

**HANOVER PARK FOUNDATION MEETING
MONDAY, SEPTEMBER 23, 2019
COMMUNITY CENTER BOARD ROOM
6:00 p.m.**

1. **ROLL CALL - Secretary/Treasurer O'Brien**
2. **CORRESPONDENCE**
 - A. Chairman Morrison's resignation email 8-18-19
 - B. Motion to Accept Chairman Morrison's resignation
3. **APPOINTMENT OF FOUNDATION MEMBER ELKINS AS FOUNDATION TRUSTEE**
4. **NOMINATION & SELECTION OF NEW FOUNDATION CHAIRPERSON**
5. **APPROVAL OF THE AGENDA**
6. **APPROVAL OF THE MINUTES**
 - A. June 24, 2018 Foundation Meeting Minutes
7. **FINANCE**
 - A. Treasurer's Report (for the period ending August 30, 2019)
 - B. Y.E.S. Account Update
8. **OLD BUSINESS**
 - A. 2019 Fiesta del Sol 5K A Run for the Kids – July 31, 2019 Wrap up Meeting Minutes
9. **NEW BUSINESS**
 - A. Discussion of adding more trustees and members (minimum of 6 trustees; maximum of 11)
 - B. Appointment of Cef Grima and Miguel Fuentez as possible Foundation Trustees
 - C. Chicago Wheelchair Classic - October 11-13, 2019 - Sponsorship Request
 - D. Motion to Approve \$500 Sponsorship for the CCAC Chicago Wheelchair Classic
 - E. Discussion of registration for NWSRA-SLSF's Celebrating Abilities Gala November 8, 2019
 - F. Motion to Approve \$750 Emerald sponsorship
 - G. Discussion of future Foundation events – refer to past chair Morrison's August 26, 2019 Summary of Foundation Items attached
 1. Dia de los Muertos (Day of the Dead) – Friday, November 1, 2019 @ Community Center Gym
 2. 2020 Youth Benefit Ball – Friday, April 17, 2020 @ Villa Olivia
 3. 2020 Fiesta del Sol 5K Run for the Kids – Saturday, July 25, 2020 @ Heritage Park & Mallard Lake FPD
 4. Cops Day Picnic/Movie Nights 2020
 5. Kids @ Hope Resource Fair 2020
 6. Fiesta del Sol Event 2020
 7. Casino Nights 2020
 8. Duck Drop 2020
10. **OTHER BUSINESS**
 - A. Next Quarterly Foundation Meeting – December 16, 2019
11. **ADJOURNMENT**

Bob O'Brien

From: m.morrison hpparks.org [m.morrison@hpparks.org]
Sent: Sunday, August 18, 2019 11:50 AM
To: Cortes, Adam; Duesing Jon; Elkins, Mark; Harford, Amy; Leonard; O'Brien Bob; Fuentez, Miguel; Grima, Cef; Melissa Kress; Nicole Cox; Gabe Villar; Lea Ann Mislevy
Subject: Resignation

Hanover Park Park Foundation
Trustees and Members

Hanover Park Park District
Executive Director and Admin Team

Please accept this email as notice of my resignation from the position of Trustee / Chairman of the Hanover Park Park Foundation effective immediately.

Thank you for the opportunity to serve the past 10 years. It has been my pleasure to be part of the Foundation and the good work we do for the people of Hanover Park.

Good luck in all your future endeavors.

Thank you.
Mary Morrison

**HANOVER PARK FOUNDATION MEETING
COMMUNITY CENTER BOARD ROOM
MONDAY, JUNE 24, 2019**

**MINUTES
6:00PM**

1. CALL TO ORDER

The June 24, 2019 Hanover Park Park Foundation Meeting was called to order by Chairman Morrison at 6:03pm.

Upon the roll being called the following answered:

2. ROLL CALL

Trustees Present:	5	Trustees Duesing, Harford, Morgan, O'Brien, and Chairman Morrison
Trustees Absent:	1	Trustee Cortes (arrived at 6:05pm)
Members Present:	1	Foundation Member Elkins
Members Absent:	0	None
Staff Present:	5	CCAC Manager Kress, Superintendent of Parks Villar, Superintendent of Recreation Cox, Marketing Supervisor Gomez, and Administrative Secretary Mislevy
Staff Absent:	0	None
Guests Present:	0	None

3. APPROVAL OF THE AGENDA

A motion was made by Trustee Morgan and seconded by Trustee Duesing to approve the agenda as presented.

There being no further discussion and upon the roll being called, the following answered:

Ayes:	5	Trustee Duesing, Harford, Morgan, O'Brien, and Chairman Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

4. APPROVAL OF THE MINUTES

A motion was made by Trustee Duesing and seconded by Trustee Morgan to approve the December 17, 2018 Foundation Meeting Minutes as presented.

