 BOARD OF DIRECTORS MEETING – JANUARY 2023

Wednesday, January 25, 2023
5:00 to 7:00 p.m.
Sugar Creek Administration Center
17540 W. Laraway Road, Joliet, IL 60433
Light refreshments will be served.

AGENDA
* Indicates item is included in this packet.

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Approval of Minutes
   1. Minutes of November 30, 2023*
E. Reports of Officers
   1. Chairperson’s Report
   2. Treasurer’s Report
      i. Financial Report
         1. Balance Sheet – December 31, 2022*
         2. Budget vs Actuals – December 31, 2022*
         3. Budget vs Actuals – January 17, 2023*
      ii. Schedule of Bills –November 24, 2022 through January 17, 2023*
F. Committee Reports
   1. Fundraising and Projects Committee
      i. Report – January 11, 2023 Committee Meeting*
   2. Finance Committee
   3. Board Development Committee
G. Old Business
   1. Approve an Amendment to the Foundation’s Bylaws*
   2. Approve Guide to Foundation Committees*
   3. Approve Board Member Plan Agreement Document*
H. New Business
   1. Approve Three New Foundation Director Appointments*
   2. Resolution No 23-01 Providing Signing Authority to the Chair, Vice Chair, Treasurer and Executive Director of The Nature Foundation of Will County*
I. Reports
   1. Report: Donor & Supporter Satisfaction Survey Report*
   2. Report: 2022 Year End Appeal Report*
J. Presentations
K. Comments by Directors
L. Comments by the Public
M. Comments by the Executive Director
N. Next Meeting Dates
   1. Wednesday, March 22, 2023
   2. Wednesday, May 24, 2023
O. Adjournment
A. Call to Order
   1. Ragan Pattison called the meeting to order at 5:05 p.m.
B. Pledge of Allegiance
   1. Ralph Schultz led the pledge to the flag.
C. Roll Call
D. Approval of Minutes
   1. Minutes of October 26, 2022 – Theimer moved to approve the minutes, Flax seconded. Motion passed unanimously.
E. Reports of Officers
   2. Treasurer’s Report
         1. Balance Sheet – October 31, 2022
         2. Quarterly Statement of Activity – November 23, 2022
      ii. Budget vs Actuals – November 23, 2022
      iii. Schedule of Bills – September 21 through November 23, 2022 – Harn presented the schedule of bills. Flax moved to approve, seconded by Theimer. Motion passes unanimously.
F. Committee Reports
   1. Fundraising and Projects Committee – None
   2. Finance Committee - None
   3. Board Development Committee – None
G. Old Business – None
H. New Business
   1. Proposed Reappointment of Two Existing Directors – Pattison moved to approve, second by Flax. Motion passes unanimously.
   2. Presentation and Approval of Slate of Candidates for the Election of Officers – Motion to approve the slate of candidates by Pattison, second by Flax. Motion passes unanimously.
   3. Election of Officers
      i. Motion to elect Pattison as Chair by Flax, second by Filotto. Motion passes unanimously.
      ii. Motion to elect Flax as Vice Chair by Pattison, second by Filotto. Motion passes unanimously.
      iii. Motion to elect Garner as Treasurer by Pattison, second by Filotto. Motion passes unanimously.
      iv. Motion to elect DeMauro as Secretary by Pattison, second by Filotto. Motion passes unanimously.
4. Approve Appointments for the Finance, Board Development and Fundraising & Projects Committees
   a. Motion to approve Filotto as Vice Chair to the Finance Committee by Theimer, second by Pattison. Motion passes unanimously.
   b. Motion to reappoint Flax as Vice Chair to the Fundraising & Projects Committee by Pattison, second by Theimer. Motion passes unanimously.
   c. Motion to reappoint Theimer as member to the Fundraising & Projects Committee by Pattison, second by Flax. Motion passes unanimously.
   d. Motion to approve Schultz as member to the Board Development Committee by Pattison, second by Flax. Motion passes unanimously.

5. Review Draft Guide to Foundation Committees with Considerations Regarding Committee Engagement and Compliance with the Open Meetings Act – Motion to approve Harn drafting amended bylaws to allow committee meetings and/or participation in them to take place by video, audio, telephone and other electronic/virtual means for Board approval in January 2023 by Pattison, second by Flax. Motion passes unanimously.

6. Approve the 2023 Annual Work Plan – Motion to approve the 2023 Annual Work plan by Pattison, second by Theimer. Motion passes unanimously.

7. Approve Resolution No. 22-03, The Nature Foundation of Will County 2023 Budget, as presented in Exhibit A – Motion to approve Resolution No. 22-03, the 2023 Budget by Flax, second by Pattison. Motion passes unanimously.

8. Approval of the 2023 Board Meeting Schedule – Motion to approve the 2023 Board Meeting schedule by Pattison, second by Filotto. Motion passes unanimously.

9. Approve Two Professional Services Contracts for Consulting Services in 2023 – Motion to approve consulting services for Harn as Executive Director by Pattison, second by Theimer. Motion passes unanimously. No action was taken on the contract for bookkeeping services since the independent contractor withdrew their proposal.

10. Approve 2023 Board Member Work Plan Commitment Agreement – No action to approve was taken. Board members are reviewing and will approve at their January 2023 Board meeting.

I. Reports
   1. Status of 2022 Year-End Appeal – Harn reported that the Foundation has received around $6,500 in donations and also received notification that it received a $7,500 donation for Enbridge Alliance for bird ecology events including Eagle Watch, Migration Celebration and Pelican Watch at Four Rivers.

J. Presentations – None
K. Comments by Directors – None
L. Comments by the Public – None
M. Comments by the Executive Director – None
N. Next Meeting Dates
   1. Wednesday, January 25, 2023
   2. Wednesday, March 22, 2023
O. Adjournment – Motion to adjourn by Flax, second by Theimer at 6:10 p.m. Motion passes unanimously.

Respectfully submitted,
Cynthia Harn
# Statement of Assets, Liabilities, and Net Assets

**December 31, 2022**

## Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Checking Account</td>
<td>$265,759</td>
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<tr>
<td>Money Market</td>
<td>$263,043</td>
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<tr>
<td>Flipcause Online Account</td>
<td>$4,260</td>
</tr>
<tr>
<td>Petty Cash &amp; Raffle Change</td>
<td>$1,100</td>
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<tr>
<td>Accounts Receivable</td>
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<tr>
<td>Grants Receivable</td>
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<tr>
<td>Pledges Receivable</td>
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</table>

Subtotal Current Assets            $534,161

Total Assets                       $534,161

*Donor Restricted Assets*           $285,425

Remaining Capital Reimbursements   $0

Unrestricted Assets                $248,736

Total Assets                       $534,161

## Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>$0</td>
</tr>
</tbody>
</table>

Subtotal Current Liabilities       $0

## Net Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Assets</td>
<td>$534,161</td>
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<tr>
<td>Total Liabilities</td>
<td>$0</td>
</tr>
<tr>
<td>Total Net Assets</td>
<td>$534,161</td>
</tr>
<tr>
<td>Total Liabilities and Net Assets</td>
<td>$534,161</td>
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</table>
### DETAIL - LIABILITIES (RESTRICTED FUNDS)

<table>
<thead>
<tr>
<th>Project/Item</th>
<th>Beginning</th>
<th>2022 Additions</th>
<th>2022 Paid</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wetland Restoration Fund</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Restore Will County Small Grants Program</td>
<td>$7,745</td>
<td>$0</td>
<td>$1,172</td>
<td>$6,574</td>
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<tr>
<td>Serve Will County Small Grants Program</td>
<td>$9,738</td>
<td>$0</td>
<td>$0</td>
<td>$9,738</td>
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<tr>
<td>Lily Cache Restoration &amp; Stewardship Fund</td>
<td>$69,000</td>
<td>$0</td>
<td>$13,450</td>
<td>$55,550</td>
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<tr>
<td>Lake Chaminwood Gift Agreement</td>
<td>$200,000</td>
<td>$375,000</td>
<td>$375,000</td>
<td>$200,000</td>
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<tr>
<td>All Persons Interpretive Trail Project - JPowerUSA</td>
<td>$0</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$0</td>
</tr>
<tr>
<td>Benches-Four Rivers Campus INEOS</td>
<td>$0</td>
<td>$3,274</td>
<td>$3,274</td>
<td>$0</td>
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<tr>
<td>Hidden Lakes Fall 2022 Fish Stocking/Bass Pro</td>
<td>$0</td>
<td>$2,640</td>
<td>$2,577</td>
<td>$64</td>
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<tr>
<td>Pembina - Forest Invaders/Restoration FREEC</td>
<td>$0</td>
<td>$6,000</td>
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<td>$6,000</td>
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<td>Enbridge Alliance - Bird/River Ecology Events/FREEC</td>
<td>$0</td>
<td>$7,500</td>
<td>$0</td>
<td>$7,500</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td><strong>$286,483</strong></td>
<td></td>
<td><strong>405,472</strong></td>
<td><strong>285,425</strong></td>
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### DETAIL - LIABILITIES (CAPITAL PROJECTS)

<table>
<thead>
<tr>
<th>2022 Capital Project/Program (Unrestricted Funds)</th>
<th>Award</th>
<th>Reimbursed</th>
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<tbody>
<tr>
<td>Preserve the Moment Photo Contest</td>
<td>$1,500</td>
<td>$0</td>
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<tr>
<td>Willy's Wilderness</td>
<td>$1,000</td>
<td>$1,000</td>
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<tr>
<td>Woods Walk</td>
<td>$1,500</td>
<td>$1,460</td>
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<tr>
<td>Animal Ambassadors (3 Visitor Centers)</td>
<td>$1,500</td>
<td>$1,422</td>
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<tr>
<td>The Way We Worked Exhibition</td>
<td>$3,000</td>
<td>$3,000</td>
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<tr>
<td>The Diversity of Life Exhibition</td>
<td>$3,500</td>
<td>$2,260</td>
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<tr>
<td>Dive IN Traveling Event</td>
<td>$2,000</td>
<td>$1,852</td>
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<tr>
<td>All Persons Interpretive Trail</td>
<td>$20,000</td>
<td>$20,000</td>
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<tr>
<td>All Persons Trail Readers (Accessibility Aide)</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>The Buzz</td>
<td>$8,700</td>
<td>$8,700</td>
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<tr>
<td>The Preserves are for You Campaign</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td>Visions of Nature Art Show - Hidden Oaks</td>
<td>$3,500</td>
<td>$2,392</td>
</tr>
<tr>
<td></td>
<td><strong>$52,700</strong></td>
<td><strong>48,585.95</strong></td>
</tr>
</tbody>
</table>

**Moved to 2023 Capital Project/Program Funds**

| Campground Welcome Station - Hammel Woods*          | $15,000| $0           |

**Remaining Reimbursements**

| $1,500 |

### DETAIL - ACCOUNTS PAYABLE

| $0.00 |

### DETAIL - ACCOUNTS RECEIVABLE

| $0.00 |

### DETAIL - GRANTS/PLEDGES RECEIVABLE

| Final Gift - Lake Chaminwood Improvements/Dollinger | $175,000 |

| $175,000 |
## The Nature Foundation of Will County

### Budget vs. Actuals

**January 1 - December 31, 2022**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Actual</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Donations - Restricted</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$403,640.00</td>
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<tr>
<td><strong>Donations - Unrestricted</strong></td>
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<tr>
<td>AmazonSmile</td>
<td>$370.10</td>
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<tr>
<td>Annual Appeal</td>
<td>$36,353.88</td>
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<td>Board Member Giving</td>
<td>$3,000.00</td>
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<tr>
<td>Facility Donation Boxes</td>
<td>$2,588.33</td>
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<td>Memorial/Tribute</td>
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<tr>
<td>Misc. Donations</td>
<td>$6,672.99</td>
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<tr>
<td>Subscriber Donations</td>
<td>$1,285.00</td>
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<tr>
<td><strong>Total Donations - Unrestricted</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$54,629.80</td>
<td>$17,500.00</td>
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<tr>
<td>Native Plant Sale Events</td>
<td></td>
<td></td>
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<tr>
<td>Bringing Nature Home - Raffle</td>
<td>$835.00</td>
<td>$2,000.00</td>
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<tr>
<td>Bringing Nature Home - Taxable Sales</td>
<td>$40,500.85</td>
<td>$33,500.00</td>
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<tr>
<td>Bringing Nature Home NPS - Tax Exempt Sales</td>
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<tr>
<td>Corporate/Community Partner Revenue</td>
<td>$18,550.00</td>
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<tr>
<td>Hummingbird Fest Pop-Up Sale</td>
<td>$1,367.69</td>
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</tr>
<tr>
<td>Native Tree &amp; Shrub Sale</td>
<td>$9,247.30</td>
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<tr>
<td>Summer Blooms - Raffle</td>
<td>$935.00</td>
<td>$2,000.00</td>
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<tr>
<td>Summer Blooms - Taxable Sales</td>
<td>$24,823.77</td>
<td>$22,500.00</td>
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<tr>
<td><strong>Total Native Plant Sale Events</strong></td>
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<tr>
<td></td>
<td>$97,609.61</td>
<td>$75,000.00</td>
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<tr>
<td>Prior Year Carry Over</td>
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<td></td>
<td>$269,037.95</td>
<td>$197,032.00</td>
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<tr>
<td>Summer Concert Special Event</td>
<td>$1,968.39</td>
<td>$15,000.00</td>
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<tr>
<td>Uncategorized Revenue</td>
<td>$2,173.00</td>
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<td><strong>Total Revenue</strong></td>
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</tr>
<tr>
<td></td>
<td>$829,058.75</td>
<td>$304,532.00</td>
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</table>

**Gross Profit**

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
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<tbody>
<tr>
<td></td>
<td>$829,058.75</td>
<td>$304,532.00</td>
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</table>

### Expenditures

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Actual</th>
<th>Budget</th>
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<tbody>
<tr>
<td>Auditing Services</td>
<td>$929.99</td>
<td>$615.00</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$287.76</td>
<td>$59.00</td>
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<tr>
<td>Capital Projects</td>
<td>$444,405.68</td>
<td>$49,500.00</td>
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<tr>
<td>Contingency</td>
<td>$0.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td><strong>Contractual Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023 Bringing Nature Home NPS Contractual</td>
<td>$457.50</td>
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</tr>
<tr>
<td>Administrative Fees &amp; Contracts</td>
<td>$414.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Bringing Nature Home NPS Contractual</td>
<td>$1,836.63</td>
<td>$1,850.00</td>
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<tr>
<td>Hummingbird Fest Pop-Up Sale Contractual</td>
<td>$466.00</td>
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</table>
## The Nature Foundation of Will County
### Budget vs. Actuals
#### January 1 - December 31, 2022

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing &amp; Communications - General</td>
<td>$3,779.55</td>
<td>$5,065.00</td>
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<tr>
<td>Native Tree &amp; Shrub Sale Contractual</td>
<td>$410.00</td>
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<tr>
<td>Program-Related Contractual</td>
<td>$2,439.50</td>
<td>$2,675.00</td>
</tr>
<tr>
<td>Summer Blooms NPS Contractual</td>
<td>$1,406.00</td>
<td>$1,075.00</td>
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<tr>
<td>Summer Concert Contractual</td>
<td>$863.94</td>
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<tr>
<td><strong>Total Contractual Services</strong></td>
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<tr>
<td>Legal Counsel</td>
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<tr>
<td>Liability Insurance</td>
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<td>$1,000.00</td>
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<tr>
<td>Memberships</td>
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<tr>
<td>Miscellaneous Commodities</td>
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<tr>
<td>Bringing Nature Home NPS Commodities</td>
<td>$23,690.15</td>
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<td>General Administrative</td>
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<tr>
<td>Native Tree &amp; Shrub Sale Commodities</td>
<td>$4,649.50</td>
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<tr>
<td>Program-Related Commodities</td>
<td>$1,286.99</td>
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<tr>
<td>Summer Blooms NPS Commodities</td>
<td>$15,332.13</td>
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<tr>
<td><strong>Total Miscellaneous Commodities</strong></td>
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<tr>
<td>Office Supplies</td>
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<tr>
<td>Other Miscellaneous Service Cost</td>
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<td>$12,000.00</td>
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<td>Postage</td>
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<td>Sales Tax</td>
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<tr>
<td>Autumn Native Tree &amp; Shrub Sale</td>
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<tr>
<td>Bringing Nature Home NPS</td>
<td>$3,206.20</td>
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<td>Hummingbird Fest NPS</td>
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<tr>
<td>Summer Blooms NPS</td>
<td>$2,107.89</td>
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<tr>
<td><strong>Total Sales Tax</strong></td>
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<tr>
<td>Uncategorized Expenditure</td>
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</tr>
<tr>
<td>Uniforms</td>
<td>$57.72</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>$527,277.97</td>
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<tr>
<td>Net Operating Revenue</td>
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<td>Other Revenue</td>
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<td>Interest Income</td>
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<td><strong>Total Other Revenue</strong></td>
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</tr>
<tr>
<td>Net Other Revenue</td>
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<td>$200.00</td>
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<tr>
<td><strong>Net Revenue</strong></td>
<td>$301,847.44</td>
<td>$157,913.00</td>
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</table>

