

Friends of HE Parks
Regular Quarterly Board Meeting Agenda
Thursday, February 11, 2016
4:00 P.M.
PIN STRIPES

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. Quarterly Board December 16, 2015
4. Comments from the Audience
5. Chairman's Report
6. Financial Report
 - a. Quarterly Report
 - b. Scholarship/Outreach Program Report / F16-01
7. Old Business
 - a. Board Recruitment and Inventory
 - i. New Committee/Board Members
 1. Debora Dobbertien
 - b. Investment Committee
 - c. Giving Tree Update / F16-02
 - d. Estate Giving Update
 - e. Gill Management /Burger King Foundation donations
 - i. Grand Opening Date February 1, 2016
8. New Business
 - a. Gayle Vandenberg's resignation
 - b. Review of By-Laws
9. Committee Events Reports/and Calendar
 - a. Girlfriends Night Out Committee – 2/18/16
 - b. Golf Committee – No Report
 - c. Splish Splash – No Report
 - d. Wine Tasting Committee – No Report
10. Next meeting date
11. Adjournment

We invite those who may need an accommodation due to a disability to contact us 48 hours in advance. Please contact Peg Kusmierski, Administrative Assistant at 847-885-7500.



Friends of HE Parks

Hoffman Estates Park District Foundation

P.O. Box 957524, Hoffman Estates, Illinois 60169 • Phone: 847-310-3617

MINUTES QUARTERLY MEETING December 16, 2015

1. Roll Call:

A regular meeting of the Friends of HE Park Districts Board of Trustees was held on December 16, 2015 at 4:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Trustees Bostrom, R. Evans, Mehr, Musial (arrived 4:10),
Rossiaky, Chairman Troy Triphahn

Absent: Trustees Hiser, Kilbridge, Spentzos, S. Triphahn, Vandenberg

Also Present: Deputy Director Talsma, Superintendent Chesak, Foundation
Manager Kusmierski

Audience: None

As the Foundation did not have a quorum at this time, Chairman Triphahn gave his Report:

- He thanked staff and the board for all their hard work
 - Trustee Evans for joining the board and bringing new ideas
 - Trustee Rossiaky for always supporting the Foundation with his attendance and his new ideas
 - Trustee Bostrom and his staff, Deputy Director Talsma and Superintendent Chesak for all their support at the events and with the financials and advertising
 - Trustee Mehr for bringing her extensive knowledge from other foundations to ours for our benefit.
 - Trustee Musial for her financial expertise
 - Foundation Manager Kusmierski for managing the events and paperwork
- He noted that the Foundation's success came from having great people and a first class district to support them. He wished everyone a good year and said he was looking forward to the coming events.

2. Approval of Agenda:

Having reached a quorum, Chairman T. Triphahn asked to move the ICompete Item (8b) to the top of the agenda.

Trustee Bostrom made a motion, seconded by Trustee Mehr to approve the agenda as amended. The motion carried by voice vote.

8b. ICompete Program 2015/216/F15-13:

Superintendent Chesak reviewed the item noting that she had been informed by the school district that they had reduced the number of children to participate to 35 from 55 and were offering 3 less events. Therefore, the original budget request of \$3,000 should be accurate; however, Superintendent Chesak will submit a corrected budget with the new participant and event number.

No action was required as the budget request had previously been approved and the question was only if that \$3,000 would be enough funding.

Trustee Bostrom informed the Board that Superintendent Chesak had been instrumental in organizing a Thanksgiving and Christmas dinner for disadvantaged families in partnership with the DEA and held at BPC. Superintendent Chesak explained that they had seen over 170 at Thanksgiving and 205 for the Christmas dinner the night before. She also explained that Toys for Tots was involved and they served the community from the ICompete Program and the Salem/Bode apartment. Trustee Bostrom noted that it was a great event. Superintendent Chesak left the meeting.

3. Minutes:

Trustee Mehr made a motion, seconded by Trustee Rossiaky to approve the minutes of the September 2, 2015 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Chairman's Report:

See earlier paragraph

6. **Financial Report:**

A. Quarterly Report:

Trustee Musial reviewed the report noting that the losses shown were due to prepaying the 2nd Quarter Scholarship Fund in error as well as increasing the fund to \$20,000 each year.

She also talked about an old and past due \$150 from a previous SRT outing. The board's consensus was to write the amount off as it was over 2 years old.

She also reviewed the numbers from Uncorked noting that the event had made more money this year but not as much as it had in past years. Trustee Mehr suggested selling wines and beers at the event.

Chairman T. Triphahn noted that the Foundation had decided not to offer Casino Night due to low returns. Deputy Director Talsma noted that the event itself actually only made \$500 and perhaps instead of the Reverse Raffle they could look at a 50/50 split the pot which would require much less effort to run and could be done at the SRT.

Trustee Mehr noted that there were already many bag raffles at the SRT and maybe the 50/50 in lieu of those. Deputy Director Talsma noted that the district would be hiring Advertising and Sponsorship Manager in the new year and hoped they could assist the district with fundraising i.e. sponsorships for every event from many of the district's vendors.

