



Mission

To inspire and enable all young people, especially those who need us most, to realize their full potential as caring, productive and responsible citizens.

Vision

Our vision is to raise up a generation of children who will change the culture of the community for generations to come!

**May 2021
Board Packet**

COMMITTEE REPORTS

Board Development Committee

The Board Development Committee met May 10th via Zoom. Cordy, Ricardo, Tina and Regina were in attendance. Betty was out of town. The committee reviewed the class of 2021 which will be put forward as the class of 2024 at the June meeting. At present this includes, Cordy, Kathie, and Regina. This is the smallest of the three classes and the committee agreed on the need for the recruitment of at least 2 new board members to join this class. The class of 2022 has 7 members and the class of 2023 has 6. The slate of officers to be put forward at the June meeting are Stephanie as chair, Russell for vice-chair, Kathie Fralish for treasurer and Hope for secretary. All officers are elected for a two-year term.

Tina reported on the work Kassie has done on the Board Portal. It was decided that pictures would be taken of all Board members at the May meeting. Ricardo offered to assist staff with picture taking. Board members who are not in attendance at the May meeting will be asked to stop by the Club for a photo so that Board information can be finalized on the Club home page.

Ricardo will contact CJ Nelson for possible date and time for his orientation prior to the June Board meeting. Cordy shared some great ideas on future Board recruitment including a 30 second video on the webpage by a present Board member and adding a section of “Frequently Asked Questions” about Board service. In a discussion of the characteristics or skills needed in future Board members the following were identified: a representative of Marion Schools, an individual who works in Human Resources, and a lawyer.

Tina asked the BDC to develop short job descriptions of each of the officer positions. The committee will ask each of the 4 officers to forward a list of their duties and will develop a short job description for each.

The next committee meeting is scheduled for Monday June 7 at 3:30 PM

Finance Committee

Prior to the regularly scheduled Finance Committee meeting the committee met on April 27th and May 4th to review the proposed FY22 budget. It was decided at the second meeting to wait until the June Board meeting to present the budget to the full board.

The regularly scheduled May Finance Committee meeting was held on May 12th with Kathie, Stephanie, Regina, Marc, Monique and Tina in attendance. Nicole was unable to attend. Monique shared with the committee the April financials. April was a strong month for contributions with \$59,234 coming in from individuals and business contributions. Great work by Kassie and Tina.

It is important to note that a change has occurred in the recording of restricted expenses, those expenditures will no longer appear on our Income Statement, but now will be reflected on the Balance Sheet at the direction of our auditors. The April summary sheet which is part of the Board packet shows a net profit of \$665,444.60 and for the year \$843,526.55. However, that figure does include our Building Renovation revenue of \$583,060.00, so please keep in mind that those funds are earmarked for our Building Renovation expenses and are not available for the use of General Operating expenses. *Note that you can find our Building Renovations expenses at the top of the Financial Summary Sheet under Construction in Progress.

Monique reported that 21st Century reimbursement of \$87,000 will be deposited Friday May 14th. Once we have 3 months of payroll covered in cash on hand, payback of the \$60,000 to our Reserves will occur. Monique also informed the group that BGCSI, as well as many other BGCA clubs, have applied for funds from the Employee Retention Tax Credit Program. She anticipates receiving the dollars in August or September. Since this will be a substantial amount of new money the Finance Committee will discuss its allocation when it is received.

Toni reported that pledges of \$188,060 have now been made for the Marion renovation costs of \$177,324 in addition to the earlier money raised to purchase the building. The Task Force is working on raising the final \$200,000 for operating costs so the doors can open for youth.

The committee approved a new reimbursable grant policy which will require reimbursable grants over \$10,000 to be approved by the Finance committee before being accepted. Reimbursable grants over \$50,000 must be approved by the full Board. Revisions were also made to the local and out town mileage policies. Local travel over 10 miles is eligible for reimbursement at the current rate for the state. All travel to be reimbursed must receive prior approval. If the CEO or Director of Program Services are part of the travel group for out of town travel, the BGCSI credit card must be used for approved expenses. (If you wish to see the full policies, please let Regina know and she will forward them to you.) The last financial policy was for capital projects. All capital projects must be approved by the Finance Committee and the Board. A detailed budget for the project must be presented prior to approval. If a change is to occur over 20% in an expenditure line following Board approval, the Finance committee must reapprove.