Tuesday, Jan 17, 2023 08:20:50 AM GMT-8 - Cash Basis
# The Nature Foundation of Will County

## Budget vs. Actuals: Nature Foundation 2023 Operating Budget - FY23 P&L

**January - December 2023**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations - Restricted</td>
<td>437,500.00</td>
<td>437,500.00</td>
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</tr>
<tr>
<td>Donations - Unrestricted</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>AmazonSmile</td>
<td>300.00</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>Annual Appeal</td>
<td>1,457.50</td>
<td>15,000.00</td>
<td>13,542.50</td>
</tr>
<tr>
<td>Board Member Giving</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td>Facility Donation Boxes</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>Misc. Donations</td>
<td>4,000.00</td>
<td>4,000.00</td>
<td></td>
</tr>
<tr>
<td>Subscriber Donations</td>
<td>500.00</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Donations - Unrestricted</strong></td>
<td><strong>1,457.50</strong></td>
<td><strong>25,300.00</strong></td>
<td><strong>23,842.50</strong></td>
</tr>
</tbody>
</table>

| Native Plant Sale Events                     |            |            |            |
| Bringing Nature Home - Raffle                | 750.00     | 750.00     |            |
| Bringing Nature Home - Taxable Sales         | 35,000.00  | 35,000.00  |            |
| Bringing Nature Home NPS - Tax Exempt Sales  | 1,500.00   | 1,500.00   |            |
| Corporate/Community Partner Revenue          | 17,500.00  | 17,500.00  |            |
| Hummingbird Fest Pop-Up Sale                 | 1,500.00   | 1,500.00   |            |
| Native Tree & Shrub Sale                     | 6,500.00   | 6,500.00   |            |
| Summer Blooms - Raffle                       | 750.00     | 750.00     |            |
| Summer Blooms - Taxable Sales                | 25,000.00  | 25,000.00  |            |
| Summer Blooms Gathering Ticket Sales         | 5,000.00   | 5,000.00   |            |
| **Total Native Plant Sale Events**           | **93,500.00** | **93,500.00** |            |
| Prior Year Carry Over                        | 526,452.00 | 526,452.00 |            |

| **Total Revenue**                            | $1,457.50  | $1,082,752.00 | $1,081,294.50 |

| GROSS PROFIT                                  | $1,457.50  | $1,082,752.00 | $1,081,294.50 |

| Expenditures                                  |            |            |            |
| Auditing Services                             | 6,500.00   | 6,500.00   |            |
| Bank Fees                                     | 59.00      | 59.00      |            |
| Capital Projects                              | 3,030.09   | 500,000.00 | 496,969.91 |
| Contingency                                   | 20,000.00  | 20,000.00  |            |

| Contractual Services                          |            |            |            |
| Administrative Fees & Contracts               | 500.00     | 500.00     |            |
| Bringing Nature Home NPS Contractual         | 2,000.00   | 2,000.00   |            |
| Contractual Personnel                         | 1,000.00   | 45,000.00  | 44,000.00  |
| Hummingbird Fest Pop-Up Sale Contractual      | 1,000.00   | 1,000.00   |            |
| Marketing & Communications - General          | 5,000.00   | 5,000.00   |            |
| Native Tree & Shrub Sale Contractual          | 1,000.00   | 1,000.00   |            |
| Program-Related Contractual                   | 3,000.00   | 3,000.00   |            |
| Summer Blooms NPS Contractual                 | 1,500.00   | 1,500.00   |            |
| **Total Contractual Services**                | 1,000.00   | 59,000.00  | 58,000.00  |

| Legal Counsel                                 | 3,500.00   | 3,500.00   |            |
| Memberships                                   | 500.00     | 500.00     |            |

<p>| Miscellaneous Commodities                     |            |            |            |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bringing Nature Home NPS Commodities</td>
<td>25,000.00</td>
<td>25,000.00</td>
<td></td>
</tr>
<tr>
<td>General Administrative</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>Native Tree &amp; Shrub Sale Commodities</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td>Program-Related Commodities</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>Summer Blooms NPS Commodities</td>
<td>16,500.00</td>
<td>16,500.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Miscellaneous Commodities</strong></td>
<td>48,000.00</td>
<td>48,000.00</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>300.00</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>150.00</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>Projected Carry Over</td>
<td>437,493.00</td>
<td>437,493.00</td>
<td></td>
</tr>
<tr>
<td>Sales Tax</td>
<td>48,000.00</td>
<td>48,000.00</td>
<td></td>
</tr>
<tr>
<td>Autumn Native Tree &amp; Shrub Sale</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>Bringing Nature Home NPS</td>
<td>3,500.00</td>
<td>3,500.00</td>
<td></td>
</tr>
<tr>
<td>Hummingbird Fest NPS</td>
<td>150.00</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>Summer Blooms NPS</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Sales Tax</strong></td>
<td>7,150.00</td>
<td>7,150.00</td>
<td></td>
</tr>
<tr>
<td>Uniforms</td>
<td>200.00</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$4,030.09</td>
<td>$1,082,852.00</td>
<td>$1,078,821.91</td>
</tr>
<tr>
<td><strong>NET OPERATING REVENUE</strong></td>
<td>$ -2,572.59</td>
<td>$ -100.00</td>
<td>$2,472.59</td>
</tr>
<tr>
<td>Other Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>100.00</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Other Revenue</strong></td>
<td>$0.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>NET OTHER REVENUE</strong></td>
<td>$0.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>NET REVENUE</strong></td>
<td>$ -2,572.59</td>
<td>$0.00</td>
<td>$2,572.59</td>
</tr>
</tbody>
</table>
## Disbursements & Transfers - November 24, 2022 through January 17, 2023

### Foundation Checking Account:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Vendor</th>
<th>Amount</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/2022</td>
<td>Check 1333</td>
<td>KGG LLC</td>
<td>$105.00</td>
<td>October Legal #51663</td>
</tr>
<tr>
<td>11/30/2022</td>
<td>Debit</td>
<td>Old National Bank Credit Card</td>
<td>$235.52</td>
<td>See Credit Card Detail Below</td>
</tr>
<tr>
<td>12/1/2022</td>
<td>Check 1334</td>
<td>Cynthia Harn</td>
<td>$1,000.00</td>
<td>November Consulting (140 hours; $7.14/hr average)</td>
</tr>
<tr>
<td>12/5/2022</td>
<td>Check 1335</td>
<td>Forest Preserve District of Will County</td>
<td>$20,000.00</td>
<td>All Persons Trail Project Reimb (50% from J-Power USA Gift)</td>
</tr>
<tr>
<td>12/5/2022</td>
<td>Check 1336</td>
<td>Forest Preserve District of Will County</td>
<td>$3,274.00</td>
<td>5 Benches Four Rivers Campus Reimb. (100% from INEOS Gift)</td>
</tr>
<tr>
<td>12/5/2022</td>
<td>Check 1337</td>
<td>Forest Preserve District of Will County</td>
<td>$148.99</td>
<td>Lake Renwick Binocular Reimb (100% from Donor Gift)</td>
</tr>
<tr>
<td>12/5/2022</td>
<td>Check 1338</td>
<td>Forest Preserve District of Will County</td>
<td>$7,250.00</td>
<td>Reimb Natural Areas Restoration Vermont Cemetery (100% Donor Gift)</td>
</tr>
<tr>
<td>12/28/2022</td>
<td>Check 1339</td>
<td>Forest Preserve District of Will County</td>
<td>$1,000.00</td>
<td>Reimb Willy’s Wilderness (2022 Capital Project Fund)</td>
</tr>
<tr>
<td>12/28/2022</td>
<td>Check 1340</td>
<td>Forest Preserve District of Will County</td>
<td>$4,950.00</td>
<td>Reimb The Buzz - Final Reimb (2022 Capital Project Fund)</td>
</tr>
<tr>
<td>12/28/2022</td>
<td>Check 1341</td>
<td>Forest Preserve District of Will County</td>
<td>$1,460.21</td>
<td>Reimb Woods Walk (2022 Capital Project Fund)</td>
</tr>
<tr>
<td>12/28/2022</td>
<td>Debit</td>
<td>Old National Bank Credit Card</td>
<td>$164.82</td>
<td>See Credit Card Detail Below</td>
</tr>
<tr>
<td>1/3/2023</td>
<td>Check 1342</td>
<td>Cynthia Harn</td>
<td>$1,000.00</td>
<td>December Consulting (120 hours; $8.33/hour avg)</td>
</tr>
<tr>
<td>1/3/2023</td>
<td>Check 1343</td>
<td>Forest Preserve District of Will County</td>
<td>$1,500.00</td>
<td>Reimb Preserve the Moment Photo Contest (2022 Capital Project Fund)</td>
</tr>
<tr>
<td>1/3/2023</td>
<td>Check 1344</td>
<td>Forest Preserve District of Will County</td>
<td>$1,530.09</td>
<td>Reimb Restore Will County 2022 - Natural Res. Mgt (Sherwood)</td>
</tr>
</tbody>
</table>

**Total Disbursements:** $43,618.63

### Credit Card Detail

- **11/30/2022**
  - Mailchimp Email Marketing - 10/31/2022 $39.99
  - Subway/EZ Cater - October Board Food $77.81
  - Uprinting 1000 Piece - Annual Campaign $66.57 Year End Appeal - Mailed solicitation lift piece
  - Adobe Creative Cloud Suite - 11/17/2022 $31.86
  - Meta Paid Ads $19.29 Autumn Native Tree Shrub Sale Ad - 10,995 Impressions

  **Total:** $235.52

- **12/28/2022**
  - Mailchimp Email Marketing - 11/30/2022 $39.99
  - Subway/EZ Cater - Annual Meeting Food $77.81
  - Adobe Creative Cloud Suite - 12/17/2022 $31.86
  - Namecheap Domain Renewal $15.16

  **Total:** $164.82

### Foundation Money Market Account:

<table>
<thead>
<tr>
<th>Type</th>
<th>Transaction Date</th>
<th>Vendor</th>
<th>Amount</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>(1/1/2022)</td>
<td></td>
<td>$112,055.95</td>
<td></td>
</tr>
<tr>
<td>Transfer</td>
<td>2/8/2022</td>
<td></td>
<td>$75,930.47</td>
<td>CD Redemption</td>
</tr>
<tr>
<td>Date</td>
<td>Amount</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>--------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/28/2022</td>
<td>$3.89</td>
<td>Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/31/2022</td>
<td>$4.79</td>
<td>Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/29/2022</td>
<td>$4.48</td>
<td>Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/31/2022</td>
<td>$4.94</td>
<td>Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/30/2022</td>
<td>$4.64</td>
<td>Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/31/2022</td>
<td>$4.79</td>
<td>Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/31/2022</td>
<td>$4.79</td>
<td>Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/30/2022</td>
<td>$4.64</td>
<td>Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/13/2022</td>
<td>$75,000.00</td>
<td>Transfer Restricted Funds from Checking to Money Market</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/31/2022</td>
<td>$5.96</td>
<td>Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/30/2022</td>
<td>$6.49</td>
<td>Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/31/2022</td>
<td>$6.70</td>
<td>Interest</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Balance**  
$263,042.53
REPORT
January 18, 2023

The Nature Foundation of Will County
Fundraising & Projects Committee Meeting
Wednesday, January 11, 2023
5:00 p.m. – Zoom

The Fundraising & Projects Committee held its first meeting of the new year on Wednesday, January 11, 2023. The committee is working on the following:

1. **Host mix and mingle breakfasts with the business community to build new relationships and deepen existing relationships.**

   **Proposed Dates and Locations**
   - Wednesday, May 3 at Four Rivers EE Center in Channahon (Wednesday, April 26 would also work)
   - Wednesday, June 7 at Isle a la Cache Museum in Romeoville (Tuesday, June 27 would also work)
   - Wednesday, August 16 at Hidden Oaks Nature Center (Not much flexibility with August so this is the best date)

   **Preliminary Program**

   Breakfast time: 8am to 10am
   8am – Guests arrive and check in
   8:30am – Mix, mingle, network
   8:30-9:15am – Welcome and Invest in Nature presentation
   9:15-10am – Continue networking, explore visitor center, business card drawing

   **Presentation/Takeaways**
   - Impact report
   - Invest in Nature opportunities
   - Emphasize what we’ve accomplished
   - Communicate our financial security and stability
   - Share our vision
   - Communicate our trustworthiness

   **BOARD MEMBERS! If you have a corporate or business that you would like to see invited to one of the breakfasts, please let us know!**

2. **2023 Corporate Partnership Opportunities**

   - Ralph and Cindy are working with Forest Preserve staff to create a pipeline of projects and initiatives suitable for current and future corporate partners. (*January – June*)

   - Opportunities will be going out in January/February for the Native Plant Sale Events including Summer Blooms Gathering & Learn and Grow Seminars
3. **Invest in Nature Framework**

Over the next several months, we will be transitioning our Corporate & Community Partnerships Opportunities to a new Invest in Nature framework. Invest in Nature will incorporate many of the ESG (Environmental, Social, and Governance Initiatives) principles that are driving the next revolution in business. This new framework is the intersection between the work of the Forest Preserve District and the need/desire/requirement of corporations to demonstrate their commitment to environmental sustainability, invest in their communities, and even address climate change. (January – May)

4. **Cultivation & Stewardship Activities for Invest in Nature**

Attached is a preliminary plan to address two focus areas (in part) in the work plan which are to (1) increase stewardship efforts for new corporate partners and (2) increase communications among corporate partner stakeholders.

5. **2023 Native Plant Sale Raffles**

1. Native Plant Collections for Spring Online Raffle – Bringing Nature Home Native Plant Sale
2. Native Plant Collections and Other Experiences* for Summer Online Raffle – Summer Blooms Native Plant Sale
3. Native Plant Collection Drawings for Summer Blooms Gathering (no raffle)
4. No online raffle at Hummingbird Fest Pop Up Sale
5. No online raffle at Autumn Native Tree & Shrub Sale

*For the Summer Blooms raffle, we will focus on different experiences like the Hummingbird Banding Experience and Hummingbird Hangout. Also, if we have donations like Phyllis Schulte’s preserves or a garden bench, we will include those too. Cindy will work with Forest Preserve staff regarding experiences. (Artwork, bird feeders/houses, books, memberships and things like that have not done well in past online raffles.)

6. **Administer funds and support Forest Preserve District programs and projects.**

The committee reviewed three new funding requests for the Forest Preserve District of Will County. Also, the Preserve the Moment Photo Contest is taking a hiatus. New requests were approved by the committee and should be able to be accommodated in the existing budget due to probable shifts in costs with other projects. Should expenditures exceed the Capital Projects budget for Forest Preserve projects ($76,600), the committee will put forth a budget amendment to the board. This would likely occur in the 4th quarter of the year.

i. New mascot costume for Willy - $1,050
ii. One Earth Film Festival - $2,000
iii. Take It Outside Campaign and App Launch - $7,500

7. **The committee is setting its next meeting for March 2023.**
### CULTIVATION STEPS/ACTION

<table>
<thead>
<tr>
<th>ACTION</th>
<th>PERSON</th>
<th>TIMELINE</th>
<th>PROSPECT</th>
<th>RETURN CCP</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct mail letters to mailing list announcing different opportunities during the year.</td>
<td>ED</td>
<td>ASAP</td>
<td>X</td>
<td>X</td>
<td>Segmented between existing partners and non-partners. Goal: retain existing partners, garner new partners and begin to develop solid mailing and email lists.</td>
</tr>
<tr>
<td>Duplicate partnership opportunities for the year on the Foundation’s Invest In Nature page on its website.</td>
<td>ED</td>
<td>ASAP</td>
<td>X</td>
<td>X</td>
<td>Gives existing and new partner prospects a place to go to see other partners, see the impacts of their gift, and to learn about new opportunities and initiatives.</td>
</tr>
<tr>
<td>Invitation to Mix &amp; Mingle Business Breakfast</td>
<td>FPC</td>
<td>TBD</td>
<td>X</td>
<td>X</td>
<td>Both current and new potential partners mix and mingle as they learn about Foundation and Forest Preserve opportunities. Select group of invitees.</td>
</tr>
<tr>
<td>Invitation to Donor Appreciation Nights at Fun &amp; Food Truck Events June, July, and August 2023</td>
<td>FPC</td>
<td>Triannual</td>
<td>X</td>
<td>X</td>
<td>While these are appreciation nights, they can also be used as cultivation opportunities if specific prospects are invited by committee and board members or the EDs.</td>
</tr>
<tr>
<td>Invitation to special exhibitions and/or Foundation funded programs/initiatives</td>
<td>FPC</td>
<td>Variable</td>
<td>X</td>
<td>X</td>
<td>Typically appreciation events, these can also be used as cultivation opportunities if specific prospects ar invited by committee and board members or the EDs.</td>
</tr>
</tbody>
</table>