There being no further discussion and upon the roll being called, the following answered:

Ayes:	5	Trustee Duesing, Harford, Morgan, O'Brien, and Chairman Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

5. FINANCE

Treasurer's Report (for the period ending May 23, 2019)

A motion was made by Trustee Duesing and seconded by Trustee Harford to approve the Treasurer's Report (for the period ending May 23, 2019), as presented.

Chairman Morrison recognized the Foundation's hard work in raising an approximate total of \$53,126.

Trustee Cortes entered the 6/24/19 Foundation Meeting at 6:05pm.

There being no further discussion and upon the roll being called, the following answered:

Ayes:	6	Trustee Cortes, Duesing, Harford, Morgan, O'Brien, and Chairman Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

Y.E.S. Account Update

Superintendent Cox informed the Foundation of the changes to the District's procedures and requirements for Y.E.S. applications, highlighting how there is now an application submission deadline of April 30 each year and that Y.E.S. scholarship families are provided their total scholarship funds at the beginning of the year, which allows them to choose how they would like to use those funds. These new procedures also mean that the District will only need to ask the Foundation for approval on a Y.E.S. transfer only one time each year, as opposed to quarterly. CCAC Manager Kress asked Superintendent Cox how the new procedures have impacted the total number of applications, to which Superintendent Cox responded that she would look into the application numbers and provide that information. Superintendent Cox added how the District has dedicated more marketing to promoting Y.E.S. and communicating the new application procedures and haven't received any negative feedback from patrons at this time. She also explained how District staff would handle complaints. Chairman Morrison expressed her concern regarding approving the full requested amount of \$7,000.00, since the Foundation's events didn't meet their fundraising goals, but that she would consider approving a portion of the requested amount now, then the remaining at the next Foundation meeting. Chairman Morrison and Foundation Member Elkins further discussed fundraising events for the Foundation. The Foundation then discussed with District staff how the District may be able to assist in the event the Foundation's funds are unable to support the Y.E.S. scholarship, as well as an overall revitalization of the Foundation itself. The Foundation came to the consensus that they would approve a transfer of \$3,500.00 to the Scholarship Fund.

Approve Transfer of \$7,000.00 to the Scholarship Fund

An amended motion was made by Trustee Morgan and seconded by Trustee Harford to approve the Transfer of \$3,500.00 to the Scholarship Fund, based on the discussion and general consensus that occurred during the Y.E.S. Account Update item on the agenda.

There being no further discussion and upon the roll being called, the following answered:

Ayes:	6	Trustee Cortes, Duesing, Harford, Morgan, O'Brien, and Chairman Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

6. OLD BUSINESS

5K Fiesta del Sol (Run for the Kids) – Saturday, July 20, 2019

Chairman Morrison informed the Foundation that there were currently three (3) company sponsors for this event. She added that Orange Theory Fitness reached out to her regarding becoming a new sponsor for the 5K. CCAC Manager Kress provided the Foundation with more information on Orange Theory Fitness. Chairman Morrison informed the Foundation of email correspondence she received and responded to regarding this event.

7. NEW BUSINESS

COPs Day Picnic – Friday, July 12, 2019 (5-9pm) – Popcorn concessions & glow sticks

Chairman Morrison invited everyone in attendance to volunteer or show their support at this event. This event has proven to be a very successful fundraising opportunity for the Foundation and the Hanover Park Police Department generously donated half of last year's 50/50 raffle as a thank you to the Foundation.

Fiesta del Sol Park Event – July 20, 2019 (begins right after 5K)

Chairman Morrison informed that this District special event would be occurring immediately after the Fiesta del Sol 5K Race and that the Foundation will be running a concessions stand. She informed that anyone who is looking to volunteer should contact Superintendent Cox.

Movie Night – August 9, 2019 (6-9pm) – Sell glow sticks

Chairman Morrison informed that the Foundation will be selling glow sticks at this event and are hoping for a similar increase in sales as was seen with sales from the Movie Night in June. The Foundation discussed the potential for running a 50/50 raffle at a Movie Night, to which Superintendent Cox said she'd propose that to her contact at the Hanover Park Police Department to see if that could be an option in the future.

Motion to Approve Villa Olivia Contract for YBB11 for Friday, April 17, 2020 in the Amount of \$49.98 gratuity included

A motion was made by Trustee Duesing and seconded by Trustee Cortes to approve the Villa Olivia Contract for YBB11 for Friday, April 17, 2020 in the Amount of \$49.98 gratuity included, as well as the \$1,000.00 reservation deposit.

Chairman Morrison provided the Foundation with background information regarding how the proposed change in YBB location is due to the Seville's raise in rates. Although the Seville is a beautiful location and the Foundation is very grateful to them for each YBB event they have hosted in the past, the rise in rates would significantly impact the Foundation's budget for this event. After researching multiple other locations, Chairman Morrison is proposing reserving the Crystal Room at Villa Olivia due to their reasonable rate and similar accommodations to the Seville. Chairman Morrison also informed that this reservation required a \$1,000.00 deposit as well.

