



**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*

## **November 2021 Board Packet**

### **COMMITTEE REPORTS**

#### **Board Development Committee**

The Board Development Committee met November 8th with Cordy, Betty, Regina and Tina in attendance.

The committee asked for an update on the move of Board meetings to JALC. Tina reported that she would check and report back. Since the meeting she alerted us that JALC will be available for our Board meetings starting in December. The committee also received a request to see if a zoom link could be available for Board meetings. The committee discussed the pros and cons of all in-person meetings, full zoom meetings and some mixture of the two. It was decided that we would pursue offering the option of a zoom link. The understanding is that this would be for unusual circumstances and not a regular pattern of attendance.

Betty and Regina offered to meet with new Board member Randy Mathis for an orientation before the upcoming Board meeting. Regina reported on her meeting with Alicia Jackson, Diversity and Compliance Officer with the City of Carbondale and her willingness to help BDC spread the word about the options in being on the Board or on a committee. BDC committee members will follow up with names suggested by staff or fellow Board members to date.

Cordy is working on a mentoring program and asked that a question be added to the annual Board Evaluations to assist in the design of the program. Betty reviewed the changes in the Orientation PowerPoint to include the comments offered by the RD committee. In response to a request from some Board members, Betty will do a brief presentation at the November Board meeting on accessing and using the Board Portal on the BGCSI website.

The committee discussed annual board evaluations and agreed to use the same method as last year. Each Board member will meet via zoom with one member of the BDC and Stephanie to share their thoughts on successes and challenges for BGCSI this past year and how the Board can improve. It was decided that due to the late timing of scheduling this year, that we would split the schedule with more recent Board members not having their meetings scheduled till January. Other Board members will receive an email with times available in the first and second week of December.

The final item of business was the review of the BGCSI By-laws. The committee identified several changes that needed to be made. Kathie and Allegra also proposed the addition of a Human Resources (Board) committee and Elycia and Tina shared a description for the new Community Advisory committee, which is a non-Board committee. However, at least one Board member must

be appointed to it. BDC will review all the changes discussed one more time, before submitting revised by-laws for Board Approval.

The next BDC meeting will be determined after all board evaluations are scheduled.

### **Finance Committee**

Finance Committee meeting was postponed until later this month.

### **Legal Committee**

No legal matters this reporting period.

### **Resource Development Committee**

Members Present: Stephanie Wood, Kara Jones-Daly, C.J. Nelson, Jared Garrison, Karina Neill (by phone), and Kassie Taylor

#### **1. Trivia Night at the Oscars**

- a. Kara Jones-Daly agreed to serve as Event Chair for the 2022 Trivia Night at the Oscars
- b. **DATE AND LOCATION** – The committee unanimously agreed to hold Trivia Night at the Oscars on Friday, February 25, 2022 at The Pavilion in Marion. Tina Carpenter will sign the rental agreement and return to Jared Garrison tomorrow (November 9, 2021) The rental agreement includes the use of the facility BOTH Thursday and Friday to allow for decorating the day prior.
  - i. Rental Rate is \$500. Kassie will pursue a sponsorship from The City of Marion of \$500 to offset the cost of the rental.
  - ii. A maximum of 344 people can be seated on round tables in the conference space. The proposed budget is to sell 300 seats (consisting of sponsorship seats as well as individual seats).
  - iii. The Pavilion provides risers (4 x 12 x 18) for staging free of charge. The committee discussed the placement of the stage along the front wall blocking the center door and placing tables along the backside of the room.
  - iv. The Pavilion provides pipe and drape. They have gold (not metallic). The committee agreed to use both the black pipe and drape owned by the Club and the gold for decorating purposes.
  - v. Projectors are available to rent for \$75. We can bring in our own projector. C.J. will reach out to a friend of his about audio for the evening. The committee agreed to have multiple screens (3) placed along the front wall. C.J. will discuss this with his contact and get a quote.
- c. **CATERING** – Jared will seek bids from three caterers for the evening: He will request a bid to include the following: (two meats, one vegetarian option, two vegetables, salad, water and tea)
  - i. Debra K's
  - ii. Crystal's
  - iii. One Hot Cookie

