

HANOVER PARK PARK FOUNDATION MEETING
MONDAY, JANUARY 27, 2020 (re-scheduled from cancelled 12-16-19 meeting)
COMMUNITY CENTER BOARD ROOM
6:00 p.m.

1. **ROLL CALL - Secretary/Treasurer O'Brien**
2. **CORRESPONDENCE**
 - A. Thank You-Chicago Wheelchair Classic Tournament Support
 - B. Thank You-NWSRA SLSF Celebrate Ability Gala Sponsorship
3. **APPROVAL OF THE AGENDA**
4. **APPROVAL OF THE MINUTES**
 - A. September 23, 2019 Foundation Meeting Minutes
5. **FINANCE**
 - A. Treasurer's Report (for the period ending December 31, 2019)
 - B. Y.E.S. Account Update
6. **OLD BUSINESS**
 - A. Motion to approve to take nomination & selection of new Foundation Chairperson off the table for discussion & approval
 - B. Discussion, nomination, selection & approval of new Foundation Chairperson
 - C. 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; and 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
7. **NEW BUSINESS**
 - A. Review & Approve 2020 Foundation Meeting Dates (see attached copy)
 - B. Motion to Review & Approve Transfer of \$3,500 to the Scholarship Fund
 - C. Motion to Review & Approve Shawqi Mustafa & Erin Brumfield Grima as Hanover Park Park Foundation Members (copies of membership applications to be provided at Monday's meeting)
8. **OTHER BUSINESS**
 - A. Next Quarterly Foundation Meeting – March 23, 2020
9. **ADJOURNMENT**

CHICAGO WHEELCHAIR CLASSIC

THANK YOU

Dear HPDF,

Thank you so much for your
very generous support of
the CWC! This event continues
to grow and be a big part of
the Hanover Park Park District
due to our sponsors & volunteers.

Yelissa Kress



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

November 27, 2019

Mr. Bob O'Brien
Hanover Park Park District
1919 Walnut Avenue
Hanover Park, IL 60133

Dear Bob,

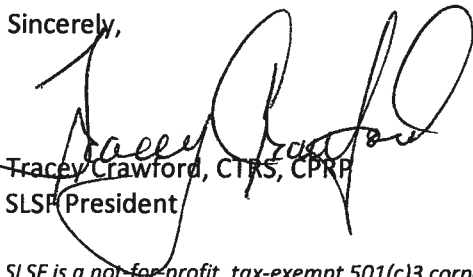
Thank you for being a hero! Why? Because you chose to support Special Leisure Services Foundation (SLSF) through your attendance at the *Celebrate Ability Gala* held on November 8, 2019. Thank you for your donation of:

- \$1,500 Emerald Table Sponsor

This annual event enables SLSF to support participants of Northwest Special Recreation Association (NWSRA) programs. NWSRA is a partnership of 17 northwest suburban park districts and has been providing recreation and leisure programs for children and adults with disabilities for over 40 years. This year's *Impact Auction* assists SLSF in funding the construction of a new Sensory Garden at a partner Park District, where children and adults with disabilities will have the opportunity to explore and develop sensory experiences in their own community. Visitors will have the ability to experience the therapeutic value of nature, in an ADA accessible environment, all thanks to supporters like you!

SLSF is able to build a future that is diverse and inclusive through financial scholarships for those in need, wheelchair accessible transportation for participants, provide support for competitive Lightning athletes, and the purchasing of supportive equipment to enhance recreation experiences for NWSRA participants, because of your attendance at events like the *Celebrate Ability Gala*. We, at SLSF and NWSRA are grateful for your continued generosity.

Sincerely,


Tracey Crawford, CTRS, CPRP
SLSF President


Cathy Splett, CFRE, CPRP
Superintendent of Development

SLSF is a not-for-profit, tax-exempt 501(c)(3) corporation whose operations are funded entirely by contributions. Your contribution is tax deductible to the amount permitted by law. If your company offers a matching gift program, please check to see if your donation is eligible.