Chairman T. Triphahn noted that he had an email from Trustee Kilbridge suggesting a mini retreat to address the direction of the foundation events. He noted that they were presently committed to the GNO and the SRT but suggested a retreat in the spring to look at the remaining events; Splish, Uncorked and how they can present themselves at the Volunteer Appreciation Night and PIP.

Trustee Musial noted that past events at other foundations had offered only 3 much larger prizes.

Discussion ensued and it was determined that the board would meet for ½ day in the late afternoon for both a short quarterly meeting and a retreat.

Trustee Bostrom made a motion, seconded by Trustee Mehr to accept the Financial Reports as presented. The motion carried by voice vote.

B. Scholarship/Outreach Program/F15-10:

Update only, no action necessary.

C. Benevity Community Impact Fund/F15-11:

Trustee Bostrom noted that the Foundation had received a check for \$1,500 through the Benevity Community Impact Fund. Foundation Manager Kusmierski had been to the site and created a page for the Foundation as well as securing additional information on the donor. Trustee Musial suggested putting the donor on the Giving Tree and maintaining contact in the event that they would be willing to donate again next year. Deputy Director Talsma suggested offering that for anyone in excess of \$500.

Board consensus was to have staff create a policy in the event that anyone donated more than \$500 that, whenever possible, they be contacted and given the option of having their name and/or other message put on a leaf for the giving tree.

7. **Old Business:**

A. Investment Committee:

Deputy Director Talsma reviewed the item noting that he was working with Morgan Stanley to establish accounts for the Foundation.

B. Board Recruitment and Inventory:

Trustee Mehr reported that Debora Dobbertien was interested in being a Trustee. She reviewed some of her credentials noting that she had been recommended by Manager Cuff of the 50+ group and worked extensively with 2 large hospice associations as well as having several ideas to offer the foundation.

Chairman T. Triphahn noted that she seemed flexible with her time and very interested. Trustee Bostrom noted that the Foundation was looking for participants and felt she should be recommended.

Deputy Director Talsma noted that the Foundation might want to look at the resident requirement for board participation at the next meeting. It was board consensus to bring the Bylaws to the next meeting as well as inviting Debora to join the meeting and the retreat.

C. Giving Tree Update:

Trustee Bostrom noted that they had 11 leaves on the tree. Trustee Mehr suggested promoting the Tree at all the Foundation Events.

D. Estate Giving Update:

Trustee Evans noted that Phil Tarallo was still interested in being a part of the Foundation Board and might be interested in attending the retreat also.

Deputy Director Talsma suggested that they might want to use the Tree to recognize anyone that recognized the Foundation in their will and could even suggest an acorn or stone depending on the donation.

Trustee Mehr suggested getting the Foundation's name out to all the attorneys in the area that deal with estate planning; starting with Phil Tarallo.

8. **New Business:**

A. Gill Management/Burger King Donations F15-12:

It was noted that Gill Management would be donating \$.10/\$1.00 to the Foundation on any orders that mentioned the Foundation or Park District. C&M is putting together a campaign to promote the fundraiser. The opening is expected to be December 28.

B. Compete Program:

See earlier conversation.

C. CRC Holiday Party Request:

Trustee Mehr made a motion, seconded by Trustee Rossiaky to approve the \$250 for the CRC Holiday Party. The motion carried by voice vote.

9. **Committee Reports:**

A. GNO 2/18/16:

First meeting 12/17.

B. SRT:

Next event date is June 15, 2016.

C. Splish Splash:

To be reviewed at the retreat. Possible tie in with Volunteer Appreciation Night.

D. Wine Event:

See earlier discussion. To be reviewed at the retreat. Trustee Mehr suggested looking at a Brew Fest.

10. **Next Meeting Date:**

Next meeting date scheduled for February 11, 2016 from 4-5 pm meeting time and 5- 7 or 8 pm for the retreat. Staff to locate a room for simple dinner and to check with all Trustees.

11. **Adjournment:**

Trustee Bostrom made a motion, seconded by Trustee Musial to adjourn the meeting at 5:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. F16-01

TO: Foundation Board
FROM: Trustee Musial
Foundation Manager Kusmierski
RE: Scholarship/Outreach Programs
DATE: January 8, 2016

At the June 2015 quarterly meeting, the board approved increasing the Scholarship Fund to \$20,000 each year. The third quarter payment is due in January 2016. To date, the park district has used \$8,894.75, however, the majority of scholarship funds go towards coming hockey programs (due to the expense) and camp programs for the summer of 2016.

