



**BOYS & GIRLS CLUBS**  
OF SOUTHERN ILLINOIS

***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!*

***Our Values***

*Collaboration, Community, Empowerment, Integrity, Relationships*

## **October 2021 Board Packet**

### **COMMITTEE REPORTS**

#### **Board Development Committee**

The Board Development Committee met October 14th with Cordy, Betty, Regina and Tina in attendance.

Tina presented the Photo Permission Form to be used with employees and volunteers. Board member photos will be part of the Team Directory listing on BGCSI's web page. The permission form relates to use of a photo outside of the web page directory. It was decided to have it sent as part of the Board packet. Board members may bring signed copies to the meeting on Monday or pick one up to sign at the meeting.

The committee reviewed the changes to the web page and Board portal. The new background for all the Board photos was a hit. The committee asked for the updated Committee List to be posted and that the Contact list on the Board portal list only Board members.

The committee discussed the interview with Randy Mathis and will put forth a motion to nominate him to the Board at Monday's meeting. Randy is a former City of Carbondale Police Officer. Though retired, he works part-time for the City on community policing endeavors and recruitment. Randy has been actively involved with the Club for years in staff training, development of emergency polices and fundraising events at Murdale.

The committee initially reviewed five names of individuals suggested for the Board and discussion generated an additional two. The committee is seeking to increase diversity on the Board and add representation from Marion. Inquiry contacts will be made to identify interest in hearing more about BGCSI and serving as a Board member.

Several comments were received in response to Betty's email with the proposed Orientation PowerPoint. Cordy also reported on suggestions offered at the recent Resource Development Committee meeting. The PowerPoint is to be part of a face to face orientation. Betty will work on incorporating the changes discussed at the meeting. It was also decided to ask the full Board at the meeting for any additional comments. Tina mentioned that she had received a request for a short training at an upcoming Board meeting for all Board members on how to navigate the Board portal on the website. The committee thought this was a great idea and will present it at the November meeting. Cordy offered to work on developing a mentoring plan.

The BDC is responsible for the review of the Board's by-laws. The committee decided that all committee members will review the by-laws and discuss changes needed at the November meeting. The goal is to have the revision to the full Board no later than the December Board meeting. Tina reminded the committee that BGCA is now requiring that this be done annually. Our last revision was in Fall 2018.

The next BDC meeting is Monday November 8<sup>th</sup> at 5 PM.

### **Executive Committee**

The Executive Committee met via Zoom on Wednesday, October 13<sup>th</sup> at noon. Present were Stephanie Wood, Hope Jones, Tina Carpenter, Kathie Fralish, Jeff Franklin and Betty Montgomery (representing Regina Glover). Absent was Russell Williams, however, he was updated on Monday in a meeting with Stephanie and Tina.

The committee convened to discuss the status of the feasibility study and the need to secure a location of a new building, prior to completion of the interviews for the feasibility study. Kathie provided a summary of the status of the Bleyer Field and costs and options of other locations that were being investigated. This has led to the need to hire attorneys to help the organization assess the feasibility of acquiring the '23 building (old CCHS classroom building) that is adjacent to the current Springer Street location. Due to the building having been condemned there are many avenues that need to be investigated and it was decided that hiring attorneys to help with this process would be beneficial for the organization and will be brought to the full board on Monday, October 18<sup>th</sup>.

### **Finance Committee**

September Meeting: The Finance Committee met for a rescheduled September meeting on 30 September 2021 at the Administrative offices. Present were Kathie Fralish, Regina Glover, Stephanie Wood, Toni Perkins, Marc Morris, Tina Carpenter and Monique House.

Initial discussion was held regarding formal acceptance of the June (Year-end) Financial Statements. It was noted that the reports reviewed in July were not final as the audit had not been completed. Regina recommended that in the future year-end financial statements be accepted by the committee and reported in summary form to the board, with the comment that there would be changes once the audit was completed. Kathie indicated that it would be a good idea to have a policy stating that and will work on one for committee review. We had hoped that the auditors would attend the September meeting, but they were unable to do so, and the audit is not yet complete. They will attend the October Finance Committee.

