

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE SPECIAL LEISURE SERVICES FOUNDATION  
HELD VIA ZOOM ON PROVIDED LINK  
ON THE 20<sup>th</sup> OF OCTOBER, 2020**

Chairman Nowicki called the meeting to order at 3:36 p.m.

Those present were: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrener, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers.

Absent were: Carl Arthur, Thomas Campone, Dennis Hanson

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; Jessica Lamb, Foundation Manager; Megan O'Brien, Events Coordinator; Miranda Woodard, Accounting Manager; Dave Hanson, Benjamin F. Edwards; and Jessica Vasalos, Administrative Manager, as recording secretary.

Introduction of Guests

Superintendent Negrillo introduced Dave Hanson, from Benjamin F. Edwards. Lily Moser, Intern was not present.

Approval of Agenda for October 20, 2020

Chairman Nowicki called for a motion to approve the agenda for October 20, 2020. Director Charlesworth made the motion and Director Oates seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for May 19, 2020

Chairman Nowicki called for a motion to approve the minutes for the May 19, 2020 meeting with a correction of the location of the meeting, which was via Zoom, not in person at Park Central. Director Romejko moved and Director Charlesworth seconded the motion. Upon voice vote, the motion carried.

Correspondence

Written: None

Oral: None

SLSF Reports

3<sup>rd</sup> Quarter Report

Superintendent Splett reported that COVID has given the staff time to reflect on the CORE Values that SLSF has set forth. She then reviewed the grants that have been given to NWSRA as well as summarized family feedback. Those families wanted Superintendent Splett to thank the SLSF Board for all they have granted to NWSRA. Some of those families that have friends that live in other SRA districts and hear stories

of things they cannot get or cannot get into and are extremely grateful of the SLSF/NWSRA programming spaces in area Member Districts.

### Events

Jessica Lamb and Megan O'Brien reported on several events: T&M Golf Outing, Arlington Classic Golf Outing, Women's Golf Outing, Buffalo Grove Golf Outing and the Palatine Golf Outing. Some revenues were lower than budgeted due to COVID restrictions and state guidelines, but a few events raised more than budgeted.

### Grants

Superintendent Splett reported that \$69,000 in grants have been approved. The IEMA, FEMA grant is currently underway. SLSF has been invited to apply as a secondary payee after first responders. Granting organizations are not giving as much as they have in the past. They are more for direct affected by COVID-19.

### Goals

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

### Marketing and Public Relations

Superintendent Selders reported that the marketing staff have been busy with all the golf outings, smaller events like trivia as well as Celebrate Ability and Open Houses that NWSRA will be hosting later in the year. The Annual Report will be started within in the next month.

### NWSRA Program Report

Superintendent Hubs related a story about an individual who has participated in several NWSRA programs with much difficulty. He started with NWSRA programs at the age of five. He was diagnosed with OCD and had many elopement issues. He was an athlete and wanted to transition to a mainstream team. This was not successful because the aspect of team was not for him, until he tried Cross Country. He is now at Palatine High School and is receiving accolades as a Cross Country runner for the High School. He is currently running a five-minute mile and is hoping to run with Harper College.

### Benjamin Edwards Investment Update

Dave Hanson stated that the market has seemed to be a little volatile in the last few months. The portfolio is set to be conservative during a volatile market. Overall, the portfolio has done well in the large cap growth fund up 15.34%. The market dropped about 16% in the fourth quarter overall with the SLSF portfolio only dropping 3%. Over the last four years, there have been many withdrawals with the growth of NWSRA. The Portfolio even with the withdrawals have been beating the index with the return showing 6.43%. The charts show that the portfolio shows that it started with 1.3 million and now, 10 years later, is at 1.1 million. Overall, even with all the withdrawals, the portfolio remains strong. Interest rates have really taken a turn downward in the 4<sup>th</sup> quarter.

Investments have remained per the Investment Policy. Mr. Hanson recommends the Investment Policy be reviewed and possibly adjusted in January 2021. He clarified that the allocations are ok, it's the guidelines that need to be reviewed.

#### Review of Financial Statements/Investments

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

President Crawford informed the Board that the sixth programming site is on hold at this time due to COVID. She gave kudos to Superintendent Griffin and Superintendent Splett on being able to open the fourth and fifth programming sites during the pandemic, ensuring that NWSRA programming would continue as this pandemic does affect our participants extremely hard. She thanked the Board for keeping the mission, vision and values at the forefront of their minds.

#### Approval of Warrant #6

Chairman Nowicki asked Jessica Vasalos to read all the warrant motions.

