application system. SLSF will be notified by the end of April regarding invitation to apply.
      5. Spoke to IDOT regarding 2018 CVP Application. New contact person Zoe Keller; Mike Healy left. Agencies should be notified by the end of April if grant is accepted.
   ii. **Second Quarter**
      1. IDOT - June 10, 2019 left another message for Zoe. Currently waiting for the reply.
      2. Submitted five proposals (all existing funders)
      3. Followed up with UPS regarding grant submittal. Awaiting reply.
      4. SLSF invited to apply for Zurich grant application – submitted and awarded funds.
      5. Received $21,500 in private funding from grant awards.
      6. Continue to research new grant opportunities through Foundation Directory Online
   iii. Third Quarter

1. Submitted five grants (four from existing funders).
2. Followed up with Northrop Grumman.
3. Continue to research new grant opportunities through Foundation Directory Online.

iv. **Fourth Quarter**

1. Submitted grant at RSM per request of prior board member Vicky Carney. Was awarded a $5,000 grant.
2. IDOT approved the 2018 application for the 14 passenger vehicle.
3. Submitted a grant to IICF per request from board member Al Crook.

b. Solicit grants for capital projects
   i. **First Quarter**: submitted three grants for PURSUIT 4
   ii. **Second Quarter**: submitted one grant for PURSUIT 4
   iii. **Third Quarter:** submitted one grant for Accessible Transportation
c. Continue to approach new foundations
   i. Submit 3 new grants to new foundations
      1. Patrick & Anna Cudahy Fund – submitted a LOI on 2/11/2019
      2. Helen Brach Foundation – submitted but not approved on 3/30/2019
      3. Chicago Bears – Community All Pros – submitted on 5/30/2019
      4. RSM US Foundation – per Vicky Carney – submitted on 7/2/2019
      5. Insurance Industry Charitable Foundation – per Al Crook submitted on 11/22/2019
   ii. Reach out to the agencies and associations provided from the legislative breakfast for funding opportunities. In process of researching.

III. **Direct Mail**

a. Continue to reform current appeal program
   i. January 2019 postcard to include the SLSF link for website "Thank You for Our 2018 Success!" Highlight major projects that happened in 2018.
      1. Sent in January - Completed
   ii. Spring Appeal will be a postcard for Day Camp Scholarships. One page, slick, colorful, quick read and grabs your attention
      1. Sent in mid-April - Completed
   iii. After Summer Camp/Summer Appeal postcard "Thank You for Summer Camp!" Include a cute photo, SLSF website.
      1. NWSRA campers created thank you cards that were sent to all summer appeal donors.
   iv. Have a postcard sent to advertise the late summer/early fall golf outings and send to previous participants/sponsors from last four years.
      1. Sent in June -Completed
b. Follow Up
   i. Continue to send thank you letters/postcards to donors.
      1. Completed within a week of receipt of donation
c. Experiment with prospect mailings
   i. SLSF will tweak the long A.P. letter to send to targeted donors

ii. SLSF will use Director Ferraro's list of new donors from the Mount Prospect area to solicit sponsors and/or prizes.
    1. In process
    2. SLSF Foundation Manager mailed letters to 5 new businesses in October. Will follow up in 2020.

d. Continue to keep an organized system of mailing evaluations and record keeping
e. Sent Holiday Annual Appeal – segmenting the donor base
    i. NWSRA families who have never given to SLSF
    ii. Consistent donors
    iii. Inconsistent/lapsed donors
    iv. Event attendees

IV. Planned Giving

a. Create planned giving collateral material.
b. Solicit planned giving to SLSF donors and board members
c. Continue to include information about planned giving 3 times a year in the newsletter and board report.
    i. Included information in the June Impact
    ii. Discussed this opportunity at the May SLSF board meeting
d. Add to the SLSF email signature *"What's your Legacy?" Consider a planned gift. Contact Nanette Sowa to discuss what you can do.*
    i. Added in January 2019
e. Continue education to SLSF donors, board members and staff about planned giving
    i. SLSF will continue to work on this goal in 2020.

V. Board Development

a. SLSF will identify specific duties to board members
    i. Jonathan Salk helps make thank you calls to donors. Refer to Board Member table 2018.
        1. In progress
    ii. Seek input at Board Member one on one meetings as to activities that interest each Board Member and find ways to get them involved
        1. In process
        2. Meetings have continued through the second quarter. Cathy Splett is now joining Nanette at the meetings.
        3. Superintendent of Development will continue scheduling meetings for 2020
    iii. Utilizing their strengths and gearing them toward actions that are necessary to help SLSF become more successful
b. Adding a board member report section to the SLSF Board meeting
    i. Allowing board members to talk about what they are doing to help SLSF become successful. This will not be mandatory but will be encouraged for each board member to update the other board members and it is hoped will lead to additional board engagement

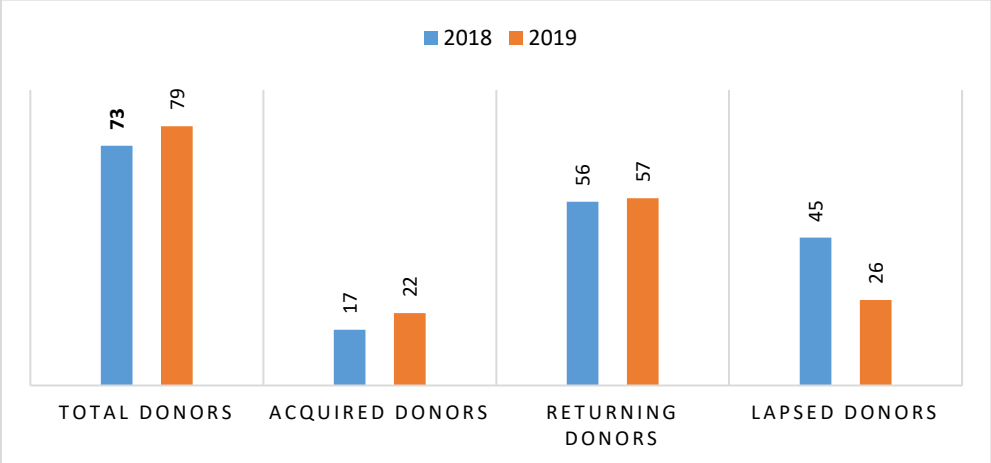
MEMO

To: Tracey Crawford, SLSF President
From: Cathy Splett, Superintendent of Development
Date: 1.11.2020
RE: 2019 Annual Appeal Fund

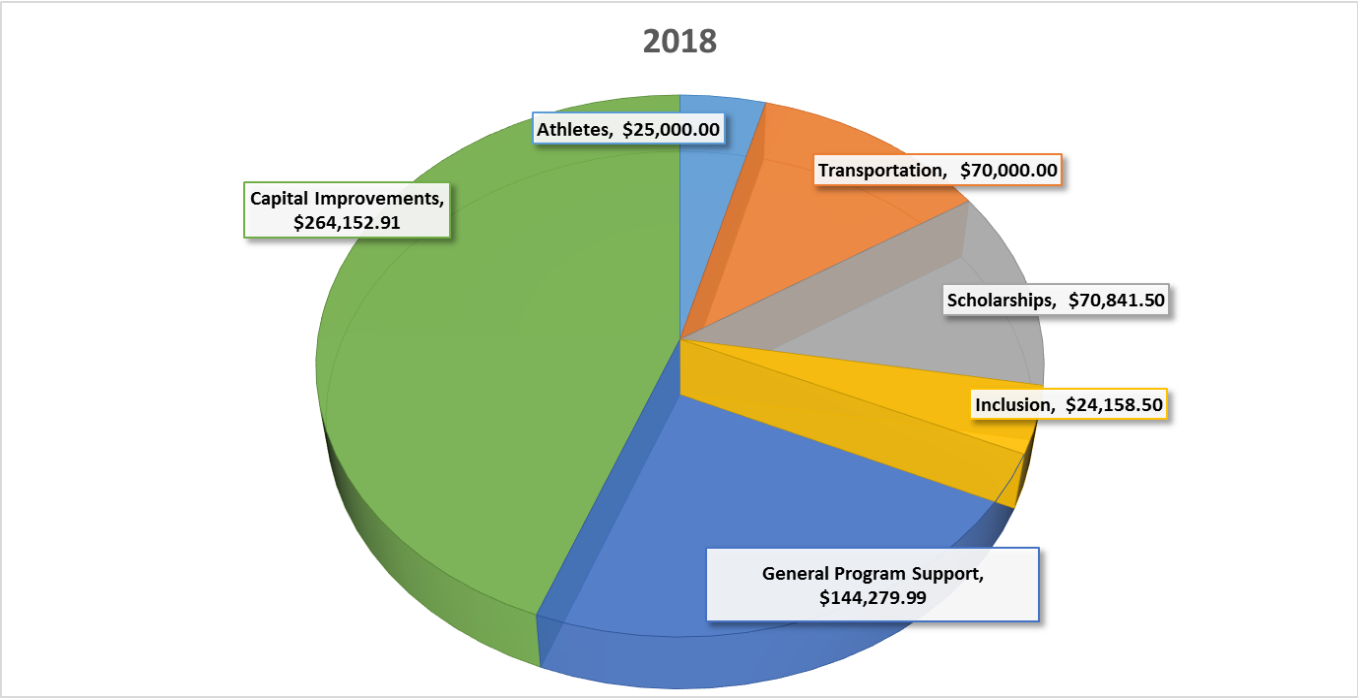
The 2019 goal for the Annual Appeal Fund was to acquire new donors while retaining current donors which would result in a net increase of revenue. The staff segmented the mailing list into current donors, event donors and lapsed donors in order to personalize "the ask". Below is a chart which compares the 2018 and 2019 Annual Appeals showing the 2019 Annual Appeal donations met expectations. In 2020, the SLSF team will continue to tweak the personal touches in the Annual Appeal letters and cards to produce a greater impact.

Description	2018	2019	Change from 2019 - 2018
Amount Received	**$ 11,256.05**	**$ 16,256.12**	**$ 5,000.07**
Number of Responses	**73**	**79**	**6**
Response Rate			
Total Number Mailed	**4,928**	**3,338**	-1,590
% Response	**1%**	**2.4%**	1%
Average Gift	**$ 154.19**	**$ 205.77**	$ 51.58
Costs			
Total Actual Expenses	**$ 4,858.00**	**$ 3,742.25**	$(1,115.75)
Cost per donor	**$ 66.55**	**$ 47.37**	$ (19.18)
Cost per dollar raised	**$ 0.76**	**$ 0.30**	$ (0.46)
Net Amount Raised	**$ 6,398.05**	**$ 12,513.87**	**$ 6,115.82**

Numbers as of January 11, 2020

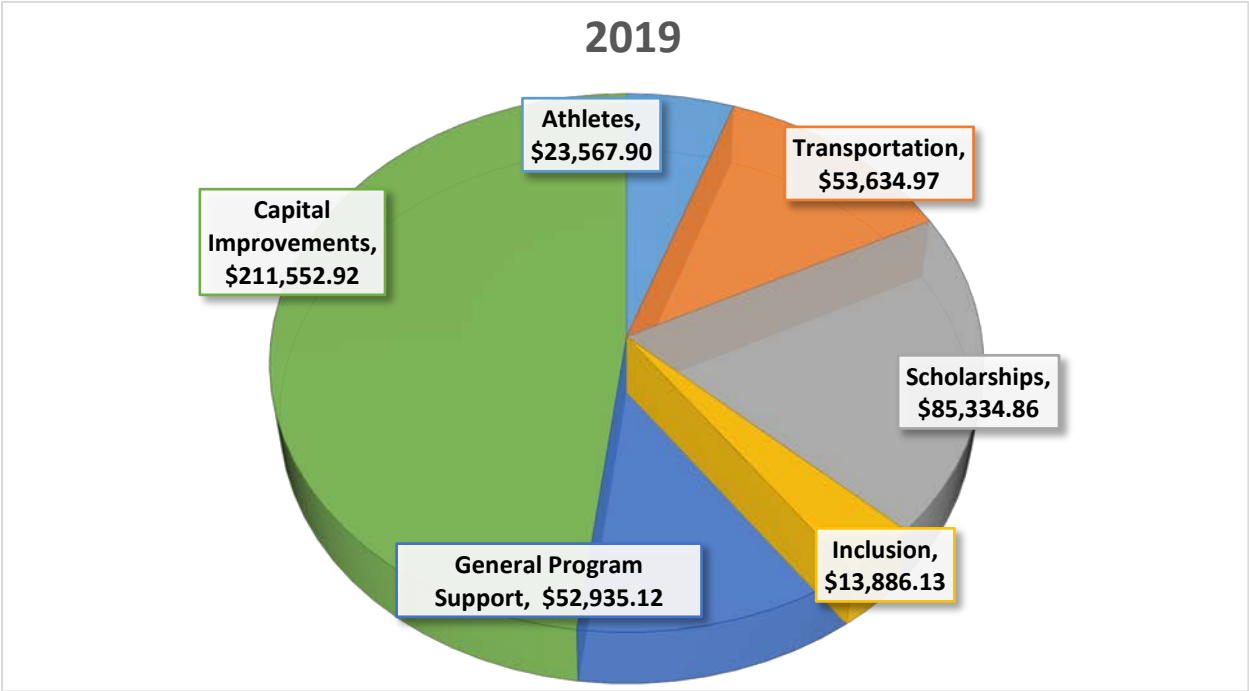


2018 & 2019 SLSF GIVING COMPARISION



2018 SLSF Total Amount = $598,432.90

**2018 Capital Improvement – PURSUIT 3 supplies and construction Mt. Prospect Park District*



2019 SLSF Total Amount = $440,991.90

**2019 Capital Improvement – RM Accessible Tech Dream Lab, MP Snoezelen Room, HP Accessible Sensory Garden and NWSRA Furniture for Wheeling Program Space*

To: Tracey Crawford, SLSF President
From: Cathy Splett, Superintendent of Development
Re: SLSF Budget Worksheet and SLSF Operating Fund and Restricted Reserve Fund
Date: January 11, 2020

2020 Start of Year Balance

- The SLSF team has finalized the FY 2020 budget. As a reminder this is a budget worksheet for the annual operating budget. This worksheet is used to manage the daily operations of the foundation throughout the year. The worksheet does not reflect actual cash in the bank.
- The PYE 2019 fourth quarter report reflects a profit of $47,938.17. Foundations aren't "profit-centered"; the Foundation's purpose must be "public or charitable" for the benefit of those served. SLSF has raised funds in 2019 that will be used for 2020 projects and programs that are needed by those served. For example, the Hanover Park Sensory Garden.
- SLSF will be following the Development Plan created in 2017 with the assistance of American Philanthropic in hopes to create a surplus of funds that will then be reinvested with BF Edwards.