Run Date: 01/08/16
Run Time: 9:02A**CASH JOURNAL**

User: PAK

| Date | Time | Rcpt # | Drwr | Mod | D/C | Type | User | House/Other | Payment Reference | Amount |
|------------|--------|---------|------|-----|-----|--------|------|-------------|---|--------|
| 07/02/2015 | 8:30A | 2381350 | 102 | A/R | C | Fee Wa | CLF | 41676 | Summer Found payment 2015 | 110.00 |
| 07/02/2015 | 8:33A | 2381352 | 102 | A/R | C | Fee Wa | CLF | 69333 | Summer found/2015 | 118.00 |
| 07/02/2015 | 8:36A | 2381356 | 102 | A/R | C | Fee Wa | CLF | 65002 | Swin lessons | 13.75 |
| 07/02/2015 | 8:38A | 2381357 | 102 | A/R | C | Fee Wa | CLF | 59172 | summer 2015/25% Boot camp/nature cam summer 2015 | 123.00 |
| 07/02/2015 | 8:40A | 2381358 | 102 | A/R | C | Fee Wa | CLF | 52086 | Football | 110.00 |
| 07/02/2015 | 8:42A | 2381360 | 102 | A/R | C | Fee Wa | CLF | 69640 | summer 2015 /fee wai Kinder camp/2015 | 148.00 |
| 07/02/2015 | 8:45A | 2381364 | 102 | A/R | C | Fee Wa | CLF | 63696 | summer fee waiver Hoceky & ice camps summer 2015 wavier | 630.00 |
| 07/02/2015 | 8:46A | 2381365 | 102 | A/R | C | Fee Wa | CLF | 63746 | Swim lessons/summer 2015 | 118.00 |
| 07/02/2015 | 8:56A | 2381375 | 102 | A/R | C | Fee Wa | CLF | 72350 | swim lesons/2015 fee waiver | 55.00 |
| 07/08/2015 | 10:08A | 2388138 | 102 | A/R | C | Fee Wa | CLF | 50910 | Soccer/Summer 2015 Fee wavier | 170.00 |
| 07/09/2015 | 4:20P | 2388943 | 102 | A/R | C | Fee Wa | CLF | 66850 | Fall Baseball waiver/summer 15 | 75.00 |
| 07/14/2015 | 11:43A | 2391708 | 102 | A/R | C | Fee Wa | CLF | 54968 | GYMNASTICS FEE WAIVER | 69.00 |
| 07/27/2015 | 2:14P | 2401204 | 102 | A/R | C | Fee Wa | CLF | 54968 | Martial arts/fall 15 Fee waiver | 133.00 |
| 07/28/2015 | 3:55P | 2402153 | 102 | A/R | C | Fee Wa | CLF | 63696 | Hockey/fee waiver fall 2015 | 935.00 |
| 07/30/2015 | 3:15P | 2403654 | 102 | A/R | C | Fee Wa | CLF | 43411 | Hockey/fall 2015 | 300.00 |
| 08/03/2015 | 10:52A | 2406444 | 102 | A/R | C | Fee Wa | CLF | 72666 | Swin classes Fee waive/fall 2015 | 118.00 |
| 08/03/2015 | 2:18P | 2406827 | 102 | A/R | C | Fee Wa | CLF | 56681 | Pre School #5 fee waiver | 67.00 |
| 08/05/2015 | 12:14P | 2408828 | 102 | A/R | C | Fee Wa | CLF | 41676 | dance.drums ,martial arts/fee waiver fall | 510.00 |
| 08/11/2015 | 11:01A | 2415071 | 102 | A/R | C | Fee Wa | CLF | 52123 | Baton,gym, yoga Fall 2015/waiver | 247.00 |
| 08/17/2015 | 11:25A | 2419270 | 102 | A/R | C | Fee Wa | CLF | 52123 | Horsemanship Fee waiver/summer 15 | 157.00 |
| 08/18/2015 | 3:25P | 2420142 | 102 | A/R | C | Fee Wa | CLF | 59172 | gymnastics/fall 2015 fee waiver | 233.00 |
| 08/21/2015 | 12:19P | 2421708 | 102 | A/R | C | Fee Wa | CLF | 67810 | Swim lessons fee waiver fall 15 | 59.00 |
| 08/27/2015 | 2:10P | 2425141 | 102 | A/R | C | Fee Wa | CLF | 56681 | Pre Sch 9-15-15 bill Fee waiver | 67.00 |
| 08/31/2015 | 9:25A | 2427022 | 102 | A/R | C | Fee Wa | CLF | 31279 | Skate class/exercise Fall 2015 fee waiver | 225.00 |
| 08/31/2015 | 9:27A | 2427024 | 102 | A/R | C | Fee Wa | CLF | 68304 | Martial Arts/Fall 15 Fee waiver | 165.00 |
| 08/31/2015 | 10:38A | 2427060 | 102 | A/R | C | Fee Wa | CLF | 72960 | Basketball/fall 15 fee waiver | 105.00 |
| 08/31/2015 | 12:19P | 2427128 | 102 | A/R | C | Fee Wa | CLF | 66850 | gymnastics/fall 15 Fee waiver | 80.00 |
| 09/24/2015 | 12:24P | 2440585 | 102 | A/R | C | Fee Wa | CLF | 65782 | Basketball Fee waiver fall 2015 | 105.00 |
| 09/28/2015 | 12:07P | 2442525 | 102 | A/R | C | Fee Wa | CLF | 43411 | Basketball/winter/15 Fee waiver | 115.00 |
| 10/06/2015 | 8:43A | 2446513 | 102 | A/R | C | Fee Wa | CLF | 56681 | Pre School:15/16 Fee waiver | 67.00 |
| 10/06/2015 | 4:26P | 2448681 | 102 | A/R | C | Fee Wa | CLF | 73281 | Volleyball&Hoops Fee waiverfall 15 | 210.00 |
| 10/14/2015 | 3:02P | 2451609 | 102 | A/R | C | Fee Wa | CLF | 52407 | Basketball/fall/15 Fee waiver | 105.00 |