There being no further discussion and upon the roll being called, the following answered:

Ayes:	6	Trustee Cortes, Duesing, Harford, Morgan, O'Brien, and Chairman Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

Review Updated Foundation Volunteer/Member/Trustee Application

Chairman Morrison informed the Foundation that Administrative Secretary Mislavy has joined as a Foundation Member and is currently working on ways the Foundation can better reach the public and for the public's easier access to apply to become Foundation Trustees, Members, or Volunteers. Administrative Secretary Mislavy presented to the Foundation an electronic Foundation Trustee/Member/Volunteer application she created through Google Forms. This application now includes the opportunity for applicants to include their availability, as well as what roles they were specifically interested in, such as fundraising, marketing, or sponsorship. The Foundation thanked Administrative Secretary Mislavy for her work on the enhanced application, as well as suggested other improvements before making this application live. Other improvements discussed were defining "trustee", "member", and "volunteer" and looking into if Google Forms has the ability to add a double opt-in for applicant emails. Administrative Secretary Mislavy said she would look into these improvements and email the Foundation with what she finds and when to make the application live. The Foundation also discussed other ways they can communicate their mission with the public, such as social media accounts.

8. CORRESPONDENCE

None

9. OTHER BUSINESS

Chairman Morrison highlighted the following items:

- A. Next Quarterly Foundation Meeting – Monday, September 23, 2019 @ 6:00pm – Community Center Board Room

10. ADJOURNMENT

A motion was made by Trustee Duesing and seconded by Trustee Harford to adjourn the June 24, 2019 Quarterly Meeting of the Hanover Park Park Foundation at 6:53pm.

There being no further discussion and upon the roll being called, the following answered:

Ayes:	6	Trustee Cortes, Duesing, Harford, Morgan, O'Brien, and Chairman Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

Respectfully Submitted,

Bob O'Brien
Secretary/Treasurer – Board of Trustees
Hanover Park Park Foundation
BO:LAM

HANOVER PARK FOUNDATION
 TREASURER'S REPORT
 for the period ending: August 30, 2019

Beginning Balance: *actual from 5/31/19* \$ **53,083.32**

Revenues:

Interest earned June, July, August	\$	6.52
Deposit: Donations <i>Lion's Club, Your Cause</i>	\$	1,630.00
Deposit: Movie Night	\$	74.00
Deposit: 5K	\$	828.90
Deposit: Misc <i>Groupon, Network for Good</i>	\$	107.28

Total Revenues **\$ 2,646.70**

Expenses:

Bartlett Park District	check 1309	YBB 11 deposit	\$	1,000.00
Secretary of State	check 1310	annual report filing	\$	10.00
HPPD	check 1311	YES	\$	3,500.00
HPPD	check 1312	Longmeadow fridge	\$	557.99
Debit		checks	\$	69.38
Debit- Worldpay: Credit card fees <i>June, July, August</i>			\$	138.18

Total Expenses **\$ 5,275.55**

Ending Balance: General Account **\$50,454.47**

Respectfully Submitted,

Robert O'Brien
 Secretary, Treasurer

Account Status
Youth Enrichment Supplement (Y.E.S.) Program
9-12-19

Item	Date	Donation	Deduction	Refund to Account	Running Balance
Starting Balance	8-12-17				5,124.04
Summer 2017 Programs			(\$3,607.00)		\$1,517.04
Donation – HP Park Foundation	1-8-18	\$2,000.00			\$3,517.04
Fall 2017 Programs			(\$1,563.00)		\$1,954.04
Donation – HP Park Foundation	3-29-18	\$2,000.00			\$3,954.04
Winter 2018 Programs			(\$2,291.00)		\$1,663.04
Donation – HP Park Foundation	6-25-18	\$2,000.00			\$3,663.04
Spring 2018 Programs			(\$2,159.00)		\$1,504.04
Donation – HP Park Foundation	9-24-18	\$2,000.00			\$3,504.04
Donation – HP Park Foundation	12-17-18	\$4,000.00			\$7,504.04
Summer 2018 Programs			(\$4,464.00)		\$3040.04
Fall 2018 Programs			(\$2866.00)		\$174.04
Donation – HP Park Foundation	3-25-19	\$3,000.00			\$3174.04
Winter 2019 Programs			(\$2,778.00)		\$396.04
Spring 2019 Programs			(\$345.00)		\$51.04
Donation – HP Park Foundation	7-5-19	\$3500.00			\$3551.01
Summer 2019 Programs			(\$1,985.00)		\$1566.04

ACCOUNT BALANCE TO DATE: **\$1566.04**

Submitted by: **Jeremy Panagakis** Total given by HPPF **\$82 ,450.00**

2019 5K Wrap Up Minutes
July 31, 2019 - 10:00 p.m.

Attendees: Bob O'Brien, Heczen Gomez, Nicole Cox, Jasmine Williams, Chris Thompson, Gabe Villar, Melissa Kress, Lea Ann Mislevy, Amy Harford and Mary Morrison

1) Committee Chair

Mary thanked everyone for their help this year and stated that regardless of the weather this event went off with no problems. She stated that this event is a "well oiled machine" and runs very smoothly thanks in large part to Staff's participation and help before, during and after.