Thank You Sponsors of Celebrate Ability Gala

Friday ~ November 8, 2019

Diamond Sponsor



Silver Sponsor



Media Partner



To benefit:



**Special Thanks to
the Gala Committee,
Donors, Volunteers,
and Elmhurst
College Music
Department String
Trio.**

Emerald Table Sponsors

Arlington Heights Park District
Buffalo Grove Park District
Carl & Grace Arthur
Doug & Beth Anne Ausnehmer
Gilco Scaffolding/Gilbertson
Family
Hanover Park Park District
Mitsubishi Electric VISION
Committee
Mt. Prospect Park District
River Trails Park District
Rob & Colleen Getz and Family
Rolling Meadows Park District
Schaumburg Park District
Village Bank & Trust
Wheeling Park District
W-T Engineering

**Centerpiece
Sponsor**



Call One



**SLSF is the fundraising arm of NWSRA, supporting children and adults with disabilities through
Athletics • Inclusion • Programs • Scholarships • Transportation**

**HANOVER PARK FOUNDATION MEETING
COMMUNITY CENTER BOARD ROOM
MONDAY, SEPTEMBER 23, 2019**

**MINUTES
6:00PM**

1. CALL TO ORDER

The September 23, 2019 Hanover 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:	4	Trustees Duesing, Harford, Morgan, and Secretary/Treasurer O'Brien
Trustees Absent:	2	Trustee Cortes (arrived at 6:07pm) and Chairman Morrison
Members Present:	0	None
Members Absent:	1	Foundation Member Elkins
Staff Present:	4	CCAC Manager Kress, Superintendent of Parks Villar, Superintendent of Recreation Cox, and Accounting Clerk Byrne
Staff Absent:	1	Executive Assistant & HR Mislevy
Guests Present:	0	None

3. CORRESPONDENCE

Chairman Morrison's Resignation Email 8-18-19

Secretary/Treasurer O'Brien provided an overview of Chairman Morrison's resignation email.

Motion to Accept Chairman Morrison's Resignation

A motion was made by Trustee Duesing and seconded by Trustee Harford for the Foundation to accept Chairman Morrison's resignation effective August 18, 2019.

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

Ayes:	4	Trustee Duesing, Harford, Morgan, and Secretary/Treasurer O'Brien
Nays:	0	None
Abstain:	0	None

Motion carried.

4. APPOINTMENT OF FOUNDATION MEMBER ELKINS AS FOUNDATION TRUSTEE

A motion was made by Trustee Duesing and seconded by Trustee Harford for the Foundation to appoint Foundation Member Elkins as Foundation Trustee.

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

Ayes:	4	Trustee Duesing, Harford, Morgan, and Secretary/Treasurer O'Brien
Nays:	0	None
Abstain:	0	None

Motion carried.

5. NOMINATION & SELECTION OF NEW FOUNDATION CHAIRPERSON

A motion was made by Trustee Cortez and seconded by Trustee Harford for the Foundation to nominate and select a new Chairperson.

Secretary/Treasurer O'Brien informed the Foundation that they now had to nominate and select a new Chairperson for the Foundation and that they could consider Co-Chairs for the Foundation. He went on to address the large fundraising events the Foundation holds on an annual basis and how a deposit has already been made for the venue for Youth Benefit Ball 2020. A potential alternative that was discussed was the District's Recreation Department eventually running some of these events, such as the 5K.

Trustee Cortez entered the 9/23/19 Foundation Meeting at 6:07pm.

The Board of Trustees further discussed the state of the Foundation, the role of the Foundation Chairman, and options for a new location for the Foundation office. Reaching back out to Mary Morrison to see if she had any interest in acting as a mentor to whomever was appointed as the new Chairman was also considered. The Board of Trustees also discussed recruiting Park Board Commissioners Grima and Fuentez to be on the Board of Trustees and to gauge their interests in being Chairman of the Foundation. Trustee Harford expressed her passion for the Foundation, but also her concerns regarding the time commitment interfering with her commitment to her job and family. She said that she could feel comfortable as a Co-Chair if the Foundation nominated and selected another Co-Chair. After further discussion the Board of Trustees came to the consensus that more information would need to be gathered before a new Chairperson could be nominated and selected.

A motion was made by Trustee Duesing and seconded by Trustee Cortez for the Foundation to table action on nominating and selecting a new Chairperson.

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

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

Motion carried.

6. APPROVAL OF THE AGENDA

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

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

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

Motion carried.

7. APPROVAL OF THE MINUTES

A motion was made by Trustee Duesing and seconded by Trustee Morgan to approve the June 24, 2019 Foundation Meeting Minutes, as presented.

Secretary/Treasurer O'Brien confirmed that the present Trustees had the opportunity to review the minutes from the June 24, 2019 meeting.

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

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

Motion carried.

8. FINANCE

Treasurer's Report (for the period ending August 30, 2019)

A motion was made by Trustee Duesing and seconded by Trustee Morgan to approve the Treasurer's Report (for the period ending August 30, 2019), as presented.

