

HANOVER PARK FOUNDATION MEETING
COMMUNITY CENTER BOARD ROOM & ZOOM CONFERENCING APP
MEETING PHONE # 312-626-6799 MEETING ID: 881 0119 0233 MEETING PASSCODE: 520891
TUESDAY, JULY 6, 2021 7:00 p.m.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF THE AGENDA**

4. **APPROVAL OF THE MINUTES**

- A. March 23, 2021 Foundation Meeting Minutes
- B. March 30, 2021 Foundation Meeting Notes-National Association of Park Foundations Presentation

5. **FINANCE**

- A. Treasurer's Report (for the period ending May 31, 2021)
- C. Y.E.S. Account Update

6. **OLD BUSINESS**

- A. Follow up presentation-Don Ortale, Executive Director, National Association of Park Foundations
- B. Update on recruitment of new Trustees, Members & Volunteers: Roberto Sepulveda, Leah Munoz, Belinda Mustafa
- C. Discuss future of Foundation
 - Recruitment 2021
 - Fundraising & events 2022

7. **NEW BUSINESS**

- A. Charitable Games Operator's License Renewal 2021-2022

8. **CORRESPONDENCE**

NONE

9. **OTHER BUSINESS**

- A. Next Quarterly Foundation Meeting – Tuesday, September 28, 2021 @ 7:00 p.m. in CC Board Room

10. **ADJOURMENT**

HANOVER PARK FOUNDATION MEETING
MONDAY, MARCH 23, 2021
Zoom Conferencing App – 7:00pm

1. CALL TO ORDER

The March 23, 2021 Hanover Park Foundation Meeting was called to order by Secretary/Treasurer O'Brien at 7:21pm.

Upon the roll being called the following answered:

2. ROLL CALL

| | | |
|-------------------|---|--|
| Trustees Present: | 4 | Trustees Cortes, Brumfield(arrive7:28pm), Chairman Elkins, and Secretary/Treasurer O'Brien |
| Trustees Absent: | 1 | Trustee Mustafa |
| Members Present: | 0 | None |
| Members Absent: | 0 | None |
| Guests Present: | 4 | Leah Munoz, Lea Ann Mislevy (HPPD Executive Assistant & HR), Heczen Gomez (HPPD Marketing & Communications Manager), and Nancy Santucci (HPPD Business Services Manager) |

3. APPROVAL OF THE AGENDA

A motion was made by Trustee Cortes and seconded by Secretary/Treasurer O'Brien to approve the agenda as presented.

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

| | | |
|----------|---|--|
| Ayes: | 3 | Trustee Cortes, Chairman Elkins, and Secretary/Treasurer O'Brien |
| Nays: | 0 | None |
| Abstain: | 0 | None |

Motion carried.

carried.

4. APPROVAL OF THE MINUTES

A motion was made by Trustee Cortes and seconded by Secretary/Treasurer O'Brien to approve the December 15, 2020 Foundation Meeting Minutes, as presented.

An amended motion was made by Chairman Elkins to dispense with the reading of the minutes and Trustee Cortes seconded the amended motion.

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

| | | |
|----------|---|--|
| Ayes: | 3 | Trustee Cortes, Chairman Elkins, and Secretary/Treasurer O'Brien |
| Nays: | 0 | None |
| Abstain: | 0 | None |

Motion carried.

5. FINANCE

A. Treasurer's Report (for the period ending February 28, 2021)

A motion was made by Trustee Cortes and seconded by Chariman Elkins to approve the Treasurer's Report (for the period ending February 28, 2021), as presented.

Business Manager Santucci provided the Board with a summary of expenses and revenues as of the end of February 2021, highlighting a donation from Front Stream. The Board and Leah Munoz discussed marketing the Foundation as an Amazon Smile member where Amazon shoppers can donate to the Foundation through their purchases.

Trustee Brumfield-Grima entered the March 23, 2021 meeting at 7:28pm through the Zoom Conferencing App.

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

| | | |
|----------|---|---|
| Ayes: | 4 | Trustee Cortes, Brumfield-Grima, Chairman Elkins, and Secretary/Treasurer O'Brien |
| Nays: | 0 | None |
| Abstain: | 0 | None |

Motion carried.

B. Y.E.S. Account Update

Manager Santucci confirmed that there has been no activity in the Y.E.S. account since January 2020 due to COVID-19. She then explained to the Board how the Foundation's donation is processed into the Recreation Fund and then allocated to eligible families as they register for programs and classes.