2) Volunteer(s) for Task Assignment:

- Sponsorship - Mary
 - Mary stated that we had \$3000 in sponsorships this year. This is down slightly from last year's total of \$3400
- Race Logistics - Bob
 - Bob stated that everything went well but asked that we look into walkie talkies for next year in the event we have to call the race for inclement weather. Mary will look into the possibility of renting the equipment or see if Julie from Race Time has any we may borrow. In the past we have used a calling tree whereby once the race is called someone at base makes a call to each Zone Leader. Mary will make sure that list is updated for next year.
- Volunteer Coordinator - Mary and Nicole
 - Mary stated she felt there were enough volunteers for the course. She thanked Amy and her family, Adam and his family, asked Gabe to reach out to Mike at the Boy Scouts to express our sincere thank you for their help as well. Gabe said he had done that and that they are "in" for next year. And thank you as well to Jasmine for sharing volunteers that not only wanted to do the Park Event but offered their services for the 5K.
 - Volunteer sign in went well. It was suggested we create a distribution list with volunteer emails to thank them for helping out and to do a little "save the date" for next year. In that vein Amy suggested we give a small token of appreciation in addition to the shirt. She said she's more than willing to do some research on that and will also provide the coffee and sweet treats for the volunteers next year. THANK YOU AMY AND STARBUCKS!!!
- Set Up / Tear Down - Gabe
 - Gabe reports that everything went off without any problems. Mary suggested that we do some revisions to the Prep Set Up document. There are things on the list we can delete or change. We can address this issue in 2020.

3) Event Date

Date, time and location were good.

4) Event Budget

◦ Revenue

- Registration - No report yet but we know we had 52 pre-registrations and one or two sign up the day of. Mary will work with Renee on this number.
- Event Sponsors - \$3000
 - ± Moore - MacMichael Inc. - \$250
 - ± Dairy Queen - \$500
 - ± HP Community Bank - \$1500 (Annual Appeal) T-Shirts
 - ± Comcast - \$500
 - ± Orangetheory Fitness - \$250

◦ Expenses

- Mary reports our expenses were approximately \$1350 but does not have a total cost on the shirts. The only other minor expense was water cups.

5) Other

◦ Signs

- Mary stated that we need to update all the signs for next year. They still had our Dash 'n Splash logo on them. She apologized for dropping the ball on this but will make sure this gets taken care of next year. Mary also discussed putting larger banners at some of our larger parks on both the south and north sides of town. This will bring more visibility to our event for our residents who might not use social media or visit our website on a regular basis. She suggested looking into a sign that has interchangeable parts, specifically the date so we don't have to buy new banners every year. She will work with Heczen on getting this task completed.
- It was suggested that we give more updates the week of the race whether it be social media or our website. Because we had extreme weather this year we did get a few calls about moving forward with the race. The concern was that our runners didn't see any updates or information anywhere. Next year Mary will put a "reminder" schedule in place for social media and our website to avoid this issue.

- Volunteer Shirts
 - It was mentioned at prior committee meetings that we were in need of more shirts in specific sizes. Unfortunately this issue went unresolved. We did have volunteers not receive their proper shirt size. Mary has asked that more shirts get ordered so that we don't have this issue next year. She stated that she would be more than willing to place the order.
- Event Schedule
 - Mary would like to mirror YBB and have an event schedule on display at the registration table along with a picture of the route. We did have a couple people inquire and we were able to quickly answer their questions. Given this was a slow year and not many "day of" registrations we were able to do that. Any other year with 25-30 "day of" registrations it could become an issue so having something on display will help.
- Packet Pick-Up
 - Mary stated it went well; about half were picked up. We need to make sure this information is clearly displayed on the online registration form, the paper form, the website and social media. She did field some calls about this but all were answered quickly and with no issue. Mary stated that this should remain the same next year, packet pick-up the Friday before the race between 9:00 a.m. - 5:00 p.m.
- Date for 2020
 - It has been decided that next year's Fiesta del Sol 5K A Race for the Kids will be Saturday, July 25, 2020. Bob will work with Mallard Lake Forest Preserve to secure the date and shelter, provided they are available.
- Registration Fee
 - It was stated that we received the most registrations when the price was \$20. There is concern that our price may be high given what is provided to a runner. We did upgrade the "goodie bag" with sunglasses which was a hit but other than the shirt they get nothing else. We talked of a new price point between \$20 and \$25. We would still open registration in January (or sooner) but not offer Groupon. We can discuss this in more detail later in the year before Heczen begins promoting the event and opens up registration.