Secretary/Treasurer highlighted the ending balance as approximately \$50,454. He also confirmed the current signers for Foundation checks.

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

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

Motion carried.

Y.E.S. Account Update

Secretary/Treasurer O'Brien highlighted the current Y.E.S. Account balance of approximately \$1,566. Secretary/Treasurer O'Brien and Superintendent Cox discussed the decision to hold off requesting the second installment of the pre-approved \$7,000 transfer from the Foundation to the Y.E.S. Account. The second installment will be up for Foundation action during the December Foundation Meeting.

9. OLD BUSINESS

2019 Fiesta del Sol 5K Run for the Kids – July 31, 2019 Wrap-Up Meeting Minutes

Secretary/Treasurer O'Brien provided the Board of Trustees with an overview of the minutes and Superintendent Cox provided more information on how the Recreation Department event after the 5K went in terms of turnout. Due to low participation because of the extreme heat and the Departments focus on the grand re-opening of Seafari Springs, the Recreation Department will be unable to hold another event immediately following the Foundation's 5K in 2020. The Board of Trustees and staff continued to discuss planning for the July 2020 5K.

10. NEW BUSINESS

Discussion of adding more trustees and members (minimum of 6 trustees; maximum of 11)

Secretary/Treasurer O'Brien informed the Board of Trustees that the Foundation Bylaws state that their Board size can be anywhere from a minimum of six (6) Trustees and a maximum of eleven (11) Trustees. The Foundation can recruit an unlimited number of Members. He went on to say that the Foundation may potentially appoint Park Board Commissioners Cef Grima and Miguel Fuentez as Foundation Trustees, but that he will discuss this further with the Park District's legal counsel.

Appointment of Cef Grima and Miguel Fuentez as possible Foundation Trustees

Secretary/Treasurer O'Brien informed that the Foundation's appointment of Cef Grima and Miguel Fuentez would be tabled until he can discuss this matter further with the Park District's Attorney to ensure there is no potential conflict of interest. After further discussion, it was decided to not table this agenda item and instead have the Foundation appoint Cef Grima and Miguel Fuentez as Foundation Trustees, subject to their availability and to the Attorney's approval.

A motion was made by Trustee Harford and seconded by Trustee Duesing to appoint Cef Grima and Miguel Fuentez as Foundation Trustees, subject to their availability and to the Attorney's approval.

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

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

Motion carried.

Chicago Wheelchair Classic - October 11-13, 2019 - Sponsorship Request

CCAC Manager Kress provided more information to the Foundation regarding the sponsorship request she submitted to the Foundation for CCAC's Chicago Wheelchair Classic. In the past, \$500 was requested and granted. This year, due to an increase in expenses related to hiring medically trained staff for this event, CCAC Manager Kress requested the Foundation to consider increasing the amount of their donation. After further discussion, there was consensus from the Foundation to increase their sponsorship to \$1,000.

Motion to Approve \$500 Sponsorship for the CCAC Chicago Wheelchair Classic

An amended motion was made by Trustee Duesing and seconded by Trustee Harford to approve a \$1,000.00 sponsorship for the CCAC Chicago Wheelchair Classic, as presented.

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

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

Motion carried.

Discussion of registration for NWSRA-SLSF's Celebrating Abilities Gala November 8, 2019

Secretary/Treasurer O'Brien reminded the Board that last year the Foundation split the cost of the Emerald Table Sponsorship with the District, which comes to a total of \$750 for each the Foundation and District. Being an Emerald Sponsor would provide advertising space in SLSF's brochure and a table of 10. Proceeds raised at this event will go to the sensory garden NWSRA is constructing at the Community Center, as well as other projects.

Motion to Approve \$750 Emerald sponsorship

A motion was made by Trustee Cortez and seconded by Trustee Duesing to approve the \$750 Emerald sponsorship, as presented.

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

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

Motion carried.

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

Secretary/Treasurer O'Brien provided the Foundation and staff with an overview of the guide provided by Mary Morrison, which outlines what has been done and still needs to be done for all the Foundation's fundraising events. Superintendent Cox informed that, while as Chairman of the Foundation, Mary Morrison had committed the Foundation to providing beer purchasing and selling at the Recreation Department's Dia de los Muertos event. Since Mary Morrison was the only Foundation Trustee BASSET certified, Superintendent Cox assured that District staff who are BASSET certified could volunteer to sell beer at this event. Superintendent Cox requested that the Foundation still purchase the beer to be sold. The Foundation further discussed this matter, specifically regarding the approval of purchasing a specified amount of beer for these events. There was consensus that the Foundation's expense of purchasing beer should not exceed \$500.