### STEWARDSHIP STEPS/ACTION

<table>
<thead>
<tr>
<th>ACTION</th>
<th>PERSON</th>
<th>TIMELINE</th>
<th>NEW CCP</th>
<th>RETURN CCP</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handwritten thank you note card sent to CCP in acknowledgement of gift and/or phone call</td>
<td>ED</td>
<td>Immediate</td>
<td>X</td>
<td>X</td>
<td>Include bookmark, Legacy card and ED business card with Thank You note.</td>
</tr>
<tr>
<td>Check deposited into foundation bank account or via an account created in CCP’s giving portal (ie. Benevity)</td>
<td>ED</td>
<td>2 Days</td>
<td>X</td>
<td>X</td>
<td>Endorse check with stamp, fill out deposit slip, make copy of check and go to bank to deposit. Attach deposit receipt to copy of check and put in monthly folder for bookkeeping or set up account in CCP’s giving portal.</td>
</tr>
<tr>
<td>Gift is entered into the Flipcause CRM</td>
<td>BK</td>
<td>Monthly</td>
<td>X</td>
<td>X</td>
<td>Include any pertinent or personal information in the contact record</td>
</tr>
<tr>
<td>Gift acknowledgement/tax letters sent to CCP making gift by check</td>
<td>BK</td>
<td>Monthly</td>
<td>X</td>
<td>X</td>
<td>New initiative designed to keep partners informed and engaged. Content would come from the foundation but also the Forest Preserve’s ED possibly.</td>
</tr>
<tr>
<td>Partner begins to receive Invest in Nature email newsletter</td>
<td>ED</td>
<td>Quarterly</td>
<td>X</td>
<td>X</td>
<td>New initiative designed to keep partners informed and engaged. Content would come from the foundation but also the Forest Preserve’s ED possibly.</td>
</tr>
<tr>
<td>Invitation or reminder to follow Foundation on its social media accounts and connect on LinkedIn network</td>
<td>ED</td>
<td>One Week</td>
<td>X</td>
<td>X</td>
<td>Include in gift acknowledgement/tax letters automated online reciept and mailed receipt.</td>
</tr>
<tr>
<td>Impact letter following completion of a project and/or at year end.</td>
<td>ED</td>
<td>Ongoing</td>
<td>X</td>
<td>X</td>
<td>Mailed designed/printed piece reinforcing the impact of their generosity.</td>
</tr>
<tr>
<td>STEWARDSHIP STEPS/ACTION</td>
<td>PERSON</td>
<td>TIMELINE</td>
<td>NEW CCP</td>
<td>RETURN CCP</td>
<td>NOTES</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------</td>
<td>--------</td>
<td>----------</td>
<td>---------</td>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Thanks-for-Giving Thanksgiving mailed postcard</td>
<td>ED</td>
<td>Annual</td>
<td>X</td>
<td>X</td>
<td>Donors, native plant sale supporters, volunteer stewards, board members, commissioners, business partners</td>
</tr>
<tr>
<td>The Monarch Donor Newsletter - mailed</td>
<td>ED</td>
<td>Triannual</td>
<td>X</td>
<td>X</td>
<td>Donors, native plant sale supporters, volunteer stewards, board members, commissioners, business partners</td>
</tr>
<tr>
<td>Special Season's Greetings card just for business partners with board member signatures</td>
<td>ALL</td>
<td>Annual</td>
<td>X</td>
<td>X</td>
<td>Signed at 2023 Annual Meeting and mailed out to all CCP.</td>
</tr>
<tr>
<td>Invitation to Mix &amp; Mingle Business Breakfast</td>
<td>FPC</td>
<td>TBD</td>
<td>X</td>
<td>X</td>
<td>Both current and new potential partners mix and mingle as they learn about Foundation and Forest Preserve opportunities. Select group of invitees.</td>
</tr>
<tr>
<td>Invitation to Donor Appreciation Nights at Fun &amp; Food Truck Events June, July, and August 2023</td>
<td>FPC</td>
<td>Triannual</td>
<td>X</td>
<td>X</td>
<td>Donors, native plant sale supporters, volunteer stewards, board members, commissioners, business partners</td>
</tr>
<tr>
<td>Invitation to special exhibitions and/or Foundation funded programs/initatives</td>
<td>FPC</td>
<td>Variable</td>
<td>X</td>
<td>X</td>
<td>For special traveling exhibitions in 2023, CCPs would be invited to attend openings.</td>
</tr>
<tr>
<td>Commemorative 10 Year Pins</td>
<td>ED</td>
<td>2024</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: THE BOARD OF DIRECTORS OF THE NATURE FOUNDATION OF WILL COUNTY

FROM: Cynthia Harn, Executive Director

DATE: January 16, 2023

SUBJECT: Approve an Amendment to the Foundation’s Bylaws

Background

At its Annual Meeting on November 30, 2022, the Board of Directors discussed at length changes to the Foundation’s existing bylaws which would permit the Foundation to also hold its committee meetings by virtual and electronic means. The current bylaws allow only for meetings held at the Foundation’s principal offices or other suitable place within the State of Illinois.

While the Foundation (501c3 designation as private foundation) may not technically be a public body like the Forest Preserve District, or charity (509a designation as public charity), it has strived to maintain transparency and operate under the Illinois Open Meetings Law. According to the Illinois Open Meetings Law,

> any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business or, for a 5-member public body, a quorum of the members of a public body held for the purpose of discussing public business.

A "gathering" can be conducted in-person, through a telephone conference call or video conference, or through electronic means, including email, chat, and instant messaging. Illinois is one of the first states to explicitly define a meeting to include electronic communications like email and chat.

Given this definition, it appears that the Foundation need only adjust the statement in its bylaws pertaining to Section 3.0 Committee Meetings. Allowing for virtual means would greatly improve Board member attendance at committee meetings and would facilitate the Foundation’s work. Even in a virtual or electronic format, the Foundation would be able to satisfy all other requirements of the Illinois Open Meetings Law.

Proposed Revision

In preparation for the amendment, Board members were sent notice of the proposed changes via email on December 1, 2022. Board members were asked to reply to the Executive Director with any comments, suggestions or concerns.
Board members Garner and Schultz replied with a similar concern about the current language which included the presence of at least (3) committee members to conduct business. The Foundation’s committee membership is small especially on the Finance and Board Development Committee’s and some committee’s have only had two or three members. Their suggestion to amend the language using a quorum (one-third of members) as the benchmark for conducting business at committee meeting is also included below. Proposed changes are indicated in red.

SECTION 3.0 Committee Meetings
Committee Chairmen will call meetings, as needed, to carry out the work of each committee as it pertains to the Foundation. Meetings may be held at the principal offices of the Foundation, or may be held at a suitable place within the State of Illinois, or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication. Notice of meetings will be given no less than three (3) days in advance of the meeting. Notice must include date, time and meeting location, or method, if virtual. Presence Attendance of at least three (3) a quorum of committee members is necessary to discuss business items. If less than three (3) committee members are a quorum is not present, the committee Chairman will re-schedule the meeting. Committees will maintain meeting minutes in accordance with the Open Meetings Act. Such minutes shall include, but need not be limited to, (a) the date, time, and place of the meeting, (b) the Directors, or committee members, as applicable, recorded as either present or absent and whether the Directors, or committee members, as applicable, were physically present or present by means of video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, (c) a general description of all matters prepared, discussed, or decided, and (d) a record of any votes taken.

Recommendation

Approve an amendment to the Foundation’s bylaws, Section 3.0 Committee Meetings as outlined in this memo.

Should you have any questions about this item, please do not hesitate to contact me.
BYLAWS
OF THE FRIENDS OF THE
FOREST PRESERVE DISTRICT OF WILL COUNTY
(An Illinois Not-for-Profit Corporation)

As Adopted October 9, 2008
As Amended on November 16, 2016
As Amended on October 23, 2019

ARTICLE I
NAME, PURPOSE, and OFFICES

SECTION 1.0 Name.
The name of the corporation is the Friends of the Forest Preserve District of Will County. The Friends of the Forest Preserve District of Will County does business as The Nature Foundation of Will County.

SECTION 2.0 Purposes.
The purposes of the Friends of the Forest Preserve District of Will County (the “Foundation”), as stated in its Articles of Incorporation, are: Exclusively charitable, literary, scientific, and educational purpose within the meaning of Code Section 501(C) (3). More specifically, the Foundation shall within those purposes receive and administer funds, raise funds, and make distributions to or for the benefit of the Forest Preserve District of Will County, (the District) a body politic and corporate organized under the Illinois Downstate Forest Preserve District Act, 70 ILCS 805/0.001 et seq. Any fundraising programs, projects, strategies or initiatives undertaken by the Foundation shall be consistent with the mission, statutory purpose and strategic or operational plans, programs or projects of the Forest Preserve District of Will Country.

SECTION 3.0 Offices.
The principal office of the Foundation shall be 17540 West Laraway Road, Joliet, Illinois 60433. The Foundation may have such other offices, either within or without the State of Illinois, as the Board of Directors may determine or as the affairs of the Foundation may require from time to time.

ARTICLE II
DIRECTORS

SECTION 1.0 Type, Appointments and Requirements of Directors.
(a) Directors. The individuals who shall act in the capacity of Directors of the Foundation shall be designated Directors who shall exercise its powers, control its properties, and conduct its affairs, except as otherwise provided by law.
a. **Voting Directors.** The number of voting members of the Board of Directors shall be not less than three and no more than eleven.

b. **Ex-Officio Directors.** No more than four of the Directors of the Foundation shall serve as non-voting, ex-officio members.

(b) **Appointment and Terms of Directors.**

a. **Voting Directors.** New voting Directors shall be appointed for a term of no more than three years by the Forest Preserve District President and concurrence by the Board of Commissioners. The Foundation Directors shall have staggered terms so that no more than three Directors shall be appointed at one time. There shall be no limit on the number of terms to which the Directors may be appointed. The Foundation Board of Directors shall have the authority to re-appoint a voting Director who is nominated in accordance with Foundation policies and procedures to serve another term, said term shall not exceed three years.

b. **Ex-Officio Directors.** The District’s current Executive Director and no more than three current commissioners shall serve as non-voting, ex-officio Directors of the Foundation. In making the ex-officio appointments, the Forest Preserve District President may limit the terms of some appointees to either one or two years.

(c) **Honorary Directors.** In addition to Directors, the Foundation may appoint Honorary Directors who shall serve on the Foundation’s Board of Directors in an advisory capacity but without voting privileges for unlimited duration.

(d) **Board Member Agreements.** Voting and Ex-Officio Directors agree to sign and comply with a Board Member Agreement, a Conflict of Interest Agreement and a Gift Ban Policy that outlines responsible conduct codes in compliance with applicable laws, ethical business standards and practices and the Foundation’s governing documents.

**SECTION 2.0 Type, Election and Requirements of Officers of the Board of Directors.**

(a) **Officers.** There shall be four officers of the Board of Directors consisting of a Chair, Vice Chair, Secretary and Treasurer.

a. **Chair of the Foundation.** The Chair of the Foundation shall be elected from among the Voting Directors for a one year term with duties as specified in Article V.

b. **Vice Chair of the Foundation.** The Vice Chair of the Foundation shall be elected from among the Voting Directors for a one year term by the Directors of the Foundation with duties specified in Article V.

c. **Secretary of the Foundation.** The Secretary of the Foundation shall be elected from among the Voting Directors for a one year term by the Directors of the Foundation with duties specified in Article V.
d. **Treasurer of the Foundation.** The Treasurer of the Foundation shall be elected from among the Voting Directors for a one year term by the Directors of the Foundation with duties specified in Article V.

(b) **Officer Terms.** Officers shall be elected for a term of one year and hold office from the date of the election, or until the next scheduled election of Officers at the annual meeting, whichever comes first. Directors who are elected as an Officer and whose term as Director expires before the full term as Officer is served will need to be re-appointed by the Board of Directors prior to the expiration of their term as Director if they wish to continue serving as an Officer. The Treasurer of the Foundation may serve no more than two consecutive terms; a Director may serve as Treasurer of the Foundation for more than two terms, so long as they are not consecutive.

## SECTION 3.0 Resignations.

(a) **Voting Directors.** Any Director may resign at any time by giving a written notice of such resignation to the Chair.

(b) **Ex-Officio Directors.** Any Director may resign at any time by giving notice to the President of the Forest Preserve District.

(c) **Officers.** Any Officer may resign from office at any time by giving written notice of such resignation to the Chair, or the Vice Chair, in the case of resignation of the Chair. The resigning Officer may still remain on the Board of Directors.

## SECTION 4.0 Removal of Directors or Officers.

(a) **Voting Directors.** Any Director or officer of the Foundation may be removed from office by three-fourths majority vote of the Board of Directors for any just cause.

\[a. \text{Attendance. Unexcused absences, three or more in a twelve month period may be cause for removal.}\]

(b) **Ex-Officio Directors.** The Forest Preserve President may remove any Ex-Officio Director from office at any time by majority vote of the Board of Commissioners.

## SECTION 5.0 Vacancies.

(a) **Voting Directors.** Any vacancy caused by death, resignation, removal, or disability of a member of the Board of Directors occurring during the year may be filled for the unexpired portion of the term in the same manner as specified in Article V, Section 3.

(b) **Ex-Officio Directors.** Any vacancy caused by death, resignation, removal, or disability of a member of the Board of Directors occurring during the year may be filled by the Forest Preserve President, with concurrency by the Board of Commissioners, at any time.

**ARTICLE III**
MEETINGS

Voting and Ex-Officio Directors are expected to participate in board meetings.

SECTION 1.0 Board of Directors Meetings.

(a) **Location.** Meetings shall be held at the principal office of the Foundation unless otherwise provided by the Board or at such place within or without the State of Illinois which has been designated from time to time by resolution by the Board of Directors.

(b) **Regular Meeting.** Regular meetings of the Board shall be held at least four times per year.

(c) **Annual Meeting.** Annual meeting shall be held at the last regular meeting of the calendar year. Election of officers will be voted at this meeting.

(d) **Special Meetings.** Special meetings may be called at any time by the Board of Directors, the Chairman, or the Secretary, and shall be called by the Secretary upon written request (stating the purpose of the proposed meeting) signed by at least one-third of the Directors then in office. Special Meetings shall be held at such place as may be designated in the notice or waiver of notice of such meeting.

(e) **Notice of meetings.** Notice of the schedule of the Annual Board Meeting and any Regular Board Meetings shall be given at the beginning of each calendar or fiscal year stating the dates, times, and places of such meetings, as provided in the Open Meetings Act. In addition, unless otherwise provided by the Open Meetings Act, the Not for Profit Corporation Act, the Articles of Incorporation, or these Bylaws, notice of any Annual, Regular, or Special Meeting shall be delivered not less than five (5) days (but not less than twenty (20) days if the notice of the meeting includes a proposed removal of a Director) nor more than sixty (60) days before the date of such meeting to each Director entitled to vote there at, at his or her address as it appears on the records of the Foundation. The notice of any Annual or Regular Board Meeting must state the place, date, and hour of the meeting, and the notice of any Special Board Meeting must state the place, date, hour, and purpose(s) of the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail so addressed with first-class postage thereon prepaid. If notice is given by facsimile transmission, such notice shall be deemed to be given upon direction to the facsimile number of record of the Director. If notice is given by electronic mail or other means of electronic transmission, such notice shall be deemed to be given upon direction to the electronic mail address or other electronic address of record of the Director. If sent by any other means (including telegram, cablegram, courier, or express mail), such notice shall be deemed to be delivered when actually delivered to the home or business address of the Director.

(f) **Quorum.** The presence of at least one third of the Directors entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of business at any meeting. If less than one-third of the Directors are present at a meeting, the Directors present may adjourn the meeting without further notice.

SECTION 2.0 Compensation.
Voting and Ex-Officio Directors shall serve without compensation.

SECTION 3.0 Reports and Record.
The Board of Directors shall present at each regular annual meeting and file with the minutes thereof a report, verified by the Chairman and Treasurer, or by a majority of the Directors, showing (a) the whole amount of real and personal property owned by the Foundation, where located, and where and how invested; (b) the amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of the acquisition; and (c) the amount applied, appropriate or expended during the year immediately preceding such date and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made.

ARTICLE IV
COMMITTEES

Voting and Ex-Officio Directors are expected to serve on a minimum of one (1) committee.

SECTION 1.0 Committee of Directors
The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate one or more committees, each of which shall consist of two or more Voting Directors, which committees, to the extent provided in the authority of the Board of Directors in the management of the foundation; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon it or him/her by law.

SECTION 2.0 Advisory Committees.
By resolution, the Board of Directors may designate other advisory committees not having and exercising the authority of the Board of Directors in the management of the Foundation Directors of any such advisory committee may, but need not, be Directors, and the Board of Directors shall appoint the members thereof, except as and to the extent such authority shall be vested in an Officer or agent of the Foundation by the Board of Directors.