August financial reports were reviewed. It was noted that revenue figures for August were not final as expenses had not been completely allocated to several grants due to pressure on staff to complete other reports relating to grant reimbursements. The financial reports were accepted with the understanding that there would be changes once the grant allocations and reports had been completed.

Kathie reported that she, Regina, Marc, and Monique will continue to review the format of reports to ensure that they are providing necessary information. We will be inquiring of board members to determine the type of information that they would like in order to feel comfortable with financial decisions which they are making, as well as their oversight function.

Monique reported on the status of several grants. It is particularly complex right now as the 21st Century grant cycle is changing to align with our fiscal year, which will be helpful in the future, but is causing some confusion as the change is made. In addition, several of the grants have reimbursements available to “spend down” the amount that has been approved and there are certain restrictions on how that can be done. 21st Century has indicated that the funds not spent during the last fiscal year will be “rolled over” meaning that we can spend them in the present fiscal year, in addition to the approved grant amount. Because we are not fully staffed it may be difficult to spend the money as most of the grant award is designated for staff. Monique and Tina are on top of these difficulties and are working with the Illinois Alliance to make sure we are doing everything correctly and that we are reimbursed.

Marion renovation and operating income and expense reports were reviewed, and the Committee requested that a more detailed report be provided.

A discussion was held regarding the need to retain attorneys to represent the Club as we move forward with acquiring property for construction of a new building in Carbondale. It was determined that the topic should be discussed by the Executive Committee.

October Meeting: Finance Committee met at the Administrative Building on 13 October 2021. Present were Kathie Fralish, Regina Glover, Marc Morris, Tina Carpenter, and Monique House. Russell Williams joined the meeting for discussion of the Marion renovation and operating income and expenses.

Russ pointed out that raising additional funds for the Marion site is particularly difficult because we have not yet opened the site. People are more likely to donate when they can see what their money would pay for. Those who made initial donations a year or so ago may also be waiting to see the use of those funds before donating again. It was noted that while we still need to raise an additional \$21,415 to pay for unexpected renovations costs, donations already received and pledged to be paid during this fiscal year have reached \$219,100 for operations. This brings the fundraising for operations essentially to the level the board set of \$220,000 in order to open the doors. However, the board also set a target of \$220,000 in pledges for Year 2. To date, pledges for operations for Year 2 are at \$53,000. After considerable discussion, the Finance Committee will recommend to the board that we open the Marion site on December 1, 2021 with the understanding that there will be a formal review of operating income and expenses on April 1,

2022 with the possibility of reduction of services should income appear to be insufficient to meet budget for the remainder of the fiscal year. Tina presented a revised budget based on opening December 1, 2021, with operating expenses for FY22 at \$222,000, which is \$35,000 more than we have available for operating expenses presently. The Finance Committee was convinced that fundraising will be more effective once the doors are open and along with potential Teen Reach funding, the extra funds could be raised.

The financial reports for September were reviewed and questions by committee members answered. It was noted that we are down in both income and expenses compared to Year to Date budget. Expenses are at 76% of budget, while income is at 54% of budget.

Review of the Marion Profit and Loss statement resulted in a request that Tina determine whether our contractors would be comfortable with a payment plan rather than us being required to pay the total remaining amount of \$160,000 in one lump sum, in order to allow time for additional fundraising.

A summary statement of the financial reports is typically provided to the board. Kathie indicated that a different format of reporting on our financial condition may be more useful and plans to ask board members for input on the information they would like to receive in order to manage their responsibility of fiscal oversight.

The Cash Flow report was reviewed, as well as the explanation of variance between expected income and actual income for the month of September. Concern was expressed that we are projecting Cash on Hand (without restriction) at year-end of \$37,284, which is low given that January and February are typically slow fundraising months.