- Rebranding
 - Mary stated that although our numbers were the lowest they've ever been this has been a transition year for the 5K. We rebranded the event and it always takes a little time for it to catch on. She feels that regardless, the event went off without a single issue. Other than the weather, there were no complaints and everything ran very smoothly.
- Awards
 - Thank you to Amy and Lea Ann our award presenters. We would love to have you provide your assistance next year 😊 The award ceremony ran very smoothly and all recipients except two were there to receive their medal. The two that were not present received an email from Mary congratulating them on their achievement and that their medal was ready for pick up at the park district.
- Runner Packets
 - Mary stated there were 10 packets not picked up before the race. She sent an email to each runner with a reminder to pick up their packet. Most were Hanover Park residents or lived in the general area.

6) Adjourned at 10:45 p.m.

**Hanover Park Park Foundation
5K Dash n Splash 7/20/19
Financial Report**

Revenues:

Sponsor donations	\$ 1,500.00
Comcast, DQ, Moore-MacMichael Inc, Orangetheory Fit HP Comm Bank sponsor from Annual Appeal Donations	
Pre-event registrations	\$ 930.00
Day of event registrations	\$ 225.00
After race registrations processed	\$ 47.67
HP Comm Bank registrations from Ann Appeal	
	\$ 2,702.67

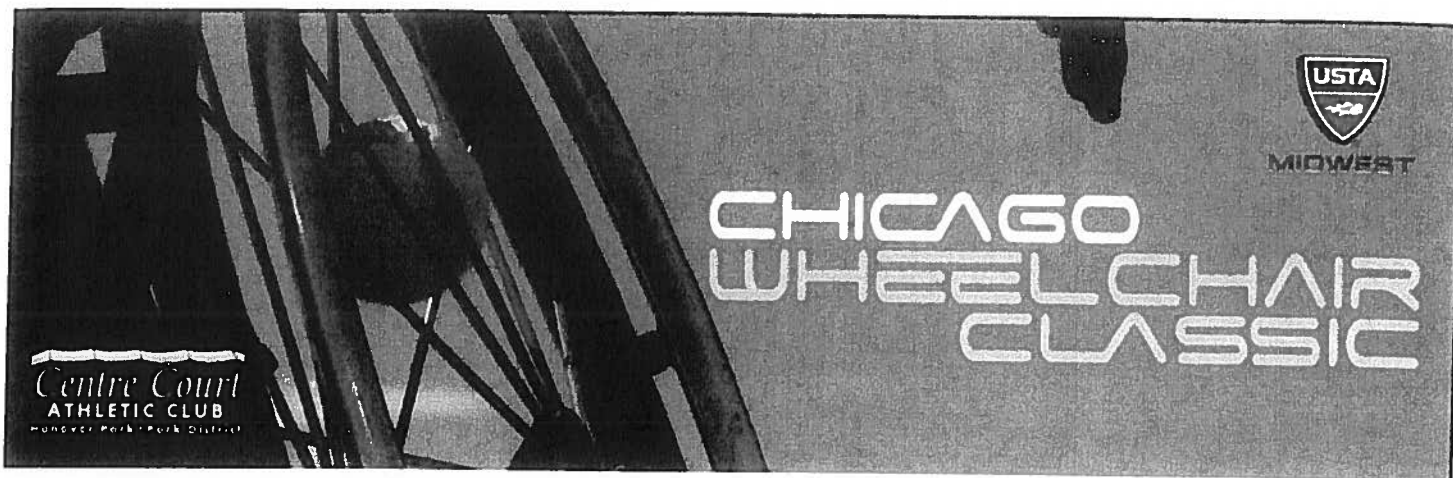
Expenses:

Forest Preserve Dist of Dupage Co	permit fee	\$ 95.00
Chicago Daily Herald	Event listing	\$ 59.99
Next Generation	t-shirts	\$ 973.00
Crown Trophy	medals	\$ 215.98
4 Imprint	sunglasses	\$ 335.12
Race Time	timing services	\$ 650.00
Miscellaneous	cups, ice packs, ink, food supplies	\$ 88.52
		\$ 2,417.61

Net Revenue **\$ 285.06**

2012 5K net revenue	\$2,527.97
2013 5K net revenue	\$2,347.89
2014 5K net revenue	\$1,298.77
2015 5K net revenue	\$2,837.39
2016 5K net revenue	\$4,558.29
2017 5K net revenue	\$2,877.50
2018 5K net revenue	\$4,462.28

Total Revenue to Date **\$20,910.09**



May 8, 2019

In 2013, **CENTRE COURT ATHLETIC CLUB**
brought back Wheelchair Tennis to Chicagoland with the
CHICAGO WHEELCHAIR CLASSIC!

To the Hanover Park Park Foundation:

It is hard to believe that this is our **SIXTH** year and thanks to the support of our sponsors like you, volunteers and players,
2019 IS OUR FOURTH YEAR AS AN INTERNATIONAL EVENT!

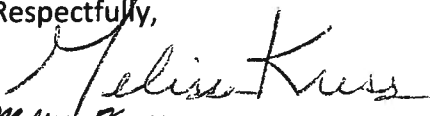
THE 2019 CHICAGO WHEELCHAIR CLASSIC will be held October 11-13 at Centre Court Athletic Club,
Hanover Park Park District, Hanover Park, Illinois.

