

**HANOVER PARK FOUNDATION MEETING  
ZOOM CONFERENCING APP**

**MEETING PHONE #: (1) 312-626-6799    MEETING ID: 872 8541 2715    MEETING PASSWORD: 188791  
TUESDAY, DECEMBER 15, 2020    7:00 p.m.**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **REVIEW AND MOTION TO APPROVE FOUNDATION MEMBER SHAWQI MUSTAFA AS A TRUSTEE**
5. **REVIEW AND MOTION TO APPROVE FOUNDATION MEMBER ERIN BRUMFIELD GRIMA AS A TRUSTEE**
6. **REVIEW AND MOTION TO APPROVE TRUSTEE AMY HARFORD'S RESIGNATION**
7. **REVIEW AND MOTION TO APPROVE TRUSTEE JON DUESING'S RESIGNATION**
8. **REVIEW AND MOTION TO APPROVE TRUSTEE LEONARD MORGAN'S RESIGNATION**
9. **APPROVAL OF THE MINUTES**
  - A. January 27, 2020 Foundation Meeting Minutes
10. **FINANCE**
  - A. Treasurer's Report (for the period ending August 31, 2020)
  - B. Y.E.S. Account Update
  - C. Holiday Craft Boxes Update
11. **OLD BUSINESS**
  - A. Update on recruitment of new Trustees, Members & Volunteers
12. **NEW BUSINESS**
  - A. Discuss future of Foundation
  - B. Review and Motion to Approve 2021 Foundation Meeting Dates Schedule
13. **CORRESPONDENCE**

NONE
14. **OTHER BUSINESS**
  - A. Next Quarterly Foundation Meeting – Tuesday, March 23, 2021 @ 7:00 p.m. via the ZOOM Meeting App
15. **ADJOURNMENT**





1919 Walnut Avenue, Hanover Park, IL 60133

Phone: (630) 837-2468

Fax: (630) 837-9720

HANOVER PARK  
PARK FOUNDATION

## VOLUNTEER MEMBERSHIP APPLICATION

NAME: Shawqi Mustafa

ADDRESS: 1270 Bristol Ln CITY/STATE/ZIP: Hanover PK 60133

PHONE: 630 688 3073 EMAIL: ShawqiMustafa616@gmail

ARE YOU AT LEAST 18 YEARS OLD? ☒ YES ☐ NO

HAVE YOU EVER BEEN CONVICTED OR FOUND TO BE A CHILD SEX OFFENDER?  
☐ YES ☒ NO

ARE YOU A RESIDENT OF HANOVER PARK? ☒ YES ☐ NO

IF YES, HOW MANY YEARS HAVE YOU BEEN A RESIDENT? 27

### AVAILABILITY

TIME COMMITMENT (check all that apply)

☐ SHORT TERM (3 months or less)

☐ REGULAR WEEKLY SCHEDULE

☒ LONG TERM (more than 3 months)

☐ SPECIAL EVENTS

☐ OTHER: \_\_\_\_\_

DAYS/TIMES AVAILABLE (check all that apply)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNING							
AFTERNOON							
EVENING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

MONTHS AVAILABLE (check all that apply)

☒ JANUARY

☒ FEBRUARY

☒ MARCH

☒ APRIL

☒ MAY

☒ JUNE

☒ JULY

☒ AUGUST

☒ SEPTEMBER

☒ OCTOBER

☒ NOVEMBER

☒ DECEMBER

## ***EXPERIENCE***

**WORK** (Include current or most recent employment information including company name, job title, and a short position description.)

