

Board of Trustees Executive Committee Meeting Minutes
Monday, February 26, 2018, 2:00 PM
NEDSRA Administrative Office - 1770 W. Centennial Place, Addison, IL 60101

1. Call to Order: Chairman Friedrichs called the meeting to order at 2:00 p.m.
2. Roll Call was taken.

Members Present: Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Matt Ellmann, Wood Dale Park District
Maryfran Leno, Itasca Park District

No Committee members were absent.

Staff Present: Rick Poole, Executive Director
Sue Martellotta, Executive Assistant to the Director

3. Business Items:

a. Review and Discussion of NEDSRA Board Policy Manual

Two versions of sections 4, Agency Overview, and 5, Roles and Responsibilities, were presented to the Executive Committee; one with marked changes and attorney approval and a second with changes added after the most recent attorney review. The committee discussed the sections and definitions in the document. Discussion was also had regarding how many members of a committee would mean that meetings must comply with the Open Meetings Act (OMA). The Executive Committee recommended that staff ask the attorney what the number of members in a committee are to require it adhere to the OMA. Members discussed whether these sections are "Policy" or "Procedure" and how they could be presented in another fashion. The committee agreed that a "manual" does not require Board action, however a "policy" would require board action. The committee asked staff to draft a "Board of Trustees" policy to replace section 5 and would include parts of section 4. Staff were also directed to create a new draft of the Agency Overview which would only contain just the agency overview. The Executive Committee recommended staff use member partner's Board Policies as a template for NEDSRA. They recommended the NEDSRA Board of Trustee Policy contain the following:

- NEDSRA Articles of Agreement
- Board Policy
- Roles and Responsibilities
- Any Board policy, responsibility, roles, etc., that appears in other sections of the NEDSRA manual.

Staff will create a draft and present to the Executive Committee.

4. Other Business:

Director Poole presented to the Executive Committee the budget for the Reach for the Stars (RFTS) event in June. The spreadsheet showed an \$8,000 operation loss when no money from sponsorships are included in the revenue. The loss would be approximately \$6,000 with the sponsorships included. Director Poole stated that NEDSRA Marketing Manager is working on ideas for other types of recognition for sponsors. Trustee Ellmann stated that it is the meals that are the main cost and questioned if NEDRA should continue as is. Director Poole said that he is working with staff to provide detailed budgets for the major fund-development events; Golf Classic, Golf Marathon and BBQ Bash including grants and sponsorships. Trustee Friedrichs stated that this is the first time a detailed budget


for an event has been presented. He said that there are always events that will lose money, some are subsidized and that is okay. Director Poole said staff will continue to compile the detail for reports. Trustee Friedrichs asked about the issue of recognition of member partners at events. Director Poole said that Marketing Manager Chereso is collecting the responses from the survey of other SRA's on this subject. These will be presented, along with recommendations at a Board meeting. Trustee Ellmann asked if the fund-development event reports could show all the revenue and all expenses so as to present the net revenue. He asked if personnel cost could be included. Director Poole will present this at the budget meeting. Trustee Leno cited a potential example of having member partners pay \$50 per plate at the Reach for the Stars (RFTS) event, which would be the partner's subsidy for that event. Trustee Ellmann would like to see a report showing how funds come in to the agency and that would help to understand the loss in dollars that fund-development is funding. Trustee Leno asked that the revenue report contain more detail.

Director Poole stated that the budget shows a loss when presented. However when the state grant is received, the fund balance increases significantly. He would like to include the state grant funds in the budget. He would also then like to include costs of building and other improvements. This would show that it may not be necessary for any member partners to provide additional funds. Trustee Ellmann stated that some member partners would like to provide additional funding, even when not asked to do so. Trustee Leno said that they needs to be a manner in which to recognize all partners and possibly all may want to give more collectively. She stated that she believes signage at event should include all member partners. Trustee Friedrichs reiterated that he would like to know all costs including personnel costs for events. Director Poole explained that the budget for 2018/19 will show more detail then has been previously presented with added, separate account numbers. He reminded the committee that Manager Chereso is also responsible for marketing and that not 100% of her time is fund-development. Trustee Leno suggested that some money could be applied to programs such as inclusion if needed. She believes that she would be able to present that to her board. Trustee Friedrichs reiterated that all partners should be recognized at events. Trustee Baum agreed that every partner should be recognized, however those that contribute extra should be recognized for going "above and beyond." Trustee Friedrichs said that knowing the cost details will help in this issue. Trustee Ellmann said that NEDSRA should be conscious of how the member partner's boards perceive the added recognition. RFTS is the specific event in question. The suggestion brought up was to possibly charge member partners more or take the loss from the fund balance for the event.


Director Poole said that in the budget presentation, he will talk about what the agency expects to do with the \$232,180 from the DCEO grant when it is received. He also spoke briefly about the quotes for repairs of the conduit in the basement. The March board meeting will have the budget workshop presentation on the agenda. Trustee Friedrichs asked to see more detail in the supporting documentation pages with the budget.

5. Motion to adjourn was made by Trustee Ellmann and a second made by Trustee Baum. The NEDSRA Board of Trustees Executive Committee meeting was adjourned at 3:59 p.m.

Respectfully submitted,



Susan Martellotta, Recording Secretary



Paul Friedrichs, Chairperson



Matt Ellmann, Board Secretary