



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!

**February 2021
Board Packet**

COMMITTEE REPORTS

Board Development Committee

The Board Development Committee met via Zoom on February 8 with Betty, Ricardo, Tina and Regina in attendance. The committee reviewed briefly the work to date on the slate of officers for the election in June. They also reviewed the class list of Board members whose terms expire in June and identified who would contact members of the class about their willingness to serve another term. There are two open seats to be filled on the Board in addition to June vacancies. The list of prospective members identified by Board members during the Fall meetings was discussed and 6 individuals were identified as those the BDC would contact first to see if they would be willing to chat further about being on the Board.

Regina and Tina presented an idea that Stephanie had suggested as chair of Operations. It is under consideration that sub-committee(s) be established to serve as additional ambassadors for the Club. BDC supported the idea but asked that Operations establish more clearly the purpose and role of the group. (Operations report includes the follow-up on this topic).

Tina announced the WEB portal for Board members would go live this coming Friday and the information for access would be in the Board Packet email. The committee reviewed the list of items to be available at the portal. Board members only will receive the password to enter the portal. As the Board becomes adjusted to using the site, additional items may be added as requested by committees or Board members.

The next item on the agenda was revision of the Board manual and orientation. The committee decided to schedule a separate meeting to address just those two items. The meeting is scheduled for Monday February 15 at 10 AM. The committee welcomes comments from other Board members on how best to improve the manual and orientation.

The March meeting of the BDC will be Monday March 8 at 1 PM.

Facilities Management Committee

The committee did not meet however, Tina did speak with Rich (committee chair) about the gym heaters needing to be serviced and the need to dismantle the gym “cage” in order to access the 4th heater. Heartland Mechanical who has been our HVAC service lead were unable to locate any records for the gym heaters from the past. However, 3 of the 4 were checked with minor repairs. The 4th once is scheduled for service next week.

Finance Committee

The Finance committee met on February 8 with Kathie, Regina, Marc, Toni, Stephanie, Monique and Tina in attendance. Monique presented the financials for both the months of December and January. Monique reported that the Forgiveness application for the Payroll Protection Loan (\$89,200.00) was submitted February 5, 2021. She has not been informed how long the process will take for approval.

Cash flow projection for the end of January is \$72,000, end of February \$43,283.90 and for the end of March is 29,244.11 if grant reimbursements are received. We have submitted requests totaling \$123,819.96 to 21st Century and \$33,304.60 to Teen Reach. Monique indicated she believed the Teen Reach reimbursements would begin this month.

The issue of delay in reimbursement is an annual issue for BGCSI. The committee discussed the procedure if additional funds are needed for the operating account. The Executive Committee will be asked to approve moving money from our reserves to the operating account. All monies moved for the purpose of covering the delay in grant reimbursements is to be returned to reserves from grant dollars received.

There was a discussion on projected cash flow. The year-end mailing fell short in its goal. The Youth of the Year dinner cannot be held this year and was projected to bring in \$6000. However, contributed support is ahead of budgeted projections. Monique also reminded the committee we recently were awarded a Direct Learning Service grant of \$18,600 for Oct-Dec 2020 for 3 sites (total of \$55,800). As soon as the budgets are approved, she will also submit those reimbursement requests.

The Finance Committee approved the Financials. The final item on the agenda was a request by Monique asking if there are other items that the Finance Committee would like to see her prepare. It was recommended that in future cash flow reports, the variance in each category of revenue between what was projected and the actual income for the month be reported so that it can be analyzed. Monique will prepare a template for including this information and send it to the Finance Committee for consideration."

Marc suggested that we do long term cash flow projections, recognizing that our present cash flow concerns happen on an annual basis, and long-term projections may assist in better planning. Marc agreed to work with Monique to develop a process for making these projections.

The next Finance Committee meeting will be Wednesday March 10 at 5:15 PM.

Legal Committee

Kara was consulted regarding an HR question, issue resolved.

Operations Committee

Operations Committee met on 2/8 with Stephanie and Tina in attendance, Elycia was off on PTO.

We discussed ideas for providing opportunities to Community members, who share our mission and would like to engage with the Club but may not have the time to participate as a member of the Board. These individuals could provide extra eyes and ears in the community to help spread our mission as well as help us to further uncover the needs of the community. This group of “Community Ambassadors,” would be made up of parents/guardians of our members, past Board Members, and other ‘friends of the Club’ in the Communities that we serve. These “Community Ambassadors would meet on a quarterly basis and report to the Director of Program Services (Elycia), who in turn would report out to the Operations Committee. This group would fulfill the BGCA and grant requirements for our Advisory Council.

Tina reported the NYOI survey again would be administered to club members at the end of March. All surveys will be administered in person. Staff surveys will be administered between April 20th and May 14th.

Resource Development Committee

The RD Committee met on January 25th. Participants were Mandy McKee, Kara Jones-Daly, Ginger Murray, Stephanie Wood, Kassie Taylor, Tina Carpenter, and Russ Williams. This was Russ’ first meeting as RD Committee Chair. Mandy was recognized for her service as committee chair over the past two years. Kassie presented the RD Calendar for 2021 which contains the important dates for resource development.