As of December 31, 2019 the SLSF Operating Fund had a balance of $95,237.21. The following chart explains the dollars in the account:

OPERATING FUND SLSF Village Bank and Trust Account Balance as of 12/31/2019	**$95,237.21**
Booster Club fund carry over	**$871.42**
Funds recommended to be moved to the Restricted Reserve Fund for the HP Sensory Garden and Outstanding Payment for Gold Medal Fashion Show	**$33,756.00**
Total OPERATING FUND TO START 2020 Village Bank & Trust Account	**$61,481.21**

Unaudited numbers

- It has been recommended that SLSF start each year with no more than $90,000 in the Operating Fund Account. As the above chart show, SLSF has $95,237.21 in the account, however, $33,756 of those dollars are restricted for 2020 projects. In actual dollars, SLSF will be starting the 2020 FY at $61,481.21.
- Reviewing the FY 2017-2019 1st Quarter reports, SLSF's average income was $99,352.21 and expenditures were $32,858.10. Because the 1st Quarter is usually more than self-sustaining with the start of the fundraising events, SLSF is comfortable recommending to start FY 2020 with just over $60,000.
- SLSF staff recommends transferring the $33,756 from the Operating Fund to the Restricted Reserve Fund. These funds are restricted for the Sensory Garden Project and the outstanding payment to the Meadows Club for the 2019 Gold Medal Fashion Show.

RESTRICTED RESERVE FUND as of 12/31/2019	**$101,331.57**
2019 Funds Restricted to the HPPD Sensory Garden Project	$24,780.00
Outstanding payment to Meadows Club for 2019 GMFS	$8,976.00
Total RESTRICTED RESERVE FUND after transfer	**135,087.57**

Unaudited numbers

2020 Capital Expense Projects

- Wheeling Park District will be the location for the newest Snoezelen Sensory Room which is approximately $70,000.
- Completion of the Sensory Garden at Hanover Park Park District - The Gala Impact Auction raised $14,955 for the Sensory Garden and an additional $9,825 is restricted from a grant received in 2019 for the Sensory Garden.
- In 2020 SLSF will be paying $51,165 for the 2020, 2021, 2022 Rolling Meadows Park District lease for storage and office space at Rolling Meadows Community Center. Payment will be transferred from the Restricted Reserve Fund to the Operating Fund.
- The 2020 SLSF budget requests the board approve a transfer from the BF Edwards investment account of up to, but no more than $210,000 to pay for expenses incurred by the creation of the PURSUIT 5 space at the Buffalo Grove Park District, that are not covered by grants or donations and Furniture for the NWSRA Programming Space at Buffalo Grove Park District.
- Under the 2020 proposed budget the line item 33700 Investment Transfer includes the $210,000 from BF Edwards Investments and the $100,000, which was moved in 2019 from Investments to the Restricted Reserve Fund, totaling $310,000.

Motion to approve the recommendation of transferring funds for 2020 projects (Sensory Garden) and the outstanding payment to the Meadows Club from the Operating Fund totaling $33,756 to the Restricted Reserve Fund (Money Market Account) in order to yield a higher interest rate.

SLSF
MAKING AN IMPACT FOR NWSRA

MARKETING & PR REPORT JANUARY 2020

SLSF maximizes public outreach through a variety of endeavors. The following report highlights some of the recent marketing and public relations activities:

MEDIA

DAILY HERALD
- Article on Gold Medal Fashion Show

TRIBLOCAL/METROMIX
- Added SLSF events to online calendar of events

MISCELLANEOUS
- SLSF events posted online to the following sites: ABC Chicago, CBS Chicago, Daily Herald, WGN TV, Chicago Mama, Chicago Music Guide, North Shore Breaking News, B96, and more

ONLINE

- SLSF Eventbrite page updated with Gold Medal Fashion Show informationProject
- New posts on SLSF and Directors sites
- New website search engine optimization tools enabled
- Bi-monthly SLSF Impact e-newsletters sent
- Monthly SLSF Board Update e-newsletters sent
- New stories at www.slsf.me/stories

PUBLICATIONS AND FLYERS

- Gold Medal Fashion Show materials
- NWSRA Lightning All Star Game materials
- SLSF Sponsorship Form
- 2020 SLSF/NWSRA Calendar of Events
- New SLSF posters and banners
- 2020 SLSF Golf Outing materials in progress

MISCELLANEOUS

- SLSF Mission, Vision and Core Values updated on materials
- SLSF Elevator Wrap in progress
- SLSF event videos created
- NWSRA Brand video created

IN PROGRESS

- Year of Impact infographic
- Kevin's Club update
- Database build project
- Various publications and online media
- Quickbooks transition
- 2020 SLSF materials
- 2019 SLSF/NWSRA Annual Report

To: Tracey Crawford
From: Rachel Hubsch and Andrea Griffin, Superintendents of Recreation
Re: NWSRA Program/Outreach Report, November 11, 2019 through January 12, 2020

NWSRA Programs and Services

Leisure Education

The 2019-2020 Leisure Education program is servicing approximately 1,350 students in 142 classes. NWSRA full time staff are providing 38 different options for goal based leisure activities which include Martial Arts, Sled Hockey, Rhythmic Movement, and Learning to Cook over the Campfire.

Lakeshore Academy Gymnastics Center of Prospect Heights and NWSRA have collaborated to provide skilled gymnastics coaches to teach our tumbling activities at their facility. The feedback from this new partnership has been extremely positive.

On, December 12th , Camelot Classroom had an exceptional time at the Triphan Center Ice Rink in Hoffman Estates. NWSRA provided transportation for the opportunity to explore a community facility and a chance to try their hand at Sled Hockey. The students climbed the steps to find a seat on the chilled bleachers as Jordan Ross, CTRS (and ex hockey player) explained the activity. Jordan spent time showing the sticks, each person gets two, both double sided one to hit the puck and the other with a pick to propel you forward on the ice. Next, he explained and demonstrated the sleds. Lastly, he spent a moment breaking down the activity step by step. The teachers helped select the first six students to get on the ice. Sled hockey sleds are awkward for a first timer, it's like sitting in a bucket swing seat on the floor strapped to some tiny blades, and then there is a long u-shaped foot rest. Too much weight on the left or right will dump you out into the ice. It is not easy, but EVERYONE in the class tried it. With a little help, they got situated one by one and then they slid out on to the ice starting with a small push from a teacher or NWSRA staff. With prompting and direction staff taught the students how to use the sticks and a few were on their way independently making full circles around the rink. The more comfortable they got, the faster they went, the bigger the smiles got. I was so excited to be a part of today's class. There were 4 students who (though they did not explicitly say this was their first sled hockey experience) went from getting on the ice for the first time to learning to propel themselves sliding, stopping and even puck handling. The coordination it takes to partake is apparent, and the students were up for the challenge. We had a few spills and a bunch of laughs thank you for helping make this a possibility.

Collaboratives

The collaborative team has given 30 individuals tours of STAR Academy and the PURSUIT Adult Day Program. Sharing with them the uniqueness of both programs and how each client receives individualized therapeutic services.

A core element of the PURSUIT Adult Day Program is to Community Integration, this core element was met when clients donated a total of 520 tooth brushes to multiple locations. They donated to Journeys in Palatine, Revers Court as bingo prizes, Wheeling Township food pantry, PADS of Elgin, Lazarus House and they added them to Military care packages. A benefit staff have witnessed within clients when giving back to their community is the boost in their self-esteem. There's nothing more self-affirming than knowing that you, regardless of ability level, are doing something good.

All four PURSUIT Sites participated in a Lightning Athlete Special Olympic and Paralympic day lead by the NWSRA certified Lighting Sports Committee in hopes to increase our athletic enrollment and help clients find their athletic niche.

As staff and clients eagerly wait for PURSUIT Wheeling to officially open at the Wheeling Community Center, trials started running out of the PURSUIT Mount Prospect location. PURSUIT Wheeling will be running out of the Teen Center starting January 6 until construction is done at PURSUIT Wheeling. Clients and families are grateful to have services begin.

Lightning Athletics

Big shout out to CrossFit Arioch, as they hosted NWSRA and held a two hour clinic with our powerlifting athletes. They worked on their form, core, and competition tips. They will also be creating individualized strength building plans to meet our athlete’s needs and ability. We look forward to continue working with Greg Buck and his team.

Basketball has started once again and NWSRA has 7 Lightning teams, which is an increase from the previous year. They will be competing to see who will represent NW at State Competition on Jan 19!

Break Camp

This winter we offered 8 Winter Break Camps, with a total of 38 participants. Camp locations included NWSRA sites at Rolling Meadows, Mount Prospect, Hanover Park, and Wheeling Park District. Winter Break Camp includes swimming and activities geared towards sensory, gross motor, fine motor, and social/emotional skills. Some of the field trips selected this year were: The Exploratorium, The Teen Hub, and Color Wheel Playhouse.

NWSRA Outreach

Events Attended

Staff in Outreach and Recruitment attended an event at A World of Thanks by Palatine Park District at Falcon Park. This event was very successful and overall 150+ impressions were made. NWSRA Recruitment Coordinator attended the Hoffman Estates Park District Job Fair, sharing information on job opportunities at NWSRA.

NWSRA Full Time staff attended and led a Paralympics bocce station at the Harper College Adaptive Sports Day. The event was a great outreach tool and also learning platform. Four clients from the PURSUIT Adult Day Program also attended.

Schools Connected With

- Rolling Meadows High School, the Future Educators; conducting three seminars while sharing information on NWSRA and SLSF.
- Class visit with Hersey High Schools EmPower Me Club

NWSRA is averaging two new employee hires per week. This is happening through attending outreach and recruitment events. Utilization of new job boards, SimplyHired and Craigslist and as well as continuing the use Indeed, Handshake, College Central, Care.com, Volunteer Match and Hands On Suburban Chicago for volunteer recruitment. Along with heavier social media campaigns, including the utilization of Facebook Jobs.

VII. Financial/ Investment Statements

Back to Home

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Saint Louis, MO 63105 314-726-1600

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SPECIAL LEISURE SERVICES
FOUNDATION
ATTN TRACEY CRAWFORD
3000 CENTRAL RD STE 205
ROLLING MDWS IL 60008-2551

December 1, 2019 - December 31, 2019
Account Number: XXX-XX0XX

Your Financial Advisor Is:
HANSON / FISHER / VANDERLUGT
(630) 871-2673

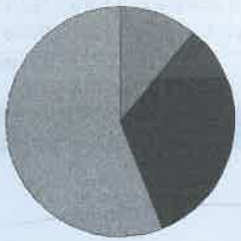
Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	**$1,224,474.17**	**$1,080,198.21**
Dividends, Interest and Other Income	29,968.42	48,118.28
Net Change in Portfolio[1]	-8,056.39	118,069.71
ENDING ACCOUNT VALUE	$1,246,386.20	$1,246,386.20
Estimated Annual Income	$18,674.31	

[1] *Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.*

The Bank Deposits in your account are FDIC insured bank deposits.
FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
11%	Cash, Money Funds, and Bank Deposits	28,371.08	37,791.74	134,669.15
33%	Fixed Income	434,839.90	447,241.60	407,178.85
56%	Mutual Funds	616,987.23	739,440.83	704,538.20
100%	**Account Total (Pie Chart)**	**$1,080,198.21**	**$1,224,474.17**	**$1,246,386.20**

Please review your allocation periodically with your Financial Advisor.

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Saint Louis, MO 63105 314-726-1600

SPECIAL LEISURE SERVICES
FOUNDATION
ATTN TRACEY CRAWFORD
3000 CENTRAL RD STE 205
ROLLING MDWS IL 60008-2551

November 1, 2019 - November 30, 2019
Account Number: ~~EBR-112070~~ XXXXXXXX

Your Financial Advisor Is:
HANSON / FISHER / VANDERLUGT
(630) 871-2673

Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	$1,202,438.57	$1,080,198.21
Dividends, Interest and Other Income	19.71	18,149.86
Net Change in Portfolio[1]	22,015.89	126,126.10
ENDING ACCOUNT VALUE	$1,224,474.17	$1,224,474.17
Estimated Annual Income	$20,247.46	

[1] Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

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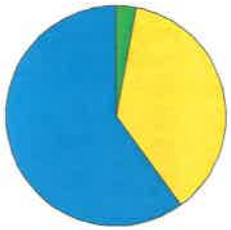
Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
3%	Cash, Money Funds, and Bank Deposits	28,371.08	37,772.03	37,791.74
37%	Fixed Income	434,839.90	446,560.45	447,241.60
60%	Mutual Funds	616,987.23	718,106.09	739,440.83
100%	Account Total (Pie Chart)	$1,080,198.21	$1,202,438.57	$1,224,474.17

Please review your allocation periodically with your Financial Advisor.

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SPECIAL LEISURE SERVICES
FOUNDATION
ATTN TRACEY CRAWFORD
3000 CENTRAL RD STE 205
ROLLING MDWS IL 60008-2551

October 1, 2019 - October 31, 2019
Account Number: XXXX2078

Your Financial Advisor Is:
HANSON / FISHER / VANDERLUGT
(630) 871-2673

Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	**$1,185,024.81**	**$1,080,198.21**
Dividends, Interest and Other Income	365.10	18,130.15
Net Change in Portfolio[1]	17,048.66	104,110.21
ENDING ACCOUNT VALUE	$1,202,438.57	$1,202,438.57
Estimated Annual Income	$20,227.75	

[1] *Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.*

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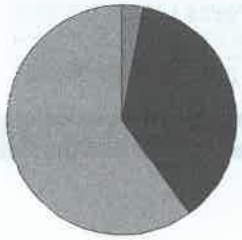
Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
3%	Cash, Money Funds, and Bank Deposits	28,371.08	37,406.93	37,772.03
37%	Fixed Income	434,839.90	445,901.40	446,560.45
60%	Mutual Funds	616,987.23	701,716.48	718,106.09
100%	**Account Total (Pie Chart)**	**$1,080,198.21**	**$1,185,024.81**	**$1,202,438.57**

Please review your allocation periodically with your Financial Advisor.