Monique explained the complicated process of managing the various grants. We are trying to “spend down” funds not expensed or reimbursed during the grant year, while some of those grant funds may be “rolled over” and used in the present grant year. Grant funds are primarily used for staffing costs and our staff numbers are down, so it is difficult to allocate the grant monies at the level for which we have been approved. Tina, Monique, and our new grant coordinator are working with the Alliance to ensure that we can use the grant monies available to us, and that grant reimbursements are made in a timely manner.

Kathie reported that the Executive Committee had met to discuss retaining attorneys for negotiation of potential property for the new building in Carbondale and would be bringing a motion to the board for approval.

A short discussion was held of the use of a Financial Calendar to be prepared by Monique to guide the committee in planning and scheduling topics for inclusion in the monthly agenda.

### **Legal Committee**

No legal matters this reporting period.

## Resource Development Committee

Members Present: Russell Williams, Stephanie Wood, Cordy Love, Ginger Murray, Kara Jones-Daly (Oscars Discussion Only), Kathie Fralish (Oscars Discussion Only), and Kassie Taylor

1. Trivia Night at the Oscars
  - a. DATE OF EVENT - Kara Jones-Daly and Kathie Fralish attended the discussion regarding the 2022 Oscars event. Kara passed out a timeline she uses for event planning. She brought up to the committee that she believed the date originally set by the committee was too early and suggested looking at March 11, April 1, or April 8 for the event date. The Oscar Ceremony is scheduled for March 27, 2022 with nominations being revealed at the beginning of February. After much discussion, the committee agreed upon April 1 and Kassie sent a message to Jared at The Pavilion in Marion to see about availability. POST MEETING NOTE: Kassie has checked with availability at the Pavilion in Marion on those dates and there is no availability. We have checked other dates as well. Kassie has also checked availability at SIU, Carbondale Civic Center and Garden Grove. There is no availability at SIU or Carbondale Civic Center on either March 11 or April 1. SIH Gala is scheduled for April 8 so we should not try to schedule the event on that date. Garden Grove has availability on both March 11 and April 1. An estimate has been sent over to Kassie with a meeting scheduled next week to discuss possible reduction in price.
  - b. SPONSORSHIP LEVELS/TICKET PRICE - The committee discussed and set the prices for Sponsorships and Tickets. Executive Director Sponsorship is set for \$1,000, Producer Sponsors - \$500, and Director Sponsors - \$250. Price of tickets was set at \$50.
  - c. TRIVIA VIA KAHOOT – Kara confirmed we will be using Kahoot again this year to run the trivia portion of the event.
  - d. SILENT AUCTION - Kathie informed the group that we would have all bidding for silent auction on phones and it would be opened to the community one week prior to the event. We will not have the paper forms for individuals to write their names on this year and all attendees will be required to register a credit card in order to make a bid. There will be a person available with an iPad/computer the night of the event to help anybody that needs assistance at placing a bid.
2. Blue Jeans 4 Blue Doors
  - a. FINANCIAL REPORT was provided by Kassie. INCOME = \$8,554, EXPENSE = \$3,195.86. NET PROCEEDS FROM EVENT = \$5,358.14. This is below where we had hoped. Our goal for this event was a net profit of \$9,000.
  - b. WHAT DID WE DO RIGHT? – The committee discussed the evening and wants to share the following information about how the event was successful:
    - i. Sponsors were very pleased: The Payne Team has agreed to be a sponsor next year. SIH enjoyed the evening with Rex and Wendy Budde, Woody

& Rita Thorne, Darrel Bryant & Jeff Franklin, and Jennifer & Jason Sigler staying throughout the event. Pam and Steve Yarbrough entertained six friends at their table with one being first introduced to the Club. Since the event, they have requested to learn more about the Club.