SECTION 3.0 Committee Meetings
Committee Chairmen’s will call meetings, as needed, to carry out the work of each committee as it pertains to the Foundation. Meetings may be held at the principal offices of the Foundation, or may be held at a suitable place within the State of Illinois, or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication. Notice of meetings will be given no less than three (3) days in advance of the meeting. Notice must include date, time and meeting location or method, if virtual. Presence Attendance of at least three (3) committee members is necessary to discuss business items. If less than three (3) committee members are present, the committee Chairman will re-schedule the meeting. Committees will maintain meeting minutes, in accordance with the Open Meetings Act. Such minutes shall include, but need not be limited to, (a) the date, time, and place of the meeting, (b) the
or committee members, as applicable, recorded as either present or absent and whether the Directors, or committee members, as applicable, were physically present or present by means of video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication. (c) a general description of all matters prepared, discussed, or decided, and (d) a record of any votes taken.

ARTICLE V
OFFICERS

SECTION 1.0 Number and Titles.
In addition to the Chairman, Vice Chairman, the officers of the Foundation shall be Secretary, Treasurer and such other officers with such powers and duties not inconsistent with these By-Laws as may be appointed and determined by the Board of Directors.

SECTION 2.0 Qualifications.
Officers, other than those appointed pursuant to Section 1 or Section 3 of this Article, shall be elected from among the Voting Directors annually by the Board following the annual appointment of Directors, and each office shall hold office until he resigns or is removed or is otherwise disqualified to serve, or until his successor shall be elected and qualified, whichever occurs first.

SECTION 3.0 Vacancies.
Any vacancy occurring in any office of the Foundation shall be filled by the Board of Directors.

SECTION 4.0 Duties of Chair.
The Chair shall have the authority and responsibility to exercise general charge and supervision of the affairs of the Foundation.

SECTION 5.0 Duties of the Vice Chair.
The Vice Chair shall act on behalf of the Chair when he/she is absent, and responsibilities of the Foundation Board of Directors must be fulfilled.

SECTION 6.0 Duties of Secretary.
The Secretary shall attend all meetings and record all the proceedings of the meetings in one or more books provided for that purpose; be custodian of the Corporate records and of the seal of the Foundation, if any; keep a register of the post office address of each Director, which shall be furnished to the Secretary by such Director; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the Board of Directors.
SECTION 7.0 Duties of Treasurer.
The Treasurer shall be the principal financial officer of the Foundation. The Treasurer shall: (a) have charge of and be responsible for overseeing the maintenance of adequate books of account for the Foundation; (b) have charge of all funds and securities of the Foundation, and be responsible for overseeing the management thereof, and for the receipt and disbursement thereof; and (c) in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the Board of Directors. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of the Treasurer’s duties in such sum and with such surety or sureties as the Board of Directors shall determine.

SECTION 8.0 Salaries.
Officers shall not receive compensation for their services as Officers. Officers may receive reimbursement for reasonable expenses incurred in connection with corporate matters, provided that such reimbursement is authorized by the Board of Directors. The Board of Directors may, by majority vote, provide for the appointment with salary of personnel to constitute the staff of the Foundation. The Secretary and Treasurer of the Foundation may be bonded in such amounts as the Board of Directors may from time to time require, the payment of any bond shall be the responsibility of the Foundation.

ARTICLE VI
CONTRACTS, CHECKS, DEPOSITS, GIFTS,
INVESTMENTS, AND DISTRIBUTIONS

SECTION 1.0 Contracts. The Board of Directors may authorize any Officer or Officers or agent or agents of the Foundation, in addition to the Officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Foundation, and such authority may be general or confined to specific instances.

SECTION 2.0 Checks, Drafts, Orders. All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Foundation shall be signed by such Officer or Officers or agent or agents of the Foundation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

SECTION 3.0 Deposits. All funds of the Foundation shall be deposited from time to time to the credit of the Foundation in such banks, trust companies, or other depositories as the Board of Directors may designate by resolution.

SECTION 4.0 Gifts. The Board of Directors may accept or reject, or by resolution may authorize any Officer or Officers or agent or agents of the Foundation to accept or reject, on behalf of the Foundation, any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Foundation.
SECTION 5.0 Investments. The Board of Directors shall manage, invest, operate, deal in and with, and conserve the property of the Foundation, and may retain any or all of the assets transferred to the Foundation by gift or bequest; provided, however, that the exercise of any of such powers shall not in any way conflict with the purposes of the Foundation as stated in its Articles of Incorporation, and such powers shall not be exercised so as to cause the Foundation to lose its qualification as an organization exempt from federal income taxation under Code Section 501(c)(3).

SECTION 6.0 Distributions. The Foundation will administer distributions in accordance with the Foundation’s purposes set forth in Article I of these Bylaws and pursuant to any distribution policy of the Foundation that has been adopted by the Board of Directors, as in effect from time to time.

ARTICLE VII
BOOKS AND RECORDS

The Foundation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Directors, Board of Directors, and each committee thereof in accordance with the Open Meetings Act. Such minutes shall include, but need not be limited to, (a) the date, time, and place of the meeting, (b) the Directors, or committee members, as applicable, recorded as either present or absent and whether the Directors, or committee members, as applicable, were physically present or present by means of video or audio conference, (c) a general description of all matters prepared, discussed, or decided, and (d) a record of any votes taken.

ARTICLE VIII
FISCAL YEAR AND FINANCIAL STATEMENTS

The fiscal year of the Foundation shall begin January 1st and end on December 31st of each year. The Foundation shall complete and disclose an annual financial statement prepared in accordance with generally accepted accounting practices commensurate with total annual gross income.

ARTICLE IX
CONFLICT OF INTEREST

SECTION 1.0 Conflict of Interest.
Any Director shall disclose to the Board of Directors, any material interest which such Director directly or indirectly has in any person or entity which is a party to a transaction under consideration by the Board of Directors (as applicable), or which to the Director’s knowledge might otherwise cause a conflict with a fiduciary duty owed by the Director to another organization. Such interested Director shall abstain from voting on such transaction.
or other action, but such interested Director’s presence may be counted in determining whether a quorum is present.

SECTION 2.0 Material Interests.
A Director shall be considered to have a material interest in an entity if the Director is a director or an officer of the entity or if the Director has a material financial interest in the entity.

SECTION 3.0 Comprehensive Policy.
The Board of Directors shall have the power and authority to adopt a more comprehensive policy regarding conflicts of interest, which may supplement, amend, or supersede this Article IX, as so directed by the Board of Directors.

ARTICLE X
EXEMPT ACTIVITIES

Notwithstanding any other provision of these By-Laws, no Director, Officer, employee or representative of this Foundation shall take any action or carry on any activity by or on behalf of the Foundation not permitted to be taken or carried on by an organization exempt under Section 501 (c) (3) of the Internal Revenue code and its regulations as they now exist or as they may hereafter be amended, or by an organization, contributions to which are deductible under Section 170 (c) (2) of such code and regulations as they now exit or as they may hereafter be amended.

ARTICLE XI
AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended, or repealed and new Bylaws adopted by the Directors. Such action may be taken at any meeting of the Directors, provided that notice of the proposed alteration, amendment, repeal, or adoption be contained in the notice of any meeting at which such action is taken, and provided further that no such alteration, amendment, repeal, or adoption shall in any way conflict with the purposes of the Foundation as stated in its Articles of Incorporation or otherwise cause the Foundation to lose its qualification as an organization exempt from federal income taxation under Code Section 501(c)(3).

ARTICLE XII
RULES OF PROCEDURE

Unless the Board of Directors adopts procedural rules, the current edition of Robert’s Rules of Order shall apply.
ARTICLE XIII
INDEMNIFICATION/INSURANCE

SECTION 1.0 Indemnification.
The Foundation shall indemnify any and all of its Directors or Officers or any individual who may have served at its request or by its election as a Director or Officer of another corporation, against expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been directors or a director or officer of the corporation or of such other corporation.

The indemnification provided hereby shall not be deemed exclusive of any other rights to which anyone seeking indemnification may be entitled under any by-law, agreement, vote of Directors or otherwise, as to action in their official capacity and as to action in another capacity while holding such office.

SECTION 2.0 Insurance.
The Foundation shall purchase and maintain insurance to insure itself with respect to the indemnification payments it is authorized or obligated to make pursuant to this Article and on behalf of any person who is or was a Director, Officer, employee, or agent of the Foundation, to insure against any liability asserted against such person and incurred by him or her in any such capacity, or arising out of his or her status.

ARTICLE XIV
MISCELLANEOUS

SECTION 1.0. Definitions. In addition to the terms defined elsewhere in these Bylaws, the following terms shall have the following meanings when used herein:
(a) “Articles of Incorporation” means the Articles of Incorporation of the Foundation filed with the Secretary of State of the State of Illinois on July 15, 2009, and any amendments thereto.
(b) “Code Section” or “Code Sections” means a section or sections of the Internal Revenue Code of 1986, as amended, and shall include corresponding provisions of future federal tax laws, all as from time to time in effect.
(c) “Director” means a member of the Foundation.
(d) “Not for Profit Corporation Act” means the Illinois General Not for Profit Corporation Act of 1986, as amended.
(e) “Open Meetings Act” means the Illinois Open Meetings Act, as amended.

SECTION 2.0 Writings. Any action required in these Bylaws to be “written,” to be “in writing,” to have “written consent,” to have “written approval,” and the like by or of Directors, or Committee Members shall include any communication transmitted or received by facsimile, electronic mail, or other means of electronic transmission.
MEMORANDUM

TO: THE BOARD OF DIRECTORS OF THE NATURE FOUNDATION OF WILL COUNTY

FROM: Cynthia Harn, Executive Director

DATE: January 16, 2023

SUBJECT: Approve the Guide to Foundation Committees

Background

Board members received the attached Guide to Foundation Committees at the November 30, 2022 Annual Meeting and were asked to review and provide any feedback to the Executive Director in preparation for the document’s approval at the Board’s January 25, 2023 Board meeting.

Several Directors provided input and the attached document reflects those changes. The guide also includes language pertaining to committee meetings and the recent changes proposed for the Foundation’s bylaws. Provided the bylaw amendments are approved, final language and design edits would be completed before the document is distributed. Any additional edits proposed by the Board at its January 25 Board meeting would also be included in the final document.

Of note,

- Page 3 includes revised language in red text from the proposed bylaw amendment.
- Page 7 includes a suggestion to further define “diverse” in terms of board member make up. A revised sentence is proposed.
- Page 9 refers to the Foundation’s community partnership program now as Invest in Nature.

Recommendation

Approve the Guide to Foundation Committees and/or suggest any additional edits for the final document prior to its distribution to Board members.

Should you have any questions about this item, please do not hesitate to contact me.
Dear Directors,

Committees are the operating system of an organization. They involve board members in the development and delivery of services and assist the organization in decision-making. They offer an opportunity for group problem-solving and can be a forum for presenting multiple points of view. Committees can also help to cultivate future leadership for the organization.

The Nature Foundation maintains three standing committees: Finance, Board Development and Fundraising & Projects. Each committee helps to organize the Foundation’s most essential work and relies on a high level of participation and collaboration among its members. This guide is intended to assist board members in their role as engaged committee members.

The Nature Foundation of Will County
17340 W. Laraway Road, Joliet, IL 60433
willcountynature.org
willcountynature@fpdwc.org
815.722.2022
Supporting and investing in high quality, mission-focused projects and programs

Fiscal responsibility, transparency and accountability in all endeavors

Cultivating and maintaining positive, sustainable relationships with our donors and supporters

Mission
The Nature Foundation of Will County works to create a legacy of giving that supports and celebrates the preservation, conservation, education and recreation priorities of the Forest Preserve District of Will County in perpetuity.

Vision
We envision a vital, dynamic and self-sustaining foundation that is committed to cultivating relationships and partnerships within our community that directly benefit the Forest Preserve District's ability to protect our environment and deliver programs and services to its constituents.

Values
We believe in:

- Supporting and investing in high quality, mission-focused projects and programs
- Fiscal responsibility, transparency and accountability in all endeavors
- Cultivating and maintaining positive, sustainable relationships with our donors and supporters

Ultimately, The Nature Foundation of Will County exists to provide financial support to the Forest Preserve District of Will County for nature education programs, natural areas restoration work, art and interpretation initiatives, traveling exhibitions, preserve amenities for the public, and administers several grant programs in support of the Forest Preserve's volunteers.

The Board of Directors works in collaboration with the Forest Preserve District, its Board of Commissioners and its staff to build relationships and garner support, financial and otherwise, through special events and sales, meeting with interested individuals and donors, participating in outreach events, fundraising campaigns, and other activities. Directors also work in partnership to identify, evaluate and select Forest Preserve projects, programs, and initiatives for funding.
According to the Foundation's Bylaws, the Board of Directors, by resolution, may designate one or more committees, each of which, shall consist of two or more Voting Directors, which committees, to the extent provided in the authority of the Board of Directors in the management of the foundation; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon it or him/her by law.

Today, the Foundation has three active standing committees:

1. Finance Committee
2. Board Development Committee
3. Fundraising & Projects Committee

Each committee is guided by a committee chair who works closely with the Foundation’s Executive Director to call meetings and carry out the work of each committee as it pertains to the Foundation. The Executive Director can reserve meeting space, set up virtual meetings, prepare the agenda packet, send out emails regarding the committee meetings, prepare meeting minutes, and facilitate the committee’s work as needed.

**Meeting Location**
Meetings may be held at the principal offices of the Foundation, or may be held at a suitable place within the State of Illinois, or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication.

**Meeting Notice**
Notice of meetings will be given no less than three (3) days in advance of the meeting. Notice must include date, time and meeting location, or method if virtual.

**Quorum**
Attendance of a quorum of committee members is necessary to discuss business items. If a quorum is not present, the committee Chairman will reschedule the meeting.

**Meeting Minutes**
Committees will maintain meeting minutes in accordance with the Open Meetings Act. Minutes will include:

- Date, time, and place of the meeting.
- Directors, or committee members, as applicable, recorded as either present or absent and whether the Directors, or committee members, as applicable, were physically present or present by means of video or audio conference.
- General description of all matters prepared, discussed, or decided.
- Record of any votes taken.
The Finance Committee provides financial and investment oversight, recommends policy to the board, interprets it for the staff, and monitors its implementation. The committee provides board oversight of the organization’s financial audit and reports directly to the Foundation’s Board of Directors.

Committee Composition

Committees consist of two or more voting directors.

- 1 Chair – Board Treasurer serves as Chair (Officers serve a 1 year term. The Treasurer may not serve more than 2 consecutive terms)
- 1 Vice Chair (any voting director; 2 year term; up to 3 consecutive terms)
- 2-3 Members (any directors; 1 or 2 year term; up to 5 consecutive terms)

Committee members should have a strong background in accounting, finance, or business.

Treasurer as Committee Chair

The Treasurer serves as the Finance Committee Chair. The Chair is responsible for setting meetings and ensuring that the committee does its job in an accurate and timely manner. Specific duties of the chair include:

- Serving as the principal liaison between the committee and the full board,
- Working with the staff leader to set an agenda for each committee meeting,
- Notifying members about the meeting,
- Ensuring handouts and reports are prepared and sent to committee members in advance.

Finance Committee Authority

- Establish and manage the necessary sub-committees required to accomplish fundraising goals.
- Appoint committee and sub-committee members as necessary.
- Remove committee and sub-committee members for lack of participation.
- Schedule and run committee meetings either in person or through remote technologies such as teleconferencing.
- Make approved expenditures in accordance with the Committee’s annual spending plan, if any.
- Propose amendments to any Board approved documents or policies pertaining to the organization’s finances and investments.
- To invest available funds in the specific asset classes as allowed in the Foundation’s Investment Policy and keep the Board of Directors apprised of investments.

The Committee must seek Board approval to:

- Approve the Foundation’s annual operating budget.
- Approve monthly financial and investment reports.
- Amend any Board-approved policies or procedures pertaining to the organization’s finances and investments.
- Approve all professional and investment management or service contracts for the Foundation.
The Finance Committee’s duties and responsibilities include:

**Budgeting and Financial Planning**
- Develops an annual operating budget with staff.
- Seeks Board of Director approval of the annual operating budget.
- Monitors adherence to the budget.
- Sets long-range financial goals along with funding strategies to achieve them and presents all financial goals and proposals to the board of directors for approval. These goals might include, for example, the creation of a working capital or cash reserve fund or establishment of an endowment.
- Works closely with the Fundraising and Projects Committee to review funding requests from the Forest Preserve District as well as establish fundraising goals, benchmarks and policies as needed.
- In accordance with strategic plan initiatives, works with the staff to determine the financial implications of the strategic plan and will plot them into a multi-year organizational budget that will financially support the implementation of the strategies.
- Presents all financial goals and proposals to the board of directors for approval.

**Reporting**
- Works with staff to develop a list of desired financial reports which clearly communicate the organization's financial and cash position, its adherence to the budget, its allocation of resources toward the accomplishment of its mission, and its support of any donor-imposed restrictions on contributions.
- Reviews and oversees the creating of accurate, timely, and meaningful financial statements to be presented to the board.
- Presents the financial reports to the full board.
- Assists the full board in understanding the organization's finances.