Kara discussed forming the Oscars Committee for this year and meeting with Utopia Entertainment. The initial meeting with Utopia Entertainment was held on February 2nd. The first planning meeting of the Oscars Committee is scheduled for February 11th.

Kassie led us in a discussion on the stewardship of donors by thanking them throughout the year. The committee suggested that impactful success stories be used when communicating with donors. The committee would like to stay involved in the stewardship process. It was suggested that Kassie organize and bring thank you notes to face-to-face Board meetings for members to sign.

The monthly RD Report was also presented by Kassie.

Safety Committee

Safety Committee met on Thursday, February 11, 2021. In attendance were Tina Carpenter, Hope Jones, Barb Shiplett, Ricardo Corcho, Anita Hutton, and Jeff Franklin.

The Safety Committee discussed BGCSI policy guidance regarding members walking home from one of the Club sites. Tina and the Safety Committee agreed policy changes were not warranted at this time. The committee also reviewed the BGCSI Accident/Incident Reporting form and discussed possible modifications to the form that would increase the document being completed more completely and in an objective manner. Frequent (all staff in-services and trimester trainings) and repetitive training and additional resources will be implemented. Also, discussed a digital format to the form that Tina and Allegra will investigate.

Building Task Force

The Task Force did not meet this month.

Marion Task Force

The Marion Task force met on 1/26/2021 and 2/9/2021. The closing was completed on 1/26/2021. Smith-Hefali have already begun the demolition work to prepare for window placements and more. Major donor meetings have been occurring and more are scheduled. Since the December board meeting \$7,503.00 has been collected toward the \$82,500 goal before entering the public phase. After what seemed like a dismal report on Tuesday, 2/9 on towards our goal, we were informed that Aisin will be making a check presentation on Tuesday 2/16 at noon, and several meetings/tours are scheduled this coming week with major donors that have indicated a commitment. We are still hopeful that we will achieve this goal by the end of February. Marketing materials and packets are completed and are being handed out. We have had 3 successful workdays to inventory, clean and purge items. Cook's Crates have delivered 3 Crates for storing items until the renovation work is complete. Many volunteers have assisted with the workdays, board members, task force members, Laborers' Union Local 773, CCHS Interact Students and Carterville High School Interact Students, and more.



**BOYS & GIRLS CLUBS
OF SOUTHERN ILLINOIS**

**Boys and Girls Clubs of Southern Illinois
Virtual (ZOOM)
Board of Directors Meeting
Meeting Minutes
January 18, 2021**

Attendance

Board Members: Kara Jones-Daly, Kathie Fralish, Betty Montgomery, Regina Glover, Stephanie Wood, Toni Perkins, Anita Hutton, Ricardo Corcho, Jeff Franklin, Russell Williams, Ginger Murray, Hope Jones, Marc Morris, and Rich Thalman

Staff: Tina Carpenter, Monique House, Kassie Taylor, Bri Pay, Elycia Freeman

Mission Moment

Staff member Bri Pay shared that she and the other staff members were thinking of ways to support the club members that are feeling unsettled. Given that this has been such a hard year on the kids she focuses on offering safety and giving warm welcoming feelings. Briana shared that she recently re-engaged with some returning club members that had been gone for several years. Briana expressed her joy at reaping the benefits of seeing how grown up these kids had become after pouring so much effort into helping them mature. She said it was very cool to welcome them back to the club.

Meeting Minutes

Stephanie presented the minutes that were in the board packet.

Motion to approve: Kathie

Second: Toni

The minutes from the December meeting were approved.

Operations Update

Elycia reported that the Springer St. site had re-opened for in-person remote learning. A second grader tested positive for COVID-19, so they shut down the second and third grade room for the proper amount of time until it is safe to bring everyone back. Tina praised Elycia for being able to plan, pivot, and be proactive. February 1 the schools return to in-person learning. The club sites at the schools will be open at that time.

Treasurer's Report

Due to a delay in grant information December and January financials will be reported on at the February board meeting.

BGCA Board Assessment Reminder

Stephanie reminded all board members to take the online board assessment. There was some discussion about the ambiguity of the possible answers.

Board Motions

- **To add the following statement to our COVID-19 policies and procedures:**
COVID-19 Vaccinations

For the safety of BGCSI members, staff, volunteers, our families and community, it is strongly recommended that each staff member receive the COVID-19 vaccine when available and as appropriate.

To reduce barriers to BGCSI staff obtaining the COVID-19 vaccinations, BGCSI Administration will:

Consistently distribute factual and trustworthy COVID-19 vaccination information to BGCSI Staff. To include: Informational Sheets specific to the type of vaccine being provided by the Jackson County Health Department.

Clearly communicate how vaccinations will be administered, based on recommendations from state and federal health authorities.

Allow staff to self-schedule vaccination appointment.

Provide release time for staff to receive the COVID-19 vaccinations at community vaccination clinics provided by the Jackson County Health Department.