**EDUCATION** (List your current grade in school or highest completed level of education.)

*College Education*

**VOLUNTEER** (List previous volunteer experiences including the organization/company name.)

**HOBBIES & SKILLS** (Please tell us a little more about yourself.)

## ***INTEREST IN HPPF***

**VOLUNTEER OPPORTUNITIES** (Please check all your interests.)

- ☐ VOLUNTEER
- ☐ MEMBER
- ☐ TRUSTEE

**WHY YOU WOULD LIKE TO BECOME A VOLUNTEER, MEMBER, OR TRUSTEE OF THE HANOVER PARK PARK FOUNDATION?**

**FOUNDATION AREAS THAT INTEREST YOU** (Please check all your interests.)

- |  |   |
|--|---|
| <input type="checkbox"/> SPECIAL EVENTS (Youth Benefit Ball, Fiesta del Sol) | <input type="checkbox"/> GRANT WRITING          |
| <input type="checkbox"/> FUNDRAISING   | <input type="checkbox"/> RESEARCH & ASSISTANCE  |
| <input type="checkbox"/> SPONSORSHIP   | <input type="checkbox"/> GIFT GIVING            |
| <input type="checkbox"/> VOLUNTEER OPPORTUNITIES                             | <input type="checkbox"/> MARKETING/SOCIAL MEDIA |
| <input type="checkbox"/> RECRUITMENT & COMMUNITY RELATIONS                   | <input type="checkbox"/> OTHER: _____           |

**PLEASE RETURN APPLICATION TO:**

Hanover Park Park Foundation  
1919 Walnut Avenue, Hanover Park, IL 60133





HANOVER PARK  
PARK FOUNDATION

1919 Walnut Avenue, Hanover Park, IL 60133

Phone: (630) 837-2468

Fax: (630) 837-9720

## VOLUNTEER MEMBERSHIP APPLICATION

NAME: Erin Brumfield Grima

ADDRESS: 1372 Court Maria

CITY/STATE/ZIP: Hanover Park IL 60133

PHONE: 630-212-2902

EMAIL: ecbrumfield@yahoo.com

ARE YOU AT LEAST 18 YEARS OLD? ☒ YES ☐ NO

HAVE YOU EVER BEEN CONVICTED OR FOUND TO BE A CHILD SEX OFFENDER?  
☐ YES ☒ NO

ARE YOU A RESIDENT OF HANOVER PARK? ☒ YES ☐ NO

IF YES, HOW MANY YEARS HAVE YOU BEEN A RESIDENT? 11

### AVAILABILITY

TIME COMMITMENT (check all that apply)

☐ SHORT TERM (3 months or less)

☒ REGULAR WEEKLY SCHEDULE

☒ LONG TERM (more than 3 months)

☐ SPECIAL EVENTS

☐ OTHER: \_\_\_\_\_

DAYS/TIMES AVAILABLE (check all that apply)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNING						X	X
AFTERNOON						X	X
EVENING	X	X			X	X	X

MONTHS AVAILABLE (check all that apply)

☒ JANUARY  
☐ FEBRUARY  
☐ MARCH  
☐ APRIL  
☐ MAY  
☐ JUNE

☐ JULY  
☐ AUGUST  
☐ SEPTEMBER  
☐ OCTOBER  
☐ NOVEMBER  
☐ DECEMBER

## EXPERIENCE

**WORK** (Include current or most recent employment information including company name, job title, and a short position description.)

Director of Behavioral Health Pioneer Center - Manage and direct  
BH Division of Community Social Service Agency.

**EDUCATION** (List your current grade in school or highest completed level of education.)

Master in Human Services/Counseling

**VOLUNTEER** (List previous volunteer experiences including the organization/company name.)

Girl Scouts, various other orgs, Citizens Committee  
on Park District Referendum

**HOBBIES & SKILLS** (Please tell us a little more about yourself.)

Skills

Leadership Skills, project planning, relationship building

Hobbies

Reading, family activities

**INTEREST IN HPPF**

**VOLUNTEER OPPORTUNITIES** (Please check all your interests.)

- ☐ VOLUNTEER
- ☐ MEMBER
- ☐ TRUSTEE

**WHY YOU WOULD LIKE TO BECOME A VOLUNTEER, MEMBER, OR TRUSTEE OF THE HANOVER PARK PARK FOUNDATION?**

I love being involved in my community. I believe that  
every one benefits when there are strong community entities  
And I want to be part of creating that in my community.

**FOUNDATION AREAS THAT INTEREST YOU** (Please check all your interests.)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> SPECIAL EVENTS (Youth Benefit Ball, Fiesta del Sol) | <input checked="" type="checkbox"/> GRANT WRITING          |
| <input checked="" type="checkbox"/> FUNDRAISING   | <input type="checkbox"/> RESEARCH & ASSISTANCE             |
| <input type="checkbox"/> SPONSORSHIP  | <input type="checkbox"/> GIFT GIVING                       |
| <input checked="" type="checkbox"/> VOLUNTEER OPPORTUNITIES                             | <input checked="" type="checkbox"/> MARKETING/SOCIAL MEDIA |
| <input checked="" type="checkbox"/> RECRUITMENT & COMMUNITY RELATIONS                   | <input type="checkbox"/> OTHER: _____                      |