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NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW DECEMBER 31, 2019

		NWSRA	SLSF	TOTAL
WORKING CASH				
	PETTY CASH	$ 500	$ 150	$ 650
	BSN CHECKING (Village Bank & Trust)	179,543	95,237	274,780
	OPER/MMA (Village Bank & Trust)	1,190,342	101,332	1,291,674
	IPDLAF	25,900		25,900
	CASH BANKS	-		-
	TOTAL	1,396,286	196,719	1,593,004
RESERVES: INVESTMENTS				
	BF EDWARDS		1,246,386	1,246,386
	PFM Asset Management	1,736,543		1,736,543
	TOTAL	1,736,543	1,246,386	2,982,929
RESERVES:				
OPERATING	MAX SAFE 1 (Village Bank & Trust)	1,496,369		1,496,369
CAPITAL	MAX SAFE 2 (Village Bank & Trust)	471,465		471,465
	TOTAL	1,967,834		1,967,834
TOTAL CASH & RESERVES				
December 31, 2019		$ 5,100,662	$ 1,443,105	$ 6,543,767

TOTAL CASH & RESERVES				
December 31, 2018				
	CASH	$ 2,131,355	$ 187,791	$ 2,319,146
	RESERVES - OPER	1,486,677		1,486,677
	RESERVES - CAP	185,577		185,577
	RESERVES - INVEST	1,401,469	1,080,198	2,481,667
		$ 5,205,078	$ 1,267,989	$ 6,473,067

NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW NOVEMBER 30, 2019

		NWSRA	SLSF	TOTAL
WORKING CASH				
	PETTY CASH	$ 500	$ 150	$ 650
	BSN CHECKING (Village Bank & Trust)	398,695	126,221	524,917
	OPER/MMA (Village Bank & Trust)	1,282,530	101,140	1,383,671
	IPDLAF	19,441		19,441
	CASH BANKS	-		-
	TOTAL	1,701,167	227,511	1,928,678
RESERVES: INVESTMENTS				
	BF EDWARDS		1,224,474	1,224,474
	PFM Asset Management	1,724,801		1,724,801
	TOTAL	1,724,801	1,224,474	2,949,275
RESERVES:				
OPERATING	MAX SAFE 1 (Village Bank & Trust)	1,494,142		1,494,142
CAPITAL	MAX SAFE 2 (Village Bank & Trust)	470,763		470,763
	TOTAL	1,964,905		1,964,905
TOTAL CASH & RESERVES				
November 30, 2019		$ 5,390,873	$ 1,451,986	$ 6,842,858

TOTAL CASH & RESERVES				
November 30, 2018				
	CASH	$ 2,023,440	$ 311,913	$ 2,335,353
	RESERVES - OPER	1,483,721		1,483,721
	RESERVES - CAP	185,215		185,215
	RESERVES - INVEST	1,399,560	1,115,637	2,515,197
		$ 5,091,936	$ 1,427,550	$ 6,519,486

NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW OCTOBER 31, 2019

		NWSRA	SLSF	TOTAL
WORKING CASH				
	PETTY CASH	$ 500	$ 150	$ 650
	BSN CHECKING (Village Bank & Trust)	477,406	167,276	644,682
	OPER/MMA (Village Bank & Trust)	1,099,055	100,955	1,200,011
	IPDLAF	100,120		100,120
	CASH BANKS	-		-
	TOTAL	1,677,081	268,381	1,945,462
RESERVES: INVESTMENTS				
	BF EDWARDS		1,202,439	1,202,439
	PFM Asset Management	1,722,577		1,722,577
	TOTAL	1,722,577	1,202,439	2,925,016
RESERVES:				
OPERATING	MAX SAFE 1 (Village Bank & Trust)	1,491,813		1,491,813
CAPITAL	MAX SAFE 2 (Village Bank & Trust)	470,029		470,029
	TOTAL	1,961,842		1,961,842
TOTAL CASH & RESERVES				
October 31, 2019		$ 5,361,499	$ 1,470,820	$ 6,832,320

TOTAL CASH & RESERVES				
October 31, 2018				
	CASH	$ 1,799,229	$ 293,294	$ 2,092,523
	RESERVES - OPER	1,480,933		1,480,933
	RESERVES - CAP	184,874		184,874
	RESERVES - INVEST	1,399,525	1,104,687	2,504,212
		$ 4,864,561	$ 1,397,981	$ 6,262,542

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

TWELVE MONTHS ENDING DECEMBER 31, 2019

	2019			2018
	ACTUAL	BUDGET	OVER (UNDER)	PRIOR YR ACTUAL
REVENUE				
GRANTS	$ 226,350	$ 300,500	$ (74,150)	$ 310,928
RESTRICTED FUNDRAISING	44,352	55,640	(11,288)	57,999
RESTRICTED DONATIONS	7,150	13,266	(6,116)	3,892
UNRESTRICTED FUNDRAISING	227,058	257,920	(30,862)	277,468
UNRESTRICTED DONATIONS	70,710	80,100	(9,390)	137,350
NWSRA WORKSHOPS	0	0	0	410
INVESTMENT TRANSFER	0	0	0	100,000
TOTAL REVENUE	$ 575,619	$ 707,426	$ (131,807)	$ 888,047
EXPENDITURES				
ADMINISTRATION	$ 42,421	$ 53,294	$ (10,873)	$ 56,467
RESTRICTED FUNDRAISING	12,092	12,245	(153)	11,570
UNRESTRICTED FUNDRAISING	78,881	98,768	(19,887)	98,847
GRANTS GIVEN	436,639	541,766	(105,127)	598,433
TOTAL EXPENSES	$ 570,032	$ 706,074	$ (136,040)	$ 765,317
OPERATING				
EXCESS REVENUE (EXPENSES)	$ 5,588	$ 1,353	$ 4,233	$ 122,729
INVESTMENT INCOME (LOSS)	167,502	0	167,502	(33,660)
NET EXCESS REVENUE (EXPENSE)	$ 173,089	$ 1,353	$ 171,735	$ 89,069

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

DECEMBER 31, 2019

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	215,749	236,674	20,925	8,364	4,728	(3,636)	207,386	231,946	24,561
February	53,189	54,360	1,170	4,270	10,936	6,666	48,919	43,424	(5,495)
March	44,070	29,955	(14,115)	86,366	12,113	(74,253)	(42,297)	17,842	60,138
April	19,725	49,523	29,799	5,011	28,015	23,004	14,713	21,508	6,795
May	53,576	1,121	(52,455)	149,556	100,346	(49,210)	(95,980)	(99,225)	(3,245)
June	28,680	66,080	37,400	10,241	25,581	15,339	18,438	40,499	22,061
July	19,775	49,962	30,188	5,923	22,027	16,104	13,852	27,935	14,084
August	38,986	34,507	(4,479)	4,203	17,840	13,637	34,783	16,667	(18,116)
September	85,941	49,355	(36,586)	71,048	6,933	(64,115)	14,893	42,423	27,529
October	50,234	48,926	(1,308)	114,382	189,385	75,003	(64,147)	(140,459)	(76,311)
November	76,783	71,657	(5,125)	27,700	92,097	64,397	49,082	(20,440)	(69,522)
December	20,718	50,999	30,282	219,007	60,032	(158,975)	(198,289)	(9,033)	189,256
TOTAL YTD	707,426	743,121	35,695	706,073	570,032	(136,040)	1,353	173,088	171,735

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,266,589	231,946	0	0	(1,603)	1,496,933
February	1,496,933	43,424	0	0	(62)	1,540,294
March	1,540,294	17,842	0	0	330	1,558,465
April	1,558,465	21,508	0	0	3,315	1,583,288
May	1,583,288	(99,225)	0	0	(895)	1,483,168
June	1,483,168	40,499	0	0	515	1,524,182
July	1,524,182	27,935	0	0	352	1,552,469
August	1,552,469	16,667	0	0	(393)	1,568,744
September	1,568,744	42,423	0	0	608	1,611,775
October	1,611,775	(140,459)	0	0	(99)	1,471,217
November	1,471,217	(20,440)	0	0	1,300	1,452,077
December	1,452,077	(9,033)	0	0	704	1,443,749

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

ELEVEN MONTHS ENDING NOVEMBER 30, 2019

	2019			2018
	ACTUAL	BUDGET	OVER (UNDER)	PRIOR YR ACTUAL
REVENUE				
GRANTS	$ 225,517	$ 299,080	$ (73,563)	$ 310,094
RESTRICTED FUNDRAISING	43,852	55,640	(11,788)	55,840
RESTRICTED DONATIONS	6,950	12,893	(5,944)	3,892
UNRESTRICTED FUNDRAISING	223,103	257,920	(34,817)	275,168
UNRESTRICTED DONATIONS	46,598	61,175	(14,577)	127,257
NWSRA WORKSHOPS	0	0	0	410
INVESTMENT TRANSFER	0	0	0	100,000
TOTAL REVENUE	$ 546,019	$ 686,708	$ (140,690)	$ 872,661
EXPENDITURES				
ADMINISTRATION	$ 36,109	$ 39,798	$ (3,689)	$ 44,131
RESTRICTED FUNDRAISING	12,059	12,245	(186)	11,570
UNRESTRICTED FUNDRAISING	78,774	98,568	(19,794)	98,793
GRANTS GIVEN	383,059	336,455	46,604	471,056
TOTAL EXPENSES	$ 510,000	$ 487,067	$ 22,935	$ 625,550
OPERATING				
EXCESS REVENUE (EXPENSES)	$ 36,019	$ 199,643	$ (163,624)	$ 247,111
INVESTMENT INCOME (LOSS)	146,103	0	146,103	2,080
NET EXCESS REVENUE (EXPENSE)	$ 182,122	$ 199,643	$ (17,521)	$ 249,192

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

NOVEMBER 30, 2019

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	215,749	236,674	20,925	8,364	4,728	(3,636)	207,386	231,946	24,561
February	53,189	54,360	1,170	4,270	10,936	6,666	48,919	43,424	(5,495)
March	44,070	29,955	(14,115)	86,366	12,113	(74,253)	(42,297)	17,842	60,138
April	19,725	49,523	29,799	5,011	28,015	23,004	14,713	21,508	6,795
May	53,576	1,121	(52,455)	149,556	100,346	(49,210)	(95,980)	(99,225)	(3,245)
June	28,680	66,080	37,400	10,241	25,581	15,339	18,438	40,499	22,061
July	19,775	49,962	30,188	5,923	22,027	16,104	13,852	27,935	14,084
August	38,986	34,507	(4,479)	4,203	17,840	13,637	34,783	16,667	(18,116)
September	85,941	49,355	(36,586)	71,048	6,933	(64,115)	14,893	42,423	27,529
October	50,234	48,926	(1,308)	114,382	189,385	75,003	(64,147)	(140,459)	(76,311)
November	**76,783**	**71,657**	**(5,125)**	**27,700**	**92,097**	**64,397**	**49,082**	**(20,440)**	**(69,522)**
December	20,718		(20,718)	219,007		(219,007)	(198,289)		198,289
TOTAL YTD	686,708	692,122	5,413	487,066	510,000	22,935	199,643	182,121	(17,521)

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,266,589	231,946	0	0	(1,603)	1,496,933
February	1,496,933	43,424	0	0	(62)	1,540,294
March	1,540,294	17,842	0	0	330	1,558,465
April	1,558,465	21,508	0	0	3,315	1,583,288
May	1,583,288	(99,225)	0	0	(895)	1,483,168
June	1,483,168	40,499	0	0	515	1,524,182
July	1,524,182	27,935	0	0	352	1,552,469
August	1,552,469	16,667	0	0	(393)	1,568,744
September	1,568,744	42,423	0	0	608	1,611,775
October	1,611,775	(140,459)	0	0	(99)	1,471,217
November	**1,471,217**	**(20,440)**	**0**	**0**	**1,300**	**1,452,077**
December	1,452,077	0				1,452,077

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

TEN MONTHS ENDING OCTOBER 31, 2019

	2019			2018
	ACTUAL	BUDGET	OVER (UNDER)	PRIOR YR ACTUAL
REVENUE				
GRANTS	$ 215,183	$ 281,220	$ (66,037)	$ 309,261
RESTRICTED FUNDRAISING	43,802	55,640	(11,838)	55,840
RESTRICTED DONATIONS	6,046	12,521	(6,475)	3,892
UNRESTRICTED FUNDRAISING	188,693	203,770	(15,077)	235,058
UNRESTRICTED DONATIONS	43,758	56,775	(13,017)	118,172
NWSRA WORKSHOPS	0	0	0	410
INVESTMENT TRANSFER	0	0	0	100,000
TOTAL REVENUE	$ 497,482	$ 609,926	$ (112,444)	$ 822,632
EXPENDITURES				
ADMINISTRATION	$ 28,625	$ 37,278	$ (8,653)	$ 37,992
RESTRICTED FUNDRAISING	10,450	12,245	(1,795)	11,543
UNRESTRICTED FUNDRAISING	53,366	73,388	(20,022)	69,699
GRANTS GIVEN	325,463	336,455	(10,992)	470,956
TOTAL EXPENSES	$ 417,904	$ 459,366	$ (41,462)	$ 590,190
OPERATING				
EXCESS REVENUE (EXPENSES)	$ 79,578	$ 150,560	$ (70,982)	$ 232,442
INVESTMENT INCOME (LOSS)	122,983	0	122,983	(9,689)
NET EXCESS REVENUE (EXPENSE)	$ 202,561	$ 150,560	$ 52,001	$ 222,753

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

OCTOBER 31, 2019

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	215,749	236,674	20,925	8,364	4,728	(3,636)	207,386	231,946	24,561
February	53,189	54,360	1,170	4,270	10,936	6,666	48,919	43,424	(5,495)
March	44,070	29,955	(14,115)	86,366	12,113	(74,253)	(42,297)	17,842	60,138
April	19,725	49,523	29,799	5,011	28,015	23,004	14,713	21,508	6,795
May	53,576	1,121	(52,455)	149,556	100,346	(49,210)	(95,980)	(99,225)	(3,245)
June	28,680	66,080	37,400	10,241	25,581	15,339	18,438	40,499	22,061
July	19,775	49,962	30,188	5,923	22,027	16,104	13,852	27,935	14,084
August	38,986	34,507	(4,479)	4,203	17,840	13,637	34,783	16,667	(18,116)
September	85,941	49,355	(36,586)	71,048	6,933	(64,115)	14,893	42,423	27,529
October	**50,234**	**48,926**	**(1,308)**	**114,382**	**189,385**	**75,003**	**(64,147)**	**(140,459)**	**(76,311)**
November	76,783		(76,783)	27,700		(27,700)	49,082		(49,082)
December	20,718		(20,718)	219,007		(219,007)	(198,289)		198,289
TOTAL YTD	609,926	620,464	10,539	459,365	417,903	(41,462)	150,560	202,561	52,001

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,266,589	231,946	0	0	(1,603)	1,496,933
February	1,496,933	43,424	0	0	(62)	1,540,294
March	1,540,294	17,842	0	0	330	1,558,465
April	1,558,465	21,508	0	0	3,315	1,583,288
May	1,583,288	(99,225)	0	0	(895)	1,483,168
June	1,483,168	40,499	0	0	515	1,524,182
July	1,524,182	27,935	0	0	352	1,552,469
August	1,552,469	16,667	0	0	(393)	1,568,744
September	1,568,744	42,423	0	0	608	1,611,775
October	**1,611,775**	**(140,459)**	**0**	**0**	**(99)**	**1,471,217**
November	1,471,217	0				1,471,217
December	1,471,217	0				1,471,217