- ii. **Attendees enjoyed the casualness and uniqueness of the event** (see attached report from Cordy).
  - iii. Pictures were nice to have –Karina has submitted the photos to Life and Style magazine and the event will be covered in the upcoming magazine. Ginger asked that we use the photos to send as a thank you around Thanksgiving.
  - c. **WHAT COULD BE DONE BETTER?** The committee discussed ideas of ways to improve the event.
    - i. More lighting
    - ii. More volunteers helping with raffle and drink tickets
    - iii. Better signage at Bar for drink costs- Maybe information sent out in advance on drink tickets and drinks
    - iv. Gluten Free Buns and more Veggie Options
  - d. **SHOULD THE EVENT INCLUDE THE COMMUNITY AWARDS?** The committee discussed this in great length and came to decision that the Community Awards belong at the Blue Jeans 4 Blue Doors. It is a great way to bring in our business partners and say thank you to our donors. It also provides an avenue to share our story. The committee did discuss ways to bring the Kids into the story a little more than we did this year by possibly including information and stories such as we do at the Oscars.
3. Annual Campaign -The committee discussed the current structure of the Annual Campaign in great length. Kassie will bring a summary/proposal back to the committee next month for more discussion. The committee has a goal to present a proposal to the board for restructuring the Annual Campaign at the November board meeting.
4. Other Business –
- a. **MEETING LOCATIONS FOR UPCOMING MEETINGS**
    - i. November 8<sup>th</sup> – Marion
    - ii. December 13<sup>th</sup> – Admin Offices, 101 S. Lewis Lane, Carbondale
  - b. **NEED TO HAVE A SUBCOMMITTEE FOR EVENT PLANNING** – The committee agreed that Special Events Planning should be a subcommittee of the RD Committee. This would allow for other board members to join in as well as include our community members – Karina Neill and Jared Garrison.
  - c. RD Monthly Report was provided by Kassie and review by committee
  - d. **GIVING TUESDAY** – We are participating with the Southern Illinois Community Foundation again this year as a Give SI organization.

Next Meeting Scheduled: November 8<sup>th</sup>, Marion

### **Safety & Facilities Committee**

Safety and Facilities committee met on Wednesday, October 13<sup>th</sup> in hybrid fashion. In attendance were Barb Shiplett, James Mayer, Hope Jones, Allegra Frazier, Rich Thalman, Jeff Franklin and Tina Carpenter. Two topics were discussed: Medical and Religious exemptions for vaccination and how this would impact testing protocol/policy. Our current policy does not mandate vaccination, however, if staff are not vaccinated, they must test weekly for COVID19 and submit results in order to be present at work. If an employee should submit a request for medical or religious exemption and it was approved, the employee would still be required to test weekly. The committee will review forms available for exemptions from IDPH and develop a policy/protocol if we move to a vaccination mandate. Currently, this is not necessary.

The next meeting will be held at the Marion Unit to complete a walk through and develop safety evacuation plans, etc. on November 11<sup>th</sup> at 4:00 pm.

### **Building Task Force/Feasibility Study**

Please see summary regarding the new building task force status for details.

### **Marion Task Force**

Fundraising is ongoing and we have been able to add a few new pledges: Jeff Mayer of Marion Toyota has pledged \$12,500 over 5 years and Toyota will match \$12,500 over 5 years. Jeff Diederich pledged \$6000 over 2 years. We are still waiting on the final potential pledge from Southern Trust.

The egress doors have finally been delivered! Main projects that need to be completed: flooring; door installation; fire panel and smoke detectors; electrical. We hope to have dates on when these will be completed next week, all parties have been contacted with requests for dates.

Next meeting will be via Zoom on 10/19/2021 at 5:30 pm.

### **Advisory Council**

Introductions of new members - many new attendees this meeting and absences of others that had been coming. Reminder emails were sent from Elycia and Jenna to remind members. Jenna shared positive messaging and commitment that BGCSI has to the community and explained purpose of the committee.

### **Safety Goal Updates**

- Discussed the role of the social worker and her experience and educational background. Brief conversation about how the structure of learning and activities helps provide support and guidance.