This tournament is the fourth in a series of four tournaments held in the USTA Midwest Section during 2018 and the
only event held in Illinois. Participants can look forward to food, fun and great competition throughout the weekend.

**Our goal is to encourage and promote the development of adaptive competitive and recreational sports and to
educate the public about the potential of wheelchair users and other persons with mobility impairments.**

In order to host such an event, we need to acquire sponsors and raise funds as well as other donations. This year I hope
you will once again be able to support our efforts, with a level of sponsorship or other assistance, and help to make the
event an even bigger success.

Respectfully,


Melissa Kress

Manager

Centre Court Athletic Club

Hanover Park Park District

(630)837-6300

m.kress@hpparks.org



Presenting Sponsor:
\$6,000.00

- Logo printed on front of event shirts
- Presenting Sponsor banners displayed throughout the Park District
- Logo included on all printed advertising
- Logo included on web advertising
- Logo included on thank you banner
- Invitation to our Up/Down Mixer
- Invitation to Saturday night player dinner

Hospitality Sponsor
\$3,500.00

- Banner displayed at Hospitality Area and in tennis facility
- Logo included on all printed advertising
- Logo included on web advertising
- Logo printed on event shirts
- Logo included on thank you banner
- Invitation to our Up/Down Mixer
- Invitation to Saturday night player dinner

Bag Sponsor
\$1,500.00

- Logo printed on string bags awarded to every player
- Logo included on all printed advertising
- Logo included on web advertising
- Logo printed on event shirts
- Logo included on thank you banner
- Invitation to our Up/Down Mixer
- Invitation to Saturday night player dinner

T-shirt Sponsor
\$1,000.00

- Logo printed event shirts
- Logo included on all printed advertising
- Logo included on web advertising
- Logo included on thank you banner
- Invitation to our Up/Down Mixer
- Invitation to Saturday night player dinner

Double Court #2-10 Court Sponsor
\$500.00

- Signage on TWO of Courts 2-10 with logo
- Name printed on event shirts
- Logo included on thank you banner

Court #2-10 Court Sponsor
\$250.00

- Signage on Courts 2-10 with logo
- Name printed on event shirts
- Logo included on thank you banner

Champion Court Sponsor
\$500.00

- Signage on Court 1 with logo
- Name printed on event shirts
- Logo included on all printed advertising
- Logo included on web advertising
- Logo included on thank you banner



Please fill out the form below and email or mail to: Melissa Kress

Centre Court Athletic Club
1919 Walnut Avenue
Hanover Park, IL 60133
m.kress@hpparks.org

I would like to sponsor the 2019 Chicago Wheelchair Classic in the following way:
(checks are payable to Centre Court Athletic Club)

- _____ Presenting Sponsor \$6,000.00
- _____ Hospitality Sponsor \$3,500.00
- _____ Bag Sponsor \$1,500.00
- _____ T-Shirt Sponsor \$1,000.00
- _____ Championship Court Sponsor \$500.00
- _____ Double Court #2-10 Sponsor \$500.00
- _____ Court #2-10 Sponsor \$250.00

_____ Enclosed is a check for my sponsorship

_____ Please bill me for my sponsorship at the following address


_____ I would like to sponsor in the following way (Gift Cards, Food Donation, etc.):

Company Name: _____

Address: _____

Contact Name: _____

Contact Phone: _____ Email: _____

Date: August 26, 2019
To: Hanover Park Park Foundation
Trustees and Members
From: Mary Morrison 
Subject: Foundation Items

I am providing you with a list of things I have put in motion for the Foundation in 2020 and miscellaneous items that can be of service to the future leader of the Foundation.

❖ **Youth Benefit Ball** (documents attached)

Date: Friday, April 17, 2020
Location: Villa Olivia, a Facility of the Bartlett Park District
NEW VENUE FOR NEXT YEAR
Cost: 49.98 (including tip)
Deposit: \$1000 deposit paid on June 11, 2019
Ticket Price: TBD

The ticket price may have to be adjusted next year due to the price of the new venue. I have attached my thoughts. I have already met with Park District Staff to ensure there is a "Save the Date" page in the Winter Playbook. The Foundation Board already approved the venue, price and deposit at the June 2019 Foundation meeting. The Villa Olivia contract is attached along with my contact person, Ms. Lisa Parisi. I have also included the Hors D'Oeuvres List, Dinner Menu and Bar/Beverage Package Plan. I had discussed with Ms. Parisi a possibility of a food tasting sometime next year but nothing had been confirmed. Ms. Parisi was very accommodating, excited that we chose her venue and is a pleasure to work with. However, if the Foundation chooses not to move forward with YBB please contact her immediately.

❖ **2020 Fiesta del Sol 5K Run for the Kids** (document attached)

Date: Saturday, July 25, 2020
Location: Heritage Park and Mallard Lake Forest Preserve
Registration Fee: TBD
Misc. Turning in a Jewel Gift Card with a \$4 balance

I have attached the minutes from the 2019 Wrap Up meeting with what was discussed and ideas for next year.