Tina reviewed the information regarding the request that a lease be signed with Brehm School starting July 1, 2021 for administrative offices space in the OPTIONS Building on S. Lewis lane. Brehm is willing to work BGCSI on the lease and a donor has offered \$15,000 toward this

expense. The yearly rent is \$9600, \$600 for rental insurance and \$900 for internet fees. The committee supported the request to ask the Board to approve the lease. Tina will present this proposal at the May Board meeting.

The committee returned to the discussion of the FY 22 budget. Another budget meeting is scheduled for May 25 at 5:15 so that the budget may be presented to the Board in June.

The June Finance Committee meeting is scheduled for June 6th at 5:15 PM.

Legal Committee

Tina informed Kara Jones Daly about a letter received from an attorney representing a previous employee alleging violation of this employees' rights. Kara advised to contact our insurance Broker, Jon Jackman who sent the letter to West Bend Insurance company. They have contacted Tina and she has forwarded all materials requested. They are currently in the process of crafting their opinion and will contact the attorney.

Resource Development Committee

The Resource Development Committee met on April 26th at the Springer Street Site. We welcomed new board member Cordy Love to the committee and discussed the new roles of the RD Committee which includes oversight of the Oscars Trivia Night and Blue Jeans 4 Blue Doors fundraisers. We also discussed the recruitment of potential RD Committee members and the chairperson will be reaching out to two prospects that we identified. We spent most of our meeting time reviewing the recent Trivia Night at the Oscars and setting fundraising goals for next year. A total of \$22,737 was raised this year for Trivia Night and the committee set the goal of \$20,000 in income for next year. The committee will be working with Kassie and Kara on the date, location, and logistics. We also discussed the Blue Jeans 4 Blue Doors fundraiser which is being planned for September at Touch of Nature. The goal was set for \$15,000 and the event will be a culmination of our Annual Campaign. This past year's Annual Campaign was evaluated and a goal of \$52,000 was set for this next year. These fundraising events and campaigns are board-driven, and the committee wants to emphasize that our success is dependent on the time, energy, and efforts of our board members. The committee discussed a stewardship campaign and the efforts to reach our lapsed donors before the meeting was adjourned. Our next meeting is scheduled for May 24th at 5:30 PM.

Safety & Facilities Committee

The Safety/Committee Meeting was held on May 12th. Hope Jones, Anita Hutton, James Mayer, Tina Carpenter and Jeff Franklin were in attendance.

Tina and James provided the committee with a progress update on the Marion location. The work is progressing slower than originally hoped, and due to circumstances, such as delayed delivery of materials, and ongoing fundraising; the opening of the Marion location will likely not occur until July 2021. In the near future, a workday will be scheduled to assist with painting. Tina will share date and time will be shared via email.

John A Logan College is donating furnishings for the Marion and Carbondale Locations and can be picked up from the college on May 15th. Tina is seeking volunteers who would be willing to help transport the items from JALC to Marion. Please email Tina if you are available to assist.

A replacement Awning has been ordered to replace the one above the Springer Street Main Entrance.

With Illinois entering the Bridge Phase, Tina and Jeff Franklin will be reaching out to health officials to determine if BGCSI COVID Policies need to be revised to be reflective of local, state, and federal changes. Of particular interest is the use of masks while outside.

During the Phase 3 implementation of the new BGCA Membership Requirements clubs may be required to complete an External Safety Assessment. The Safety/Facilities Committee was supportive of BGCSI participating in BGCA's External Safety Assessment pilot project. BGCSI will be able to participate in the pilot project at no cost and will provide an opportunity to obtain valuable foundational information for future safety assessment activities. We will be able to choose up to 3 of our locations to participate in the pilot project.

Tina and Jeff will be participating in a call with Kelly Sears and Sarah Nemecek from BGCA on how to facilitate a strong Safety & Facilities committee on May 18th.

The meeting of the Safety/Facilities Committee will be held June 16, 2021. Location to be determined

Building Task Force/Feasibility Study

John Biggins has been completing interviews with the Advisory Committee members and will conclude this week. Tina and Kassie have been working with John to complete the Case for Support. Interviews will start being scheduled in June.

Marion Task Force

The Marion Task force met on 5/11/2021. In attendance were: Amy Spiller, Rev. John Holst, Russell Williams, Kathie Fralish, Regina Glover, Scott Murrie, Toni Perkins and Tina Carpenter. Discussions focused on the budget for renovations. The total pledges for the renovations are currently at \$188,060. For General operations the total is over \$100,000. The task force has approximately \$200,000 left to raise before opening the doors to youth.