**PLEASE RETURN APPLICATION TO:**

Hanover Park Park Foundation  
1919 Walnut Avenue, Hanover Park, IL 60133



## Bob O'Brien

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**From:** Amy Andrews [andrewsamy47@gmail.com]  
**Sent:** Tuesday, August 11, 2020 2:38 PM  
**To:** Bob O'Brien; Elkins, Mark  
**Subject:** Trustee Resignation

Hello Bob and Mark,

It is with my deepest apologies that I need to inform both of you that I will no longer be able to continue my position as one of the trustees on the Foundation. Since the newest changes to my children having to do school remotely I have had to change my work schedule to evenings and weekends. This will not allow me to participate in foundation meetings cause I will be at work or be active during the week days as I will be homeschooling both my boys. Again I am terribly sorry if this causes any inconvenience at such a late notice. In the future when things hopefully get better I would hope to maybe get back to a spot where I can better serve the Park district, the foundation and our community. I unfortunately have not been able to place any calls on the list of residents that you have sent to me so you know. Again this has been a very challenging time for everyone please reach out to me if there is maybe something I could try to do to help and I do appreciate any understanding through all of this.

Respectfully,  
Amy Harford  
4074335929  
[andrewamy47@gmail.com](mailto:andrewamy47@gmail.com)

**b.obrien@hpparks.org**

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**From:** Jon Duesing <jduesing@gmail.com>  
**Sent:** Tuesday, November 24, 2020 7:52 AM  
**To:** Bob O'Brien  
**Subject:** Re: Foundation & the YES Account

Just to give you a heads up, I am resigning from the Park Foundation, so you may want to talk to Cef or Miguel about replacing me.

Jon

On Mon, Nov 23, 2020, 6:37 PM Bob O'Brien <[b.obrien@hpparks.org](mailto:b.obrien@hpparks.org)> wrote:  
Thanks Jon.

**b.obrien@hpparks.org**

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**From:** morganmanjr <morganmanjr@att.net>  
**Sent:** Tuesday, December 1, 2020 1:46 PM  
**To:** b.obrien@hpparks.org  
**Subject:** RE: Foundation & the YES Account

Hello Bob I am writing to notify you that I will no longer be on the foundation due to personal reasons. But thank you all for the opportunity.

Sent via the Samsung Galaxy A51 5G, an AT&T 5G smartphone



**HANOVER PARK PARK FOUNDATION MEETING  
COMMUNITY CENTER BOARD ROOM  
MONDAY, JANUARY 27, 2020 (re-scheduled from cancelled 12-16-19 meeting)**

**MINUTES  
6:00PM**

**1. CALL TO ORDER**

The January 27, 2020 Hanover Park Park Foundation Meeting was called to order by Secretary/Treasurer O'Brien at 6:03pm.  
Upon the roll being called the following answered:

**2. ROLL CALL**

Trustees Present:	5	Trustees Cortes, Duesing, Elkins, Harford, and Secretary/Treasurer O'Brien
Trustees Absent:	1	Trustee Morgan
Members Present:	0	None
Members Absent:	0	None
Staff Present:	5	CCAC Manager Kress, Superintendent of Parks Villar, Business Supervisor Santucci, Superintendent of Recreation Cox, and Executive Assistant & HR Mislevy
Staff Absent:	0	None
Guests Present:	2	Erin Brumfield Grima and Mary Morrison

**3. MOTION TO APPROVE TAKING NOMINATION & SELECTION OF NEW FOUNDATION CHAIRPERSON OFF THE TABLE FOR DISCUSSION & APPROVAL**

A motion was made by Trustee Harford and seconded by Trustee Duesing for the Foundation to approve taking the nomination and selection of a new Foundation Chairperson off the table for discussion and approval.

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

Ayes:	5	Trustee Cortes, Duesing, Elkins, Harford, and Secretary/Treasurer O'Brien
Nays:	0	None
Abstain:	0	None

Motion carried.