Run Date: 01/08/16

CASH JOURNAL

Run Time: 9:02A

User: PAK

| Date | Time | Rcpt # | Drwr | Mod | D/C | Type | User | House/Other | Payment Reference | Amount |
|------------|--------|---------|------|-----|-----|--------|------|-------------|--|--------|
| 10/16/2015 | 8:39A | 2452323 | 102 | A/R | C | Fee Wa | CLF | 47339 | Basketball 50%/2015 | 50.00 |
| 10/19/2015 | 3:21P | 2453170 | 102 | A/R | C | Fee Wa | CLF | 59974 | Basketball X 2 Fee waiver/Fall 2015 | 173.00 |
| 10/29/2015 | 12:17P | 2456314 | 102 | A/R | C | Fee Wa | CLF | 60777 | Basketball Fall fee waiver 2015 | 105.00 |
| 11/02/2015 | 11:23A | 2457340 | 102 | A/R | C | Fee Wa | CLF | 56681 | Pre Sch 15/16 fee waiver | 67.00 |
| 11/03/2015 | 11:22A | 2457820 | 102 | A/R | C | Fee Wa | CLF | 47918 | Basketball/Gymnastic Fee waiver/Fall 2015 | 230.00 |
| 11/04/2015 | 8:52A | 2458148 | 102 | A/R | C | Fee Wa | CLF | 73510 | Basketball/fee waive Fall 2015 | 150.00 |
| 11/09/2015 | 2:08P | 2462770 | 102 | A/R | C | Fee Wa | CLF | 53858 | Feeder Basketball x2 Fee waiver fall 2015 | 300.00 |
| 11/23/2015 | 10:12A | 2466448 | 102 | A/R | C | Fee Wa | CLF | 72666 | Swim lessons Fee waiver/winter 15 | 118.00 |
| 11/23/2015 | 3:17P | 2466569 | 102 | A/R | C | Fee Wa | CLF | 72971 | Basketball fee waiver/early fee | 105.00 |
| 12/01/2015 | 1:00P | 2468088 | 102 | A/R | C | Fee Wa | CLF | 52407 | Dance/waiver/fall 15 | 194.00 |
| 12/02/2015 | 8:53A | 2468309 | 102 | A/R | C | Fee Wa | CLF | 56681 | Pre Sch/waiver | 67.00 |
| 12/03/2015 | 11:30A | 2468674 | 102 | A/R | C | Fee Wa | CLF | 59172 | Gymnastics/fitness adult class/waiver | 245.00 |
| 12/09/2015 | 2:43P | 2472917 | 102 | A/R | C | Fee Wa | CLF | 47162 | Basketball/fee waive | 210.00 |
| 01/04/2016 | 12:04P | 2479087 | 102 | A/R | C | Fee Wa | CLF | 68304 | Martial Arts/Winter 2015/fee waiver | 170.00 |
| 01/04/2016 | 12:06P | 2479089 | 102 | A/R | C | Fee Wa | CLF | 31279 | dance/zumba/teen weight/W15/waiver | 341.00 |
| 01/04/2016 | 12:17P | 2479093 | 102 | A/R | C | Fee Wa | CLF | 54968 | Martial Arts/Winter 2015/fee waiver | 117.00 |
| 01/04/2016 | 12:55P | 2479132 | 102 | A/R | C | Fee Wa | CLF | 56681 | Pre Sch/15/16 Fee waiver | 67.00 |
| 01/05/2016 | 10:42A | 2479460 | 102 | A/R | C | Fee Wa | CLF | 73364 | Dance/Baseball/ winter 16/fee waiver | 344.00 |
| 01/07/2016 | 10:52A | 2483201 | 102 | A/R | C | Fee Wa | CLF | 31279 | Kickbox class | 57.00 |
| 01/07/2016 | 10:53A | 2483202 | 102 | A/R | C | Fee Wa | CLF | 31279 | Kickbox/fee waiver | 42.00 |

Run Date: 01/08/16
Run Time: 9:02A

Module Totals

User: PAK

| Module | Pay Type | Description | Total Credit Amt | Total Credit Cnt | Total Debit Amt | Total Debit Cnt | Net Amount |
|---------------------------|----------|-------------|------------------|------------------|-----------------|-----------------|------------|
| Activity Reg | Misc | Fee Waiver | 8,894.75 | 52.00 | 0.00 | 0.00 | 8,894.75 |
| Activity Reg TOTALS: | | | 8,894.75 | 52.00 | 0.00 | 0.00 | 8,894.75 |
| Payment Type Totals | Misc | Fee Waiver | 8,894.75 | 52.00 | 0.00 | 0.00 | 8,894.75 |
| GRAND TOTALS (ALL TYPES): | | | 8,894.75 | 52.00 | 0.00 | 0.00 | 8,894.75 |