Chairman Nowicki called for a motion to approve Warrant #5, dated May 30, 2020, in the amount of \$583.99. Director Oates made the motion and Director Perkins seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrener, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

#### Approval of Warrant #6

Chairman Nowicki called for a motion to approve Warrant #6, dated June 30, 2020, in the amount of \$4,728.88. Director Perkins made the motion and Director Oates seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrener, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Approval of Warrant #7

Chairman Nowicki called for a motion to approve Warrant #7, dated July 31, 202, in the amount of \$75,448.40. Director Charlesworth made the motion and Director Salk seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrener, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Approval of Warrant #8

Director Oates called for a motion to approve Warrant #8, dated August 30, 2020, in the amount of \$23,355.55. Director Romejko made the motion and Director Laton seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrener, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Approval of Warrant #9

Director Oates called for a motion to approve Warrant #9, dated September 30, 2020, in the amount of \$18,671.18. Director Oates made the motion and Director Laton seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrener, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Approval of Warrant #10

Director Oates called for a motion to approve Warrant #10, dated October 20, 2020 in the amount of \$4,757.14. Director Charlesworth made the motion and Director Romejko seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay

Morgan, Tony LaFrener, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

### Old Business

#### Whistle Blower Policy

Superintendent Splett reminded the Board that at the May 19<sup>th</sup> Board Meeting, the Board was asked to review the proposed policy, to be voted on and placed in the SLSF Policy and Board Manual. Superintendent Splett then asked for a motion to approve the Whistle Blower Policy as presented. Director Oates made the motion and Director Crook seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrener, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

### Intern Update

Jessica Lamb, Foundation Manager worked with SLSF Intern, Rebecca Ulrich through the summer. Rebecca learned about foundations and the importance of utilizing social media platforms. She completed a social media analysis and applied what she learned to the Palatine Hills Golf Outing.

### New Business

#### COVID Update

The NWSRA Administrative Team reviewed what NWSRA has done in response to the COVID-19 pandemic. During this presentation, the Administrative Team spoke about all the new initiatives that were rolled out to ensure families stayed engaged while under the Stay at Home order.

### Celebrate Ability

Superintendent Splett and Director Oates reviewed the plans for the Celebrate Ability Gala that is scheduled for November, and how this event has evolved due to COVID. The committee has continued to meet during the summer via zoom. The Gala will be virtual and the committee is very excited at the new way the event will be held.

Dave Speers left at 5:00 pm and returned at 5:20 pm.

### NWSRA Grant

Superintendent Hubsch reviewed the line items of grants and respective project categories. This expense was voted on when the budget was approved in January. Chairman Nowicki asked for a motion to approve the transfer of funds in the amount of \$38,382.36. Director Crook made the motion and Director Perkins seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrener, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk

NAY: None

The motion carried.

### Additional Fund Raising Initiatives

Superintendent Splett informed the Board of additional fund raising initiatives that have taken place over the summer and into the fall to continue to raise funds for SLSF. These included a T-shirt fundraiser, Double Good Popcorn, and Panera, eat and share. The T-shirt fund raiser, to date, has raised \$425.

### Information/Action Items

#### SLSF Retreat

President Crawford informed the Board that due to COVID-19 the staff were not able to meet rescheduled the retreat for January 2021.

#### Holiday Luncheon

Superintendent Splett informed the Board that the Holiday Luncheon will be revamped this year due to COVID restrictions. Staff are currently reworking this event and are brainstorming ideas for the Holiday Luncheon to ensure we honor our Member District Boards and all our donors and volunteers.

#### Additional Board Meeting

President Crawford informed the Board of the need for an additional Board meeting in the month of December. This is due to the need to approve the budget for the next fiscal year prior to the start of the fiscal year. This meeting would also see the approval of officers and the appointment of the President of the Foundation. This addition of the Board meeting would be a permanent change. Director Salk asked if the budget would be sent prior to the meeting. President Crawford replied that the budget would be sent to the Board in November. There being no further questions, Chairman Nowicki asked for a motion to approve the addition of a SLSF Board Meeting in the month of December. Director Oates made the motion and Director Crook seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay

Morgan, Tony LaFrener, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

2021 Board Meeting Schedule

President Crawford reviewed the 2021 Board Meeting dates with the Board.

Virtual Open Houses

Superintendent Splett reported to the Board that the Open Houses were all put on hold due to COVID. NWSRA will be hosting a virtual open house to highlight all the new features of the existing programming spaces as well as the new programming spaces in Wheeling and in Buffalo Grove.

Other

President Crawford announced that NWSRA will be receiving an award from ATRA. Superintendents Selders and Griffin will be receiving individual awards from ATRA as well for all of the programming efforts they accomplished during the pandemic.

Adjournment

Being no further business to come before the Board, Chairman Nowicki called for a motion to adjourn the meeting at 5:27 pm. Director Salk moved and Director Oates seconded the motion. Upon voice vote, the motion carried.



Secretary