**4. NOMINATION & SELECTION OF NEW FOUNDATION CHAIRPERSON**

Secretary/Treasurer O'Brien reminded the Foundation that they considered having co-chairs instead of one Chairperson during the last discussion of this item at their September meeting. Foundation Trustees discussed the responsibilities of the Chairperson and each of their abilities to take on those responsibilities at the present time. Trustee Elkins stated that he would be willing to take on the Chairperson office to manage and delegate Trustee/Member roles in events and Foundation operations. Secretary/Treasurer O'Brien also reminded that the Foundation would be considering two (2) new member applications during this night's meeting as well, one from Shawqi Mustafa and one from Erin Brumfield Grima. The Foundation continued discussion on shifting focus from fundraising to recruitment for the present year and only running their most revenue-producing events such as the Youth Benefit Ball, 5K Run for the Kids, and COP's Day fundraiser. There was consensus for Secretary/Treasurer O'Brien to send a master list of key community influencers to each Trustee to split up and contact regarding interest in joining the Foundation. Lastly, there was consensus to nominate Trustee Elkins as the new Foundation Chairperson.

A motion was made by Trustee Duesing and seconded by Trustee Harford to nominate Trustee Elkins as the new Foundation Chairperson.

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

Ayes:	5	Trustee Cortes, Duesing, Elkins, Harford, and Secretary/Treasurer O'Brien
Nays:	0	None
Abstain:	0	None

Motion carried.

## 5. APPROVAL OF THE AGENDA

A motion was made by Trustee Cortes and seconded by Trustee Harford to approve the revised agenda as presented.

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

Ayes:	5	Trustee Cortes, Duesing, Harford, Secretary/Treasurer O'Brien, and Chair Elkins
Nays:	0	None
Abstain:	0	None

Motion carried.

## 6. APPROVAL OF THE MINUTES

A motion was made by Trustee Duesing and seconded by Trustee Harford to approve the September 23, 2019 Foundation Meeting Minutes, as presented.

Secretary/Treasurer O'Brien provided the Foundation with an update from Attorney Mraz regarding Park Board Commissioner membership and sitting on the Foundation Board as Trustees. The recommendation is to have no more than two (2) Park Board Commissioners also sit on the Foundation Board as Trustees.

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

Ayes:	5	Trustee Cortes, Duesing, Harford, Secretary/Treasurer O'Brien, and Chair Elkins
Nays:	0	None
Abstain:	0	None

Motion carried.

## 7. FINANCE

### **Treasurer's Report (for the period ending December 31, 2019)**

A motion was made by Trustee Cortes and seconded by Trustee Duesing to approve the Treasurer's Report (for the period ending December 31, 2019), as presented.

Chair Elkins asked if a casino night was held in December, to which Secretary O'Brien responded that this was when those revenues were deposited. Mary Morrison expanded on this, stating that the last Foundation Casino Night was held in January 2019. Secretary O'Brien provided the Foundation with more information on how the Casino Night banks work. Chair Elkins then asked about the Foundation's quarterly fees for credit card processing, to which Secretary O'Brien assured he would confirm with staff and email a response. District staff, guests, and Foundation members and Trustees continued discussion regarding various methods of credit card processing.

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

Ayes:	5	Trustee Cortes, Duesing, Harford, Secretary/Treasurer O'Brien, and Chair Elkins
Nays:	0	None
Abstain:	0	None

Motion carried.

### **Y.E.S. Account Update**

Secretary/Treasurer O'Brien informed that there have been no changes in the Y.E.S. Account, but did remind the Foundation that the second half of the \$7,000 that was previously approved for transfer by the Foundation, in two (2) transfers of \$3,500, is up for final approval during the night's meeting.



## 8. OLD BUSINESS

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 7, 2020 @ 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: June 7 @ East Harbors Park; July 17 @ Community Park; August 7 @ HP Sports Complex
5. Kids @ Hope Resource Fair – April 25, 2020
6. Fiesta del Sol Event – July 25, 2020
7. Casino Nights 2020
8. Duck Drop 2020

Secretary/Treasurer O'Brien started discussion by highlighting the currently scheduled Foundation events and gauged Trustee availability for attending these events. Foundation Trustees held detailed discussion with Mary Morrison regarding what still needs to be done to hold a Youth Benefit Ball this year, as well as the challenges and benefits in doing so. Chair Elkins suggested the Foundation looking into an organization that he has volunteered for in the past that runs fundraising casino nights where "funny money" is used and guests pay toward raffle prizes. There was consensus that an events planning committee would be formed and meet as soon as possible in order to plan the Youth Benefit Ball and 5K events for 2020. There was also confirmation that the Foundation would be selling concessions at the Kids At Hope Resource Fair this year.

