

**The Nature Foundation of Will County
Minutes of the January 22, 2020 Meeting
Sugar Creek Administration Center**

Chair Donovan called the meeting to order at 5:05 p.m. Donovan led the pledge to the flag.

Roll was called and the following eight Directors were present. A quorum of seven voting Directors was present.

Voting Directors Present:

- Marcy DeMauro
- Jamie Donovan
- Ann Dralle
- Rachel Feil
- Ed Garner
- Laurie McPhillips
- Donna Theimer
- Jeff Tuminello

Non-voting Directors Present: Ralph Schultz

Others Present: Cindy Harn, Executive Director

Approval of Minutes

Donovan noted that her name was misspelled in the minutes; it should be Jamie. Dralle moved to approve the minutes of December 4, 2019 as corrected, seconded by Garner. Motion carried unanimously.

Reports of Officers

Chairperson's Report

There was no report from the Chair.

Treasurer's Report

- Financial Report and Balance Sheet

Harn reviewed the Balance Sheet dated December 31, 2019. Total assets are \$230,166 of which \$87,007 is donor restricted, and \$143,159 is unrestricted. The report shows that donor restricted assets include the Wetland Restoration Fund, Restore Will County and Serve Will County Small Grants Programs, the Phase II Lily Cache Project, and the Hammel Woods Dog Park. There is \$0 in total current liabilities. Harn stated the checking account balance was \$49,268, \$105,298 in the Money Market, \$75,000 in the CD and \$600 in petty cash.

Harn reported that approximately \$29,000 was donated to the Forest Preserve District last year, and the approved project list for 2020 totals \$33,500. Enough cash is on hand to begin funding some of the 2020 projects previously approved by the Foundation Board. Pending approval of bills tonight, on

February 13th the Foundation will be presenting a \$9,500 check to the Forest Preserve in support of In-School Program Supplies (\$1,500), the I&M Canal Map Table at Four Rivers (\$2,500), the Juried Art Competition at Plum Creek Nature Center (\$2,000) and Bicycle Repair Stations (\$3,500).

Harn reviewed the 2019 Budget vs. Actual Report. To date total actual revenues are \$150,071, and total expenditures are \$93,829.93. Revenues were approximately \$35,600 above budget and expenditures about \$20,600 below budget. Net operating revenue is \$56,539.17, which will be carried over to the 2020 budget. The Foundation ended the year in a very strong position.

DeMauro moved to accept the Budget Report and the Balance Sheet Report as presented, seconded by Dralle. The motion was approved unanimously.

- **Schedule of Bills**

Harn reviewed the schedule of bills and transfers totaling \$45,336.90 for the period December 5, 2019 to January 22, 2020. Of this amount, Harn noted that \$35,000 was transferred from the checking to the money market account, where we have earned \$298.10 in interest to date. Disbursements total \$10,336.90 and include the \$9,500 donation to the Forest Preserve District, Harn's \$600 consulting fee for December, and \$236.90 in credit charges detailed in the Schedule of Bills report.

DeMauro moved to approve the transfers and disbursements in the amount of \$45,336.90 as presented, seconded by Feil. The motion was approved unanimously.

Committee Reports

Fundraising and Projects Committee

Harn reported on year end campaign results. 19 people participated (8 new donors) in #Giving Tuesday campaign through Facebook, donating \$1,285. This may or may not be matched by Facebook as it depends on the timing; Facebook is only matching the first \$7 million from the #Giving Tuesday (\$214 million in total was donated). This is the first year we participated in this campaign as the Foundation was just recently verified by Facebook. The Grow With Us! year-end appeal yielded \$71,158 from 71 donors. Of this, \$25,000 was the [REDACTED] donation for Phase II Lily Cache Project and \$25,000 was an anonymous donation. The campaign was run a little differently this year by reminding existing donors of their previous year contribution and providing information about all of the great things their dollars achieved. Currently we have 100 active donors.

Finance Committee Report

There was no business to report.

Board Development Committee

DeMauro noted the Committee had one action item on the agenda tonight.