SELECTION CRITERIA:

Date Range: 07/01/2015 Through 01/08/2016
 Time Range: 12:00A Through 11:59P Fixed Times? yes
 Drawer Range: 0 Through 9998
 Receipt Range: 0 Through 999999999
 Sort By: Date
 Sub Total By Date: No
 Sub Total DateBy Pay Type: Yes
 Include Over/Short Postings: no
 Credit Type: 05
 Debit Types: 05
Credits Skipped: 01,02,03,04,06,07,08,09,10,11,12,13,14,15,16,17,18,19,20,23,25,60,75,79,80,81,82,83,90,95,96,97,98,99
Debits Skipped: 01,02,03,04,06,07,08,09,10,11,12,13,14,15,16,17,18,19,20,23,25,60,75,79,80,81,82,83,90,95,96,97,98,99
 Print Transaction Detail: yes
 Print Credit Card Info: no
 Print Module Subtotals: yes
 Balance Sheet Option: Standard
 Modules: (AR) yes (FR) yes (LS) yes (PM) yes (TP) yes (CR) yes (PS) yes (RN) yes (LK) yes (MISC) yes (GLOBAL) yes
 User Range: CLF Through CLF
 Individual Selections:

MEMORANDUM NO. M16-02

TO: Foundation Board of Trustees
FROM: Trustee Bostrom
Foundation Manager Kusmierski
RE: Giving Tree
DATE: February 4, 2016

Background:

In February the Foundation Board of Trustees approved the expenditure of \$5,000 for a Giving Tree. In April the tree was purchased and install in August. The first order for engraving was placed in December and the second order in February, after the Inaugural deadline.

Implications:

To date the Foundation has sold 20 leaves for the Giving Tree for a total of \$5,050. Attached is a status report showing the breakdown of the Bronze, Silver and Gold leaf purchases. Please note, we do have one bronze purchased with a payment due and the invoice for that is in the RecTrac Household for tracking.

Below is a list of expenses totally \$4,959.67 for the purchase, installation and initial startup of the program.

- Tree purchase \$4,145.00
- Oak Mounting board 190.01
- Menards Misc. 89.74
- Brochure Holders 40.00
- Window Clings 120.00
- Trifolds 374.92

TOTAL \$4,959.67

The only additional cost to this program has been for the payment of the engraving on the ordered leaves and staff has been working with our local engraver who has been able to offer a substantial savings on the engraving process and has worked with the district in the past. The December cost of engraving was \$76 and the February cost of engraving is expected to be \$56.

Therefore, the total expenses to date are \$5091.67 with revenues of \$5050.00.

Run Date: 02/04/16

Run Time: 8:47A

POS BOTTOM LINE REPORT

User: PAK

| TC | Description | Item | Description | Count | Fees | Disc | Paid | Refunds | Misc | Net |
|------|----------------------|------|-------------|-------|----------|------|----------|---------|------|----------|
| 0850 | GiveTree Bronze Leaf | | | 13 | 1,950.00 | 0.00 | 1,800.00 | 0.00 | 0.00 | 1,800.00 |
| 0855 | GiveTree Silver Leaf | | | 2 | 600.00 | 0.00 | 600.00 | 0.00 | 0.00 | 600.00 |
| 0860 | GiveTree Gold Leaf | | | 5 | 2,500.00 | 0.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 |

| | |
|---|-----------------|
| TOTAL QUANTITY SOLD FOR RANGE SELECTED: | 20 |
| TOTAL FEES CHARGED FOR TRANSACTIONS: | 5,050.00 |
| TOTAL DISCOUNT APPLIED AGAINST FEES: | 0.00 |
| NET AMOUNT STILL DUE: | 150.00 |
| TOTAL AMOUNT REFUNDED: | 0.00 |
| TOTAL AMOUNT PAID FOR ALL FEES LESS DISCOUNT (+): | 4,900.00 |
| TOTAL MISCELLANEOUS POS INCOME (+): | 0.00 |
| TOTAL MISCELLANEOUS POS EXPENSES (-): | 0.00 |
| NET INCOME/EXPENSE FOR RANGE SELECTED (=): | <u>4,900.00</u> |

SELECTION CRITERIA:

Sales Date Range: 12/01/2015 Thru 02/29/2016
 Inc/Exp Date Range: 12/01/2015 Thru 02/29/2016
 Tran Code Range: 0850 Thru 0870
 Individual Selections:
 Item Range: Thru ZZZZZZZZZZZZZZZZ
 Ticket Range: Thru ZZZZZZZZZZ
 Tran Code Wildcard:
 Item Wildcard:
 Ticket Wildcard:

Peg Kusmierski

From: Troy Triphahn <troy.triphahn@wtengineering.com>
Sent: Tuesday, February 02, 2016 6:30 PM
To: Peg Kusmierski
Cc: Dean Bostrom
Subject: FW: W-T

Peg –

Fyi . . . see below. Please add this to the agenda for next week.