The Community/public phase will have several fundraising components. An e-blast will be sent through the Marion Chamber of Commerce. Amy Spiller is coordinating a list of marquees throughout Marion to get information out about the fundraising goal and how people can support us. Small flyers are being put out at several restaurants, as well as donation boxes. A mailer will be sent out to Marion citizens. We are exploring ways to access mailing lists for individuals versus businesses. There are a few fund raisers happening and being held by local businesses: Marion Antique Mall is holding a Summer vendor fair on June 4th and June 5th. There will be a

BGCSI information table and a raffle to raise funds for the Marion Campaign. On Saturday June 5th, House2Home Realty is hosting a Music Trivia Night at Kokopelli for \$20.00 per person. People can bring their own snacks and there will be a cash bar. All proceeds from the ticket sales will go to the BGCSI Marion Campaign. JALC has donated many furnishings for both the Marion and Carbondale locations with the bulk of the items being for Marion. May 15th, we have 2 box trucks available from Serv Pro to be able to pick up and deliver the items. We are looking for volunteers from 9-12.



**BOYS & GIRLS CLUBS
OF SOUTHERN ILLINOIS**

**Boys and Girls Clubs of Southern Illinois
Board of Directors Meeting
Meeting Minutes
April 19, 2021**

Attendance

Board Members: Betty Montgomery, Hope Jones, Ginger Murray, Russell Williams, Ricardo Corcho, Toni Perkins, Kara Jones-Daly, James Mayer, Regina Glover, Kathie Fralish, Cordy Love, Jenna Jamieson, Jeff Franklin, Marc Morris, Stephanie Wood

Staff Members: Tina Carpenter, Monique House, Elycia Freeman, Kassie Taylor

Mission Moment

Elycia gave an update on the club and member's morale as the school year winds down.

Meeting Minutes

Motion to approve: Kathie

Second: Ginger

Minutes were approved

Treasurer's Report

Regina reviewed the pie charts that were included in the board packet. She pointed out that our grants had dropped from 69% to 55% which shows that our revenue is coming from personal contributions. The financial committee will be presenting a new budget at the May meeting.

Motion to accept: Kathie

Second: Cordy Love

The Treasurer's Report was accepted.

Board Motions

- **To approve CJ Nelson (class of 2023), as new member of the Board of BGCSI.**
The board development committee recommends CJ as a board member. He comes recommended by Ricardo and Hope, as well as other members.

Motion to approve: Ricardo

Second: Hope

Motion is approved

- **To approve Board Committee Structure Changes**

Stephanie presented a proposal for restructuring the board committees to reduce overlap and streamline the process. The board development committee and the finance committee will stay the same. The resource development committee will join with the board lead events (Blue Door,

Oscar Trivia, etc.) so that they will not need a separate committee. The safety committee will combine with the facilities committee. Instead of an operations committee there will be two board members that serve on the program advisory Council. And finally, instead of specific task forces, the executive committee will meet to address those needs.

Motion to approve: Stephanie

Second: Ginger

Motion is approved

Feasibility Study

Kathie informed the board that the group of 12 members had met for their second meeting. A list of potential donors has been reviewed and a selection process of people to interview is being planned. Community leaders will be interviewed to determine if there is financial support for the \$10 million building that is being proposed. Interviews should occur in May and June. We should expect a report by July on the reviewed data.

Marion Task Force Update

Russell relayed that fundraising has picked up for the Marion site since the public event announcing Boys and Girls Club of Marion. So far about \$728,000 has been raised which includes the \$500,000 for the donated building and outstanding pledges. The Marion site is halfway to the goal of \$400,000 for the renovations and operations. There have also been many donated goods and services.

Oscars

This year we had 126 attendees which is not as many participants as usual. We had \$10,000 in donations and \$5000 in silent auction items. There were some hiccups having people join the platform. Our net profit was \$12,987; our goal was \$14,000. Some things to consider in the future: do we want to have a hybrid event? Do we want to have a live event in a larger venue? Would we like to continue with the electronic silent auction using Give Smart. Kara does think that using Kahoot for multiple choice questions for trivia is a trend to continue. Kassie did a great job with getting this all together, and Kathie is commended for organizing and photographing the silent auction items. Considering this was a totally new format, it was a nice pivot led by Kara.