❖ **Dia de los Muertos (Day of the Dead)**

This is a Park District event which takes place Friday, November 1, 2019 at 7:00 p.m. in the Community Center Gym. The Foundation agreed to purchase and sell beer. If the Foundation chooses not to participate please let Park District Staff know.

❖ **Cops Day Picnic / Movie Nights**

This consists of three events during the summer. The Foundation has historically been asked to provide popcorn concessions and sell glow sticks at the Cops Day Picnic and Movie Nights. At the combination Cops Day Picnic/Movie Night we do both; at the two Movie Nights we just sell glow sticks. If the Foundation chooses not to participate in these events please let Park District Staff know.

❖ **Kids at Hope**

Same as above, the Foundation provides concessions for this event. It typically takes place on a Saturday in April in our gym. If the Foundation chooses not to participate please let Park District Staff know.

❖ **Fiesta del Sol - Park Event**

This Park District event takes place after the Foundation's 5K Race. This year the Foundation was asked by the Park District to run a small concession stand. If the Foundation chooses not to participate next year please let Park District Staff know.

❖ **Casino Nights**

I was scheduled to contact Rockford Charitable Gaming at the end of the summer to try and book a fall or winter Casino Night. If the Foundation is still interested in pursuing this, you will need to contact Josie Spataro at 815-980-5502. She only responds to text messages. You will have to introduce yourself because she only has my contact information. Keep in mind a Casino Night event is a minimum of 10 hours and the Foundation is required to be there the entire time.

❖ **Duck Drop**

The Foundation did not run this event this year due to the pool closing. My plan was to resume this event in 2020. If the Foundation decides to move forward with this event you will need to coordinate with Park District Staff so they can add this to the Seafari Springs schedule.

❖ **CCAC Chicago Wheelchair Classic** (document attached)

This event has once again reached out to the Foundation for sponsorship. The Foundation has been a consistent sponsor since 2013 and has historically approved a \$500 donation. The Foundation will need to make a decision at the September quarterly meeting if they wish to continue this sponsorship. The Wheelchair Classic is October 10-13, 2019.

❖ **Youth Enrichment Supplement (Y.E.S.) Program**

At the September quarterly meeting the Foundation will need to consider approving another payment. The Park District had requested \$7000 at the June meeting, the Foundation only approved half or \$3500. If you choose to complete the request and pay the second half in full there should not be another request from the Park District until the next fiscal year.

❖ **Foundation Supplies**

All Foundation supplies including the Foundation printer are stored on the second floor of the Community Center in the storage room next to the kitchen (the old Senior Club closet). I have labeled everything to the best of my ability but supplies include:

- ✓ YBB
- ✓ 5K
- ✓ Popcorn supplies and glow sticks (Cops Day Picnic / Movie Nights)
- ✓ Duck Drop
- ✓ Concession supplies (we typically do two to three concessions a year)
- ✓ Wine and Paint
- ✓ Bartlett 4th of July Parade (decorations)

There are old YBB files in a file cabinet in the Recreation storage closet on the first floor next to the vending machines. All can be shredded or otherwise destroyed. Please contact Park District Staff for the exact location of the file cabinet.

If the Foundation needs supplies work with the Business Office to sign out a "p" card along with a tax exempt letter. Most of the Foundation supplies can be purchased at any local big box store or ordered through Amazon by Park District Staff.

❖ **Foundation Work Space**

The Foundation has always been allowed work space at the Park District. Recently we were using an empty office next to the gym. The office is currently empty of all Foundation supplies. The Park District will have to decide if this work space will remain accessible to the Foundation or will choose another location for the Foundation. The Foundation typically needs space for approximately six months of the year; dates and times vary. The Foundation also needs computer and phone access.

❖ **Working Files**

All of the working files for the Foundation can be found in the public drive under the name "Foundation". There you will find file folders used for all the various Foundation events.

❖ **Foundation and Park District Staff Working Relationship**

It has been standard practice that the Foundation does most if not all of the work for their fundraising events. There are some exceptions. We typically require help from the Business Office for "banks" when it is required, mailing supplies and the Financial Report after an event. We need help from the Marketing Department for playbook updates, fliers for events, invitations, sponsorship documents etc. Park District Staff has historically helped the day of an event for loading, unloading and set up.

Hopefully I've given the Foundation a snap shot of what I did. If I can be of further assistance please coordinate a date and time and I will do my best to make myself available.

Thank you

YBB9 Wrap up - Minutes
June 22, 2018
11:00 p.m.