C. Holiday Craft Boxes Treasurer's Report (December 2020) & Approval of \$3,420.88 donation to Hanover Park Park District

A motion was made by Trustee Brumfield-Grima and seconded by Chairman Elkins to approve the donation of \$3,420.88 to the Hanover Park Park District, as presented.

Manager Santucci provided the Board with a summary of the Treasurer's Report for the Holiday Craft Boxes, which were offered by the District through using funds from a Foundation donation. The Foundation's donation made it possible for the District to give out 200 boxes at no cost to the public. She then explained the request for a \$3,420.88 donation and some options in how the District can process this donation if approved.

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

| | | |
|----------|---|---|
| Ayes: | 4 | Trustee Cortes, Brumfield-Grima, Chairman Elkins, and Secretary/Treasurer O'Brien |
| Nays: | 0 | None |
| Abstain: | 0 | None |

Motion carried.

6. OLD BUSINESS

A. Update on recruitment of new Trustees, Members, and Volunteers: Roberto Sepulveda, Leah Munoz

Secretary/Treasurer O'Brien explained that his 2021 goal for the Foundation is to focus on active recruitment of trustees, members, and volunteers, then look into planning fundraising events for 2022. He further provided the Board with more information on the benefits of the National Association of Park Foundations, which could help grow the Park Foundation. Secretary/Treasurer O'Brien asked fellow Trustees to pass along contact information for anyone who would be interested in joining the Foundation as a Trustee or Member. Leah Munoz shared that the District's previous referendum Facebook page had over 300 followers and that it could be a good source for recruitment.

B. 2021 Foundation Meeting Dates

Chairman Elkins informed the Board that the current scheduled quarterly meetings were the minimum amount of meetings the Foundation can meet, but that more meetings would be scheduled if events are going to be planned and coordinated. He went on to ask the group if there was interest in planning a 5K fundraiser for July 2021. Secretary/Treasurer O'Brien responded that his goal for the Foundation in 2021 would be membership growth and once a volunteer group has been established, events can be planned for 2022. Chairman Elkins further explained his vision for the Foundation, which was to plan fun and innovative fundraising events like a film festival. The Board continued to discuss the best process and actions to help build the Foundation in membership and in increasing the number of fundraising events. There was consensus that contacting the National Association of Park Foundations to have a representative give a presentation about relaunching the Foundation at an upcoming meeting. The Board further discussed other resources that could help the Foundation's efforts.

7. NEW BUSINESS

A. Discuss future of the Foundation

Discussion on this item was included on item 6B, 2021 Foundation Meeting Dates, on the agenda.

B. Annual membership discussion and approval in the National Association of Park Foundations for \$375

A motion was made by Trustee Cortes to approve an amount not to exceed \$375 for the Foundation's annual membership in the National Association of Park Foundations and Secretary/Treasurer O'Brien seconded the motion, as presented.

Trustee Cortes provided context to the expense for this membership, stating that it was very reasonable for access to a large amount of resources.

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

| | | |
|----------|---|---|
| Ayes: | 4 | Trustee Cortes, Brumfield-Grima, Chairman Elkins, and Secretary/Treasurer O'Brien |
| Nays: | 0 | None |
| Abstain: | 0 | None |

Motion carried.

8. CORRESPONDENCE

None

9. OTHER BUSINESS

Secretary/Treasurer O'Brien highlighted the following items:

A. Next Quarterly Foundation Meeting – Tuesday, June 22, 2021 @ 700pm – Zoom

There was consensus that the Foundation would schedule a meeting in April or May for a presentation from the National Association of Park Foundations.

Manager Gomez informed the Board that he had access to the Foundation's Facebook page and could design and post marketing materials if the Foundation provides him with the text for the post.

10. ADJOURNMENT

A motion was made by Trustee Cortes and seconded by Secretary/Treasurer O'Brien to adjourn the March 23, 2021 Quarterly Meeting of the Hanover Park Park Foundation at 8:28pm.

Chairman Elkins thanked all guests in attendance.

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

Ayes: 4 Trustee Cortes, Brumfield-Grima, Chairman Elkins, and Secretary/Treasurer O'Brien
Nays: 0 None
Abstain: 0 None

Motion carried.

Respectfully Submitted,

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

**Notes prepared by Bob O'Brien, Foundation Secretary/Treasurer
Tues, March 30, 2021**

Notes from last night's presentation to Foundation from the National Association of Park Foundations (NAPF):

Presentation started Tuesday, March 30 @ 6:01 p.m.

