



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!

**June 2021
Board Packet**

COMMITTEE REPORTS

Board Development Committee

The BDC met Monday June 7th with Betty, Ricardo, Cordy, Regina and Tina in attendance. The committee reviewed the motions for the June Board meeting. The class of 2024 (Fralish, Love and Glover) will be put forth. In addition, the Board officers will be presented for a two-year term. Betty reminded the committee that they will need to be voted on separately according to Roberts Rules of Order. They are: Chair - Stephanie Wood, Vice- chair - Russell Williams, Secretary - Hope Jones and Treasurer - Kathie Fralish.

The information related to the Board on the BGCSI web page as well as the on the Board Portal was discussed. Pictures of all Board members will be taken at the June Board meeting since space did allow this to smoothly occur at the May Board meeting as originally planned. It was also decided to add a one-line bio under the name. Betty will contact each Board member for the wording they prefer. Tina will speak with Kassie about the updates needed to the Board portal following the June meeting.

The committee then reviewed two matrices from BGCA regarding the composition of the Board. It was decided to direct future recruitment to attract a new Board member from each of the following areas: Real Estate, Construction, Human Resources and Law Enforcement. Several possible names were discussed, and contacts will be made.

The committee is still working on compiling the brief job descriptions for officers as requested by Stephanie and Tina. Betty will follow up on this.

The final agenda item was the Board Member of the Year Award. The committee will once again solicit nominations from the entire Board and Administrative staff. This year a ballot including all the nominees will then be sent to the Board and Admin staff for the final selection. The Ballot

email will include the information presented about the Board member on the nomination form. Regina will send out the nominations forms and compile the final ballot email for distribution.

The next meeting is scheduled for Monday July 12 at 3:30 PM.

Finance Committee

The Finance Committee met on Wednesday, June 16, 2021 with Kathie Fralish presiding in the absence of Treasurer Regina Glover. Attending were also Tina Carpenter, Monique House, Stephanie Wood, and Toni Perkins. Nichole Hensen has resigned from the Committee due to family obligations.

The financial statements dated May 31, 2021 were presented for review accompanied by the detailed narrative explanation. There were no questions or concerns with the Balance Sheet, which shows Total Checking and Savings at \$532,151.54, Accounts Receivable at \$172,636.20 and Other Assets at \$42,625.24. Current Liabilities total \$90,832.82.

During review of the Accounts Receivable it was noted that 21st Century reimbursements are beginning to come through on a regular basis and the Illinois Alliance is already working with ISBE to have timely budget reviews for the next fiscal year of 21st Century funds, which begins in September.

During review of the Accounts Payable, it was noted that when the current lease of copiers ends, it is likely the vendor will be replaced.

The Profit and Loss statement for BGCSI was reviewed with no concerns, as was the P&L for the Marion site. It was noted that the Committee wants to see the ongoing construction and fundraising data for Marion, and it will be forwarded to the Committee via email. The target is to open August 23 assuming the fundraising has been successful, and the site is ready. The Committee was in accord that we would like to get as many of the construction costs paid in the present fiscal year as possible.

The Bills Paid and Credit Card detail were reviewed, as was the Cash Flow statement, which is encouraging now that reimbursable grants are beginning to be paid.

Monique reported that the Employee Retention Tax Credit has been applied for and we are anticipating as much as \$231,000 to be paid in the fall of 2022.

Financial Policies and Procedures as well as the budget for Blue Jeans for Blue Doors budget will be reviewed next month.

Tina suggested a change to the Human Resources policies which would allow background check expenses to be deducted from a final check should an employee depart a position within 90 days. The Committee concurred.

Legal Committee

The lease for the administrative office space at 101 S. Lewis Lane was received and forwarded to Kara Jones Daly for advisement. Kara noted that due to a conflict of interest she was unable to review/advise on the lease. Stephanie has forwarded the lease to Bill Sherwood to review.

Resource Development Committee

The Resource Development Committee met on May 24th and welcomed two new members, Jared Garrison and Karina Neill. The committee discussed the RD planning calendar created by Kassie and a 5 x 5 Stewardship Plan which will be presented to the board in July.

The committee discussed the Blue Jeans 4 Blue Doors fundraising event scheduled for September 24 from 6:00 to 9:00 PM at Touch of Nature. Cordy Love agreed to co-chair this event. Our goal is \$15,000. This event will be a casual evening with a mix of indoor and outdoor activities.