**Internal Controls and Accountability**
- Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
- Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
- Ensures approved financial policies and procedures are being followed.
- Monitors compliance with federal, state, and other reporting requirements.

**Investments**
- Draft or review and amend an investment policy detailing the objectives of the investment portfolio, guidelines on the asset allocation of the portfolio based on a predetermined level of risk tolerance, authorizations for executing transactions, disposition of earned income, etc.
- Ensure provisions of the policy are followed.
- Review the policy at least annually and update if necessary.
- Hire and evaluate the investment managers/advisors.

**Annual Tax Preparations**
- Review, recruit and select the services of a CPA, as needed.
- Review year-end financial reports and information required for tax preparations and the Federal and State 990’s as presented by the CPA.
- Ensure the Foundation maintains its Good Standing with the IRS and Illinois Attorney General.

**Significance**
The presence of a fully engaged Finance Committee is a strong indication that an organization is committed to good stewardship and is actively building and preserving the financial resources necessary to support the accomplishments of its mission, both in the short and long term.

**Benchmarks**
1. There is a continual and diversified stream of funding from a variety of sources.
2. Our operating reserve ratio is 1.5 to 2.
3. Our program expense ratio is 75%.
4. Our profit margin ratio is 10% to 25%.
The Board Development Committee is responsible for ensuring that the Foundation has a vital and active Board whose membership possesses the attributes necessary to lead the organization and carry out its mission. This committee reports directly to the Foundation's Board of Directors.

Committee Composition
- 1 Chair (any director; 2 year term; up to 3 consecutive terms)
- 1 Vice-Chair (any director; 2 year term; up to 3 consecutive terms)
- 2-3 Members (directors; 1 or 2 year term; up to 5 consecutive terms)

Time Commitment
- Preparation for and participation in monthly meetings and conference calls as needed.
- Allocation of time to interview board member prospects, review credentials, recommend appointments, and conduct orientation sessions.
- Allocation of time to seek nominations for officers and prepare a slate of candidates to the Board for consideration.
- Allocation of time to develop, execute and participate in board development training and professional development opportunities.

Board Development Committee Authority
- Establish and manage the necessary sub-committees required to accomplish fundraising goals
- Appoint committee and sub-committee members as necessary
- Remove committee and sub-committee members for lack of participation
- Schedule and run committee meetings
- Make expenditures in accordance with the committee's Board-approved budget.
- Address inquiries and meet with Board member prospects
- Assemble documentation about Board member prospects
- Propose amendments to any Board approved documents or policies pertaining to board development
- Recommend Board member appointment
- Guide the election process

The Committee must seek Board approval to:
- Appoint the Board Development Committee Chair and/or Vice-Chair
- Appoint new Board members and reappoint existing Board members
- Amend any Board-approved policies or procedures regarding board development
- Allocate funds for board development including board member orientation and ongoing board member professional
The Board Development Committee’s duties and responsibilities include:

**Board Member Recruitment**
- Establish priorities for board composition.
- Meet with prospective board members and recommend candidates to the Foundation’s board.
- Develop and regularly assess and update the prospective board member interview process and materials.
- Ensure that board member prospects complete the necessary forms and provide the required information prior to their appointments.
- Prepare recommendations for appointments to the President of the Forest Preserve District of Will County.
- Develop and regularly update a Board of Directors Recruitment Packet for the Foundation.
- Regularly evaluate and propose updates for Board approval to the Criteria for the Selection of Foundation Directors.
- Suggest new, non-board individuals for committee membership, including the Advisory Committee.

**Board Member Orientation**
- Conduct Board orientation sessions for new board members and re-fresher session for existing board members.

**Elections**
- Seek nominations for officers and prepare a slate of candidates to the Board for consideration.

**Administrative**
- Manage and update the job descriptions for officers, as necessary.
- Establish and maintain a reporting system to keep the Board informed on the status of nomination, recruitment and board appointments.
- Work with the staff liaison to ensure there is consistency of information about the committee’s work and the board development process on the Friends Website and in promotional materials, press and/or articles.
- Work with the staff liaison to develop and execute a variety of professional development opportunities for board members annually.
- Create structured sub-committees, as needed, to carry out specific projects or initiatives.
- Prepare an annual budget request for approval by the Board.
- Meet monthly, or as needed.
- Report to the full Board during board meetings.

**Significance**
A diversified, vibrant and stable Board is critical for the Foundation to accomplish its mission. The Board Development Committee ensures that the operations of the Board are always high quality in meeting all of the responsibilities of a Board of Directors.

**Benchmarks**
1. Board members are diverse in terms of experience, interests and geographic representation.
2. Board members are engaged and active in their roles as directors, officers, committee chairs and committee members.
3. The committee is able to fill board member vacancies as needed.
4. Board members feel supported and valued.

REVISED: Board members represent a diversity of perspectives, skills, ages, genders, cultures, and ethnicities.
The purpose of the Fundraising and Projects Committee is to lead the board in efforts that attract money and services needed to carry out the mission of the Foundation. This committee works closely with the Executive Director and oversees all fundraising activities and efforts. This committee may be divided into sub-committees that work together to achieve this goal. This committee reports directly to the Foundation’s Board of Directors.

Composition

- 1 Chair Board Chair serves as Committee Chair (As per the By-laws, Foundation Officers serve a 1-year term.)
- 1 Vice-Chair (voting board member; 2-year term; up to 3 consecutive terms)
- 4 to 6 Members (board members, volunteers, others with fundraising experience; 1- or 2-year term; up to 5 consecutive terms)

Chair as Fundraising & Projects Committee Chair

The Foundation’s Chair serves as the Fundraising & Projects Committee Chair. The Chair is responsible for setting meetings and ensuring that the committee does its job in an accurate and timely manner. Specific duties of the chair include:

- Serving as the principal liaison between the committee and the full board,
- Working with the staff leader to set an agenda for each committee meeting,
- Notifying members about the meeting,
- Ensuring handouts and reports are prepared and sent to committee members in advance.

Fundraising & Projects Committee Authority

- Establish and manage the necessary sub-committees required to accomplish fundraising goals
- Appoint committee and sub-committee members as necessary
- Remove committee and sub-committee members for lack of participation
- Schedule and run committee meetings
- Establish and enact annual fundraising plans and strategies approved by the Board of Directors. This includes authority to select projects, set fundraising targets, plan and execute fundraising events or initiatives, and cultivate donors.
- Make expenditures associated with Board-approved fundraising plans, campaigns and/or strategies
- Manage and oversee donor management (handle inquiries, negotiate with donors, assemble documentation, retain expert and technical consultants, and execute agreements on behalf of the Foundation.

The Fundraising and Projects Committee must seek Board approval to:

- Appoint the Committee Vice-Chair

- As it relates to the Gift Acceptance Policy, the committee must seek Board approval to:
  - Consult legal counsel
  - Make final decisions on the restrictive nature of a gift
  - Refuse a gift

Time Commitment

- Preparation for and participation in monthly meetings and conference calls as needed.
- Allocation of time to meet with or contact donors or prospects.
The Fundraising & Projects Committee’s duties and responsibilities include:

- Working closely with the Foundation’s Executive Director to accomplish the committee’s work and provide feedback and guidance to the Executive Director with respect to the management and administration of fundraising events and activities, donor stewardship, donor management, and donor appreciation efforts.

- Collaborating with the Foundation’s Executive Director to develop and execute support through the Foundation’s Invest in Nature Opportunities which expand reach into the corporate and business community.

- Helping to set fundraising expectations and goals for the organization; provide guidance to the Foundation and fellow Board members on meeting fundraising goals; track progress toward the accomplishment of fundraising goals for the organization, for individual Board members and the Board as a whole.

- Collaborating with the Foundation Executive Director and the Forest Preserve District to review, evaluate and select projects or initiatives for fundraising.

- Ensuring that the Forest Preserve District is informed on the status of fundraising efforts as it relates to specific Forest Preserve projects or initiatives.

- Overseeing the execution of all aspects of the annual fundraising campaign, including marketing efforts, personal solicitation, and the acknowledgement process, as well as assist with the development and execution of project-specific fundraising campaigns.

- Reviewing prior fundraising and corporate/business partnership activities and make recommendations for improvements in the upcoming year.

- Working with the Finance Committee, Board, and Executive Director to determine the annual development budget.

- Analyzing relationships with current and prospective major donors, funders, and corporate and business partners to develop and execute individualized strategies to cultivate or strengthen those relationships. Meet with current and prospective major donors, funders, and corporate/business partners, as needed to cultivate and strengthen relationships.

- Working with outside consultants as required planning and executing fundraising and friend-raising events.

- Reviewing personal and professional networks and contacts for potential donors of money, time and in-kind support.

- Creating structured sub-committees, as needed, to carry out specific projects or initiatives.

- Meeting monthly, or as needed.

- Reporting to the full Board during board meetings.

**Significance**

Fundraising is a primary mandate of the Foundation and it is essential for organizational stability, long term sustainability and for building the capacity to meet the needs and interest of its donors as well as its benefactor, the Forest Preserve District of Will County.

**Benchmarks**

1. There is a continual and diversified stream of funding from a variety of sources.
2. Donors are engaged and our donor base is ever-growing.
3. Donors are motivated to give planned gifts.
4. We provide significant funding to the Forest Preserve for its programs, projects and initiatives.
Committee Assignments &
Contacts List – 2023

APPENDIX

Finance Committee
Chair - Ed Garner
Vice Chair - Reid Filotto
Member - Jim Flax

Board Development Committee
Chair - Marcy DeMauro
Vice Chair - Ed Garner
Member - Ralph Schultz

Fundraising &
Projects Committee
Chair - Ragan Pattison
Vice Chair - Jim Flax
Member - Marcy DeMauro
Member - Ann Dralle
Member - Donna Theimer

Officers
Ragan Pattison – Chair
16761 S. Ashley Court
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(815)545-6642
raganfreitag@gmail.com

Ed Garner – Treasurer
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Homer Glen, IL 60491
Mobile: (773) 315-1994
egarner@cornerstonenb.com

Jim Flax – Vice Chair
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jimflax991@gmail.com

Marcella DeMauro – Secretary
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Cell – 815-922-0626
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Staff
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Executive Director
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Mobile: (708)769-9402
willcountynature@fpdwc.org
cynthiaaharn@gmail.com
MEMORANDUM

TO: THE BOARD OF DIRECTORS OF THE NATURE FOUNDATION OF WILL COUNTY

FROM: Cynthia Harn, Executive Director

DATE: January 16, 2023

SUBJECT: Approve the 2023 Board Member Work Plan Agreement Document

Background

The Board reviewed at its November 30, 2022 Annual Meeting a new companion piece to Legacy Begins With You, a 2023 Board Member Work Plan which further identifies the different ways board members can support the Foundation’s mission. Board members had an opportunity to provide comments in the weeks following the Annual Meeting and none were received.

To complete the agreement, board members would select the ways in which they agree to support the Foundation in 2023 and then sign and date the commitment agreement. Board members will receive a copy of their signed agreement and the Committee chairs and Executive Director would reach out to appropriate board members to assist with the Foundation’s efforts in accordance with their agreed to commitments.

Such a tool further clarifies the roles, responsibilities and expectations of board members while also allowing for a great deal of latitude in how a board member chooses to support the organization.

Recommendation

Approve the 2023 Board Member Work Plan Agreement document, as attached.

Should you have any questions about this item, please do not hesitate to contact me.
Thank you for serving on The Nature Foundation's Board of Directors! We don’t take our mission (or your commitment) lightly. There’s a lot to be done! We ask you to be an engaged board member and bring a positive attitude, your skills, time, and effort. Please select the tasks you are willing to commit to for 2023 and sign below.

**AMBASSADOR**

- Be a greeter at Foundation events and welcome guests.
- Work at a Foundation outreach event.
- Recruit new board members.
- Use my social networking resources to send out information on the Foundation to help raise awareness.
- Write (or record) my own personal story about why I serve and give to The Nature Foundation.
- Introduce myself as a Nature Foundation Board Member at networking and community events I attend.

**STEWARDSHIP**

- Call and thank donors after the Year-End fundraising campaign and/or other fundraising events. (we'll give you sample scripts and donor information)
- Help with the Year End Appeal by hand writing personal notes on the fundraising letters sent out each year in November and December.

**CULTIVATION**

- Organize a group of friends/colleagues for a Foundation/Forest Preserve volunteer workday.
- Host an event in my home such as a brunch, garden party, cocktail reception or similar event where you invite friends/associates/colleagues to learn more about the Foundation and its causes.
- Host a Facebook Birthday Fundraiser or other celebration for the Foundation on your Facebook page and invite your friends to participate.
- Post Foundation events to my social networks.
- Use my social networking resources to ask my contacts to give.
- Introduce my company's leadership to the Foundation's and Forest Preserve's Executive Director.
- Use my professional contacts and solicit businesses, organizations, etc. to become event sponsors.
- Bring friends and associates to Foundation special events and receptions.
- Write personal emails and/or make personal phone calls to invite people I know to become donors.
- Identify potential donors (individuals, organizations, businesses, etc.) and share my contact information for those potential donors with Foundation staff.
- Be assigned up to 3 major gift prospects to cultivate through personal visits and/or phone calls.
- Invite prospective donors/sponsors for an introductory tour of an appropriate forest preserve or visitor center

**MY COMMITMENT**

I am fully committed and dedicated to the mission of The Nature Foundation of Will County and have pledged to carry out this mission as indicated.

______________________________
SIGNATURE  
January 25, 2023  
DATE
MEMORANDUM

TO:       THE BOARD OF DIRECTORS OF THE NATURE FOUNDATION OF WILL COUNTY

FROM:  Marcy DeMauro, Board Development Committee Chair

DATE:  January 16, 2023

SUBJECT:  Approve Three New Foundation Director Appointments

Background

The Foundation’s By-Laws allows from 3 to 15 Directors on the Board, and sets the maximum number of voting directors at 11. The remaining 4 Directors are non-voting and appointed by the Forest Preserve Board of Commissioners, including 3 current Commissioners and the Executive Directive. Of the 11 voting Director positions, the Board currently has 7 Directors and 4 vacancies.

Over the past 3 months the Board Development Committee members met with 3 prospective directors for the Foundation Board. During each interview we provided the candidates with an overview of the Foundation’s mission, vision, values, organizational structure and governance, work flow process, director qualifications and the nomination process. We also discussed each candidate’s interests, skills and time commitments. Included with this memorandum are all the required director nomination forms and a brief summary of each candidate. The Committee evaluated each candidate based on key considerations identified in our policies. Ideal candidates have:

- Foundation and/or other philanthropic experience as a staff member, volunteer, or board member with a foundation, association, or other philanthropic institution.
- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector.
- Engaged in and knowledgeable about foundations and/or philanthropy, in general.
- Relevant experience and knowledge in professions pertaining to law, banking and investments, communications and marketing, event planning, fundraising, and small business to name a few.
- Respected leader or policy maker within the Will County community.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Demonstrated support and interest in the purposes of the District.
- Lives and/or works in Will County.

Samantha (Sam) Bluemer
Sam Bluemer was recommended by Ragan Pattison. Sam was interviewed on Oct. 13th by Ragan, Ed Garner and Marcy DeMauro. She is a life-long Will County resident who lives in New Lenox near a forest preserve. Sam is a regular preserve user who is inspired by the forest preserves and wants others to have the same empowering experiences. Sam supports the Foundation’s mission; she wants to contribute her time and professional skills to enhance visitors’ access to and enjoyment of nature. Her background is eco-business (she previously work for the Will County Land Use Department). She currently works for the global consulting firm McKinsey & Co. in the energy sector of their client portfolio, and serves as Secretary for Will County Habitat for Humanity. Sam wants to assist the Foundation with strategic
planning and fund raising, and share her personal experiences with native plant landscaping to help others begin their own journey with native plants. No conflicts of interest were reported on the nomination forms.

Jennifer Gabrenya
Jennifer contacted the Foundation in response to a solicitation in the last donor newsletter for individuals interested in working on a committee or serving as a Director. Marcy DeMauro met with Jennifer on November 11th. Jennifer is a regular preserve user, is a Foundation donor, and has attended past Foundation events. She lives in Romeoville. Her entire career has been in the not-for-profit sector, and currently she is the Executive Director of Anew: Building Beyond Violence and Abuse. Jennifer also currently serves on the Illinois Coalition Against Domestic Violence. She has been a Natural Areas Conservation Volunteer with the Morton Arboretum and is actively expanding native plants throughout her landscaping. Jennifer has been enriched personally through her use and enjoyment of forest preserves, and wants the preserves to be well taken care of so others can enjoy them in future generations. She believes in the Foundation’s mission, and has been looking for an opportunity to use her professional skills to provide tangible contributions that support both her deep commitment to nature and to the Foundation’s success. Jennifer is willing to serve on any of the Foundation’s standing committees. No conflicts of interest were reported on the nomination forms.