Motion to approve: Jeff

Second: Toni

The safety committee decided to recommend but not mandate getting the COVID19 vaccine. We want to take down any barriers for staff the get the vaccine. The BGCSI staff are in Phase 1b of vaccine distribution, but there are no available appointments at this time. It was discussed that maybe the Jackson County Health Department may be able to have an onsite clinic at the Boys and Girls Club.

The motion was approved unanimously.

Sunshine Fund

The Board Development Committee asked the Finance Committee to establish this fund after two staff recognition opportunities occurred over the Thanksgiving and Christmas holidays. In an attempt to make our efforts more organized the Sunshine (Appreciation) Fund was created. It has been re-named the Appreciation Fund and after some board input the policy is stated as follows:

In order to have available funds for recognition of staff when it is appropriate, the Board of Directors of the Boys & Girls Clubs of Southern Illinois establishes an “Appreciation Fund” (AF). Following are the guidelines for funding the AF and its use:

The AF will consist of funds voluntarily donated specifically to the Fund by board members. Board members may donate to the AF at any time during the year, and each donation shall be recognized as a part of the annual giving on the part of the board member. Donations shall only be restricted to the AF at the request of the board member; otherwise board member donations will go into the general operating fund of the Club.

Requests for use of the AF may be made by members of the board or the CEO at various times during the year if there is a specific need for donations to the AF for recognition of staff. However, donations may be made at any time, which would assist in maintaining the fund.

Expenditure of the money in the AF is restricted to staff acknowledgment activities. Examples include purchasing food for a staff recognition party, turkeys during the holidays, gift cards and thank you notes, appreciation signs, etc.

The decision on when and for what the funds shall be expended shall be made by the CEO, unless the amount to be spent exceeds \$300, in which case there shall be consultation with the Executive Committee of the Board of Directors.

Motion to approve: Kathie

Second: Kara

The motion was approved.

Feasibility Study

Kathie reported that a Development Study Advisory Committee has been created. Seven people have committed to being a part of the committee, and 5 or 6 are likely to join. They will be meeting soon to review documents and begin the feasibility study with John from American City Bureau.

Building Update

Tina relayed that the conceptual design for the Carbondale site will be presented by Gail White and his associate, Randy at the February meeting.

Marion Task Force Update

Russell reviewed the information in the board packet. \$130,000 of the \$400,000 goal for renovations and operation costs of the first year have been raised. The task force is waiting for the closing date to be set before contacting groups and people from the major donors list. The original January 21 deadline was unrealistic due to waiting for the closing date. The community roll-out will be after the closing.

Poll

Stephanie asked the board members to weigh in on when it would be appropriate to resume in-person board meetings. The consensus is to wait until after most members are vaccinated. Until that occurs members are encouraged to sit in on other committee meetings in an effort to get to

know each other better. The Operations Committee specifically needs another member, and Kara and the Oscar Committee will be meeting soon and would like other's input.

Motion to adjourn: Anita

Second: Regina

The board meeting was adjourned at 6:33 pm

Reminders:

Regular Board Meeting

Monday, February 15, 2021 at 5:30 pm

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

SUCSESSES

Grants/Foundations

Received an increase in OJJDP funding from \$24,000 (\$12,000 for Springer and \$12,000 for Lewis) to \$41,200 (\$20,600 each). OJJDP is federal funding for mentoring as a pass-through grant from BGCA. Historically, BGCA receives half or more of the allotted funds from the federal government to pass through to Clubs. We have received these funds for 13 years. An increase is not usually expected, but when we advocate for more from our Director of Development and we show that we are serving more youth through the grant than we are expected this works in our favor.

Marion Closing

Closing on the building for the Marion location was definitely a success this past month. The realtor – Dave Thompson gave a \$1000 donation at the closing and Title Professionals returned \$60.00 of the closing costs to the Club. We now enter the next phase of getting major sponsors of our project.

Stewardship

Kassie developed a sweet Valentine that was signed by Club members and sent out to approximately 200 donors.

CHALLENGES

Challenges this past month have centered around grant reimbursements which is somewhat typical this time of year. We feel hopeful that the next month will see funds start to roll in.

An additional challenge has been around getting appointments for major donors for the private phase of the Marion project, with some of the donors indicating interest, but needing to wait. However, things moved in a more positive direction, with a check presentation on Tuesday and meetings scheduled throughout the week next week. – Let’s hope the snow doesn’t become the challenge.

MISSION MOMENTS

- **Watching the Club members paint pictures that will be hung at the Jackson County Court House for Joe Cerventez’ office (Jackson County State’s Attorney). They were so excited to do something for a “big’ office that EVERYONE is going to see”, said Lana (age 5).**
- **Jarvis Allison is a high school member that has been through so much in the last couple of years from losing a sibling to suicide, a parent to homicide and a brother to incarceration. His teacher reached out to us to see if he could ‘work’ here through the OJT program at the high school. He attends daily, works with the**

**younger Club members and then participates in High school programming after.
He is engaged, pleasant and feels 'safe' when he is here.**

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