The committee also discussed the FY22 Annual Campaign. Russell will take the role of Campaign Chair and work with Kassie and Stephanie on leading this. Our goal is \$53,000 total with \$4,000 from staff, \$10,000 from the board, and \$39,000 coming from major gifts and the wider community.

The summer mailer has been sent out to our constituents and a Marion campaign mailer is being sent out early next week. Our next scheduled meeting is June 28 at 5:30 PM at Touch of Nature.

Safety & Facilities Committee

Committee met on Tuesday, June 15th – no report available at this time.

Building Task Force/Feasibility Study

Tina met with John Biggins on 6/17/2021 via Zoom. Case for support is nearly finished. Discussed at length the concerns of the rising costs of building and the need to revisit the estimated costs and if the amount would need to change if the timeline of building started in 2 years. Also discussed the location and discussions with the city council. Tina and Stephanie will be meeting with Steve Mitchell and Gary Williams next week to discuss property and next steps. Tina will meet with Gail White to discuss cost estimates and phases of the programming building.

Marion Task Force

The Marion Task force met on 6/8/2021. In attendance were: Amy Spiller, Rev. John Holst, Russell Williams, Scott Murrie, Toni Perkins and Tina Carpenter. Discussion focused on setting a timeline for the Public Campaign – 6/15/2021 – 7/15/2021. The mailer is going out to 2500+ people in Marion early the week of June 21st. Tina and Scott Murrie met with Walker's Bluff regarding a fundraising event. They are willing to allow us the use of the venue (free) and suggested a comedy night that includes dinner. They will pay for the comedian and we need to sell tickets to cover the food costs and the remainder will go to BGCSI Marion Campaign. A

Tentative date is set for Thursday, July 8th pending securing a comedian for that date. Tickets would be \$45.00 per person with \$30 of the proceeds going to BGCSI. More details to come soon.

An e-blast was sent out on June 15th to kick off the campaign. The Marion Antique Mall Summer vendor fair on June 4th and June 5th raised \$155,00. On Saturday June 5th, House2Home Realty hosted a Music Trivia Night at Kokopelli and raised approximately \$5000.

We are looking at June 26th to pick up the last few items from JALC. Painting days have been scheduled for 7/9 and 7/10.

John Wohlwend has been stewarding Harry L Crisp and they both met with Tina on June 9th for a tour. An announcement on his donation is coming soon, as well as from the Marion Rotary Club.



**BOYS & GIRLS CLUBS
OF SOUTHERN ILLINOIS**

**Boys and Girls Clubs of Southern Illinois
Board of Directors Meeting
Meeting Minutes
May 17, 2021**

Attendance

Board Members: Hope Jones, Matthew Wilson, James Mayer, Jenna Jamieson, Regina Glover, Russell Williams, Anita Hutton, Kathie Fralish, Jeff Franklin, Ricardo Corcho, Rich Thalman

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

Mission Moment

April was child abuse prevention month. Pinwheels were purchased and given to the children to paint and decorate. These decorated pinwheels were then given to the Poshard Foundation. They distributed these through different agencies and were very complimentary of the cheerful pinwheels that had been decorated by club members.

Meeting Minutes

Motion to approve: Kathie

Second: Anita

Minutes from the April meeting were approved

Treasurer's Report

Regina informed the board that the club received over \$59,000 in contributions in April. Our net income reflects our building expenses, but those will be depreciated in the future thereby changing the actual net income.

21st Century reimbursements have started to be received (a federal grant slowly distributed by the state). In the future reimbursable grants will need to be approved by the finance committee before they are agreed to because their slow payments wreak havoc on our cash balance sheet. Travel to Marion and meetings will be reimbursed at the state rate for staff. There was discussion about someday purchasing cars for staff to use.

New policy for capital projects: the proposal will go to the finance committee first before proceeding to the full board. The finance committee will need to approve any price increases over 20% before full board approval.

The new budget will be presented at the June meeting.

Motion to accept: Anita

Second: Rich

The Treasurer's report was accepted.

New Membership Requirement Power Point Slide Presentation

Jeff reviewed the new **Safety** requirements by BGCA. We are in compliance with much of the new guidelines for safety. We will have annual facility assessments. We need CPR and AED trained staff at one staff per site/shift. Volunteers are also able to be trained. Our club also receives Stop the Bleed training.

We do use junior staff, but they go through the regular staff training and have background checks before working with youth. There is a new language concerning work-study volunteers; they are not left alone with club members as per recommendations.