Attendees: Nicole Cox, Gabe Villar, Melissa Kress, Nancy Santucci, Heczen Gomez, Alyssa Kasper, Jeremy Panagakis and Mary Morrison

- 1) Event Budget
 - ✓ Mary reviewed the Treasurer's Report
 - ✦ Net Revenue \$4,609.89
- 2) Subcommittee Chair
 - **Silent Auction**
 - ✓ We will revise the Bid Sheets for 2019 to offer a "Buy Out" option. This will give guests the opportunity to purchase a Silent Auction item on the spot with no bidding "wars". The "Buy Out" price will be the actual value of the item. Because all Silent Auction items are donated we don't need to increase that price because either way we'll make money. We will have a bell at Check Out so that if a guest does "Buy Out" they can ring the bell making us aware we need to complete a sale.
 - **Entertainment**
 - ✓ Mary will contact A&A Music and see if they are available to play during dinner. They were a hit this year and we would like to bring them back.
 - ✓ We need to contact District 54 Jazz Band as well as some of the youth performers from Kids @ Hope, possibly the Youth Mariachi Band.
 - ✓ Mary has asked the Park District staff to reach out to our Dance and Karate programs and see if they are available to perform next year. She is happy to do the leg work she just needs contact names and number.
- 3) Event Date
 - YBB 10 has been scheduled - **Friday, April 12, 2019**
 - ✓ The Seville is keeping the price at \$40 per person
 - ✓ The contract will officially be approved at the September Foundation meeting.
 - ✓ We could not schedule after the Lenten / Easter season. However, the Seville will offer a White Fish option that is no additional charge. We will need to do a better job of letting guests know there is a menu option to cover those who might observe Lent /

Easter. Maybe we can revamp the R.S.V.P. card so that it's more prominent.

4) Other

- Wine Pull
 - ✓ This was a huge success! Mary will ask Amy and Hahnz if they would like to put this together again for next year. We should probably start gathering donations earlier (late December 2018 early January 2019) to increase our supply. We are also looking to increase the cost for a cork from \$15 to \$20.
 - ✓ Mary will make it mandatory for ALL Foundation members to donate two bottles.
- 50/50
 - ✓ It was suggested that we re-work our ticket pricing. So the committee decided on the following:
 - ✓ 1 for \$5
 - ✓ A spin for \$10
 - ⊕ The spin will be an app on one of the Park District tablets. Heczen will set it up any way we like. For example, a spin could get you 1 ticket or 10 ... it's the luck of the spin. At one point we could even have it set up at the bar (however, it would still have to be manned to collect money). Mary also we will have to re-do the poster ... sorry Heczen ☹
- 10th Anniversary of YBB
 - ✓ Some ideas to celebrate; make everything in increments of 10 - bid increments, 50/50 raffle, wine pull, etc
 - ✓ Balloons at the entrance with a big 1 and 0
 - ✓ A modern version of the 10 year anniversary gift is a diamond. If any knows a jeweler who could or would donate a small diamond piece maybe we could have a special raffle.
- Volunteers
 - ✓ Mary stated that we had 13 YBB volunteers and 7 family members attend with our GROW winner (2 were covered by a Sponsor). These were all covered by the Foundation in the amount of \$720. Discussion about how to defer some of that cost. Mary was clear that she wants ALL the volunteers there because they play an important role in making sure everything runs smoothly. However she suggested all volunteers pay half or \$20 for a ticket (Seville charges us \$40). Another suggestion was that each volunteer bring 2 bottles of wine to donate to the wine pull. If a cork is \$20 and sold then the event has made back the cost of the seat. Everyone

agreed. So, all YBB volunteers will be required to donate two bottles of wine for the YBB Wine Pull.

- *GROW*

- ✓ Mary will bring the *GROW* scholarship to the Foundation in September and look to a couple of our trustees/members to revise it. Also, if we do have an applicant(s) and/or a winner in 2019 we will limit guests to the Winner plus two.

5) Adjournment

- Adjourned at 12:00 p.m.

Hanover Park Park Foundation Youth Benefit Ball 10 Treasurer's Report- First Draft

Revenues

Ticket sales	\$	3,881.87	
Donations	\$	250.00	
Wine Pull	\$	520.00	
Advertising			
Silent Auction	\$	2,385.00	<i>70 pending</i>
50/50 Raffle	\$	260.00	
	\$	<u>7,296.87</u>	

Expenses

The Seville	\$	4,200.00	
Postage	\$	51.00	
Jim Depasquale (celebrity/sports auction items)	\$	95.00	
Gratuities	\$	285.00	
Miscellaneous Expenses	\$	72.70	
Credit Card expenses	\$	75.00	<i>estimate</i>
	\$	<u>4,778.70</u>	

Net Revenue **\$ 2,518.17**

YBB9 Net Revenue	\$	4,609.89
YBB8 Net Revenue	\$	5,786.14
YBB7 Net Revenue	\$	4,481.68
YBB6 Net Revenue	\$	4,197.01
YBB5 Net Revenue	\$	4,322.40
YBB4 Net Revenue	\$	5,246.37
YBB3 Net Revenue	\$	6,677.09
YBB2 Net Revenue	\$	6,025.42
YBB1 Net Revenue	\$	5,266.16

TOTAL REVENUE TO DATE **\$ 46,612.16**