Special Leisure Services Foundation
Balance Sheet
As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	95,237.21
10800 · VB&T MMA	101,331.57
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	134,669.15
11300 · BENJAMIN EDWARDS - Other	1,111,717.05
Total 11300 · BENJAMIN EDWARDS	1,246,386.20
11800 · Credit Card - American Express	-14.90
11820 · Credit Card - MasterCard	300.00
11830 · Credit Card - Visa	483.85
11840 · Credit Card - On-Line	-125.00
Total Checking/Savings	1,443,748.93
Other Current Assets	
12200 · Event Deposits	3,000.00
12400 · Interest Receivable	2,801.94
Total Other Current Assets	5,801.94
Total Current Assets	1,449,550.87
TOTAL ASSETS	**1,449,550.87**
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,001,227.34
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	173,088.48
Total Equity	1,449,550.87
TOTAL LIABILITIES & EQUITY	**1,449,550.87**

Special Leisure Services Foundation
Balance Sheet
As of November 30, 2019

	Nov 30, 19
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	126,221.14
10800 · VB&T MMA	101,140.26
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	37,791.74
11300 · BENJAMIN EDWARDS - Other	1,186,682.43
Total 11300 · BENJAMIN EDWARDS	1,224,474.17
11800 · Credit Card - American Express	-14.90
11820 · Credit Card - MasterCard	300.00
11830 · Credit Card - Visa	-193.26
Total Checking/Savings	1,452,077.41
Other Current Assets	
12200 · Event Deposits	3,000.00
12400 · Interest Receivable	3,506.22
Total Other Current Assets	6,506.22
Total Current Assets	1,458,583.63
TOTAL ASSETS	**1,458,583.63**
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,001,227.34
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	182,121.24
Total Equity	1,458,583.63
TOTAL LIABILITIES & EQUITY	**1,458,583.63**

Special Leisure Services Foundation
Balance Sheet
As of October 31, 2019

	Oct 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	167,275.84
10800 · VB&T MMA	100,955.48
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	37,772.03
11300 · BENJAMIN EDWARDS - Other	1,164,666.54
Total 11300 · BENJAMIN EDWARDS	1,202,438.57
11800 · Credit Card - American Express	-14.90
11830 · Credit Card - Visa	411.82
Total Checking/Savings	1,471,216.81
Other Current Assets	
12200 · Event Deposits	5,200.00
12400 · Interest Receivable	2,606.38
Total Other Current Assets	7,806.38
Total Current Assets	1,479,023.19
TOTAL ASSETS	**1,479,023.19**
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,001,227.34
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	202,560.80
Total Equity	1,479,023.19
TOTAL LIABILITIES & EQUITY	**1,479,023.19**

FY 2019 4th Quarter SLSF Financial Report

Line Item #	Description	FY 2019 Budget	January-December 2019	% Change from Budget	Explanation
Income					
31110	Interest Income	-	1,331.57	0.0%	
31200	Grants Received	268,000.00	226,349.96	84.5%	Under budget because many SLSF applications were not approved by funders due to the amount of foundations vying for the same dollars. However,a $5,000 approved grant will arrive in 2020 and NWSRA will be receiving the IDOT vehicle from the grant submitted in 2018.
31205	Grant Reserves	*32,499.97*	*32,499.97*	100.0%	on target
31300	Restricted Fundraising	*55,640.00*	*44,721.96*	80.4%	Under budget because the golf portion of the Palatine Hills Golf Outing was cancelled due to rain causing an $10,000 deficit from the budgeted amount.
31400	Restricted Donations	13,266.12	7,149.71	53.9%	Under budget because SLSF tried something new for the spring appeal and sent a postcard encouraging donors to give online this year. For the remainder of the year, restricted donations are received per the request of the donor.
32300	Unrestricted Fundraising	*257,920.00*	*235,207.81*	91.2%	Slightly under budget due to low sponsorship at the Arlington Golf Classic and low attendance at the Gala due to attendee conflicts with other events scheduled on the same date.
32400	Unrestricted Donations	80,100.00	70,709.62	88.3%	Below target. SLSF was optimistic and increased the budget for individual donations for 2019, but fell short of the budgeted amount. SLSF did see an increase in monthly giving and the annual appeal.
32500	NWSRA Workshops	-	-	0.0%	
33700	Investment Transfer	-	-	0.0%	
	Total - Income	**707,426.09**	617,970.60		
	Total Revenue	**707,426.09**	**617,970.60**	**87.4%**	Under budget due to cancellation of an event, lower attendance at the Gala, denial of submitted grants and staffing change.
Expense					
Administration					
40100	Postage	5,500.00	4,200.09	76.4%	Under budget due to SLSF segmenting mailing lists and removing lapsed donors from mailings
40200	Office Expense	1,500.00	554.96	37.0%	Under budget. Staff were conservative in purchasing items due to decrease in revenue.
40250	Credit Card Fees	6,019.12	5,911.02	98.2%	On target.
40300	Newsletter Printing	-	-	0.0%	
40400	Professional Memberships	4,250.00	3,895.00	91.6%	Slightly under budget due to the Rotary Club of Rolling Meadows disbanding.
40500	Education/Training	1,250.00	1,857.51	148.6%	Over budget. The SLSF team received 50% off of a 2020 conference registration if purchased in 2019 so took advantage of the savings leading to an additional expense in this account.
40600	Public Education/Information	20,000.00	14,823.77	74.1%	Under budget. Staff were conservative in purchasing items due to decrease in revenue.
40700	Printing	9,000.00	7,303.54	81.2%	Under budget. Due to decrease in revenue staff decided to print some items in-house.
40800	Professional Fees	5,775.00	3,875.00	67.1%	Line item is for audit and attorney costs.
41300	Restricted Fundraising	12,245.00	12,091.51	98.7%	On target.
42300	Unrestricted Fundraising	98,767.50	78,880.87	79.9%	Under budget due to lower attendance at a few outings and not needing to pay for golf at the T&M Outing.
	Subtotal	**164,306.62**	**133,393.27**	**81.2%**	SLSF staff were conservative with their spending due to revenue being down.
Grants Given					
43100	NWSRA Lightning Athletes	30,000.00	19,295.16	64.3%	Under budget due to the restricted event being canceled.
43200	Accessible Vehicle Support	70,000.00	53,634.97	76.6%	Under budget due to decrease in revenue.
43300	Scholarships	86,000.00	85,334.86	99.2%	On target.
43400	Inclusion	19,000.00	13,886.13	73.1%	Under budget due decrease in revenue.
43500	General Program Support	145,000.00	52,935.12	36.5%	Under budget due to decrease in revenue and SLSF purchasing the furntiure for the NWSRA Programming space in Wheeling that is reflected in line item 43650.
43650	Capital Improvements	191,766.09	211,552.92	110.3%	Over budget due to SLSF purchasing the furniture for the NWSRA programming space. SLSF purchased items for the Accessible Dream Lab, Mt. Prospect Sensory Room and the Sensory Garden.
43700	RMCC Lease	-	-	0.0%	
	Subtotal	541,766.09	436,639.16	80.6%	
	Total Expense	**706,072.71**	**570,032.43**	**80.7%**	Below budget. Staff was conservative with spending due to decrease in revenue.
	Net Total	1,353.38	**47,938.17**	**3542.1%**	A portion of this money is restriced towards 2020. Monies from the Impact Auction will be used in 2020 to complete the Sensory Garden.

2018 Temp Restricted	(8,520.00)	These dollars are included in the highlighted line items 31300 and 32300 . They are dollars given in 2018 to pay for the All Star Game and the Fashion Show.
2018 Temp Restricted	(32,499.97)	These are monies that we raised via 2018 grants, donations and the Impact Auction to be used for the Mount Prospect Snoezelen Room and furniture for the Wheeling Park District program site. They are included in the highlighted line item 31205
	6,918.20	
	166,170.28	BF Edwards - Investment Income
	173,088.48	

VIII. Warrants

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Special Leisure Services Foundation
Warrant #11
November 30, 2019

Num	Name	Account	Amount
25369	**Rotary Club of Arlington Heights**	**10300 · VB&T Checking**	**-9,313.90**
		42340 · Recognition	9,313.90
			9,313.90
25370	**Secretary of State**	**10300 · VB&T Checking**	**-5.00**
		40800 · Professional Fees	5.00
			5.00
25371	**Secretary of State**	**10300 · VB&T Checking**	**-10.00**
		40800 · Professional Fees	10.00
			10.00
25372	**NWSRA**	**10300 · VB&T Checking**	**-173,474.21**
		43100 · NWSRA Lightning Athletes	9,361.44
		43200 · Accessible Vehicle Support	53,634.97
		43300 · Scholarships	64,783.76
		43400 · Inclusion (ADA Compliance)	7,553.13
		43500 · General Program Support	38,140.91
			173,474.21
25373	**Rotary Club of Schaumburg/H.E.**	**10300 · VB&T Checking**	**-139.00**
		40400 · Professional Memberships	30.00
		40600 · Public Education/Information	109.00
			139.00
25374	**BMO Harris Bank Mastercard**	**10300 · VB&T Checking**	**-126.74**
		40600 · Public Education/Information	126.74
			126.74
25375	**BMO Harris Bank Mastercard**	**10300 · VB&T Checking**	**-164.13**
		40600 · Public Education/Information	96.24
		42380 · Supplies	29.89
		40250 · Credit Card fees	38.00
			164.13
25376	**BMO Harris Bank Mastercard**	**10300 · VB&T Checking**	**-4,619.27**
		42320 · Food	2,745.00
		40600 · Public Education/Information	80.00
		40250 · Credit Card fees	50.47
		40400 · Professional Memberships	45.00
		40600 · Public Education/Information	158.00
		42320 · Food	1,540.80
			4,619.27
25377	**BMO Harris Bank Mastercard**	**10300 · VB&T Checking**	**-563.28**
		42380 · Supplies	-61.01
		40600 · Public Education/Information	76.66
		40600 · Public Education/Information	32.00
		40600 · Public Education/Information	25.00
		40600 · Public Education/Information	25.00
		40600 · Public Education/Information	25.00
		40600 · Public Education/Information	92.54

Special Leisure Services Foundation
Warrant #11
November 30, 2019

Num	Name	Account	Amount
		42380 · Supplies	149.08
		40600 · Public Education/Information	29.92
		40600 · Public Education/Information	52.37
		42380 · Supplies	116.72
			563.28
25378	**US Postal Service**	**10300 · VB&T Checking**	**-235.00**
		40100 · Postage	235.00
			235.00
25379	**Monster Entertainment**	**10300 · VB&T Checking**	**-400.00**
		42380 · Supplies	400.00
			400.00
25380	**Cash / Cathy Splett**	**10300 · VB&T Checking**	**-2,120.00**
		10400 · Cash Banks	2,120.00
			2,120.00
25381	**Chevy Chase Country Club**	**10300 · VB&T Checking**	**-14,571.26**
		42320 · Food	16,571.26
		12200 · Event Deposits	-2,000.00
			14,571.26
25382	**Mark Zirngibl**	**10300 · VB&T Checking**	**-3,000.00**
		42350 · Prizes	3,000.00
			3,000.00
25383	**Anthony Gattuso**	**10300 · VB&T Checking**	**-1,500.00**
		42350 · Prizes	1,500.00
			1,500.00
25384	**Bret Fahnstrom**	**10300 · VB&T Checking**	**-500.00**
		42350 · Prizes	500.00
			500.00
25385	**Mia Connery**	**10300 · VB&T Checking**	**-75.00**
		42380 · Supplies	75.00
			75.00
25386	**Allison Vickers**	**10300 · VB&T Checking**	**-75.00**
		42380 · Supplies	75.00
			75.00
25387	**Adela Skowronsky**	**10300 · VB&T Checking**	**-75.00**
		42380 · Supplies	75.00
			75.00
25388	**John S. Swift Company, Inc.**	**10300 · VB&T Checking**	**-555.00**
		42370 · Printing	555.00
			555.00
25389	**Ultimate Screen Printing**	**10300 · VB&T Checking**	**-780.50**
		41375 · Lightning Athletes Booster Club	780.50

Num	Name	Account	Amount
			780.50
25390	**NWSRA**	**10300 · VB&T Checking**	**-828.00**
		41375 · Lightning Athletes Booster Club	514.00
		41375 · Lightning Athletes Booster Club	314.00
			828.00
25391	**US Postal Service**	**10300 · VB&T Checking**	**-317.25**
		40100 · Postage	317.25
			317.25
25392	**Hanover Park Park District**	**10300 · VB&T Checking**	**-24,850.00**
		43650 · Capital Improvements	24,850.00
			24,850.00
25393	**May Lily Floral Design**	**10300 · VB&T Checking**	**-486.21**
		42380 · Supplies	486.21
			486.21
25394	**FlagHouse**	**10300 · VB&T Checking**	**-27,109.80**
		43650 · Capital Improvements	13,905.30
		43650 · Capital Improvements	9,004.50
		43650 · Capital Improvements	4,200.00
			27,109.80
25395	**Westminster Technologies**	**10300 · VB&T Checking**	**-4,668.00**
		43650 · Capital Improvements	4,668.00
			4,668.00
25396	**US Postal Service**	**10300 · VB&T Checking**	**-180.00**
		40100 · Postage	180.00
			180.00
25397	**BMO Harris Bank Mastercard**	**10300 · VB&T Checking**	**-137.70**
		40600 · Public Education/Information	102.35
		40250 · Credit Card fees	35.35
			137.70
25398	**BMO Harris Bank Mastercard**	**10300 · VB&T Checking**	**-96.29**
		40600 · Public Education/Information	96.29
			96.29
25399	**BMO Harris Bank Mastercard**	**10300 · VB&T Checking**	**-1,332.37**
		42380 · Supplies	23.33
		40200 · Office Expense	37.99
		42380 · Supplies	20.00
		42380 · Supplies	20.98
		40600 · Public Education/Information	797.50
		42380 · Supplies	78.51
		42320 · Food	240.34
		42380 · Supplies	33.96
		42380 · Supplies	79.76
			1,332.37

Special Leisure Services Foundation
Warrant #11
November 30, 2019

Num	Name	Account	Amount
25400	**BMO Harris Bank Mastercard**	**10300 · VB&T Checking**	**-3,850.95**
		40500 · Education/Training	123.69
		40500 · Education/Training	1,090.00
		40600 · Public Education/Information	195.00
		43500 · General Program Support	968.60
		40400 · Professional Memberships	175.00
		40600 · Public Education/Information	100.00
		40600 · Public Education/Information	6.65
		42380 · Supplies	22.39
		40250 · Credit Card fees	9.16
		40400 · Professional Memberships	100.00
		40600 · Public Education/Information	15.00
		42380 · Supplies	1,400.00
		40600 · Public Education/Information	94.50
		40500 · Education/Training	-449.04
			3,850.95
25401	**TPM Graphics, Inc.**	**10300 · VB&T Checking**	**-3,245.00**
		40700 · Printing	3,245.00
			3,245.00
		Total for Warrant *#11*	**279,403.86**