Illinois Area Council

Kathie informed the board of the upcoming virtual meeting with liaisons from every club in the state. Membership requirements and safety will be highlights of the annual meeting. Any board member can attend, and it is a good chance for local clubs to ask questions of BGCA.

Tina

State youth of the year announcement is this week. A link will be sent by Tina.

Elycia

Elycia discussed the upcoming staff appreciation luncheon and handed out thank-you notes for the board members to write to show our appreciation for a job well done this year. The Club hosted the Phenomenal Women showcase and honored Carmilita Cahill from the Warming

Center. As part of her award, club members are collecting paper products for bath or kitchen to be given to the Warming Center.

Motion to adjourn: Betty

Second: James

Board Meeting adjourned at 6:40pm

**Regular Board Meeting
Monday, May 17, 2021 at 5:30 pm**

**Boys and Girls Clubs of Southern Illinois
Chief Executive Officer Board Report
April 2021**

SUCSESSES

In the News

We continue to get positive press about the impact of our programs on the youth and community, donations received, and even about the difficulties in hiring.

Marion Location

SIH made a huge commitment to the Marion Unit with naming rights to the Fine Arts Center for \$50,000. Check presentation will be on June 10th at 3:00 pm and the board is invited to join.

Summer Planning

Elycia and her staff are working hard to interview and hire staff in preparation of summer program and to fill recently vacated positions. A job fair is being held on Saturday, May 15th. 9:00 am – 12 noon at Springer Street in Carbondale and from 1:00 pm – 5:00 pm at 2706 W. Main Street, Marion.

21st Century

Funds are flowing and we received a deposit on Friday, 5/14/2021. YAY!

Vaccination Clinic

The Club is excited to partner with SIH, SPARC and the National Guard to host a vaccination clinic at the Springer Street location on Monday May 17th from 10:00 am – 6:00 pm.

CHALLENGES

Legal/Personnel

As stated in the Legal committee section of the board packet, we did receive a letter from an attorney alleging that we violated an employee's civil rights and labor laws. These are not accurate allegations and all documentation has been sent to the attorney representing us through our insurance company.

OJJDP/BGCA SITE VISIT

We have received notification that BGCA will be conducting a site visit regarding our OJJDP funding during the week of June 7th.

VACATION

I will be using PTO May 26th through May 31st to visit my family in Maine.

PROPOSAL TO MOVE ADMINISTRATIVE OFFICES

Last summer Jeremy Robbins, Head of School from Brehm and Director of Facility Operations, John Hays, approached me about the Options Building on Lewis Lane as possible office space for BGCSI Administration. This conversation was put on hold until after the new Options

Building on Brehm campus was finished. They have now moved into their new Options building.

The finance committee, Stephanie, Monique and I have visited the site and have been able to hold several finance committee meetings in this space. Our board meeting on Monday night will be held there as well. The lease would be \$800.00 per month for one year with the option to renew for 2 years thereafter. The other costs would be internet and insurance, which is outlined in the Finance Committee Report. Our phones would come with us and all we need for those to function is internet access. An anonymous donor has pledged to donate \$15,000 for the first year of moving paid out in 5 payments of \$3000, if the decision to move is made.

What are the benefits for us as an organization?

- Greater visibility within the community
- Professional office space
- Conference room for board meetings
- Large room for all Board committee meetings
- Ability to have ease of access to all sites
- Accessibility for donors and other visitors (no stairs)

What are the benefits for us as an administrative team?

- Individual offices
- Ability to meet with visitors, donors, etc without having to try and find a space to have a meeting
- Professionalism
- Greater productivity with less disruption
- Elycia would continue to have space at Springer Street, but also have an office space on Lewis Lane in order to have concentrated time to complete tasks
- Ability to handle all HR tasks, onboarding and training, in one place
- Can reconfigure youth space usage at Springer Street to allow for better flow and programs until a new building is available.
- Furnishings would remain in the building and not necessarily need to move large pieces of furniture.

Challenges to moving admin offices?

- New expenses
- Needing to alert the community of new offices
- Less 'admin' eyes on what is happening at Springer Street



HR/Admin Assist



Copy Room



Grants Coor



Elycia



Kassie



Conference room

Respectfully submitted,

Tina B. Carpenter, M.S. Ed, LCPC