### Recruitment

- Possible parents and community members to invite
- Alexandria Trigg - invite and send another invite to Kennedy Rawlings

### Staffing Updates

- Jenna suggested a potential for a staff survey. - Ask about their interests, likes, and outings they enjoy
- Cheyenne shared that there are bi-weekly cards/videos that are being created for staff members to show appreciation
- Pop-up breakfast stand option to celebrate staff
- Jenna suggested the advisory committee be responsible for providing snacks/breakfast/treats or appreciation items at weekly or monthly staff meetings - we could assign 1-2 members

### Chili Supper

- Request items/ingredient list and number/amount of each item from Tina

### Increasing Member Enrollment

- Set-up possible day/time each week to visit high school to reach teens
  - Jenna suggested reaching out to certain clubs that might appreciate BGCSI speaking to their groups including our mentoring groups and African History Club - both have quite a few students and staff involved and may provide a way to connect with those at CCHS
- Consider having other teens from regional clubs speak about what makes them want to go to their club each day, share their ideas/views so that we can help with teen enrollment
- Open House for teens was also suggested, Cheyenne spoke about the recent Open House
- Possible mentor model so that we have teens mentoring younger children at the club was also discussed
- Cooking, crafts, financial literacy, make-up, etc. nights to help with enrollment

### Improving Communication Updates

- It was suggested to considering sharing club expectations regularly through communication channels and social media so parents are fully aware - parent/grandparent suggested making sure it is known that there should be no cellphone use at the club.
- Remind App was discussed again - free app to communicate with others, could send updates, closures, electronic newsletter, student of the month, etc through the Remind App

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**BOYS & GIRLS CLUBS  
OF SOUTHERN ILLINOIS**

**Boys & Girls Clubs of Southern Illinois**

**Meeting Minutes**

**September 20, 2021**

**BOARD OF DIRECTORS MEETING**

**Attendance**

**Board Members:** Ginger Murray, Russell Williams, Hope Jones, Kathie Fralish, Regina Glover, Jenna Jamieson, Cordy Love, Jeff Franklin, CJ Nelson, Toni Perkins, Rich Thalman, Marc Morris

**Staff Members:** Tina Carpenter, Kassie Taylor, Elycia Freeman

**Mission Moment**

Elycia reported on the first annual staff retreat. The staff overwhelmingly talked about how supported they felt by other staff members. Many of the staff are new to the club; they all had similar answers about why they wanted to be part of Boys and Girls Club which lined up well with our mission statement. The retreat was attended by staff coordinators and social workers. Tina added that BGCA had a representative speak to the staff; he encouraged them to work on an inclusion statement which they are excited about.

**Meeting Minutes**

Motion to approve: Kathie Fralish

Second: Ginger Murray

The minutes from the August meeting were approved.

**Safety Committee**

Jeff is anticipating that the club may need to enact the vaccine mandate. He is waiting for a definition of what a federal vendor is. The White House is mandating vaccines for that subset, and we are waiting for clarification to see if that affects our staff. Our current policy is included in the board packet. There will be a panel discussion at Boys and Girls Club on Friday from 9 to 10 AM for the staff. Paula Clark, from the Jackson Co. health department, will attend virtually and provide information about the vaccine and about the Covid virus to all staff. See Board packet for full report.

**Stewardship Moment**

Russell encouraged board members to keep making contacts for the stewardship program. Steadily reach out to our assigned donors; it's more of a marathon than a race. We have received some returned information cards from our donors.

**Annual Campaign**

Russell reviewed the table that is included in the board packet. We need to brainstorm how to encourage more community giving. We are encouraged to keep posting about the annual campaign and asking friends and acquaintances for donations.

**Blue Jeans 4 Blue Doors**

This event is coming together with lots of help. CJ is creating balloon art decorations for the event, band is confirmed, raffle tickets are selling, and event ticket sales are going well. Final walk thru planned for Tuesday, September 21 with CJ, Cordy, and Kassie to finalize set-up. There will be tents with tables of 8 to provide some physical distancing. Touch of Nature opens at 5:30, food served at 5:45, awards presented at 6:15, and then the band will begin playing. There is a cash bar throughout the outdoor event. Raffle drawings will be held at the end, and the winner does not need to be present to win. The grill can be picked up by the winner at ACE Hardware.