Thanks,

- Troy

From: GAYLE E. VANDENBERGH
Sent: Tuesday, February 2, 2016 2:42 PM
To: Troy Triphahn <troy.triphahn@wtengineering.com>; dbostrom@heparks.org
Subject: W-T

To my fellow Board of Directors at the Friends of HE Parks,

It is with many emotions that I am announcing my retirement at W-T Engineering. My last day will be Feb. 19, 2016. I have also decided to leave my current position on the Board of Friends of HE Parks. Although retirement is a happy opportunity as I will be able to spend more time with my family, I will miss my friends and colleagues on the Board at the Friends at HE Parks. I've been connected with this foundation since 2004 and have shared so many experiences.

I take this opportunity to thank you all for your continuous support and assistance over the years. This foundation has achieved much and has had many accomplishments that I have been associated with.

I wish the Friends of HE Parks success in all future endeavors. I am hopeful that our paths will cross again soon.

Thanks to one and all,

Gayle Vandenberg



Gayle Vandenberg, Office Operations Manager
W-T Engineering, Inc.
2675 Pratum Avenue | Hoffman Estates, IL 60192
Direct: 224-293-6369 | Cell: 847-525-7489 | Main: 224-293-6333 | Fax: 224-293-6444
www.wtengineering.com

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**FIRST AMENDED BY-LAWS
OF
HOFFMAN ESTATES PARK DISTRICT FOUNDATION**

ARTICLE I

Purposes

The Hoffman Estates Park District Foundation (Friends of HE Parks) is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**Revised: August 24, 1999
Revised: November 12, 2008**

1. Developing financial support for the Hoffman Estates Park District by receiving gifts, bequests and endowments for the Park District's benefit;
2. Promoting use of the Hoffman Estates Park District's resources and services;
3. Increasing public recreational and educational programs by the Hoffman Estates Park District;
4. Acquiring, holding and conveying land for the future development of public parks and outdoor recreational areas;
5. Furthering any and all of the purposes set forth herein by other means which shall be for the sole benefit of the Hoffman Estates Park District, a unit of local government which qualifies as an exempt organization under the Internal Revenue Code of 1986.

ARTICLE II

Offices

The Foundation shall have and continuously maintain in this State a registered office and registered agent whose office is identical with such registered office, and may have other offices within the State of Illinois as the Board of Trustees may from time to time determine.

ARTICLE III

Members

The general public shall be eligible for membership for such term, upon such application and upon payment of such donation, as the Board of Trustees shall determine. The Board of Trustees may create such sub-classes of membership, each with varying requirements, as the Board shall determine. Membership shall automatically terminate when the requirements for membership are no longer met.

Membership shall not be assignable or otherwise transferable. No member shall have voting rights; all voting rights are vested solely in the Board of Trustees.

ARTICLE IV

Meetings of Members

SECTION 1. ANNUAL MEETING. An annual meeting of the members shall be held during **May or June** of each year; **not more than 60 days prior to June 30th of each year.**

Revised May 14, 2014

SECTION 2. SPECIAL MEETING. Special meetings of the members may be called either by the chair, the Board of Trustees, or not less than one tenth of the members.

SECTION 3. PLACE OF MEETING. The Board of Trustees may designate any place, either within or without the State of Illinois, as the place of meeting for any annual meeting or for any special meeting called by the Board. If no designation is made or if a special meeting be otherwise called, the place of meeting shall be the registered office of the Foundation in the State of Illinois, provided, however, that if all of the members of the Board of Trustees shall meet at any time and place, either within or without the State of Illinois, and consent to the holding of a meeting, such meeting shall be a valid meeting without call or notice.

SECTION 4. NOTICE OF MEETINGS. Written or printed notice stating the place, day and hour of any meeting of members shall be delivered, either personally or by mail, to each member not less than five nor more than forty days before the date of such meeting, by or at the direction of the chair, secretary, or the officers or persons calling the meeting. In case of a special meeting, or when required by the statute or by these By-Laws, the purpose for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed delivered when deposited in the United States mail addressed to the member at his address as it appears on the records of the Foundation, with postage thereon prepaid.

SECTION 5. QUORUM. A majority of the members who are also members of the Board of Trustees shall constitute a quorum of the members of the Hoffman Estates Park District Foundation at any meeting of its members. If a quorum is not present at any meeting of members, a majority of the members of the Board of Trustees present may adjourn the meeting from time to time without further notice.

ARTICLE V

Board of Trustees

SECTION 1. GENERAL POWERS. The affairs of the Foundation shall be managed by its Board of Trustees. All powers vested in the first Board of Directors as named in the Articles of Incorporation shall cease upon its adoption of these By-Laws, and its power shall immediately vest in the Board of Trustees.

SECTION 2. The Board of Trustees shall be comprised of not less than **five nor more than twenty-one members**, each to be elected by a majority of the Board of Trustees to serve a **one, two or three year term**. The terms of **not more than one-half** of the members of the Board shall expire each year. Whenever a Trustee dies, resigns or ceases to act, or when a Trustee's term expires, the vacancy thus created **may** be filled by a new trustee elected by a majority of the remaining members of the Board of Trustees.