Motion to approve Warrant #11 in the amount of $ 279,403.86

Covering check numbers 25369 to 25401 from Village Bank & Trust

Special Leisure Services Foundation
Warrant #12
December 31, 2019

Num	Name	Account	Amount
25402	**Laurel Katz**	**10300 · VB&T Checking**	**-33.00**
		41375 · Lightning Athletes Booster Club	33.00
			33.00
25403	**Frank Cooney Company**	**10300 · VB&T Checking**	**-44,126.91**
		43650 · Capital Improvements	17,240.45
		43650 · Capital Improvements	8,966.77
		43650 · Capital Improvements	17,919.69
			44,126.91
25404	**NWSRA**	**10300 · VB&T Checking**	**-719.35**
		40100 · Postage	719.35
			719.35
25405	**BMO Harris Bank Mastercard**	**10300 · VB&T Checking**	**-4,924.43**
		40600 · Public Education/Information	45.00
		40600 · Public Education/Information	159.81
		43650 · Capital Improvements	184.00
		40600 · Public Education/Information	4,443.03
		40600 · Public Education/Information	30.14
		40600 · Public Education/Information	62.45
			4,924.43
25406	**BMO Harris Bank Mastercard**	**10300 · VB&T Checking**	**-23.10**
		40600 · Public Education/Information	23.10
			23.10
25407	**BMO Harris Bank Mastercard**	**10300 · VB&T Checking**	**-252.81**
		40600 · Public Education/Information	8.77
		40600 · Public Education/Information	13.25
		40600 · Public Education/Information	23.47
		42380 · Supplies	29.62
		42380 · Supplies	77.70
		40600 · Public Education/Information	100.00
			252.81
25408	**NWSRA**	**10300 · VB&T Checking**	**-9,269.17**
		43300 · Scholarships	9,269.17
			9,269.17
25409	**BMO Harris Bank Mastercard**	**10300 · VB&T Checking**	**-137.78**
		40600 · Public Education/Information	102.33
		40250 · Credit Card fees	35.45
			137.78
		Total for Warrant *#12*	**59,486.55**

Motion to approve Warrant #12 in the amount of $ 59,486.55
Covering check number 25402 to 25409 from Village Bank & Trust

IX. Old Business

Return to Home

Date: November 5, 2019
To: Tracey Crawford, Executive Director
From: Andrea Griffin, Superintendent of Recreation
Re: Snoezelen Sensory Room Update

SLSF has secured all of the funding necessary for the creation and completion of the Mt. Prospect Snoezelen Sensory Room. This will be the third Snoezelen Sensory Room for NWSRA. NWSRA's first Snoezelen Sensory Room opened in 2016 in the NWSRA Programming Space at the Rolling Meadows Park District. The second opened in 2018 in the NWSRA Programming Space at the Hanover Park Park District. Each Snoezelen Sensory Room is unique, and designed to meet the needs generated by each programming space.

Purpose and Goals of the Project

Snoezelen Sensory Rooms are therapeutic spaces where participants are placed in a soothing and/or stimulating environment. Each Snoezelen Sensory Room is designed to deliver stimuli to various senses and be used to provide multisensory or single sensory focus. It is a non-directive therapy that is controlled by the participant not by the therapist and individualized to each participant's sensory and behavioral needs. By allowing one to participate through their own free will in a safe environment, staff maximize the individual's potential to focus, feel in control, make choices and reduce mental and physical pain and anxiety.

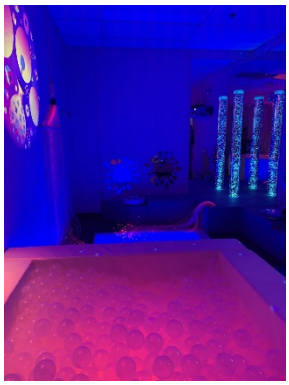
- Physical Improvement o Fine & gross motor
- Cognitive Improvement o Problem solving & discussion making
- Emotional Improvement o Cooperation/Collaboration & Increased Confidence
- Affective Improvement o Improvements in Affective Regulation & Emotional Expression
- Linguistic Improvement o Utilizing Descriptive/Expressive Language & Word Association/Meaning ex. Slimy
- Social Improvement o Verbal Communication & Nonverbal Communication

Project Implementation Timeline
Following is the implementation timeline for the Snoezelen Sensory Room:

Month	Implementation to Take Place
January	Mt. Prospect Park District staff verifies measurements of Snoezelen Sensory Room provided by January 28th
February	Verified measurements sent of Sensory Room to Flaghouse and orders sensory equipment
February	Mt. Prospect Park District staff receive three RFQ's for completion of electrical plan provided by Flaghouse.
May	Electrical work begins
Summer	Equipment shipped
Fall	Room installed

Progress To Date
Following are the meetings that have taken place to date regarding the creation of the Snoezelen Sensory Room

- In January, Bob Smith from Mt. Prospect and Flaghouse had phone conversation regarding electrical plan
- February Andrea Griffin and Flaghouse had phone conversation regarding placing order of equipment
- Electrical work completed by Mt. Prospect Park District
- Equipment shipping May – July
- Equipment still needed to be received – GestureTek and Fiber Optic Comb
- Scheduling of room installation taking place in October
- Growth of Sensory Team by two CTRS, training for new members will take place in August and Septmber
- October 28th & 29th Flaghouse instulled the room
- October 30th – to date, staff are training on the room and putting finishing touches on room
- Room will be in use staring December 2019



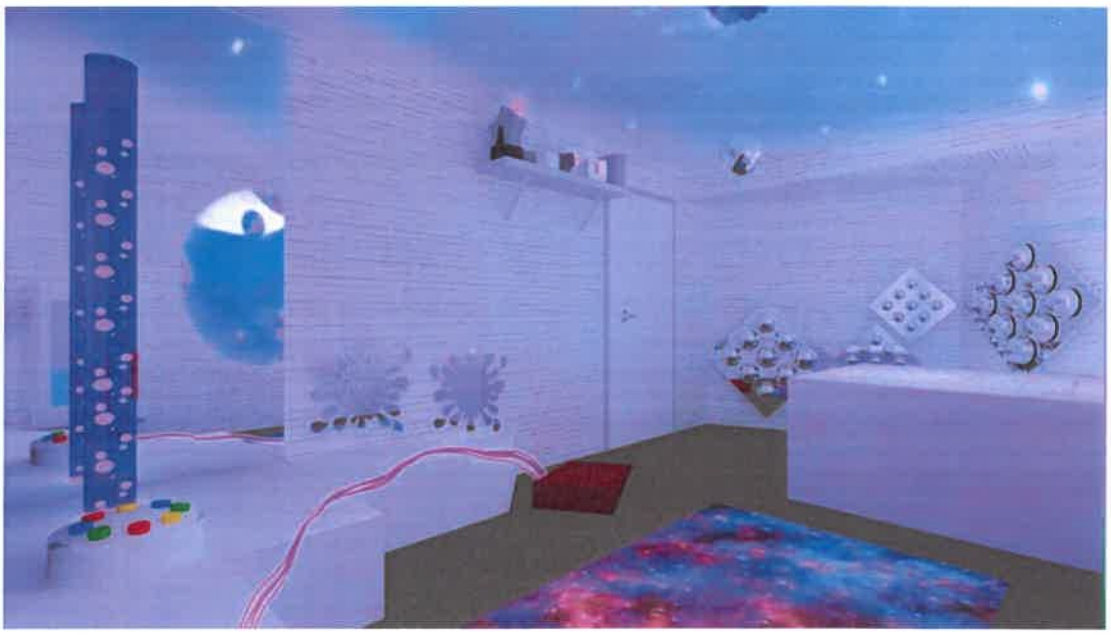
Appendix A

Photos of Pieces and Map of Room

FLAGHOUSE®

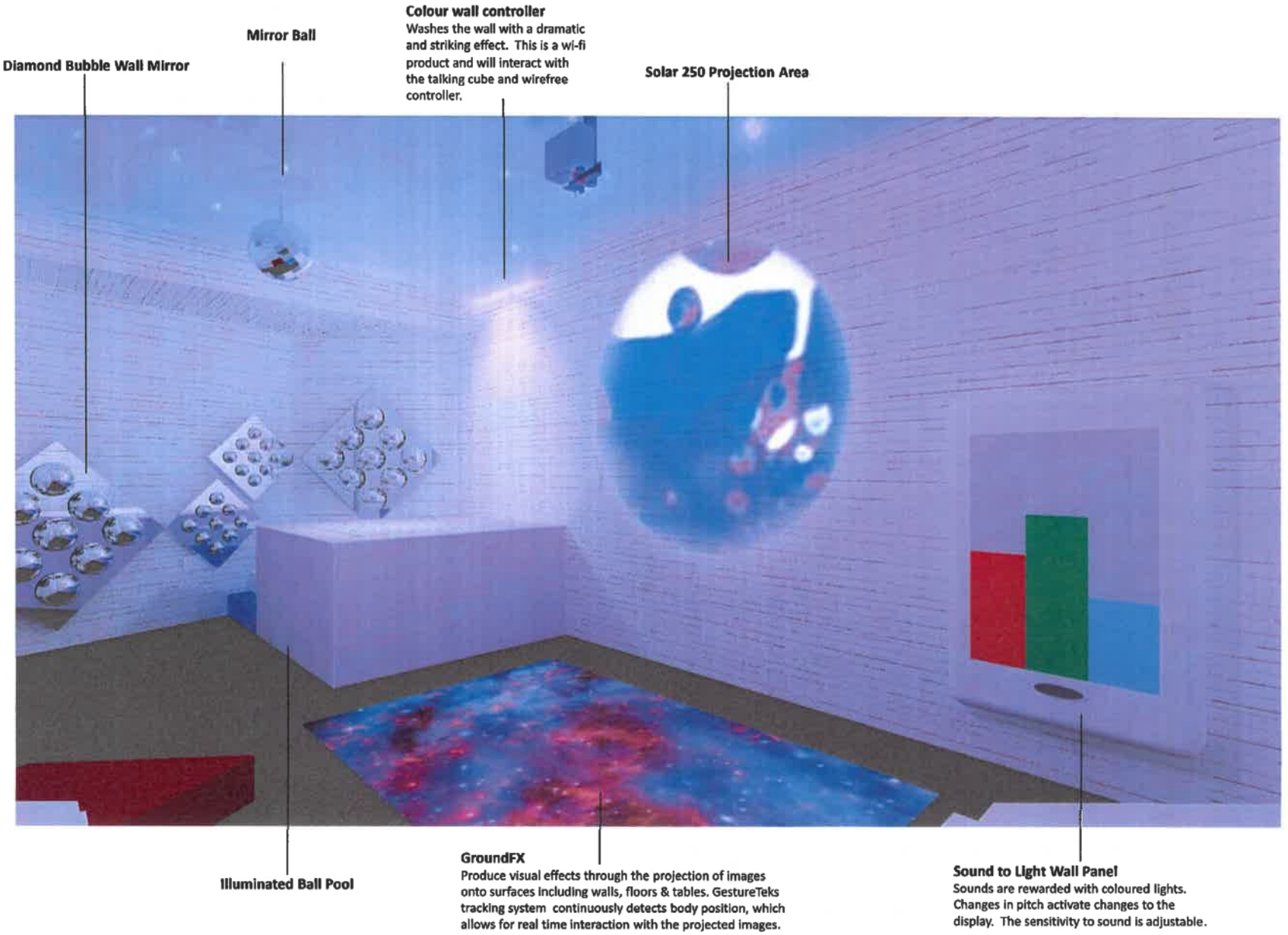
snoezelen®

Custom Sensory Room Presentation



NWSRA

235 Yorkland Blvd. North York, ON M2J 4Y8 1-800-265-6900 www.flaghouse.ca
601 Flaghouse Dr. Hasbrouck Heights, NJ 07604 1-800-265-6900 www.flaghouse.com



NWSRA

Date: 04/23/2018

Drawn by: TWH

IMPORTANT!
PLEASE READ
FOR RECOMMENDED
RECEPTICLES

We suggest installing a radio frequency system such as an Aspire RF System. Your electrician should be able to source this system or one that is similiar locally. If they are unable to please call Cooper Industries at 866-853-4293 or custserv@cooperwiringdevice.com

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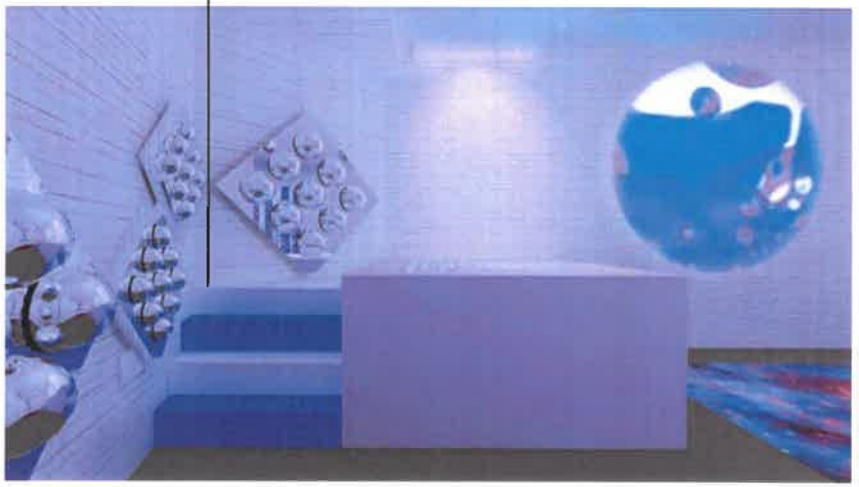
Acrylic Mirrors, 80" Bubble Tube,
40" Square Base, Fiber Optics,
Custom Bench and Wireless Controller

VibroMusic Wedge

4 Splash Mirrors

Laser Stars Projector, Aroma Diffuser,
WIFI Spotlight, Solar 250 Projector
and Stereo