Trustees Present: Elkins, Cortes, Brumfield-Grima, O'Brien

Presenters from the NAPF: Executive Director Don Ortale & Membership Development Cayce Chenault

ED Ortale introduced himself to the group followed by MD Chenault then asked the 4 trustees to introduce themselves and provide background info on the HPPD & the HPPF along with why each was involved with the Foundation.

ED Ortale then reviewed the benefits of joining their Association which included the educational workshops & online resources; publications; board development; strategic planning; citizen/volunteering training; fundraising; startup strategies; marketing; networking with other members; the foundation school & other resources designed to assist the foundation to grow. The school is scheduled to be held in August 2021 and will be in-person at Oglebay Park, West Virginia. NAPF also hosts monthly virtual brunch & learn workshops for members on a variety of topics usually brought forth by the membership.

Referring to fundraising, ED Ortale stated that the foundation should have a strong diverse portfolio of fundraising/fund development initiatives.

The strongest core should be Board development; without a strong unified board, goals of the foundation will not be met.

The biggest benefit for joining the NAPF is the resources provided.

If additional development of the board is needed, ED Ortale is available to come to HP for development & training at an additional cost. He lives nearby in Addison so travel expenses would be minimal; just his fee for time.

ED Ortale answered questions from the group and thanked everyone for participating on the call.

As a follow up to the March 23 Foundation Board Meeting and approval by the Trustees to join the NAPF, Trustee O'Brien stated he would complete/submit the membership application along with the annual fee of \$375 the next day, Wednesday, March 31.

Presentation ended at 6:45 p.m.

HANOVER PARK PARK FOUNDATION
TREASURER'S REPORT
for the period ending: MAY 31, 2021

Beginning Balance: **\$46,337.28**

Revenues:

| | | | | |
|------------------------------|--|--|----|--------|
| Interest earned - March 2021 | | | \$ | 2.09 |
| Interest earned - April 2021 | | | \$ | 0.76 |
| Interest earned - May 2021 | | | | \$0.65 |

| | | | | |
|-----------------------------|-----------|----------|----|--------|
| Deposit: Pepsico Foundation | 3/30/2021 | Donation | \$ | 100.00 |
|-----------------------------|-----------|----------|----|--------|

Total Revenues **\$ 103.50**

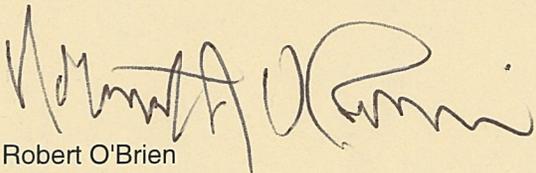
Expenses:

| | | | |
|----------------------------|--|----|----------|
| Hanover Park Park District | Ck #1320 X-mas Craft Boxes | \$ | 3,420.88 |
| Hanover Park Park District | CK #1321 NAPF Membership Reimbursement | \$ | 375.00 |

Total Expenses **\$ 3,795.88**

Ending Balance: General Account **\$42,644.90**

Respectfully Submitted,



Robert O'Brien
Secretary, Treasurer

Account Status
Youth Enrichment Supplement (Y.E.S.) Program
05-31-2021

| 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) | | \$3,040.04 |
| Fall 2018 Programs | | | (\$2866.00) | | \$174.04 |
| Donation – HP Park Foundation | 3-25-19 | \$3,000.00 | | | \$3,174.04 |
| Winter 2019 Programs | | | (\$2,778.00) | | \$396.04 |
| Spring 2019 Programs | | | (\$345.00) | | \$51.04 |
| Donation – HP Park Foundation | 7-5-19 | \$3,500.00 | | | \$3,551.01 |
| Summer 2019 Programs | | | (\$1,985.00) | | \$1,566.04 |
| Fall 2019 Programs | 12-3-19 | | (908.00) | | \$658.04 |
| Donation – HP Park Foundation | 1-27-20 | \$3,500.00 | | | \$4,158.04 |
| YES Holiday Box | 12-25-20 | | (\$3,420.88) | | \$737.16 |
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| | | | | | |
| ACCOUNT BALANCE TO DATE: | | | | | \$737.16 |

Submitted by: Jeremy Panagakis Total given by HPPF \$85, 950.00

CHARITABLE GAMES OPERATOR'S LICENSE RENEWAL

Charitable Games Operator's License valid for 2 years, fee owed every other year

***Charitable Games Operator's Application good for 4 events/year,
need to fill out application each year (in January)***

• ANNUAL LICENSE APPLICATION:

- The state will mail a notification with application information to renew
- **RENEWAL** – fill out paper forms & mail in or online through www.mytax.illinois.gov
 - Form RCG-1 (Charitable Games Application for License) front page needs to be filled out in full
 - The back of the page just needs the first event's information
 - Renewal Application fee (paid every other year): \$400.00
 - Fill out a Foundation check request – Chairman and Treasurer sign
 - Certify mail all forms and check to Illinois Dept of Revenue
 - File copy of license in Foundation cabinet

• FOR EACH INDIVIDUAL CASINO NIGHT EVENT:

- ASAP before each Casino Night event call the below number to inform that you would like to add a scheduled event to an active license
 - 1-217-785-5864 (IL Dept of Revenue) & provide below info:
 - The Foundation's FEIN #: 36-3993084
 - Event date, time, address
 - Provider # (CP #) and rent amount
- The following forms need to be filled out for each event
 - Form RCG-2: List of Charitable Games Workers – done by casino
 - Form RCG-10: Diagram of Charitable Games Event Playing Area – done by casino
 - Form RCG-25: Expenditure of Funds Earned Through Charitable Games – done by casino
 - Tax Return Forms (Form RCG-18 and Form RCG-32) – done by Foundation
- Copy of the Charitable Games Tax Operator's Certificate of Registration (received in the mail) must be present at EACH SPECIFIC EVENT held

Members:

Adam Cortes
Belinda Mustafa
Bob O'Brien
Erin Brumfield Grima
Heczen Gomez
Lea Ann Mislevy (l.mislevy@hpparks.org)

Leah Munoz
Mark Elkins
Nancy Santucci
Roberto Sepulveda
Shawqi Mustafa

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b.obrien@hpparks.org

Contact Group Name: Hanover Park Park Foundation

Presented by



National Association of Park Foundations

BRUNCH & LEARN • JULY 12-16, 2021

DAILY VIRTUAL SESSIONS

MONDAY, JULY 12

GOVERNING CITIZENS & VOLUNTEER SESSIONS

11:10 AM-12:00 PM CST

Pivoting Your Park Agency and Non-Profit Partner After COVID-19



Brooke Pardue
President & CEO,
Louisville Parks
Foundation



Sarah Flarsheim
Volunteer Program
Coordinator,
Louisville Parks
and Recreation
Department

12:30 PM-1:20 PM CST

What Does A Successful Relationship with Your Park Agency Look Like?



Matt Rosebrock
Business Development
Manager, Charleston
County Park &
Recreation Commission



David Bennett
Director,
Charleston County
Park & Recreation
Commission

TUESDAY, JULY 13

GOVERNING CITIZENS & VOLUNTEER SESSIONS

11:10 AM-12:00 PM CST

Today's Donor Landscape



Eriks Janelins
President & CEO,
Oglebay Foundation



12:30 PM-1:20 PM CST

Building Your Brand

Janette Law
Director,
Communications &
Strategic Partnerships,
Minneapolis Parks
Foundation

WEDNESDAY, JULY 14

PARK/CONSERVANCY/FOUNDATION PROFESSIONALS SESSIONS

11:10 AM-12:00 PM CST

Pivoting Your Park Agency and Non-Profit Partner After COVID-19



Lori Hazlett
President,
The Parks Alliance
of Indianapolis



Don Colvin
Deputy Director
Indy Parks/DPW

12:30 PM-1:20 PM CST

Serving All – Equitable Access to the Outdoors



Kim Moore Bailey
CEO, Justice Outside

THURSDAY, JULY 15

PARK/CONSERVANCY/FOUNDATION PROFESSIONALS SESSIONS

11:10 AM-12:00 PM CST

Strengthening Park Agency and Park Non-profit Relationships



LaTresse Snead
Chief Program
Officer,
National Park
Foundation



Sarah Unz
Director,
Community
Partnerships,
National Park
Foundation



Doug Mitchell
Executive Director,
Glacier National
Park Conservancy

12:30 PM-1:20 PM CST

Today's Public Funding Landscape Opportunities



Jayne Miller
CEO,
Jayne Miller
Consulting



Emily Tranter
Lead Lobbyist,
Federal Government
Relations, Primacy
Strategies Group

FRIDAY, JULY 16 CLOSING KEYNOTE

GOVERNING CITIZENS & VOLUNTEERS AND PARK/CONSERVANCY/FOUNDATION PROFESSIONALS SESSIONS

12:00 PM-12:50 PM CST

Culture and the Intersection of Innovation & Inclusivity



Neelay Bhatt
Principal,
PROS Consulting

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