Margaret Tyson
Margaret Tyson was recommended by Ralph Schultz. Ralph, Ed Garner and Marcy DeMauro met with Margaret on January 13th. Margaret believes the Foundation’s mission embodies her core values. She wishes to serve on the Foundation Board to continue the work that she participated in when she was elected to represent District 3 on the Will County Board and Forest Preserve Board of Commissioners (2019-2022). Margaret lives in Bolingbrook. She currently works as a substitute schoolteacher in Valley View School District 365, and has volunteered and participated in community government in Wheatland Township since 2012. While serving on the Will County and Forest Preserve Boards, she held several leadership positions (Chair or Vice Chair of 4 different committees), and was appointed Majority Whip on the county board in 2019. She currently serves as Treasurer for the Democratic Party of Wheatland Township. Margaret believes her strong organizational and logic skills will contribute to the Foundation, and she is willing to serve on any of the three standing Committees. No conflicts of interest were reported on the nomination forms.

Recommendation
The Committee believes all 3 individuals are ideal candidates to serve on the Foundation’s Board of Directors as they each have the demonstrated professional skills and experience, professional associations, leadership roles, and relevant volunteer experience. In addition, they have each voiced a strong commitment to advocating for and actively working to support the Foundation’s mission.

Each of the candidates would provide a geographic representation from the Will County communities of Romeoville, New Lenox and Bolingbrook that currently does not exist on the Board. The Committee recommends the appointment of all 3 candidates to the Foundation’s Board of Directors as follows:

1. Sam Bluemer to a two-year term that will expire in December 2024.
2. Jennifer Gabrenya to a one-year term that will expire in March 2024.
3. Margaret Tyson to a three-year term that will expire in March 2026.
If the Foundation Board approves the appointments of Sam Bluemer, Jennifer Gabrenya and Margaret Tyson as new Directors on January 25th, the nominations then would be presented to the Forest Preserve Board of Commissioners for final approval in February or March.

If you have any questions, please feel free to contact Marcy DeMauro.
# Board Member Term and Reappointment Schedule

**The Nature Foundation of Will County**  
**Board Member Term and Reappointment Schedule**  
**January 2023**

<table>
<thead>
<tr>
<th>Voting Directors</th>
<th>No. of Terms</th>
<th>Term</th>
<th>Current Term Expiration</th>
<th>Appointment Status**</th>
<th>Geographic Region/Other Notes</th>
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</thead>
<tbody>
<tr>
<td>Marcy DeMauro</td>
<td>1 year</td>
<td>6</td>
<td>September 2023</td>
<td>Re-appointed 9/28/22</td>
<td>Joliet</td>
</tr>
<tr>
<td>Ragan Pattison</td>
<td>1 year</td>
<td>4</td>
<td>September 2023</td>
<td>Re-appointed 9/28/22</td>
<td>Homer Glen/Wilmington</td>
</tr>
<tr>
<td>Vacant</td>
<td>1 year</td>
<td></td>
<td>September</td>
<td>TBD</td>
<td></td>
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<tr>
<td>Jennifer Gabrenya</td>
<td>1 year</td>
<td></td>
<td>March 2024</td>
<td>Proposed 1/25/23</td>
<td>Romeoville</td>
</tr>
<tr>
<td>Sam Bluemer</td>
<td>2 year</td>
<td></td>
<td>December 2024</td>
<td>Proposed 1/25/23</td>
<td>New Lenox</td>
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<tr>
<td>Ann Dralle</td>
<td>2 year</td>
<td>6</td>
<td>December 2023</td>
<td>Re-appointed 11/30/22</td>
<td>Lemont</td>
</tr>
<tr>
<td>Ed Garner</td>
<td>2 year</td>
<td>4</td>
<td>December 2023</td>
<td>Re-appointed 11/30/22</td>
<td>Homer Glen</td>
</tr>
<tr>
<td>Donna Theimer</td>
<td>2 year</td>
<td>2</td>
<td>March 2024</td>
<td>Re-appt. in March 2022</td>
<td>Shorewood</td>
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<tr>
<td>Reid Filotto</td>
<td>3 year</td>
<td>1</td>
<td>March 2025</td>
<td>Appointed 9/28/22</td>
<td>Plainfield</td>
</tr>
<tr>
<td>Jim Flax</td>
<td>3 year</td>
<td>2</td>
<td>September 2023</td>
<td>Re-appoint in Sept 2023</td>
<td>Crete</td>
</tr>
<tr>
<td>Maraget Tyson</td>
<td>3 year</td>
<td></td>
<td>March 2026</td>
<td>Proposed 1/25/23</td>
<td>Bolingbrook</td>
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<table>
<thead>
<tr>
<th>Non-Voting Directors</th>
<th>No. of Terms</th>
<th>Term</th>
<th>Current Term Expiration</th>
<th>Appointment Status**</th>
<th>Notes</th>
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<tr>
<td>Julie Berkowicz</td>
<td>2 years</td>
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<td>December 2024</td>
<td>Appointed 1/2023</td>
<td>Naperville</td>
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<tr>
<td>Einalyn Costa</td>
<td>2 years</td>
<td></td>
<td>December 2024</td>
<td>Appointed 1/2023</td>
<td>Bolingbrook</td>
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<tr>
<td>Janet Diaz</td>
<td>2 years</td>
<td></td>
<td>December 2024</td>
<td>Appointed 1/2023</td>
<td>Joliet</td>
</tr>
<tr>
<td>Ralph Schultz</td>
<td>2 years</td>
<td></td>
<td>December 2024</td>
<td>Re-appointed 12/2022</td>
<td>Executive Director</td>
</tr>
</tbody>
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*New Re-Appointment Schedule for voting Directors adopted December 2, 2020 with three dates/year in March, September, and December. The terms of all voting Director positions are now aligned to one of the three dates in the year of their term expiration.*

**New voting directors must be approved by both TNFWC and the Forest Preserve Board of Commissioners. The re-appointment of voting directors is approved solely by TNFWC. Non-voting ex-officio directors are approved every even year at the Forest Preserve Board's re-organization meeting the second Monday of December or as otherwise needed.*
# Board of Directors Candidate Application

<table>
<thead>
<tr>
<th>Name</th>
<th>Samantha (Sam) Bluemer Garibay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>601 Livingston Dr, New Lenox, IL 60451</td>
</tr>
<tr>
<td>Phone</td>
<td>815-341-2541</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:samanthab@mckinstry.com">samanthab@mckinstry.com</a></td>
</tr>
<tr>
<td>Occupation</td>
<td>Account Executive</td>
</tr>
<tr>
<td>Employer</td>
<td>McKinstry</td>
</tr>
</tbody>
</table>

## Why do you want to serve on the board for The Nature Foundation of Will County?
As a life-long resident of Will County and avid advocate for nature, I believe firmly in the Foundation’s efforts to help all residents enjoy the natural resources, parks, forests, and general recreation of Will County. My personal benefit of Will County Forest Preserve forests and trails with my family inspires me to empower others to do the same and promote the flourish of these invaluable parts of our community.

## What skills, expertise, constituency representation, etc. will you bring to The Nature Foundation of Will County’s board?
Having worked in eco-business roles for the last 10 years, I have technical understanding of natural resources as well as the acumen necessary to strategically plan and fundraise for non-profit organizations. Personally, I have created a native plant eco-system at my Will County home and can offer ideas and support for those looking to start their own at-home native-scaping journey. My service on other non-profit boards has equipped me with the understanding of necessary effort and participation required to be a valuable board member.

## How many years are you willing to serve on the Board of Directors?
- [ ] 1
- [x] 2
- [ ] 3

## Which committees interest you?
- [ ] Finance Committee
- [ ] Board Development Committee
- [x] Fundraising & Projects Committee
- [ ] I’m not sure

## Would you be willing to consider The Nature Foundation of Will County as one of the top three nonprofits you support with a financial gift?
- [x] Yes
- [ ] No

## Are you willing to raise funds for The Nature Foundation of Will County through whatever avenue you feel most comfortable such as meetings, phone calls with donors, organizing events, giving presentations, etc.?
- [x] Yes
- [ ] No

## Will you agree to attend board meetings (6 per year) and our annual strategic planning session? Occasionally missing meetings is acceptable as long as you have notified the Chair, Secretary or Executive Director.
- [x] Yes
- [ ] No
Board of Directors Candidate Application

Will you take the fiduciary responsibility of board members seriously and seek out guidance if you don't know how to read the financial statements and reports?

☑️ Yes ☐ No

Will you respect the Board's consensus decision-making process?

☑️ Yes ☐ No

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the board?

☐ Yes ☑️ No

Is there anything else you would like to tell us about yourself to help us review your application?

I'm grateful for your consideration and excited at the prospect to support the Will County Forest Preserve and become an agent of service for resources that I feel are critical to our community identity and ecosystem. I have dedicated my entire professional career to fostering coexistence of human nature and the natural world. I see this as a communal way to continue that work.

I attest that the facts set forth in my application are true and complete.

__________________________  __________________________
Signature                                                                                                                     Date

11/23/2022
# Director Agreement

<table>
<thead>
<tr>
<th>As a board member...</th>
<th>Board member can expect in return...</th>
</tr>
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<td>I will give my best effort to “hit the ground running” when beginning my service with the board.</td>
<td>The organization will provide me with an orientation, including background information on work accomplished to date.</td>
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<td>I understand the board meets 6 times per year, plus one planning session. I understand that I am expected to attend a minimum of 60% of these meetings. I will do my best to meet and/or exceed this expectation.</td>
<td>Board meetings will be well run and productive, with a focus on decision-making and not merely reporting. Agenda packets will be distributed one week in advance of the meeting.</td>
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<td>I accept fiduciary responsibility for the organization and will oversee its financial health and integrity.</td>
<td>The organization will provide timely, accurate, and complete financial statements to be provided in the agenda packet prior to each board meeting.</td>
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<td>I will provide oversight to ensure that our program and services run effectively.</td>
<td>The organization will provide me with updates, status reports, news, etc. during board meetings.</td>
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<tr>
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<td>The organization will give me the option of fulfilling my personal pledge in annual, quarterly, or monthly installments, if I so choose.</td>
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<td>I will work in good faith with staff and other board members as partners towards achievement of the mission and goals of the organization.</td>
<td>The organization will foster open and honest communication and transparency in all aspects of its operation so that board members and staff may work together in partnership.</td>
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<td>The organization will understand my situation, honor my contribution, and help me to find the best solution under these circumstances.</td>
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Signature                                                                                                                                    Date
Conflicts of Interest Policy Disclosure Form

Preliminary note: In order to be more comprehensive, this statement of disclosure and questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:

- a. Your spouse, domestic partner, child, mother, father, brother or sister;
- b. Any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. Any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)
   
   ____________________________________________________________

2.  CAPACITY:
   
   ___ Board of Directors
   ___ Executive Committee
   ___ Officer
   ___ Committee Member
   ___ Staff (position): _______________________________

3. Have you or any of your affiliated persons provided services or property to the Foundation in the past year?
   ___ YES  ___ NO

   If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:


4. Have you or any of your affiliated persons purchased services or property from the Foundation in the past year?
   ___ YES  ___ NO

   If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:


5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which the Foundation was or is a party?
   ___ YES  ___ NO

   If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:
6. Were you or any of your affiliated persons indebted to pay money to the Foundation at any time in the past year (other than travel advances or the like)?
   _____YES   ✔️   NO

   If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the Foundation or as a result of your relationship with the Foundation, that in the aggregate could be valued in excess of $1,000, that were not or will not be compensation directly related to your duties to
   ____________________?
   _____YES   ✔️   NO

   If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the Foundation?
   _____YES   ✔️   NO

   If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Foundation’s board in accordance with the terms and intent of Foundation’s conflict of interest policy?
   _____YES   ✔️   NO

   If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HEREBY CONFIRM that I have read and understand the Foundation’s conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the Executive Director, Chair, or Vice Chair immediately.

__________________________  ______________________
Signature                                                                 Date
Gift Policy Disclosure Form

As part of its conflict of interest policy, The Nature Foundation of Will County (Foundation) requires that directors, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with the Foundation or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1. “Responsible Person” is any person serving as an officer, employee or a member of the board of directors of the Foundation.

Section 2. “Family Member” is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3. “Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the Foundation is not a “contract” or “transaction.”

Section 4. Prohibited gifts, gratuities and entertainment. Except as approved by the Chair of the Board or his designee or for gifts of a value less than $75 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with the Foundation or,
2. Does or seeks to compete with the Foundation or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with the Foundation.

GIFT STATEMENT

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

__________________________________________
Signature

__________________________________________
Date
# Board of Directors Candidate Application

<table>
<thead>
<tr>
<th>Name</th>
<th>Jennifer Gabrenya</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>423 Rachel Circle Homewood, IL 60446</td>
</tr>
<tr>
<td>Phone</td>
<td>773-544-2900</td>
</tr>
<tr>
<td>Email</td>
<td>jeniwoyn(@)gmail.com</td>
</tr>
<tr>
<td>Occupation</td>
<td>CEO</td>
</tr>
<tr>
<td>Employer</td>
<td>Anew, Building Beyond Violence &amp; Abuse</td>
</tr>
</tbody>
</table>

**Why do you want to serve on the board for The Nature Foundation of Will County?**

I want to give back to our local presence that provide so much enrichment to me in order to make sure they are well taken care for future residents of Will County. I have been looking for a way to use my professional skills to support my love of nature & this would be a great fit.

**What skills, expertise, constituency representation, etc. will you bring to The Nature Foundation of Will County’s board?**

I have 14 years of non-profit executive leadership experience, grant writing, public speaking, budgeting, board relations, fundraising & strategic planning.

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**Which committees interest you?**

☐ Finance Committee  
☐ Board Development Committee  
☒ Fundraising & Projects Committee  
☐ I'm not sure  
[Illegible handwritten text: I am open to any committee.]

**What other boards do you serve on?**

Illinois Coalition Against Domestic Violence

---

**Would you be willing to consider The Nature Foundation of Will County as one of the top three nonprofits you support with a financial gift?**

☐ Yes  
☐ No

**Are you willing to raise funds for The Nature Foundation of Will County through whatever avenue you feel most comfortable such as meetings, phone calls with donors, organizing events, giving presentations, etc.?**

☐ Yes  
☐ No

**Will you agree to attend board meetings (6 per year) and our annual strategic planning session? Occasionally missing meetings is acceptable as long as you have notified the Chair, Secretary or Executive Director.**

☐ Yes  
☐ No
Board of Directors Candidate Application

Will you take the fiduciary responsibility of board members seriously and seek out guidance if you don't know how to read the financial statements and reports?

☐ Yes  ☐ No

Will you respect the Board's consensus decision-making process?

☐ Yes  ☐ No

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the board?

☐ Yes  ☐ No

Is there anything else you would like to tell us about yourself to help us review your application?

I have a deep commitment to nature and look forward to using my knowledge skills from my career to support the work of the Foundation.

I attest that the facts set forth in my application are true and complete.

[Signature]  11/19/20

Date
# Director Agreement

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---

**Signature**  [Signature]

**Date**  11/19/33
Conflict of Interest Policy Disclosure Form

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a. Your spouse, domestic partner, child, mother, father, brother or sister;
b. Any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
c. Any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

   ________________________________
   Jennifer Abravaya

2. CAPACITY:
   ______ Board of Directors
   ______ Executive Committee
   ______ Officer
   ______ Committee Member
   ______ Staff (position): ________________________________

3. Have you or any of your affiliated persons provided services or property to the Foundation in the past year?
   ______ YES ______ NO

   If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

   __________________________________________________________
   __________________________________________________________

4. Have you or any of your affiliated persons purchased services or property from the Foundation in the past year?
   ______ YES ______ NO

   If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

   __________________________________________________________
   __________________________________________________________

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   ______ YES ______ NO

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   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
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   ______YES ______NO

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   ______YES ______NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the Foundation?
   ______YES ______NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Foundation's board in accordance with the terms and intent of Foundation's conflict of interest policy?
   ______YES ______NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HEREBY CONFIRM that I have read and understand the Foundation's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the Executive Director, Chair, or Vice Chair immediately.

____________________________  ______________
Signature Date
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1. Does or seeks to do business with the Foundation or,
2. Does or seeks to compete with the Foundation or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with the Foundation.

GIFT STATEMENT

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

[Signature]  [Date]
JENNIFER GABRENYA, MS, CDVP
Romeoville, IL 60446 | 773.544.2900 | jennifer.gabrenya@gmail.com | LinkedIn: Jennifer Gabrenya

NON-PROFIT EXECUTIVE LEADERSHIP
An inspiring non-profit executive with a track record of collaborative leadership, sound grant management, strong budgetary acumen, and targeted program development. What sets me apart from my colleagues is my demonstrated success in compassionate leadership with dignity, transparency, respect, and diversity.

Leadership – Employ collaborative leadership style fostering trust and positive morale.
Vision – Inspirational communicator conveying mission during public speaking engagements, donor visits and media interactions
Program Development – Launched new and enhanced programming increasing community presence. Created efficiencies in program evaluation and data collection.
Advancement – Built strategic partnerships to secure and advance projects. Cultivate strong relationships with funding partners and donors. Craft messaging that inspires and informs.
Operations – Strong track record of securing and managing public and private funding. Led overhaul of finance department resulting in increased transparency and sound budgeting practices.