Old Business

Approval of Amendments to Specific Foundation Board-Approved Policies (tabled at the December 4, 2019 meeting until the January 22, 2020 meeting)

Harn reported that four policies tabled for consideration at the December 4th meeting until tonight's meeting were included in tonight's agenda packet. Harn briefly reviewed all of the proposed changes for each policy as outlined in the cover memo. Discussion ensued. It was noted that all four policies would be changed to show the approved amendment date as January 22, 2020. Schultz proposed additional language in the Gift Acceptance Policy and Records Retention Policy as these are tied to the Forest Preserve's Property and Facility Naming Policy and the Land Preservation Policy, respectively, which are amended from time to time.

DeMauro motioned to approve the proposed changes to the Conflict of Interest Policy, the Conflict of Interest Disclosure Statement and the Annual Conflict of Interest Disclosure Statement as presented. Motion was seconded by Dralle and approved unanimously.

Feil motioned to approve the proposed changes to the Fiscal Policy and Investment Policy Statement as presented, seconded by Garner. Motion was approved unanimously.

DeMauro motioned to approve the proposed changes to the Gift Acceptance Policies and Guidelines, with the wording "or as amended" added to Section X-A, as amended at the January 22, 2020 meeting. Motion was seconded by McPhillips and unanimously approved.

McPhillips motioned to approve the proposed changes to the Records Retention Policy, with the wording "or as amended" added to the first sentence of Section II, as amended at the January 22, 2020 meeting. Motion was seconded by Garner and unanimously approved.

New Business

Approval of Reappointment of a Foundation Director and Resignation of a Foundation Director

DeMauro reported that the terms of two Directors expired in February 2020. Both were contacted. Laurie McPhillips is opting to resign from the Board due to personal considerations. This will leave a one-year term appointment vacant. Mary Ann Deustche is opting to renew her three year term at this time, with the caveat that a replacement be found in 2020, as she also has personal considerations. Both Directors agreed to be appointed to the Advisory Committee, which will be formed later this year. DeMauro also noted that the Board Development Committee will be re-evaluating the term lengths and appointment dates for all Directors later this year.

DeMauro motioned to approve the re-appointment of Mary Ann Deustche to a three-year term, with the above caveat, seconded by Dralle. Motion was approved unanimously.

Approval of a New Appointment to the Finance Committee

Appointments to the Finance Committee were approved at the December 4th annual meeting, and at that time Board members were solicited for future appointments to this committee. Following the meeting, Jeff Tuminello expressed interest in being appointed. Harn recommended the appointment of Jeff Tuminello to the Finance Committee for a two-year term, to expire in January 2022 or until his term as a Board member expires. Dralle motioned to approve Harn's recommendation as presented, seconded by Garner. Motion was approved unanimously.

Presentation of the Forest Preserve of Will County 2020 Annual Work Plan

Schultz gave a PowerPoint presentation of the Forest Preserve District's 2020 administrative work plan.

Board Member Binders

Harn stated that all current Board documents/policies are being provided to all Directors with a plastic expanding file case for easy storage and access. As other relevant documents and policies are approved, they will be also be provided to Directors.

Reports

There were no reports.

Presentations

There were no presentations.

Comments by Directors

There were no comments by Directors.

Comments by the Public

There were no comments by the public.

Comments by the Executive Director

Harn reported that although weather for the Snow Festival at Plum Creek Nature Center was horrible, about 400-500 attended the event and \$90 in raffle tickets were sold. Harn stated that an email will be sent in advance of the February 13th check presentation to the Forest Preserve Board inviting Directors to attend. Harn also stated that the Nature Takes Flight Juried Art Competition will be held from March 3 – April 4th. Jim Flax volunteered to be a judge on the panel, and the award reception will be held on April 4th beginning at 6:00 pm. Harn reported that in December notices were sent to volunteer stewards soliciting applications for the Restore Will County Small Grants Program. Applications are due February 3rd, and will be reviewed by District staff. Funding recommendations will be reviewed and approved by the Board at the March meeting. Grant awards will be announced at the Forest Preserve's annual Volunteer Banquet on April 9th. Harn also noted that this year all Foundation Directors will be invited to attend the Volunteer Banquet, which will held at CD and Me in Frankfort.

Next Meeting Date

The next meeting of The Nature Foundation of Will County Board of Directors will be held Wednesday, March 25, 2020.

Adjournment

Garner moved to adjourn the meeting at 6:15 p.m., seconded by Feil. The motion carried unanimously.

Respectfully submitted,

Marcella M. DeMauro

Marcella M. DeMauro
Secretary