Step's



NWSRA

Date: 04/23/2018

Drawn by: TWH

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FOR RECOMMENDED
RECEPTICLES

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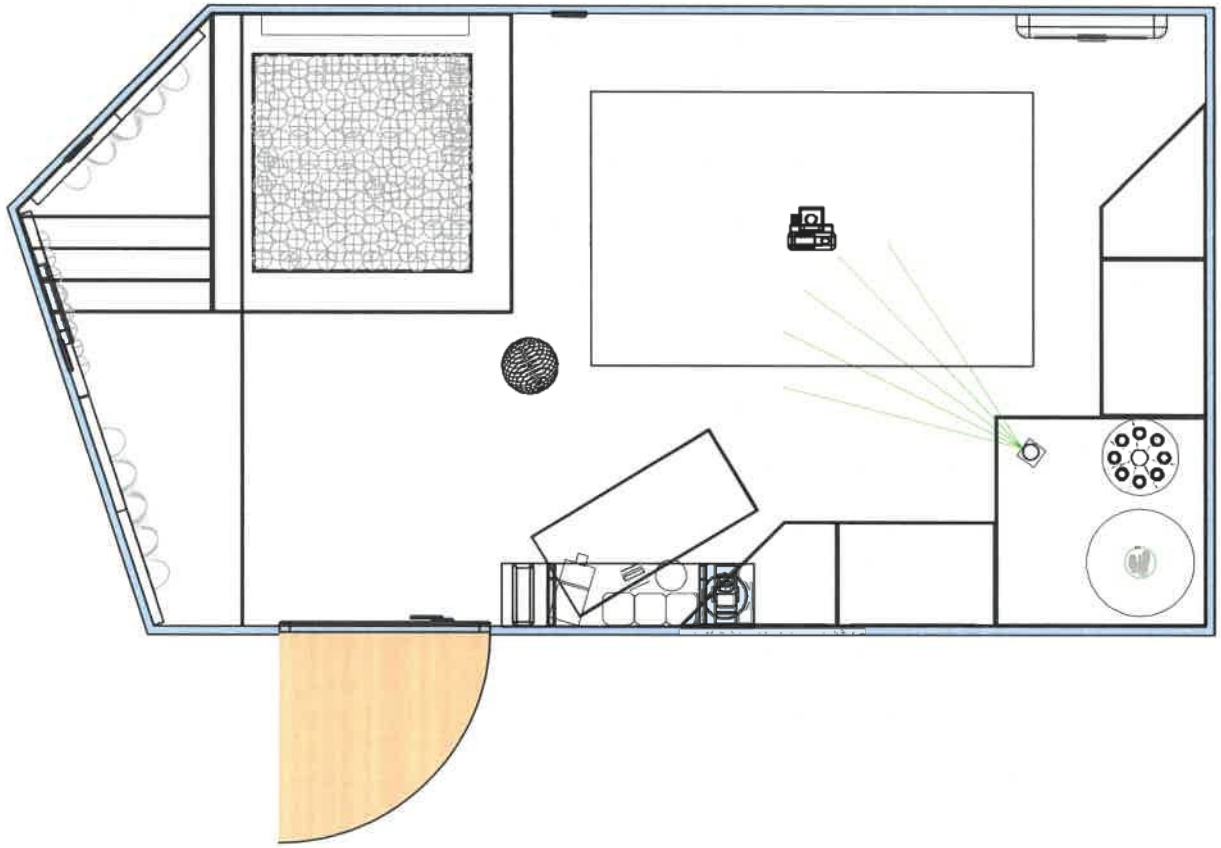

NWSRA

Date: 04/23/2018

Drawn by: TWH

IMPORTANT!
PLEASE READ
FOR RECOMMENDED
RECEPTACLES

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FLAGHOUSE
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To: **Tracey Crawford, Executive Director**
From: **Brian Selders, Superintendent of Communications & IT**
Rachel Hubsch, Superintendent of Recreation
Re: **Dream Lab Accessible Technology Center Update**
Date: **November 4, 2019**

NWSRA was fortunate to have been granted $83,000 to create a state of the art accessible technology lab, the Dream Lab Accessible Technology Center. This center will enable clients to compensate for the impairments they experience, promoting independence, decreasing the need for additional support, and allowing for access of information and enjoyment of music, sports, travel, and the arts independently. This room will be an equalizer for diverse learners and can assist with social development and motivation and help staff personalize therapeutic lessons. Following are details of the project and an update on progress thus far:

Purpose and Goals of the Project
The Dream Lab will empower people throughout our communities to realize their full potential through a fully accessible window to the world. Following are the goals of the project:

- Promote a person's physical and mental well-being through the use of interactive technology
- Provide relief from tension and give a sense of accomplishment
- Promote fine and gross motor skills
- Engage stimulation of all senses
- Encourage communication and working with others
- Ability to transfer knowledge of tech skills from NWSRA to home/work
- Engage in good digital citizenship
- Know and appreciate the importance of technology
- Ability to apply tools, materials, processes and technical concepts safely and efficiently
- Uncover and develop individual talents
- Apply problem-solving techniques
- Apply creative abilities
- Adjust to the changing environment
- Facilitate experiences encouraging flexibility, adaptability, resourcefulness and embracing new challenges

The Dream Lab will be used by a variety of programs, including PURSUIT, STAR Academy, Leisure Education, Social Clubs, Music Classes, Sensory and Technology Classes and Specialized STEM camps and programs. In addition, the facility will provide additional opportunities for potential collaborative programs with other Park District programs including Preschool, Seniors, etc.

Project Implementation Timeline

Following is the implementation timeline for the Dream Lab Accessible Technology Center:

Month	Implementation to Take Place	Status
April	Electrical outlets/Cat 6 cables/Lighting	Complete
April	Installation of camera system	Complete
April	Installation of new switch/network connectivity/wireless access point	Complete
May-June	Wall wrap installation within room	Complete
June-July	Installation of Equipment/Furniture/Room Darkening shades	Complete
August- September	Finalizing network configurations Installing Software	Complete
October	Opening for PURSUIT	Complete

Progress To Date

Following are the meetings that have taken place to date regarding the implementation of the Dream Lab, as well as progress thus far:

- Admin Team meetings to discuss the pieces needed within the room as well as room layout.
    - *Room layout is complete*
- Meeting with Rolling Meadows Park District to review lighting, electrical and other cabling needs.
    - *Installation of cabling is now complete*
- Meetings with Microsoft:
    - To discuss equipment needed for the room.
        - *Equipment from Microsoft has been delivered*
    - To discuss inviting the PURSUIT Adult Day program out to the Microsoft store to assist with the completion of the room design, once overall room design is approved by the Admin Team.
        - *PURSUIT Adult Day program visited Microsoft store to provide elements of design that they liked within the room.*
- GMediawraps
    - Installed wall wrap designs
- Meetings with Excalibur Technology
    - To discuss network requirements of the room and any backend hardware needed.
        - *Switches, WiFi and network configured, ready for hardware installation.*
- Quotes from Roberts Drapery, 3 Day Blinds and Eddie Z's Blinds and Drapery
    - For quotes on installation of room darkening shades
        - *Chose Eddie Z's and shades installed*
- Meeting with Converged Digital Networks

    - To discuss installation of security cameras
        - *Installation of security cameras is complete*
- Ordering TapIt whiteboard, Padzilla and other equipment complete
- TapIt Whiteboard installed
- Padzilla Installed
- 3D printer installed
- Virtual Reality installed
- All computers installed
- Xbox installed
- Apple TV installed
- Microsoft Surfaces installed
- Augmented Reality Software installed

Date:	November 12, 2019
To:	Tracey Crawford, Executive Director
From:	Andrea Griffin, Superintendent of Recreation
Re:	Community Sensory Garden

NWSRA is thrilled to have been granted $40,000 to create a Community Sensory Garden at the Hanover Park Park District Community Center.

A sensory garden is an environment that is designed with the purpose of stimulating the senses. This stimulation occurs through plants and the use of materials that engage one's senses of sight, smell, touch, taste, and sound. The use of the garden can primarily focus on one sense, or it can incorporate all of them, be used as an educational tool that allows them to explore and learn about their senses and nature, provides them with a healthy place of discovery and allows a therapeutic and safe way for the participants to explore their senses. Following are details of the project and an update on progress thus far:

Purpose and Goals of the Project

The Community Sensory Garden will provide a therapeutic environment that the entire Hanover Park Community can enjoy.

Research has shown that when individuals with disabilities interact in a garden it helps them increase their awareness of the world around them. In addition, the Community Sensory Garden will allow the NWSRA PURSUIT Adult Day Program and STAR Academy After Care Program to include Horticulture Therapy in its activities.

- Create a therapeutic connection between people and plants
- Promote a person’s physical and mental wellbeing
- Provide relief from tension, and give a sense of accomplishment
- Gardening can divert your thoughts about yourself and your situation.
- Promote fine and gross motor skills
- Stimulation of the senses
- Teach how to participate in a cooperative effort
- Physical benefits
- Learn how to form positive relationships
- Increase nonverbal communication
- Facilitate experiences encouraging flexibility, adaptability and resourcefulness

Project Implementation Timeline

Following is the implementation timeline for the Community Sensory Garden:

Month	Implementation to Take Place
January	Meeting with Hanover Park staff to discuss the creation of the Community Sensory Garden
March	Hanover Park staff receive 3 RFP from Landscape Architect
April	Landscape Architect selected
May	On site meetings with Landscape Architect
July	Plans with cost prepaired and shared
August	Bids received & Park Board approves
September	Construction of project begins
November	Completion of phase 1 of project
Spring 2020	Completion of project

Progress To Date

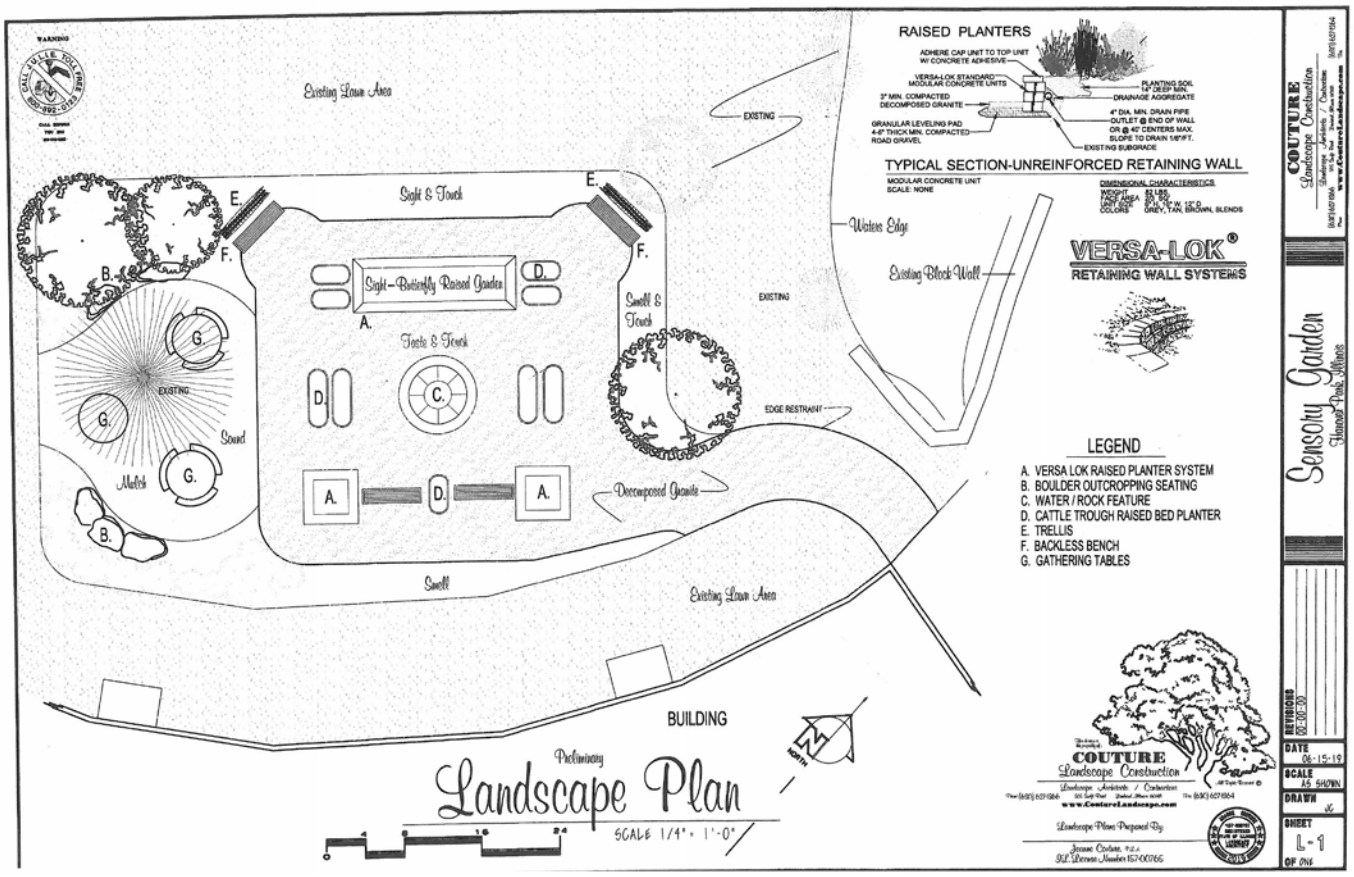
Following are the meetings that have taken place to date regarding the creation of the Community Sensory Garden, as well as progress thus far:

- Andrea Griffin, NWSRA Superintendent of Recreation, Cathy Splett, SLSF Foundation Manager and Liz Thomas, NWSRA
- Manager of Special Recreation meet with Hanover Park Park District staff to discuss the creation of the Community Sensory Garden
- Sensory Garden Team formed & 1st meeting held
- Team:
    - Andrea Griffin, NWSRA Superintendent of Recreation
    - Cathy Splett, SLSF Superintendent of Development
    - Joann Snyder, Senior Manager of Special Recreation
    - Liz Thomas, NWSRA Manager of Special Recreation
    - Nicole Estrada, Manager of Support Services
    - Trisha Palmieri, Collaborative Coordinator
    - Katrina Place, Inclusion Coordinator
    - Megan Edwards, Program Specialist
    - Meeting to research horticulture trainings and program development of horticultural therapy

- Phone conversation took place on 4/13 followed by email on 5/1 with Bob O'Brian, Exectutive Director Hanover Park, Tracey Crawford, Executive Directior of NWSRA, Andrea Griffin, Superintendent of Recreation and Cathy Splett, SLSF Foundation Manager regarding design and meetings to be held moving forward.

- Sensory Garden Team attended an all day training on 5/1 at the Chicago Botanic Gardens focusing on play in nature, mental health and healing, education and lesson planning in a garden environment.
- Meeting held on May 21st with Gabe Villar Hanover Park Park District Superintendent of Parks and Planning, Tracey Crawford NWSRA Executive Director, Andrea Griffin NWSRA Superintendent of Recreation, Cathy Splett SLSF Foundation Manager, Chris Starke from WT Enginering and Joanne Couture of Couture Landscaping.
    - Meeting discussed NWSRA's vision, grant restrictions and amount of money allocated to project
- Meeting held on June 26th with Bob O'Brien Executive Director of Hanvoer Park Park District, Tracey Crawford NWSRA Executive Director, Andrea Griffin NWSRA Superintendent of Recreation and Joanne Couture of Couture Landscaping.
    - Joanne shared plans for garden and discussed placement of plants, garden decorations, walkway, and seating.
    - Within the next few weeks cost will be put with the shared plans and NWSRA staff will decided on project phases
    - Hanover Park Park District to do the removal of current ground and prepair space for landscaping
- Timeline provided by Bob O'Brien Executive Director of Hanvoer Park Park Distirct to Tracey Crawford NWSRA Executive Director, Andrea Griffin NWSRA Superintendent of Recreation and Cathy Splett SLSF Foundation Manager on August 8th, 2019
- First invoice submitted to SLSF for $5,325 for land survey and construction drawings received Friday, August 16, 2019.
- PHASE 1 of the Sensory Garden Project started, to be no more than $24,850. The remaining $9,825 will be used for PHASE 2 in the Spring.