PROFESSIONAL EXPERIENCE

Executive Director
Anew: Building Beyond Violence and Abuse, Homewood 2016-Present
• Accountable for strategic vision and operations of a $4 million domestic violence prevention agency.
• Formulated comprehensive rebranding strategy including new name and logo to more accurately represent the agency, increasing community engagement and attracting new and increased donations.
• Overhauled business practices and upgraded to cloud technology, enabling staff to work remotely and conduct virtual client meetings while maintaining compliance with strict client confidentiality.
• Transformed organizational infrastructure, strengthened staff competencies, and increased capacity to accommodate 55% agency growth as well as increased reporting and compliance demands.
• Revamped employee compensation packages, adjusting salaries to better reflect market rates by raising agency’s minimum wage to $15 per hour and creating a consistent schedule of raises and rate adjustments based on current compensation data and market trends.
• Enhanced Board of Directors governance effectiveness with targeted recruitment and skills to establish a strategic trajectory for agency’s future.
• Circumnavigated significant budget crisis during first year by advocating agency programs with State Coalition and identifying alternate means to obtain contracts to resolve budget impasse.

Chief Executive Officer
Center for Disability Services, Joliet 2015 – 2016
• Formulated vision and strategy for operations of a $4.5 million disability service organization.
• Demonstrated strong leadership presence when transforming workplace culture to include safety, respect, and trust, strengthening agency reputation and realizing 40% increase in community donations.
• Overhauled Finance department with new policies, procedural controls, and added skilled staff, after identifying several deficiencies with billable services, debt management, and cash reserves.
JENNIFER GABRENYA, 773.544.2900

Director of Programs
Family Shelter Service, Wheaton
2008 – 2015

- Created and led organizational trauma-informed care approach, improving teamwork across departments and in turn delivering improved service to clients.
- Streamlined and consolidated data collection forms, simplifying collection, data entry, and reporting. Outcome metrics were later incorporated into state-wide Department of Human Services program.
- Developed strategic plan and implemented a domestic violence prevention program for a $2.5 million agency, reaching community schools and youth programs.

Assistant Director of Grant Programs
Illinois Violence Prevention Authority, Chicago
2007 – 2008

- Administration leadership for $1.9 million across six grant programs.
- Negotiated a budget increase of 14% for the Youth Advisory Board.
- Lead staff on creation on new youth-led grant program

Manager of Administrative Services, Joli Burrell Children’s Advocacy Center
La Rabida Children’s Hospital – Joli Burrell Children’s Advocacy Center, Park Forest
2005 – 2007

- Orchestrated all aspects of operations and outreach initiatives for child sex abuse, severe physical abuse, and witness to violence investigation program.
- Secured $250,000 funding in collaboration with local domestic violence agencies to partner children’s mental health professionals with domestic violence advocates.

Executive Director
Will County Children’s Advocacy Center, Joliet
2004

- Managed $350,000 program for child sexual and severe physical abuse investigations for three counties.

Coordinator, Domestic Violence Prevention & Education Program
Rainbow House, Chicago
2000 – 2004

- Created curriculum and trained 2000 participants annually in prevention program and conducted community outreach for domestic violence agency in Chicago’s West Side neighborhoods of Lawndale and Little Village.

EDUCATION

Master of Science, Public Service Management, DePaul University, Chicago, Illinois
Bachelor of Arts, Women’s Studies, DePaul University, Chicago, Illinois
Ladder to Leadership Graduate, Center for Creative Leadership/Community Memorial Foundation
- Co-created community awareness campaign to reduce mental health stigma
Illinois Certified Domestic Violence Professional

SERVICE

Board Member, Illinois Coalition Against Domestic Violence
Community Advisory Council, University of Chicago Ingalls Memorial Hospital
Housing Taskforce, Congresswoman Robin Kelley
HR Source Advisory Council, HR Source
Morton Arboretum, Natural Areas Conservation Volunteer
Board of Directors Candidate Application

Name: Margaret Tyson

Address: 1802 Marine Rd. Bolingbrook, IL 60490

Phone: 630-234-4598

Email: mtyson2000@comcast.net

Occupation: Substitute Teacher

Employer: Valley View School District 365

Why do you want to serve on the board for The Nature Foundation of Will County?
I want to serve on the board for The Nature Foundation of Will County to continue the work I participated in when I was an elected commissioner of Forest Preserve District 3 of Will County. The Foundation’s mission statement embodies my core values.

What skills, expertise, constituency representation, etc. will you bring to The Nature Foundation of Will County’s board?
My skillset would include my strong organizational and logical skills. As a member of an organization, I participate. I come prepared to work and I vote.

How many years are you willing to serve on the Board of Directors?

○ 1
○ 2
○ 3

Which committees interest you?

1. Finance Committee
2. Board Development Committee
3. Fundraising & Projects Committee
○ I’m not sure

Would you be willing to consider The Nature Foundation of Will County as one of the top three nonprofits you support with a financial gift?

○ Yes
○ No

Are you willing to raise funds for The Nature Foundation of Will County through whatever avenue you feel most comfortable such as meetings, phone calls with donors, organizing events, giving presentations, etc.?

○ Yes
○ No

What other boards do you serve on?
I’m the treasurer of the Democratic Party of Wheatland Township. I have been serving as the treasurer since 2017.

Will you agree to attend board meetings (6 per year) and our annual strategic planning session? Occasionally missing meetings is acceptable as long as you have notified the Chair, Secretary or Executive Director.

○ Yes
○ No
Board of Directors Candidate Application

Will you take the fiduciary responsibility of board members seriously and seek out guidance if you don't know how to read the financial statements and reports?  

☐ Yes  ☐ No

Will you respect the Board's consensus decision-making process?  

☐ Yes  ☐ No

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the board?  

☐ Yes  ☐ No

Is there anything else you would like to tell us about yourself to help us review your application?  

I’ve included my bio that was correct when I was still an elected Will County Board Member for District 3. (I lost my reelection bid on 11/8/2022.) I’m still active in the Community Activities: Treasurer of the Democratic Party of Wheatland Township, Wheatland Township Precinct 19 Committeeperson, Will County Black Caucus, and Illinois Democratic Women of Will County (IDWOW).

I attest that the facts set forth in my application are true and complete.

Margaret Jyoon  1/15/2023

Signature  Date
# Director Agreement

<table>
<thead>
<tr>
<th>As a board member...</th>
<th>Board member can expect in return...</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will give my best effort to &quot;hit the ground running&quot; when beginning my service with the board.</td>
<td>The organization will provide me with an orientation, including background information on work accomplished to date.</td>
</tr>
<tr>
<td>I will learn about the organization's mission and programs.</td>
<td>The organization will provide me with relevant materials and education.</td>
</tr>
<tr>
<td>I will learn about the Forest Preserve District's mission and programs.</td>
<td>The organization will provide me with relevant materials and education.</td>
</tr>
<tr>
<td>I understand the board meets 6 times per year, plus one planning session. I understand that I am expected to attend a minimum of 60% of these meetings. I will do my best to meet and/or exceed this expectation.</td>
<td>Board meetings will be well run and productive, with a focus on decision-making and not merely reporting. Agenda packets will be distributed one week in advance of the meeting.</td>
</tr>
<tr>
<td>I accept fiduciary responsibility for the organization and will oversee its financial health and integrity.</td>
<td>The organization will provide timely, accurate, and complete financial statements to be provided in the agenda packet prior to each board meeting.</td>
</tr>
<tr>
<td>I will provide oversight to ensure that our program and services run effectively.</td>
<td>The organization will provide me with updates, status reports, news, etc. during board meetings.</td>
</tr>
<tr>
<td>I accept ethical responsibility and will help to hold fellow board members and the executive director (and, by extension, all staff) to professional standards.</td>
<td>The organization will provide me with relevant training.</td>
</tr>
<tr>
<td>I will serve as an ambassador to the community to educate others and promote our work.</td>
<td>The organization will provide me with the training, materials and direction I need to do this job effectively.</td>
</tr>
<tr>
<td>I commit to increasing my skills as a board member.</td>
<td>The organization will provide me with training and support I need to serve as an effective board member.</td>
</tr>
<tr>
<td>I will participate in fundraising to ensure that our organization has the resources it needs to meet its mission.</td>
<td>The organization will offer me a variety of fundraising options and activities to choose from. It will also provide me with the information, training and/or resources I need to help me fulfill my obligations.</td>
</tr>
<tr>
<td>I commit to making a personal donation; our organization will be one of the top three charities I support each year that I am on the board.</td>
<td>The organization will give me the option of fulfilling my personal pledge in annual, quarterly, or monthly installments, if I so choose.</td>
</tr>
<tr>
<td>I will work in good faith with staff and other board members as partners towards achievement of the mission and goals of the organization.</td>
<td>The organization will foster open and honest communication and transparency in all aspects of its operation so that board members and staff may work together in partnership.</td>
</tr>
<tr>
<td>If anything prevents me from fulfilling these commitments, I will contact the Chair to discuss resignation from the board.</td>
<td>The organization will understand my situation, honor my contribution, and help me to find the best solution under these circumstances.</td>
</tr>
</tbody>
</table>

_Signature_  
Margaret Lupon  
1/15/2023  
_Date_
Conflict of Interest Policy Disclosure Form

Preliminary note: In order to be more comprehensive, this statement of disclosure and questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:

a. Your spouse, domestic partner, child, mother, father, brother or sister;
b. Any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
c. Any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

2. CAPACITY:

   ______ Board of Directors
   ______ Executive Committee
   ______ Officer
   ______ Committee Member
   ______ Staff (position): ____________________________

3. Have you or any of your affiliated persons provided services or property to the Foundation in the past year?
   ______ YES  X  NO

   If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Have you or any of your affiliated persons purchased services or property from the Foundation in the past year?
   ______ YES  X  NO

   If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which the Foundation was or is a party?
   ______ YES  X  NO

   If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:
6. Were you or any of your affiliated persons indebted to pay money to the Foundation at any time in the past year (other than travel advances or the like)?

___ YES ___ NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the Foundation or as a result of your relationship with the Foundation, that in the aggregate could be valued in excess of $1,000, that were not or will not be compensation directly related to your duties to ____________?  

___ YES ___ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the Foundation?

___ YES ___ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Foundation’s board in accordance with the terms and intent of Foundation’s conflict of interest policy?

___ YES ___ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HEREBY CONFIRM that I have read and understand the Foundation’s conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the Executive Director, Chair, or Vice Chair immediately.

Margaret Tyson

Signature

1/15/2023

Date
Gift Policy Disclosure Form

As part of its conflict of interest policy, The Nature Foundation of Will County (Foundation) requires that directors, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with the Foundation or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1. “Responsible Person” is any person serving as an officer, employee or a member of the board of directors of the Foundation.

Section 2. “Family Member” is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3. “Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the Foundation is not a “contract” or “transaction.”

Section 4. Prohibited gifts, gratuities and entertainment. Except as approved by the Chair of the Board or his designee or for gifts of a value less than $75 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with the Foundation or,
2. Does or seeks to compete with the Foundation or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with the Foundation.

GIFT STATEMENT

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

Margaret Lapon 1/15/2023
Signature Date
MEMORANDUM

TO: THE BOARD OF DIRECTORS OF THE NATURE FOUNDATION OF WILL COUNTY

FROM: Cynthia Harn, Executive Director

DATE: January 16, 2023

SUBJECT: Approve Resolution No. 23-01 Providing Signing Authority

Background

In October 2022, the Foundation learned it would be the recipient of an estate gift from a deceased supporter. Several years ago this individual had contacted the Foundation and spoke with its Executive Director about the legacy gift. Rather than naming the Friends or The Nature Foundation as beneficiary of a portion of the estate, the individual named Goodenow Grove Nature Preserve of Will County as the beneficiary. As such, this entity does not exist.

However, documentation and a letter from the Foundation’s attorney stating the relationship between the Foundation, the Forest Preserve District and Goodenow Grove is currently being drafted. In discussing the various forms, documentation and signatures required, with the attorney, we also noted that the Foundation’s bylaws contain a specific statement about the acceptance of gifts which will prevent the Executive Director and/or Foundation Chair from executing the documents when it comes time.

Article VI, Contracts, Checks, Deposits, Gifts, Investments and Distributions, Section 4.0 Gifts, states:

SECTION 4.0 Gifts. The Board of Directors may accept or reject, or by resolution may authorize any Officer or Officers or agent or agents of the Foundation to accept or reject, on behalf of the Foundation, any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Foundation.

The Board has not yet adopted a resolution which authorizes, by position, the Foundation Chair, Vice Chair, Treasurer or Executive Director of the Foundation to accept or reject any contribution, gift, or bequest on behalf of the Foundation.

Attached, please find Resolution No. 2023-01 Providing Signing Authority to the Chair, Vice Chair, Treasurer and Executive Director of The Nature Foundation of Will County.

Such a resolution establishes a clear line of responsibility and accountability for accepting or rejecting any contribution, gift or bequest. Such individuals still have a responsibility to notify
the Board of any and all gifts and this does in no way absolve or prevent the Board of Directors from making decisions regarding contributions, gifts and bequests.

**Recommendation**

Approve Resolution No. 2023-01 Providing Signing Authority to the Chair, Vice Chair, Treasurer and Executive Director of The Nature Foundation of Will County.

Should you have any questions about this item, please do not hesitate to contact me.
A RESOLUTION PROVIDING SIGNING AUTHORITY TO THE CHAIR, VICE CHAIR, TREASURER AND EXECUTIVE DIRECTOR OF THE NATURE FOUNDATION OF WILL COUNTY.

WHEREAS, The Nature Foundation of Will County (TNFWC) is a recognized 501(c)(3) charitable organization and is classified as a publicly supported organization under Internal Revenue Code sections 509(a)(1) and 170(b)(1)(A)(vi); and

WHEREAS, TNFWC was established in 2010 as a separate, not-for-profit corporate entity and exists for the sole purpose of advancing and furthering the statutory purposes and goals of the Forest Preserve District of Will County (DISTRICT) and is a private corporation organized and operated exclusively to receive, hold, invest, and administer cash, securities, real and intellectual property, and other private resources, and to make expenditures to or for the benefit of the DISTRICT; and

WHEREAS, TNFWC’s accepts contributions, gifts and bequests in support of its mission and the conservation, education and recreation priorities of the District; and

WHEREAS, TNFWC’s Board may accept or reject, or by resolution may authorize any Officer or Officers or agent or agents of the Foundation to accept or reject, on behalf of the Foundation, any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Foundation; and

WHEREAS, TNFWC’s Board is responsible for the control and management of all assets of the foundation, including prudent management of all funds and gifts consistent with donor intent; and

WHEREAS, TNFWC’s Board seeks, by resolution, to authorize its Officers and agents of the Foundation to accept or reject, on behalf of the Foundation, any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Foundation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of The Nature Foundation of Will County as follows:

SECTION I. The Board hereby authorizes its Chair, Vice Chair, Treasurer and/or Executive Director to accept or reject, on behalf of the Foundation, any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Foundation.

SECTION II. The Board gives such Officers and Agents authorization to sign and execute documents and agreements pertaining to the acceptance or rejection of such contributions, gifts, bequests or other devises.

Passed this 25th Day of January, 2023.

Ragan Pattison, Chair  
The Nature Foundation of Will County

ATTEST:

Marcy DeMauro, Secretary  
The Nature Foundation of Will County

Aye: ___________  
Nay: ___________  
Abstain: ___________
Overview

Concurrent with the Year-End Appeal, the Foundation sent out a satisfaction survey to its donors and supporters. The survey was customized for two audiences, those that make financial contributions (donors) and those that support the native plant sale events and seminars but do not make financial contributions (supporters).

The survey was launched November 11, 2022 and remained open until December 31, 2022.

Summary Conclusions

1. Donors and supporters feel acknowledged for their gift.
2. Donors strongly feel their gift has a positive impact.
3. Supporters generally feel their support has a positive impact.
4. There is a high level of support among donors and supporters to fund the Foundation’s mission and land stewardship activities.
5. Donors and supporters would recommend the Foundation to family and friends.
6. Donors and supporters feel like they are part of a growing community.
7. Supporters (not donors) do not give either because they do not have the funds or they feel like supporting the native plant sales is enough.

Survey Distribution and Response Rate

Total responses: 84 (14% response rate)

613 individuals received the survey
- 488 supporters received the survey email with link
- 105 donors received the survey email with link
- 20 donors received the survey in the mail (no email address on file)

22.4% of donors completed the satisfaction survey
- 20 donors completed the survey online
- 8 donors mailed in completed survey

11% of supporters completed the satisfaction survey
- 56 supporters completed the survey online

Survey response rates for satisfaction surveys generally ranges 15 to 25% but there are many variables affecting rates.
**Email Open Rates**

11/11/2022  Donor Survey Email – 54 opens; 20 clicks (51% open rate)
11/28/2022  Resend to Unopened – 32 opens; 2 clicks
11/11/2022  Supporter Survey Email – 290 opens; 76 clicks (59% open rate)

**Discussion and Recommendations**

Actual response data is included after this section. The discussion and recommendations presented here represent both donors and supporters.