Revised: May 2, 2000
Revised: June 6, 2007

Whenever any member of the Board of Trustees is also a member of the Board of Park Commissioners of the Hoffman Estates Park District, the action of such member of the Board of Trustees shall be for all legal purposes and intents the action of such member individually and as a member of the Board of Trustees of the Hoffman Estates Park District Foundation, and not the action of such Trustee as a Park Commissioner or as a member of the Board of Park Commissioners of the Hoffman Estates Park District.

SECTION 3. REGULAR MEETINGS. A regular annual meeting and additional regular meetings of the Board of Trustees shall be held at such place and time as the Board shall determine by resolution. The regular meeting shall be open to the public.

SECTION 4. SPECIAL MEETINGS. Special Meetings of the Board of Trustees may be called by or at the request of the chair or any two Trustees. The person or persons authorized to call special meetings of the Board may fix the place and time for holding any special meeting of the Board called by them.

SECTION 5. NOTICE. Notice of a regular meeting need not be given; the resolution required for such meeting shall constitute appropriate notice. Notice of any special meeting shall be given at least two days previously thereto by written notice delivered personally or sent by mail or telegram, to each Trustee at this address as shown by the records of the Foundation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed with postage thereon prepaid. If notice is given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. A trustee may waive notice of a meeting. The attendance of a Trustee at a meeting shall constitute a waiver of notice of such meeting, except where a Trustee attends a meeting for the sole and express purpose of objecting to the transaction of business because the

meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver or notice of such meeting, unless specifically required by law or by these By-Laws.

SECTION 6. QUORUM. A majority of the members of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees, provided that if less than a majority of the Board of Trustees is present at a meeting, a majority of the Board of Trustees present may adjourn the meeting from time to time without further notice.

Revised: June 29, 2004

SECTION 7. MANNER OF ACTING. The act of a majority of the Board of Trustees shall be the act of the Board of Trustees, except where otherwise provided by law or these By-Laws.

SECTION 8. COMPENSATION. Trustees shall not receive salaries for their services as trustees.

SECTION 9. VACANCIES DECLARED /REMOVAL. Whenever any member of the Board of Trustees dies, resigns, becomes under legal disability, is convicted of any infamous crime, refuses or neglects to further the purpose of the Foundation, or neglects to attend regular and special meetings of the Board for a period of three (3) consecutive meetings, or neglects to attend a minimum of 50% of the regular and special meetings of the Board in an 12-month period, said Trustee position may be declared vacant by the Board upon a two-thirds vote of the Board of Trustees.

Revised: June 6, 2007

Revised: November 12, 2008

ARTICLE VI

Officers

SECTION 1. OFFICERS. The officer of the Foundation shall be a chair, vice chair, treasurer, and a secretary. The Board of Trustees may elect or appoint such other officers, including one or more assistant secretaries and one or more assistant treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed by the Board of Trustees. Any two or more offices may be held by the same person, except the offices of chair and secretary.

SECTION 2. ELECTION AND TERM OF OFFICE. The officers of the Foundation shall be elected annually by the Board of Trustees at the regular annual

meeting of the Board. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Vacancies may be filled or new office created and filled at any meeting of the Board. Each office shall hold office from July 1 to June 30.

SECTION 3. REMOVAL. Any officer or agent elected or appointed by the Board of Trustees may be removed by a majority of the Board whenever, in its judgement, the best interests of the Foundation would be served thereby.

SECTION 4. VACANCIES. A vacancy in an office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Trustees for the unexpired portion of the term.

SECTION 5. CHAIR. The chair shall be the principal executive officer of the Foundation and shall, in general, supervise and control all of the business of the Foundation. They shall preside at all meetings of the Board of Trustees. They may sign, with the secretary or any other proper officer of the Foundation authorized by the Board, any deeds, mortgages, bonds, contracts, or other instruments which by the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these By-Laws or by statute to some other office or agent of the Foundation; and in general, shall perform all duties incident to the office of chair and such other duties as may be prescribed by the Board from time to time. The Chair and the secretary are expressly authorized and empowered to execute on behalf of the Foundation deeds conveying to the Hoffman Estates Park District any land owned by the Foundation without the necessity of the adoption of a Resolution authorizing such conveyance.

SECTION 6. VICE CHAIR. In the absence of the chair or in the event of their inability or refusal to act, the vice chair shall perform the duties of the chair and, when so acting, shall have all the powers of and be subject to all restrictions upon the chair. The vice chair shall perform such other duties as from time to time may be assigned to him by the chair or by the Board of Trustees.

SECTION 7. TREASURER. If required by the Board of Trustees the treasurer shall give a bond for the faithful discharge of his duties, payable to the Foundation in such sum and with such surety or sureties as the Board shall determine. The cost of the bond shall be paid by the Foundation. They shall have charge and custody of and be responsible for all funds and securities of the Foundation; receive and give receipts for moneys due and payable to the Foundation, and deposit all such moneys in the name of the Foundation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VIII of these By-Laws; and in general perform all the duties incident to the office of the treasurer and such other duties as from time to time may be assigned to him by the chair of the Board of Trustees.