Appendix A
Garden Plans



Items to be planted in the garden

Conflict of Interest Policy And Annual Statement

For Directors, Officers and Members of a Committee with Board Delegated Powers

Article I – Purpose

1. The purpose of this Board conflict of interest policy is to protect SLSF's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of SLSF or might result in a possible excess benefit transaction.

2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

3. This policy is also intended to identify "independent" directors.

Article II – Definitions

1. Interested person -- Any director, officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

    a. An ownership or investment interest in any entity with which SLSF has a transaction or arrangement,

    b. A compensation arrangement with SLSF or with any entity or individual with which SLSF has a transaction or arrangement, or

    c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which SLSF is negotiating a transaction or arrangement.

    Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

    A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

3. Independent Director -- A director shall be considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS 990 form or, until such definition is available, the director –

a. is not, and has not been for a period of at least three years, an employee of Northwest Special Recreation Association (NWSRA) or any entity in which SLSF has a financial interest;

b. does not directly or indirectly have a significant business relationship with SLSF, which might affect independence in decision-making;

c. is not employed as an executive of another corporation where any of SLSF's executive officers or employees serve on that corporation's compensation committee; and

d. does not have an immediate family member who is an executive officer or employee of SLSF or NWSRA, or who holds a position that has a significant financial relationship with SLSF.

Article III – Procedures

1. Duty to Disclose -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.

2. Recusal of Self – Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

3. Determining Whether a Conflict of Interest Exists -- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.

4. Procedures for Addressing the Conflict of Interest

   a. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

   b. The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

   c. After exercising due diligence, the Board or Executive Committee shall determine whether SLSF can obtain with reasonable efforts a more advantageous transaction

or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in SLSF's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. Violations of the Conflicts of Interest Policy

a. If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

1. A voting member of the Board who receives compensation, directly or indirectly, from SLSF for services is precluded from voting on matters pertaining to that member's compensation.

2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SLSF for services is precluded from voting on matters pertaining to that member's compensation.

3. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SLSF, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI – Annual Statements

1. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflict of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands SLSF is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

2. Each voting member of the Board shall annually sign a statement which declares whether such person is an independent director.

3. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.

4. The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

Article VII – Periodic Reviews

To ensure SLSF operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to SLSF's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

Article VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, SLSF may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

Director and Officer
Annual Conflict of Interest Statement

1. Name: _____ Date: _____

2. Position:
   Are you a voting Director? Yes No
   Are you an Officer? Yes No
   If you are an Officer, which Officer position do you hold:
   _____.

3. I affirm the following:
   I have received a copy of the SLSF Conflict of Interest Policy. _____ (initial)
   I have read and understand the policy. _____ (initial)
   I agree to comply with the policy. _____ (initial)
   I understand that SLSF is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. _____ (initial)

4. Disclosures:
   a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with SLSF? Yes No

      i. If yes, please describe it: _____

      ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

   b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with SLSF? Yes No

      i. If yes, please describe it, including when (approximately):
      _____

      ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

5. Are you an independent director, as defined in the Conflict of Interest policy? Yes No

   a. If you are not independent, why? _____

Signature of Director _____Date: _____

Date of Review by Executive Committee: _____

X. New Business

Back to Home

To: SLSF Board of Directors

From: Tracey Crawford, Executive Director

Re: Installation of Officers

Date: January 21, 2020

Motion:

A motion to approve the Installation of Officers:

A. Kathy Nowicki – Chairman
B. Al Crook – Vice Chairman
C. Amy Charlesworth – Secretary/Organizational Treasurer

To: SLSF Board of Directors

From: Tracey Crawford, Executive Director

Re: Installation of New Board Member

Date: January 21, 2020

Motion:

A motion to approve the Installation New Board Member(s):

A. Jay Morgan, Executive Director South Barrington Park District

SPECIAL LEISURE SERVICES FOUNDATION
BOARD OF DIRECTORS
2020

Updated 1/1/2020

CARL E. ARTHUR **2018-2020** Soprema 665 Tahoe Trail Palatine, IL 60074 (w) 847-910-2944 carl.arthur@att.net	**THOMAS M. CAMPONE** **2018-2020** 1844 Admiral Court Glenview, IL 60026 (C)847-514-1024 (f) 847-478-5030 tom@campone.net
AMY CHARLESWORTH, **2017-2019** **Secretary & Organizational Treasurer** Rolling Meadows Park District 3000 West Central Road Rolling Meadows, IL 60008 (W)847-818-3220 (f) 847-818-3224 acharlesworth@rmparks.org	**TRACEY CRAWFORD, President** **NWSRA Executive Director** 3000 W. Central, Ste. 205 Rolling Meadows, IL 60008 (w) 847-392-2848 (fax) 847-392-2870 (c)224-358-9990 Tcrawford@nwsra.org
AL CROOK – Vice Chairman **2019-2021** Zurich North America 1299 Zurich Way Schaumburg, IL 60196 al.crook@zurichna.com (W)373-0305	**ANTHONY GATTUSO** **2019-2021** BMO HARRIS BANK 9550 W HIGGINS ROAD, SUITE 975 ROSEMONT, IL 60008 312-859-8462 Anthony.gattuso@bmo.com
DENNIS HANSON **2018-2020** 163 Garden Court Palatine, IL 60067 (c) 727-535-2515 & 847-358-2590 MH4PM@aol.com	**DIANE HILGERS** **2019-2021** Salt Creek Park District 530 S Williams Ave, Palatine, IL 60074 847-259-6890 dhilgers@saltcreekpd.com
JIM HOUSER **2020-2023** UPS 150 S. Lombard Road Addison, IL 60101 (Cell)630/244-1893 jimhouser@ups.com	**TONY LAFRENERE** **2018-2020** Schaumburg Park District 235 East Beech Drive Schaumburg, IL 60193-2903 847/920-8669 (f) 847/985-2114 tlafrenere@parkfun.com
AGNES LATON **2019-2021** Village Bank & Trust 150 E. Rand Road Arlington Heights, IL 60004 847/870-5008 alaton@bankatvillage.com	**JAY MORGAN** **2020-2023** South Barrington Park District 3 Tennis Club Lane South Barrington, IL 60010 847-381-7515 jmorgan@sbpd.net
KATHY NOWICKI – Chairman **2019-2021** 56 Cantal Court Wheeling, IL 60090 (c)847-409-2522 irish1chgo@gmail.com	**TERRI OATES** **2020-2023** 4335 Lombardy Lane Hoffman Estates, IL 60192 847-340-1435 Toates2@comcast.net
TOM PERKINS **2020-2023** Schneider Electric 1415 S. Roselle Road Palatine, IL 60067 (w) 847/925-3530 (f) 859/817-3894 tom.Perkins@schneider-electric.com	**JONATHAN SALK** **2018-2020** 4152 Terri-Lyn Lane Northbrook, IL 60062 jonathansalk@gmail.com

SPECIAL LEISURE SERVICES FOUNDATION
2020 BOARD TERMS

January 1, 2020

TERMS

2018-2020

Carl Arthur
Tom Campone
Dennis Hanson
Jonathan Salk
Tony LaFrenere

2019-2021

Kathy Nowicki – Chair
Anthony Gattuso
Al Crook – Vice Chair
Diane Hilgers
Amy Charlesworth
Agnes Laton

2020-2022

Jim Houser – Past Chair
Terri Oates
Tom Perkins
Amy Charlesworth

Executive Committee	Investment Committee
Kathy Nowicki – Chair	Kathy Nowicki – Chair
Al Crook – Vice Chair	Al Crook – Vice Chair
Carl Arthur – Past Chair	Carl Arthur – Past Chair
Tracey Crawford – President	Tracey Crawford – President
Amy Charlesworth – Secretary and Organizational Treasurer	Anthony Gattuso
	Agnes Laton

To: SLSF Foundation Board

From: Tracey Crawford, Executive Director

Re: Appointment of Legal Council

Date: January 21, 2020

Motion:

A motion to approve:

Legal Council appointments:

A. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Howard Metz

RESOLUTION R2020-1

APPOINTMENT PRESIDENT OF THE SPECIAL LEISURE SERVICES FOUNDATION

WHEREAS, the Foundation is committed to quality leisure services for the area's special residents, and,

WHEREAS, the Foundation recognizes the importance of involving the private sector in assisting in the delivery of public services, and,

WHEREAS, the Foundation believes it to be appropriate to make every effort to be fiscally responsible,

NOW THEREFORE BE IT RESOLVED, that the Board of Directors appoint Tracey Crawford as their President of the Special Leisure Services Foundation and encourage her to work in cooperation with the private sector to assist in providing resources that will increase the availability of leisure services to the area's special populations. Upon roll being called the vote was as follows:

AYE:

NAY:

ABSENT:

Attest_____ Board of Directors

Kathy Nowicki

SLSF Chairman,

Special Leisure Services Foundaiton

Dated this 21st day of January, 2020

To: SLSF Board of Directors

From: Tracey Crawford

Re: BF Edwards Reverse Notification Resolution R2020-2

Date: January 21, 2020

Motion:

A motion to approve the Benjamin F. Edwards Reverse Notification Resolution R2020-2 as presented.

To: SLSF Board of Directors

From: Tracey Crawford

Re: Village Bank and Trust R2020-3

Date: January 21, 2020

Motion:

A motion to approve the Village Bank and Trust Resolution dated January 21, 2020, as indicated below.

Village Bank and Trust R2020-3 approving two signature checks up to $5,000 to be signed by Tracey Crawford, Director and/or Amy Charlesworth, Organizational Treasurer and Darleen Negrillo, Cathy Splett or Brian Selders, Superintendents; and those checks over $5,000 to be signed by Tracey Crawford, Director, and/or Amy Charlesworth, Organizational Treasurer and one of the following persons; the Chairman or Vice Chairman.

Special Leisure Services Foundation
Warrant #1
January 21, 2020

Num	Name	Account	Amount
25410	**TPM Graphics, Inc.**	**10300 · VB&T Checking**	**-1,386.00**
		42370 · Printing	1,386.00
			1,386.00
25411	**US Postal Service**	**10300 · VB&T Checking**	**-98.57**
		40100 · Postage	98.57
			98.57
25412	**Cash / Cathy Splett**	**10300 · VB&T Checking**	**-650.00**
		10400 · Cash Banks	650.00
			650.00
25413	**Chevy Chase Country Club**	**10300 · VB&T Checking**	**-2,000.00**
		12200 · Event Deposits	2,000.00
			2,000.00
		Total for Warrant #1	**4,134.57**

Motion to approve Warrant #1 in the amount of $ 4,134.57
Covering check numbers 25410 through 25413 from Village Bank & Trust

SLSF Fund Balance Policy

Fund Balance Philosophy

SLSF believes that strong financial management principles require sufficient funds be retained to provide a stable financial base at all times. To retain a stable financial base, SLSF needs to maintain a fund balance policy sufficient to support financial flexibility, sustain operations, through delays in payments of committed funding or to pay for one time non-reoccurring expenses. SLSF must provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature.

The purpose of this policy is to specify the size and composition of SLSF's current accounts and set a balance recommendation for both the operating and restricted reserve funds. No change or removal of the fund balance may occur without approval by resolution of the Board of Trustees. The Fund Balance may be used for a specific purpose authorized by the President of the Board. The ongoing operation and oversight of the Fund Balance is delegated to the President of the Board and the Investment Committee.

Minimum Unrestricted Fund Balance Levels

This policy applies to SLSF's funds as follows:

A. **Operating Fund**: Operating Funds are the general fund of SLSF. They are used to account for day to day operational costs. The Operating Fund is established to maintain fiscal sustainability. The goal of the operating fund is to start the fiscal year with a balance equal to or greater than the first three months of operating expenses based on the previous three years of revenue and expense comparisons.

B. **Restricted Reserve Fund**: Restricted Reserve Funds are dedicated for restricted funds that will be used for specific projects (budgeted or unbudgeted) that have been board approved. Allocated funds may remain in the restricted reserve fund for a maximum of three years. However, the period can be extended in the event extenuating circumstances arise, with Board approval. The minimum balance will be the required amount designated by the financial institutions recommendation.

   The Restricted Reserve Funds are secured through:
   - grants received
   - the audited net income from the previous fiscal year
   - transfer of funds from Investments

Authority

A. Staff will present to the Board of Trustees the starting Operating Fund Balance and the Restricted Reserve Fund with the proposed budget for the upcoming fiscal year.
B. Formal action to commit to the proposed fund balances must occur at the first annual meeting of the fiscal year by the Board of Trustees.
C. An agency-imposed constraint on spending the operating and restricted reserve fund balance is based on SLSF's intent to use fund balance for specific purpose. The authority to spend down the funds is delegated to the Foundation President.