We can have BGCA review our insurance carriers and we use a company that has been reviewed by BGCA. The safety committee will make a few tweaks to current policy based on these new recommendations.

Tina reviewed the slide presentation on **Employees**. We exceed the recommendations for employee benefits and adhere to the non-discriminatory wages.

Kathie reviewed the **Financial** policies slides. Our financial policies are to be reviewed annually; we just need to set an annual date to ensure compliance. After our yearly audit, we must submit a plan of action to BGCA if the audit shows that our funds are deficient. We are planning on that never happening. This is in addition to the annual financial report we send them. A cash reserve policy needs to be added to our financial policies and procedures.

Tina reviewed the **Operations** slides. Site operations and site extensions are defined. Slide 29 mentions sports leagues. We partner with the park district to form Junior Dawgs. We have our staff in the building supervising club and community members. Another slide shows payment of membership dues schedule defined.

Motion to authorize our CEO to vote for our organization to accept the changes for Phase II.

Motion: Kathie

Second: Anita

The motion was approved.

Board Motion

- **To approve entering into a lease with Brehm Preparatory School and moving the Administrative Offices to 101 S. Lewis Lane for a 1-year lease with options to renew pending approval and consultation with counsel.**

Motion: Russell

Second: Regina

We would lease part of the building for the administrative team. We will ask for the first right of refusal to rent the rest of the building if we should want it in the future. We have been given a donation to cover the first year of expenses to rent this office space.

Motion was approved.

Feasibility Study

Kathie informed the board that John is finishing interviews with the advisory committee and plans to meet with 30 or 40 community members to have a report ready in July.

Marion Task Force Update

Russell explained that the task force needs to raise \$220,000 for operating expenses for the first-year budget as per BGCA. The public phase of the campaign is now hoping to continue raising funds for the Marion club. We are hoping to open by July; renovations are moving slowly. Tina announced some good news: we received a check from SIH for \$50,000 today!

Job Fair Update

Elycia reported that the turnout for the job fair in Carbondale was unfruitful, but a few people came to the Marion site. The job description information is on the website.

Motion to adjourn: Anita

Second: Kathie

Board Meeting adjournment 6:40 pm

Regular Board Meeting

Monday, June 21, 2021 at 5:30 pm

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

SUCSESSES

In the News

Great visibility with the SIH Press event on June 10th with the \$50,000 donation.

Summer Programming

Summer programming has begun. With the state entering Phase 5, masks are still required but social distancing is not. This allows for increased capacity at all our sites. The youth and staff do not have to wear masks when they are outside but must put them back on upon entering the buildings.

Grant Awards

No Kid Hungry Grant - \$41,480 – more than double what was requested.
Panda Cares – Lewis School Site - \$10,000 for Power Hour programming

Marion Location

We are awaiting news of some large donations in the next week or two. Interior doors and fencing are in!

OJJDP Site Visit

We completed our OJJDP site visit. We are still waiting on the final report, however, Stephanie and I participated in the overview/result meeting with the 3rd party auditor.

The first thing he stated was that 90% of the Clubs he visits he notes poor tracking of grant expenses. He stated that this was not an issue at all and that our site visit ended 2 hours earlier than normal due to our financials being so well documented. He also was pleased with the fact that we had all of the information he had requested ready for him upon his arrival rather than having to wait for us to get him documentations needed.

Before the pandemic we were informed that we had to conduct fingerprint checks for anyone paid out of the OJJDP grant. We were ready to start this process, but this was stalled due to COVID restrictions. We are currently running them with the help of the police department. We will be able to get the fingerprints done inhouse, going forward and the police department will train both Allegra and Monique on the process.

We are in compliance with background checks, but it was noted that a few were over 12 months on renewal in 2020. Allegra currently has a tight system in place that will not miss this going forward.

It is required going forward that the board must approve us receiving the OJJDP grant each year at a board meeting.

There were also some member paperwork issues that are being rectified with adjustments to our recording system and staff being trained on the appropriate manner in completing.

There were several best practices that he is recommending as well as updates to the Financial Policies and Procedures updating to current GAP policies.

More details will be available upon receipt of the report.

CHALLENGES

PERSONNEL

We are still trying to fill positions, and have lost some employees, but Elycia and Allegra are working diligently to get us fully staffed. We have some more applicants for the Marion site Unit Director and hope to set up interviews in the coming week.

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