SECTION 8. SECRETARY. The secretary shall keep the minutes of the meetings of the members and of the Board of Trustees in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; be custodian of the Foundation's records and of the seal of the Foundation and see that the seal of the Foundation is affixed to all documents, the execution of which on behalf of the Foundation under its seal is duly authorized in accordance with the provisions of these By-Laws; keep a register of the post office address of each member which shall be furnished to the secretary by such member; 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 him by the chair or by the Board of Trustees.

SECTION 9. ASSISTANT TREASURERS AND ASSISTANT SECRETARIES. If required by the Board of Trustees, the assistant treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board shall determine. The assistant treasurers and assistant secretaries shall in general perform such duties as shall be assigned to them by the treasurer or the secretary or by the chair or the Board of Trustees.

ARTICLE VII

Committees

Section 1. COMMITTEES. The Board of Trustees may establish such committees as it deems necessary, giving the committees such authority as the Board determines to be appropriate. Except as otherwise provided by the Board, the chair of the Foundation shall have authority to appoint and remove committee members.

SECTION 2. TERM OF OFFICE. Each member of a committee shall continue as such until the next annual meeting of the Board of Trustees and until their successor is appointed, unless the committee shall be sooner terminated or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

SECTION 3. CHAIR. One member of each committee shall be appointed chair by the Board of Trustees or the chair of the Foundation.

SECTION 4. VACANCIES. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

SECTION 5. QUORUM. Unless otherwise provided by the Board of Trustees a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

SECTION 6. RULES. Each committee may adopt rules for its own government not inconsistent with these By-Laws or with rules adopted by the Board of Trustees.

ARTICLE VIII

Contracts, Checks, Deposits, Gifts and Audits

SECTION 1. CONTRACTS. The Board of Trustees may authorize any officer or agent of the Foundation, in addition to the officers so authorized by these By-Laws; 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. CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Foundation, shall be signed by such officers or agents and in such manner as the Board of Trustees shall determine. In the absence of such determination, such instruments shall be signed by the treasurer or assistant treasurer and countersigned by the chair or vice chair.

SECTION 3. 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 Trustees may select.

SECTION 4. GIFTS. The Board of Trustees may accept 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. AUDITS. The accounts of the Foundation shall be audited at least annually by an independent auditor appointed by the Board of Trustees.

ARTICLE IX

Certificates of Membership

SECTION 1. CERTIFICATES OF MEMBERSHIP. The Board of Trustees may provide for the issuance of certificates evidencing membership in the Foundation, which shall be in such form as shall be determined by the Board. Such certificates shall be signed by the chair or vice chair and by the secretary or assistant secretary, and shall be sealed with the seal of the Foundation. The name and address of each member and the date of issuance of the certificate shall be entered on the records of the Foundation.

SECTION 2. ISSUANCE OF CERTIFICATES. When a member has been elected to membership, a certificate of membership shall be issued in their name and

delivered to them by the secretary, if the Board of Trustees shall have provided for the issuance of certificates of membership under the provisions of Section 1 of this Article.

ARTICLE X

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 members, the Board of Trustees and committees having any of the authority of the Board of Trustees. All books and records of the Foundation may be inspected by any trustee, member, or resident of the Hoffman Estates Park District or their agent or attorney, for any proper purpose, at any reasonable time.

ARTICLE XI

Fiscal Year

The fiscal year of the Foundation shall be July 1 through June 30.

ARTICLE XII

Seal

The Board of Trustees shall provide a corporate seal which shall be in the form of a circle and shall be inscribed thereon the name of the Foundation and the words "Corporate Seal, Illinois".

ARTICLE XIII

Waiver of Notice

Except as otherwise provided herein, whenever any notice is required to be given under the provisions of the General Not For Profit Corporation Act of Illinois or under the provisions of the Articles of Incorporation or the By-Laws of the Foundation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XIV

Amendments to By Laws

These By-Laws may be amended or repealed and new By-Laws may be adopted by a two-thirds of the Board of Trustees.

ARTICLE XV

Other Provisions

SECTION 1. No part of the net earnings of the Foundation shall inure to the benefit of, or be distributable to its members, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above. No substantial part of the activities of the corporation shall include disseminating propaganda, lobbying or otherwise attempting to influence legislation or public officials. The Foundation shall not participate in, or intervene in, (including publishing or distributing statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles or of the by-laws of the Foundation, the Foundation shall not carry any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 as amended from time to time, or the corresponding provision of any future United States Internal Revenue law, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code and its regulations as they now exist or may hereafter be amended from time to time.

SECTION 2. DISSOLUTION. Upon dissolution of the Foundation, the Board of Trustees shall, after paying or making provisions for payment of all liabilities of the Foundation, dispose of all its assets exclusively for the purposes of the Foundation in such manner, or to such organization or organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 and its Regulations, as the Board of Trustees shall determine. Any such asset not so disposed of shall be disposed of by the circuit court of the county in which the principal office of the Foundation is then located, to an organization(s) operated exclusively for charitable or educational purposes as determined by the court.

Revised August 24, 1999

Approved: February 16, 1999

Revised: August 24, 1999

Revised: May 2, 2000

Revised: June 29, 2004

Revised: June 6, 2007

Revised: November 12, 2008

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