Overall, both donors and supporters feel they are acknowledged for their gifts and support equally (4.8 out of 5). When asked about the impact of their gift or support, donors expressed higher levels of impact (4.2 out of 5) while supporters rated their impact an average of 3.7 out of 5. This is important when we try to transition supporters into donors.

There is strong support by both groups to fund the foundation’s mission and land stewardship activities. Interestingly, donors ranked mission and land stewardship equally, while supporters ranked land stewardship significantly higher (52%) with mission representing 27% of responses. Donors have a stronger connection to and investment in the foundation’s mission than supporters do. Again, this information can be used to create better messaging for both groups.

Asking whether donors or supporters would recommend the foundation to friends and family is a measure of trust and accountability. Both groups responded favorably with an average rating of 4.7 out of 5. This also relates to whether donors and supporters feel like we are using their gifts or proceeds for the kinds of things they care about.

Both groups responded positively when asked if they felt like they were part of a growing community that is working to create a legacy in Will County. Donors were an average of 4.6 out of 5 while supporters were slightly lower; 4.3 out of 5. The concepts of Creating Community and Building Legacy are an organic progression of the Grow with Us theme and can represent the foundation’s vision as it moves into its next 10 years. In truth, the foundation’s work is already focusing on creating communities of its stakeholders as it moves towards legacy. While the foundation is not a membership organization, we have succeeded in creating that feeling of belonging.

Supporters were asked why they do not give to the foundation. 41% responded that they can’t afford to donate right now. 36% felt that supporting the native plant sale was enough. Transitioning native plant sale supporters into donors presents challenges but it is not impossible. The foundation should never stop asking supporters to take the next step and become a donor. In fact, several messages were tested along these lines. One message invited supporters to take the next step while another focused on encouraging small donations of any amount. While campaign results are forthcoming, there was a positive response to both these messages and it may show that this year’s campaign has the highest conversion rate of non-donors to donors.

Recommendations include the following:
1. Administer satisfaction surveys again in 2024 to coincide with the Foundation’s 10-year anniversary. Consider offering an incentive to increase response rate.

2. Continue using donor-centered approach and language in all communications to express appreciation.

3. Improve communication efforts around expressing the impact of donor gifts and support. While it seems that donors feel like we are funding the types of programs and services that interest them, they are slightly less sure about the impact their gift makes. Supporters must receive the same communications so they understand how their purchase funds important initiatives. While the impact message is included in native plant sale communications, it is a good idea to make it more prominent. Also, the fact that the sales generate revenue for different projects is what will distinguish us from retail/online suppliers of native plant materials. We want to help people feel good about their purchase beyond using native plants.

4. Focus communications and impact stories on the areas of mission and land stewardship as they represent the majority of responses. When focusing on or communicating about the foundation’s mission, keep a holistic approach to demonstrate how all areas within its mission (land stewardship, nature education, arts and interpretation, and recreation) are being funded. It is clear that donors understand the role of the Foundation and how important it is to support it operationally. However, there is room for improvement with supporters. While they are vested in land stewardship, they are less so in the foundation’s mission even though the native plant sales would not happen if not for the foundation’s existence. We are also working against the basic consumer mentality of getting what you want at the best price regardless of the source. It will take a bit more effort to craft the types of messages that will transform a supporter into a donor.

5. Focus community and corporate partnership efforts on securing funding from the energy, industry, manufacturing, utility, and transportation sectors operating in Will County. Many corporations benefit financially from land, air, water, open space and other natural resources and asking them to give back will be met with donor and supporter approval.

6. Continue to use language in all communications and offer opportunities that connect donors and build community. Build messages of legacy into these communications and link with support for mission and land stewardship. For example, highlight land stewardship projects and sharing impact stories is a way to create a long-lasting legacy.

Responses from 56 Supporters

See attached document – Supporter Satisfaction Survey for raw data and responses.

Responses from 28 Donors

Donor responses are presented below and represent an integration of both online and mail-in survey responses.

1. What inspires you to give to The Nature Foundation of Will County?
25 - I want to support the Forest Preserve District of Will County and this is a great way to do that.
21 - I believe in the work you do.
14 - I like to support nonprofits doing work in my community.
  1 - Other: “A friend told me about the good work you do and I wanted to support the organization.”
  0 - I'm not really sure.

2. **Do we thank you enough for your generosity?**
   
   Average rating – 4.8 out of 5

3. **How much of an impact do you feel your gift has?**
   
   Average rating – 4.2 out of 5

4. **Are we doing a good job putting your gift to work?**
   
   25 - You are funding the types of programs and services that interest me.
   2 - You are funding some of the initiatives I care about, but not all.
   0 - You are really missing the mark.
   1 - Other: “Not sure”

5. **Which single program area do you feel is the most important area to fund with your gift?**
   
   12 - Mission (supporting the Foundation so it can make an impact in all these areas)
   11 - Land Stewardship (natural areas restoration, Restore Will County, native plant sales, etc.)
   2 - Nature Education (nature-focused programs for school children, youth groups, families)
   2 - Arts & Interpretation (programs, special exhibitions, and exhibits that teach about nature)
   0 - Recreation (programs and preserve amenities that promote and support outdoor recreation)
   1 - Other: “Not sure”

6. **How important is it that the Foundation seek financial support from major corporations who use Will County’s natural resources to provide services or create products for the marketplace? For example, corporations in the energy/gas industry.**
   
   Average rating – 4.7 out of 5

7. **Would you recommend us to family and/or friends as an organization worthy of support?**
   
   Average rating – 4.7 out of 5

8. **With your gift, do you feel like you are part of a growing community that is working to create a legacy in Will County?**
   
   Average rating – 4.6 out of 5

9. **How can we make your experience event better? Any additional comments?**
“Continue to great work you are doing including plant sales. Would love it if you offered mini workshops and or Q&A during native plant sales.”

"I would like more information on the variety of activities the Foundation does, especially related to Land Stewardship, I think that is the piece I know the least about and it is incredibly important. "

"Thank you. "

"I live in DuPage County. I am much more familiar with Will County's efforts to bringing people and nature together. I enjoy many of your facilities and functions. You inspire me to keep in touch with nature. Thanks"

"Thank You"

"Keep up the good work. Help maintain the great trail system."

“Keep up the good work!”

“I’ve had a very positive experience getting to know your organization. I have noticed a lot of mail from you at this time of year. I hope it is money well spend and that you get lot’s of donations. Thanks for all you do!”

“For over 20 years, I have visited the Will County forests almost daily. It has become a second home in a world where peace is hard to find. Thank you for creating a refuge for all!”
EXECUTIVE SUMMARY

The Nature Foundation of Will County kicked off its year-end appeal to donors and supporters in early November. As a result of its efforts, the Foundation raised $37,670 in unrestricted funds in a period of approximately 45 days. It also garnered the support of 25 new donors. Today, the Foundation has 113 individual active donors. In the last quarter, the Foundation also raised approximately $19,500 in support from corporate and foundation grants and gifts which are considered funds restricted for specific projects and programs.

In preparation for the 2022 appeal, staff developed a plan for the year-end appeal and established goals. Below are those goals with the campaign results.

a. Increase revenue over last year by $5,000 – Appeal revenue for the 2022 campaign was $37,670, a slight increase of $1,103 over the prior year. While the Foundation did not achieve its goal of increasing revenue by $5,000, it was successful in increasing its revenue despite high inflation and concerns about a recession. Of note: donors who typically make gift distributions from their investment accounts generally gave less in 2022 than they did in 2021.

2020 - $33,697
2022 - $36,567
2022 - $37,670

b. Retain current, active donors (85%) – The Foundation has 118 active donors and seeks to retain 85%, or 100 donors in 2022. The Foundation retained 83 donors, or 70%. Please note, the average donor retention rate for nonprofits is 40-45%. The Foundation also added 25 new donors during the year end campaign.

c. Upgrade 10% of active donors – 14 of the 83 donors chose to increase their gifts. This represents an upgrade of 17% and an additional $3,015.50 in annual gifts. We continued the practice of using customized response forms with donor-specific asks and suggested giving levels which began at the amount of their last donation.

d. Encourage 100% board member giving – At the launch of the campaign, the Foundation had 12 board members including ex-officio members. 5 board members, including 2 ex-officio, gave during the campaign, representing 42% participation and $2,100 in gifts which was a $700 increase over their prior gifts.

e. Engage new donors – To engage new donors the Foundation has used contacts from the native plant sale events and the learn and grow seminar registrations. These sources garnered support from 16 new donors. Additionally, lapsed donors are considered new again and represent 4 more individuals. There were 5 other new donors that could not be tracked to
any past involvement with the Foundation. They may have come from links on the Foundation’s or Forest Preserve’s social media.

f. **Transition native plant sale supporters that are not donors to become donors (5-10%)** – There were 405 individuals, not donors, that supported the native plant sale events. 12 individuals, or 3%, chose to donate in response to the year-end appeal, giving $650 total. These individuals also represent new donors.

g. **Transition Learn & Grow seminar registrants in the Chicagoland area that are not donors to become donors (5-10%)** – There were 85 individuals who were not donors, lived in Will County and the Chicagoland area, and registered for a native plant seminar. 5 individuals, or 6%, chose to donate in response to the year-end appeal, giving $350 total. These individuals also represent new donors.

h. **Reclaim lapsed donors (5%)** – Lapsed donors were those whose last gift was in 2017, 2018, 2019 or 2020. There were 39 individuals in this category. 4 individuals, or 10%, renewed their commitment for a total of $325. Incidentally, the 4 gifts came from individuals who lapsed in 2020. None of the other years were represented. These individuals also represent new donors.

**CONCLUSIONS AND RECOMMENDATIONS**

The segmenting and customized messaging and asks does appear to be improving donor engagement. If financial forecasts for 2023 are correct, we can anticipate a drop in revenue for the 2023 year-end appeal. However, it seems that customization and personalization of the donor experience may help to mitigate this to some degree. A focus on donor stewardship and a commitment to sharing impact stories can go a long way when it comes to deciding about whether to donate and/or increase a gift.

The Foundation should continue to increase its gratitude efforts and storytelling throughout the year and continue to ask supporters who are not donors to become donors.

Several messages used during the campaign resulted in increased donor engagement and these should continue and expand for 2023.

- Stories around natural areas restoration generates gifts.
- Non-donors responded when we acknowledged them for their care and concern of nature and then asked them to take the next step.
- Donors and non-donors responded when we asked them to join our community for any size gift.

Consider paid Facebook ads during the duration of the campaign to create awareness and potentially garner new support.

The Forest Preserve District included a social media post about Giving Tuesday and the Foundation’s fundraising efforts for the first time. It is difficult to say whether this generated some of the new donors, but it is worth it to try this again and even expand the effort for the 2023 year end campaign.
CAMPAIGN DETAILS

SEGMENTED GROUPS
1. Donors
2. Board Members
3. Subscribers
4. Native Plant Sale Only
5. Learn & Grow Seminar Only
6. Lapsed Donors

BREAKDOWN OF ACTIVE DONORS SEGMENT (THREE SUB-SEGMENTS)

The Foundation has 118 active donors at the launch of the year end campaign. These donors were divided into three segments; those that only make donations, those that make donations and also support native plant sale events and/or other fundraising functions, and those that are subscribers. Subscribers are donors that make monthly, quarterly or annual recurring gifts. Each segment received a customized letter.

At the conclusion of the campaign, 83 active donors had made donations or continued to maintain their subscriber status. This represents a 70% retention rate among active donors.

The Foundation is still receiving checks in the mail and the 35 donors that have not given yet, may still give. Also, we were made aware that there may be donors who sent checks and the Foundation never received them. We were experiencing issues with mail delivery in November and December and it’s possible some checks never made it to our offices. To see if this might be the case, there will be a notice in the next Monarch newsletter.

SUB-SEGMENT: DONORS ONLY

59 – Current donors that only make donations
45 – Donors retained (made gifts in 2022)
76% - Retention rate from 2021 to 2022

34 – Donors made their last gift in 2021
  • 20 Donors retained (60%) with donations totaling $4,947.50, an increase of $2,075.50 over their 2021 gifts.
  • 14 Donors did not respond to the 2022 Appeal and will be moved into the Lapsed Donor segment. Once lapsed, they will receive a letter in February/March asking them to renew their commitment.
  • Of the 20 Donors that responded with a gift:
    o 4 increased their gift from last year ($2,130.50)
    o 14 gave at the same level as last year
    o 2 decreased their gifts from last year (-$55)
    o Largest gift: $3,000
    o Smallest gift: $10
    o Average gift of $110/donor ($3K donation removed from data set)

25 – Donors who already gave in 2022
  • This group is 25 active donors that were asked to give again.
  • 5 Donors responded to the appeal giving a total of $200.
SUB-SEGMENT: DONORS PLUS OTHER ACTIVITIES

49 – Current donors that make donations and support fundraising events like the native plant sales
28 – Donors retained (made gifts in 2022)
57% - Retention rate from 2021 to 2022

42 – Donors made their last gift in 2021

- 21 Donors retained (50%) with donations totaling $27,205, an increase of $110 over their 2021 gifts.
- 21 Donors did not respond to the 2022 Appeal but they may purchase during the 2023 plant sales so they will remain on mailing lists. However, they will be moved into the Lapsed Donor segment. Once lapsed, they will receive a letter in February/March asking them to renew their commitment.
- Of the 21 donors that responded with a gift:
  - 8 increased their gift from last year ($345)
  - 11 gave at the same level as last year
  - 2 decreased their gifts from last year (-$225)
  - Largest gift: $25,000
  - Smallest gift: $10
  - Average gift of $105/donor ($25K donation removed from data set)

7 – Donors who already gave in 2022

- This group included 7 active donors that were asked to give again.
- 3 Donors responded to the annual appeal giving a total of $375.

SUB-SEGMENT: SUBSCRIBERS

10 – Donors that make monthly, quarterly or annual contributions on a recurring basis*
7 – Subscribers retained from 2021 to 2022
3 – New subscribers in 2022
2 – Subscribers that increased their monthly contribution amount when asked during the appeal (represents an increase of $45/month or $540 annually)
$2,589 – Current annual recurring contribution amount
$612.30 – Subscriber contributions during the year end appeal timeframe

*Does not include Foundation board members that automate their contributions

MARKETING & COMMUNICATION

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Details</th>
<th>Analytics</th>
<th>2021 Analytics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving</td>
<td>Mailed gratitude postcard (11/9 mailing)</td>
<td>650 Mailed</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appeal #1</td>
<td>Letter Outer Envelope (#10 Business) Reply Form Note (Giving Tuesday insert) Reply Envelope (#9 Business)</td>
<td>650 Mailed letters</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Direct Mail</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Giving Tuesday Celebration</strong></td>
<td>Hourly posts on Facebook celebrating donor impacts (11/29)</td>
<td>1,897 Post reach for Giving Tuesday</td>
<td>15 posts Giving Tuesday (Nov. 30) 1,769 - reach</td>
</tr>
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<tr>
<td><strong>Appeal #2 Direct Mail (No reply to #1 Letter)</strong></td>
<td>Letter Outer Envelope (#10 Business) Reply Envelope (#9 Business) (12/12 mailing)</td>
<td>Approximately 100 mailed letters to full donor segment and lapsed reminding them to donate</td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td>Companion solicitation to direct mail letter with focus on weekly Thankful Thursday emails</td>
<td>2,386 subscribers 25,063 Emails sent 43% Open rate .22% Unsubscribe rate (Nov 1 – Dec 31, 2022)</td>
<td>2,000 subscribers 13 emails 39% Open rate (Nov 30 – Jan 6, 2021)</td>
</tr>
<tr>
<td><strong>Donation landing page</strong></td>
<td>Welcome page on website is donation page. Campaign updates posted in main banner section.</td>
<td>505 Unique Visits 893 Pageviews (Nov 1 – Dec 31, 2022)</td>
<td>No data recorded</td>
</tr>
<tr>
<td><strong>Facebook Posts</strong></td>
<td>Main focus on Giving Tuesday posts to celebrate donor impacts and kick off the Year End appeal</td>
<td>1,897 Post reach for Giving Tuesday 38 Posts 8,307 Post reach 1,998 Page reach 257 Page visits 14 New likes (Nov 1 – Dec 31, 2022)</td>
<td>15 posts Giving Tuesday (Nov. 30) 1,769 - reach 16 posts for year-end appeal (Dec. 2 – Jan 6) 2,000 – reach</td>
</tr>
<tr>
<td><strong>Thankyou Notecards</strong></td>
<td>Each donor whether they make an online gift or send in a check receives a handwritten thank you note.</td>
<td>Not applicable.</td>
<td>Not applicable.</td>
</tr>
</tbody>
</table>