## 9. NEW BUSINESS

### **Review & Approve 2020 Foundation Meeting Dates (see attached copy)**

A motion was made by Trustee Cortes and seconded by Trustee Duesing to approve the 2020 Foundation Meeting Dates, as presented.

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

Ayes:	5	Trustee Cortes, Duesing, Harford, Secretary/Treasurer O'Brien, and Chair Elkins
Nays:	0	None
Abstain:	0	None

Motion carried.

### **Motion to Review & Approve Transfer of \$3,500 to the Scholarship Fund**

A motion was made by Trustee Cortes and seconded by Trustee Duesing to approve the transfer of \$3,500 to the Scholarship Fund, as presented.

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

Ayes:	5	Trustee Cortes, Duesing, Harford, Secretary/Treasurer O'Brien, and Chair Elkins
Nays:	0	None
Abstain:	0	None

Motion carried.

### **Motion to Review & Approve Shawqi Mustafa and Erin Brumfield Grima as Hanover Park Park Foundation Members (copies of membership applications to be provided at Monday's meeting)**

A motion was made by Trustee Cortes and seconded by Trustee Harford to approve the Foundation Member applications for Shawqi Mustafa and Erin Brumfield Grima, as presented.

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

Ayes:	5	Trustee Cortes, Duesing, Harford, Secretary/Treasurer O'Brien, and Chair Elkins
Nays:	0	None
Abstain:	0	None

Motion carried.

## 10. CORRESPONDENCE

- A. Thank You – Chicago Wheelchair Classic Tournament Support
- B. Thank You – NWSRA SLSF Celebrate Ability Gala Sponsorship

Secretary/Treasurer O'Brien provided the Foundation an overview of these thank you letters.

## 11. OTHER BUSINESS

Secretary/Treasurer O'Brien highlighted the following items:

- A. Next Quarterly Foundation Meeting – March 23, 2020 @ 6:00pm – Community Center Board Room

## 12. ADJOURNMENT

A motion was made by Trustee Cortes and seconded by Trustee Duesing to adjourn the January 27, 2020 Quarterly Meeting of the Hanover Park Park Foundation at 7:00pm.

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

Ayes:	5	Trustee Cortes, Duesing, Harford, Secretary/Treasurer O'Brien, and Chair Elkins
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 PARK FOUNDATION  
TREASURER'S REPORT  
for the period ending: August 31, 2020

Beginning Balance: \$47,788.59

**Revenues:**

Interest earned Jan thru Aug. 2020 \$ 15.07

Total Revenues \$ 15.07

**Expenses:**

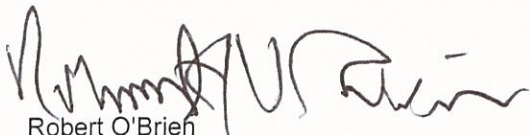
HPPD check 1317 YES Account \$ 3,500.00

Debit- Worldpay: Credit card fees  
Jan thru August 2020 \$ 496.93

Total Expenses \$ 3,996.93

Ending Balance: General Account \$43,806.73

Respectfully Submitted,

  
Robert O'Brien  
Secretary, Treasurer

**Account Status**  
**Youth Enrichment Supplement (Y.E.S.) Program**  
**9-28-20**

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			\$3174.04
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			\$3551.01
Summer 2019 Programs			(\$1,985.00)		\$1566.04
Fall 2019 Programs	12-3-19		(908.00)		\$658.04
Donation – HP Park Foundation	1-27-20	\$3,500.00			\$4158.04
ACCOUNT BALANCE TO DATE:					<b>\$4,158.04</b>

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



## **HANOVER PARK PARK FOUNDATION**

1919 Walnut Avenue \* Hanover Park, Illinois 60133 \* Telephone: (630) 837-2468

**The Hanover Park Park Foundation Meetings will be held Quarterly on the 4<sup>th</sup> Tuesday of the month\* at 7:00 PM through the ZOOM Conferencing App.**

**\*\*\*Unless Otherwise Stated\*\*\***

### **2021 PARK FOUNDATION MEETING DATES**

March 23, 2021

June 22, 2020

September 28, 2020

December 14, 2020\*

2<sup>nd</sup> Tuesday