DRAFT

XI. Information/ Action Items

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SLSF 2020 Budget

Account Number	Name of Account	FY 2019	PYE 2019	Proposed FY 2020	FY 2020 - Proposed FY 2019	% Change FY 2019 - Proposed FY 2020
Income						
31110	Interest Income	$0.00	$956.63	$1,750.00	$1,750.00	183%
31200	Grants Received	$300,499.97	$263,849.93	$86,000.00	-$214,499.97	-71.38%
31300	Restricted Fundraising	$55,640.00	$43,851.96	$56,040.00	$400.00	0.72%
31400	Restricted Donations	$13,266.12	$6,949.71	$13,000.00	-$266.12	-2.01%
32300	Unrestricted Fundraising	$257,920.00	$218,382.81	$243,625.00	-$14,295.00	-5.54%
32400	Unrestricted Donations	$80,100.00	$71,624.05	$76,000.00	-$4,100.00	-5.12%
	Total	**$707,426.09**	**$605,615.09**	**$476,415.00**	**-$231,011.09**	-32.66%
Expense						
40000	**Administration**					
40100	Postage	$5,500.00	$4,420.74	$5,500.00	$0.00	0.00%
40200	Office Expense	$1,500.00	$666.97	$750.00	-$750.00	-50.00%
40250	Credit Card Fees	$6,019.12	$5,190.54	$6,200.00	$180.88	3.01%
40300	Newsletter Printing	$0.00	$0.00	$1,000.00	$1,000.00	1000%
40400	Professional Memberships	$4,250.00	$4,333.60	$3,000.00	-$1,250.00	-29.41%
40500	Education/Training	$1,250.00	$1,857.51	$2,500.00	$1,250.00	100.00%
40600	Public Education/Information	$20,000.00	$18,544.63	$22,000.00	$2,000.00	10.00%
40700	Printing	$9,000.00	$7,308.54	$9,000.00	$0.00	0.00%
40800	Professional Fees	$5,775.00	$3,875.00	$6,000.00	$225.00	3.90%
41300						
41300	Restricted Fundraising	$12,245.00	$12,091.51	$12,615.00	$370.00	3.02%
42300						
42300	Unrestricted Fundraising	$98,767.50	$78,773.55	$98,028.00	-$739.50	-0.75%
	Administration	**$164,306.62**	**$137,062.59**	**$166,593.00**	**$2,286.38**	1.39%
43000	**Grants Given**					
43100	NWSRA Lightning Athletes	$30,000.00	$19,295.16	$21,000.00	-$9,000.00	-30.00%
43200	Accessible Vehicle Support	$70,000.00	$53,634.97	$70,000.00	$0.00	0.00%
43300	Scholarships	$86,000.00	$85,334.86	$94,000.00	$8,000.00	9.30%
43400	Inclusion	$19,000.00	$13,886.13	$5,500.00	-$13,500.00	-71.05%
43500	General Program Support	$145,000.00	$52,935.12	$97,000.00	-$48,000.00	-33.10%
43700	RMCC Lease	$0.00	$0.00	$60,000.00	$60,000.00	0.00%
	Total SLSF Grant to NWSRA	**$350,000.00**	**$225,086.24**	**$347,500.00**	-$2,500.00	-0.71%
43650						
43650	Capital Improvements	$191,766.09	$211,388.92	$264,955.00	$73,188.91	0.00%
	Total Grants	**$541,766.09**	**$436,475.16**	**$612,455.00**	**$70,688.91**	13.05%
	Total Expenses	**$706,072.71**	**$573,537.75**	**$779,048.00**	**$72,975.29**	10.34%
	NET TOTAL	**$1,353.38**	**$32,077.34**	**-$302,633.00**	**$303,986.38**	22461.27%
33700	Invenstment Transfer	$0.00	$0.00	$310,000.00	$310,000.00	0.00%
	BALANCE	**$1,353.38**	**$32,077.34**	**$7,367.00**	**$6,013.62**	444.34%

To: SLSF Foundation Board

From: Tracey Crawford, Executive Director

Re: Annual SLSF Investment Transfer

Date: January 21, 2020

Motion:

A motion to approve:

An investment transfer from Benjamin F. Edwards to the SLSF Money Market Account in the amount of $210,000 for the PURSUIT Programming Space needs.

SLSF
MAKING AN IMPACT FOR NWSRA

2020 Goals

I. **Major Gifts Program**

a. Continue to establish a pipeline of research on both new and prospective major donors to prepare for donor meetings.
   i. Continue to build and update a database designed to store info on donors with whom SLSF will seek to carry out donor meetings.
   ii. Continue to carry out research on current and prospective donors from the SLSF database including Event 10 prospects.
   iii. Continue to research new major donor prospects who would be attracted to supporting SLSF because of its mission

b. Continue to build out an infrastructure for a successful major donor meeting program.
   i. Continue to solicit Kevin's Club to donors. Revamp the American Philanthropic letter template to fit Kevin's friends and donors who would be interested in joining Kevin's Club. SLSF will also send this letter to lapsed SLSF donors.
   ii. Introduce a new opportunity for Kevin's Club. If you purchase three golf outings for a special price ($500) you can be a member of Kevin's Club.

c. Continue to secure meetings with current and prospective major donors
   i. Plan at least one meeting per month.

d. Superintendent of Development and SLSF Board Member will continue to make personal thank you phone calls to donors over $500 on a monthly basis.
   i. Each month the SOD will pull a list of donations and divide into $500-$999 and $1000+ donors and email list to Board member by second week of the following month
   ii. Phone calls will be made within that same week.

II. **Foundation Program**

a. Continue to maintain good relationships with existing foundation funders
b. Solicit grants for capital projects
c. Continue to approach new foundations
   i. Submit 3 new grants to new foundations
   ii. Reach out to the agencies and associations provided from the legislative breakfast for funding opportunities.

III. **Direct Mail**

a. Continue to reform current appeal program
   i. Implement ideas learned from Nonprofit Storytellers Conference
   ii. Segment Donor Base
b. Follow Up

i. Continue to send thank you letters/postcards to donors.

c. Experiment with prospect mailings.
   i. SLSF will tweak the long A.P. letter to send to targeted donors.
d. Continue to keep an organized system of mailing evaluations and record keeping.
e. Send Holiday Annual Appeal – segmenting the donor base.
f. Review the use of Social Media for donations.

IV. Planned Giving

a. Begin to create planned giving collateral material.
b. Solicit planned giving to SLSF donors and board members.
c. Continue to include information about planned giving 3 times a year in the newsletter and board report.
d. Continue education to SLSF donors, board members and staff about planned giving.

V. Board Development

a. SLSF will identify specific duties to board members.
   i. Seek input at Board Member one on one meetings as to activities that interest each Board Member and find ways to get them involved.
   ii. Utilizing their strengths and gearing them toward actions that are necessary to help SLSF become more successful.
b. Adding a board member report section to the SLSF Board meeting.
c. Recruit additional board members - Identify and reach out to members of the community who would be effective SLSF board members.
d. The SLSF staff and board will work together to identify young professionals and community members that may be interested in serving on an event committee.

Special Leisure Service Foundation
Board Meeting Schedule - Calendar Year 2020

January 21, 2020	Annual Meeting (Third or Fourth Tuesday due to the IPRA Conference)
May 19, 2020	(Third Tuesday)
October 20, 2020	(Third Tuesday)
December 9, 2020	Holiday Luncheon (Second Wednesday)

NOTE: **All meetings will begin at 3:30 p.m**., at Park Central, 3000 Central Road, Rolling Meadows, unless otherwise indicated.

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Anyone who plans to attend a meeting, and who requires a special accommodation due to a disability, should contact NWSRA 48 hours in advance of the meeting.

3000 West Central Road, Suite 205 Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • www.slsf.me

SLSF
CALENDAR OF EVENTS 2020

SLSF
MAKING AN IMPACT FOR NWSRA

DATE	EVENT
Sun, Feb. 23	Gold Medal Fashion Show
Wed, May 20	Buffalo Grove Golf Classic
Thu, Jun. 4	Palatine Hills Golf Classic
Wed, Aug. 19	Moretti's/NWSRA Golf Classic In Memory of Kevin T. Kendrigan
Thu, Sept. 10	Arlington Classic Golf Outing
Wed, Sept. 16	Women's Golf Outing
TBD	Terrazzo & Marble Supply Companies Golf Outing
Fri, Nov. 6	Celebrate Ability Gala

WHAT IS SLSF?
Special Leisure Services Foundation (SLSF), a 501 (c) (3) non-profit foundation, is the fundraising arm of Northwest Special Recreation Association.

MISSION STATEMENT
We exist to support children and adults with disabilities through philanthropy for Northwest Special Recreation Association.

VISION STATEMENT
Maximizing all philanthropic opportunities to build a future that is diverse and inclusive by opening doors through innovative services and community opportunities.

FOUNDATION DOLLARS PROVIDE:
- Transportation
- Programs
- Inclusion
- Scholarships
- Athletics

GET INVOLVED!
To learn more about donating, sponsoring or volunteering, please visit www.slsf.me or contact Cathy Splett at csplett@slsf.me or 847/392-2848 ext. 244.

Sensory Friendly Holiday Concert

Families are invited to the Sensory Friendly Holiday Concert hosted at Harper College.Brian Selders

Brian Selders

Updated
11/14/2019 8:27 AM

Attending a holiday concert is a favorite tradition throughout the United States in the month of December. Listening to the sounds of the holidays brings cheer and joy to many, and has become a tradition for many families as they immerse themselves into the holiday spirit. However, for many families of individuals with disabilities, attending a holiday concert can be a daunting challenge. For a child with Autism, tasks such as waiting in line and staying quiet throughout the performance can often become overwhelming and lead to outbursts. To avoid these stressful situations, many parents often decide to stay home.

Fortunately, these families now have a venue to celebrate the holiday season at a sensory friendly Holiday Concert, to be held on Monday, December 9 from 7:00-7:45 p.m. at the Harper College Performing Arts Center. Through the collaborative efforts of the Harper College Symphony Orchestra and Northwest Special Recreation Association (NWSRA), families will experience the sounds of the holidays in a sensory friendly environment. As the Harper College Symphony Orchestra plays, staff from NWSRA will be available to assist families throughout the concert to increase everyone's ability to learn concert etiquette and enjoy the show. Lights will be dimmed, and "wiggling" and noises throughout the concert will be completely understood by all in attendance. NWSRA Senior Manager of Special Recreation JoAnn Snyder stated "This is an amazing opportunity for families who otherwise would not be able to enjoy this experience. This also provides a great environment for individuals with disabilities to learn about proper etiquette with trained and certified staff."

Members from the Symphony Orchestra will greet the families in the lobby prior to the concert, as they will play music and share information about their instruments. In addition, attendees will be invited to a demonstration of Autism Movement Therapy. Through cognitive re-mapping, Autism Movement Therapy is a sensory integration technique incorporating movement and music in collaboration with Positive Behavior Support (PBS) strategies to assist individuals with Autism Spectrum Disorders in meeting and achieving their speech and language, social and academic goals.

William Anthony Porter, Harper Symphony Orchestra conductor, states: "Harper College reaches out to our partners in many ways, and the Harper Symphony Orchestra is pleased to partner with NWSRA to bring the joy of the holidays to all of our community through music."

All proceeds from this event will support Special Leisure Services Foundation (SLSF), which is the fundraising arm of NWSRA. SLSF provides funding for scholarships, accessible transportation, athletics, inclusion support and more to ensure that children and adults with disabilities have every opportunity to recreate within their community. To order tickets for the sensory friendly Holiday Concert, please call NWSRA at 847-392-2848. Tickets are $5 each and may be picked up at the NWSRA office prior to November 29.

About NWSRA

Northwest Special Recreation Association (NWSRA) provides outstanding opportunities through recreation for children and adults with disabilities. NWSRA has grown tremendously over its 45 year history. NWSRA provides over 2,000 recreational programs and received more than 15,000 registrations annually. Athletics are very popular at NWSRA, with over 600 athletes competing in 16 sports. NWSRA has received the National Recreation and Park Association Excellence in Inclusion Award, given to one organization throughout the nation that has proven its leadership in the promotion of inclusion and diversity initiatives. NWSRA serves 17 northwest suburban communities, providing day camps, weekly programs, trips, special events, cultural arts and more.

For more information on NWSRA, visit www.nwsra.org (http://www.nwsra.org) or contact Brian Selders at 847-392-2848 or e-mail bselders@nwsra.org.

Families invited to sensory friendly holiday concert

Submitted by Brian Selders

Attending a holiday concert is a favorite tradition throughout the United States in the month of December.

However, for many families of individuals with disabilities, attending a holiday concert can be a daunting challenge.

For a child with autism, tasks such as waiting in line and staying quiet throughout the performance can often become overwhelming and lead to outbursts. To avoid these stressful situations, many parents often decide to stay home.

Fortunately, these families now have a venue to celebrate the holiday season at a sensory friendly Holiday Concert from 7-7:45 p.m. Monday, Dec. 9, at the Harper College Performing Arts Center.

Through the collaborative efforts of the Harper College Symphony Orchestra and Northwest Special Recreation Association, families will experience the sounds of the holidays in a sensory friendly environment.

As the Harper College Symphony Orchestra plays, staff from NWSRA will be available to assist families throughout the concert to increase everyone's ability to learn concert etiquette and enjoy the show. Lights will be dimmed, and "wiggling" and noises throughout the concert will be completely understood by all in attendance.

"This is an amazing opportunity for families who otherwise would not be able to enjoy this experience. This also provides a great environment for individuals with disabilities to learn about proper etiquette with trained and certified staff," said NWSRA Senior Manager of Special Recreation JoAnn Snyder.

Members from the symphony orchestra will greet families in the lobby prior to the concert, as they will play music and share information about their instruments. In addition, attendees will be invited to a demonstration of Autism Movement Therapy.

Through cognitive remapping, Autism Movement Therapy is a sensory integration technique incorporating movement and music in collaboration with Positive Behavior Support strategies to assist individuals with autism spectrum disorders in meeting and achieving their speech and language, social and academic goals.

"Harper College reaches out to our partners in many ways, and the Harper Symphony Orchestra is pleased to partner with NWSRA to bring the joy of the holidays to all of our community through music," said William Anthony Porter, Harper Symphony Orchestra conductor.

All proceeds from this event will support Special Leisure Services Foundation, which is the fundraising arm of NWSRA.

To order tickets for the sensory friendly Holiday Concert, call NWSRA at (847) 392-2848. Tickets are $5 each and may be picked up at the NWSRA office prior to Nov. 29.

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NC14

Special Leisure Services Foundation receives $5,000 grant

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Submitted by Brian Selders

Special Leisure Services Foundation, the fundraising arm of Northwest Special Recreation Association, received a $5,000 grant from The UPS Foundation, which drives global corporate citizenship and philanthropic programs for UPS.

The grant will be used toward Northwest Special Recreation Association accessible transportation. This grant will offset expenses incurred for gasoline, maintenance and the acquisition of a new 14-passenger, wheelchair accessible vehicle.

Throughout the year, Special Leisure Services Foundation, with community-minded organizations and individuals, submits grant applications and hosts fundraising events to support accessible transportation.

Each year, the Northwest Special Recreation Association provides more than 42,000 rides to and from recreational programs for children and adults with disabilities.

Special Leisure Services Foundation President Tracey Crawford stated, "We are very excited to have UPS return as a supporter of Special Leisure Services Foundation and the Northwest Special Recreation Association.

"Their support will provide the necessary funding for us to transport children and adults with disabilities to recreational programs that enable goal achievement, personal growth and development of skills."

"The UPS Foundation is honored to support the Special Leisure Services Foundation efforts to support accessible transportation," said Eduardo Martinez, president of The UPS Foundation and chief diversity and inclusion officer at UPS.

"Our goal is to fund powerful programs that make a lasting difference to the global community."

UPS volunteers support Northwest Special Recreation Association accessible transportation.

COURTESY OF CATHY SPLETT

About the UPS Foundation

UPS is a global leader in logistics, offering a broad range of solutions, including transporting packages and freight, facilitating international trade, and deploying advanced technology to more efficiently manage the world of business. Since its founding in 1907, UPS has built a legacy as a caring and responsible corporate citizen, supporting programs that provide long-term solutions to community needs.

Founded in 1951, The UPS Foundation leads its global citizenship programs and is responsible for facilitating community involvement in local, national, and global communities.

In 2018, UPS and its employees, active and retired, invested more than $114.9 million in charitable giving around the world. The UPS Foundation can be found at UPS.com/Foundation and @UPS Foundation on Twitter.

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