A motion was made by Trustee Duesing and seconded by Trustee Harford to approve of the Foundation's purchasing of beer in conjunction with Recreation Department events in a total not to exceed \$500.

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

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

Motion carried.

11. OTHER BUSINESS

Secretary/Treasurer O'Brien highlighted the following items:

- A. Next Quarterly Foundation Meeting – December 16, 2019 @ 6:00pm – Community Center Board Room

12. ADJOURNMENT

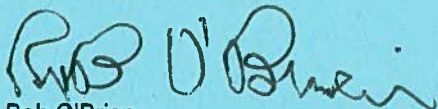
A motion was made by Trustee Duesing and seconded by Trustee Harford to adjourn the September 23, 2019 Quarterly Meeting of the Hanover Park Park Foundation at 6:54pm.

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

Ayes:	5	Trustee Cortes, Duesing, Harford, Morgan, 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

HANOVER PARK PARK FOUNDATION
TREASURER'S REPORT
for the period ending: December 31, 2019

Beginning Balance: \$ **50,454.47**

Revenues:

Interest earned *Sept, Oct, Nov, Dec* \$ 8.05

deposit: Casino Night bank 12/27/2019 \$ 1,000.00

Total Revenues \$ **1,008.05**

Expenses:

IL Charity Bureau check 1313 annual report filing \$ 15.00

HPPD check 1314 5K expenses \$ 1,654.95

CCAC check 1315 CWC sponsor \$ 1,000.00

HPPD check 1316 1/2 NWSA Gala \$ 750.00

Debit- Worldpay: Credit card fees
Sept, Oct, Nov, Dec \$ 253.98

Total Expenses \$ **3,673.93**

Ending Balance: General Account **\$47,788.59**

Respectfully Submitted,


Robert O'Brien
Secretary, Treasurer

9-12-19

Submitted by: Jeremy Panagakis Total given by HPPF 82,450.00

MEMORANDUM

TO: Renee Wall
FROM: Jeremy Panagakis
DATE: 9-12-19 Spring Season 19
RE: Youth Enrichment Supplement Program (Y.E.S.)

Please make the appropriate deduction from the Y.E.S. account (20-9700-399) and apply to the programs I have shown below:

Account Balance: **396.04**

<u>Program</u>	<u>GL Number</u>	<u>Amount</u>
After School Club	20-2200-320.00	\$162.00
Boys BB	20-2300-320.00	\$183.00

Total to be deducted from 20-9700-399.00: \$ 345.00

New Balance as of 9-12-19 **\$ 51.04**

Money wasn't supposed to be used after winter bet Estelle Made a mistake and that's why we have 345.00 that need to be transferred.

MEMORANDUM

TO: Renee Wall

FROM: Jeremy Panagakis

DATE: 9-12-19 Summer Season 19

RE: Youth Enrichment Supplement Program (Y.E.S.)

Please make the appropriate deduction from the Y.E.S. account (20-9700-399) and apply to the programs I have shown below:


Account Balance as of 9-11-19: \$3,551.04

<u>Program</u>	<u>GL Number</u>	<u>Amount</u>
Sailfish	25-7100-373.00	\$114.00
Adventure Camp	20-2010-320.00	\$408.00
Sports Camp	20-2030-320.00	\$58.00
Am Camp Bus	20-2140-320.00	\$15.00
Pm Camp Bus	20-2150-320.00	\$15.00
Soccer	20- 3450-320.00	\$90.00
Gymnastics	20-3210-320.00	\$411.00
Girls BB	20-3310-320.00	\$77.00
Boys BB	20-2300-320.00	\$154.00
Karate	20-3510-320.00	\$240.00
Camp Sunset	20-2110-320.00	\$192.00
Dance	20-5530-320.00	\$211.00
<u>Total to be deducted from 20-9700-399.00:</u>		\$1985.00

New Balance as of 9-12-19 \$1566.04

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	70 pending
50/50 Raffle	\$	260.00	
	\$	7,296.87	

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	estimate
	\$	4,778.70	

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**

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,	\$ 88.52
	food supplies	
		\$ 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**

HANOVER PARK PARK FOUNDATION

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

**The Hanover Park Park Foundation Meetings will be held
in the Hanover Park Park District's
Community Center Board Room
6:00 PM**

2020 PARK FOUNDATION MEETING DATES

March 23, 2020

June 23, 2020

September 22, 2020

December 15, 2020