**Marion Unit update**

We are about \$53,000 away from our goal before opening the Marion site. There have been some recent fundraisers and we are expecting donations from several area businesses. The Elks Club of Marion is hosting a band concert this weekend and all the proceeds will be donated to the Marion site. Waiting for a few items for the building and for some electrical work to be done. The painting is almost completely finished and looks wonderful. See Board Packet for full report.

**Advisory Committee**

Jenna reported feedback she and Elycia have received after meeting with community members and parents. They are looking into ways to improve communication with parents of club members. Behavior issues and unpleasant interactions are a concern for some parents, but there are no safety issues at this time. The committee would like to reestablish the Chili supper fundraiser during the Lights Fantastic Parade this year. See Board Packet for full report.

**DE Article Discussed**

Marc Morris brought up a recent article from August concerning the Dentmon Center concerning a grant they may be receiving from the state as part of COVID relief for their youth programs. BGCSI has not had close ties with the Dentmon Center, but after some discussion it was decided that we should try again by having some of our board members meet with their board to improve our relationship with them and improve opportunities for our club members.

**Motion to adjourn:** Cordy Love **Second:** Regina Glover

Meeting was adjourned at 6:22 p.m.

**Regular Board Meeting**

**Monday, October 18, 2021 at 5:30 pm**

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

***SUCSESSES***

- ALP (Advanced Leadership Program) has begun for me, Monique, Kassie and Elycia. We meet virtually every Thursday for 90 minutes and this will conclude in January with a 2 day in-person event in Schaumburg, IL.
- Received a large donation of over \$20,000 from a regular donor who wishes to remain anonymous – this was about \$8,000 more than last year.
- Two more large pledges for the Marion Campaign.
- Meetings with board members have been going well. Five completed.

**Fundraising**

Picker's Antique Mall is holding a Car show on Sunday to help raise funds for Marion Campaign. Come see me on Sunday from 12-3!

We will be the sole recipients of the Great Carbondale Pumpkin Race this year that is hosted by the Carbondale Breakfast Rotary. Get your pumpkins ready!

The Light's Fantastic Parade is on, so far, this year. That means we can move forward with our Chili Supper at the Civic Center before the parade. Who's hungry?

**New Membership Requirements Phase 3**

I took part in a Virtual Town Hall meeting to discuss the Phase 3 New Membership requirements which are many and will impact the Clubs financially (i.e., external safety assessments and more). There will be an in-person Town Hall meeting likely in November or December in St. Louis, MO. I welcome anyone to join me. I will send the date, as soon as I have it. I will send the discussion guide with the board packet if anyone is interested in reviewing.

**Program Events are Back!**

It is exciting to see that events for the Club and families are starting to fill up our calendar. Please see the calendar in the email for details.

**Board Member meetings with the CEO**

I have had 5 great meetings with board members and have been able to establish 4 focal areas to help us move towards goal setting and strategic planning. There is still plenty of time to schedule with me. Use the link below or just give me a call.

<https://doodle.com/bp/tinacarpenter/board-of-directors-121>

## ***CHALLENGES***

### ***Personnel:***

- Please see the Human Resources report below, things continue to be looking up.

### **Human Resources Report**

This month, hiring has been a major focus. Elycia has personally assessed almost 50 resumes in the past three weeks, and Alex and Dara are also working hard on hiring for their sites. As of October 15, this has resulted in eight new hires across all sites, including Marion; eight additional promising applications still being processed after interview; and more interviews on the schedule. We have also lost staff in this time, for reasons ranging from personal illness to moving on to another job, however at a loss of five, we are welcoming more people to the BGCSI team than we are saying goodbye to. We currently are working to fill 26 part time positions across all sites, and three full time positions: social workers for Marion and Springer and a full time YDP for our Rebound programming.

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