- d. **ALCOHOL SALES** – Kara expressed concern about making money off alcohol sales. She prefers that we have a cash bar handled by an outside company who does not give any of the profits back to the Club. This would eliminate any chance the Club would be held liable. The committee tabled this discussion and will revisit it at a later date.
- e. **DECORATION COMMITTEE** – C.J., Stephanie, Karina, Kara, and Ginger have agreed to serve on the decorating committee.
  - i. C.J. will be out of town for the event but he is working on options for preparing the balloon decorations in advance. Jared confirmed we can store any decorations in the expo area.
- f. **PHOTOGRAPHY** – Karina will provide Photos on The Red Carpet for the event. Karina Neill Photography will be recognized as a Presenting Studio Sponsor. She will not be able to decorate the day of the event as she will be setting up her photography area. She will also provide the photography of all Silent Auction items as part of her sponsorship.
- g. **MARKETING COORDINATOR** – Kassie will serve as the Marketing Coordinator.
  - i. We will prepare a poster/handout to distribute at the upcoming Marion VIP Reception and the Ribbon Cutting.
  - ii. A Save the Date will be electronically sent out before Thanksgiving and the first week of December.
  - iii. Online event page will be completed and Live prior to the Save the Date emails.
  - iv. Invitations will be designed and printed to mail out end of the year to be received January 3.
  - v. Facebook Event will be set up.
- h. **SILENT AUCTION COORDINATOR** - Kathie Fralish has agreed to serve as the Silent Auction Coordinator. All items will be due to Kathie by February 4th. Kathie will prepare the descriptions online and upload each to the site. Karina and Kassie will come to Kathie's house to photograph all items the week of February 7<sup>th</sup>. The Silent Auction will open the week of February 14-18. Individuals not attending the event will be able to visit the Silent Auction and make bids (no fee).
  - i. Information about the Silent Auction with item ideas will be provided to the board in the November Board packet.
- ii. 50/50 Raffle will be done online which will allow individuals to participate even if they are not at the event. A raffle license in the City of Marion is \$10. A license will be obtained for the event. Payout procedures will need to be discussed if we do the 50/50 raffle online.
  - i. **SPONSORSHIP UPDATE** –
    - i. **PRESENTING STUDIO - \$2,500** (in-kind media sponsorships)
      - 1. River Radio is confirmed.
      - 2. WSIL-TV has been contacted
      - 3. Karina Neill Photography is confirmed.

- ii. **EXECUTIVE DIRECTOR** - \$1,000
  - 1. SIH is confirmed.
- iii. **PRODUCER** - \$500
  - 1. First Mid has been asked
  - 2. Bank of Carbondale has been asked
  - 3. SIU Credit Union has been asked
  - 4. Heartland Coca Cola Bottling Company has been asked
- iv. Kassie will be preparing all past sponsors and including in all Annual Asks.

### **Oscars – Silent Auction**

The Silent Auction is a big part of the Oscars event and relies on board members to ensure that we have sufficient, high quality items to be included. We are counting on each board member providing three items, which should be obtained and given to Kathie by February 4, in order for the on-line auction to start a week before the event. Here are a few suggestions:

- Create a basket around a theme (Toys for toddlers, Chocolate, Relax and enjoy, coffee or tea, Beer and Munchies, etc.). We count on your creativity but you can always ask a merchant to prepare a basket.
- Lottery trees sold very well, but we would only need two. Let Kathie know if you want to do a tree.
- Gift cards of all types are welcome and can be used together or added to other items to make a basket, If you get the cards, we'll figure that part out. In past years we have had cards from Giant City Lodge, Panera, Fujiama, Pag's, Longbranch, Bandana's, and many others. Please let Kathie know who you are asking, so that we don't double up.
- If you or a friend provide a service, a certificate to receive that service (valued at ?)
- Do you have a friend who is creative? Art and jewelry always go well.
- Wine is always a good bet.

So, start thinking up some ideas, because February will be here in a flash.

### **Safety & Facilities Committee**

The committee met on Thursday, November 11<sup>th</sup> at the Marion unit in order to discuss and develop the emergency and evacuation route. Present for the meeting were: Jeff Franklin, Barb Shiplett, James Mayer, Randy Mathis, Hope Jones, Allegra Frazier and Tina Carpenter. After a walk through and discussion, the committee agreed to evacuation plan. Randy Mathis will complete a thorough security and safety evaluation. The committee received copies of the safety

plan template from BGCA and will read through, make recommendations and discuss this in detail at the December meeting.

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

The legal agreement was signed and turned in to FMGR. No other updates at this time.

### **Marion Task Force**

The task force met on the following dates: October 26<sup>th</sup> and November 9<sup>th</sup>. The committee set dates for a VIP Reception to thank the major stakeholders and task force. Invitations were sent to 75 people including the Board of Directors. The reception will be held on November 30<sup>th</sup> from 4:00 – 6:00 pm. Regina and Amy are heading up the plans.

December 1<sup>st</sup> will be the official opening of the Club to members. Flyers have been delivered to the schools in Marion and a press release announcing the opening and enrollment. Alex Fisher will be contacting the schools with lists of members that have enrolled. We will be on the bus route for the school district.

December 8<sup>th</sup> will be the ribbon cutting at 11:00 am. Both the Marion and Carbondale Chamber of commerce have been notified and scheduled.

Final building preparation are being finalized. City and fire inspection is scheduled for 11/22 at 10:00 am.

### **Community Advisory Committee**

- Goal #2: Staffing rewards
  - Discussed the results of the staff survey, regarding what they like, favorites, ways in which they like to be recognized, etc.
  - Carla made plans to work with Jenna to facilitate a staff appreciation breakfast the week of January training.
- Chili Supper updates
  - Handed out flyers to pass out to community
  - Signed up to retrieve items from grocery list
  - Signed up to work the morning or afternoon shifts
  - No other locations were suggested for the cooking of the chili
  - An email/calls will go out to committee members who were not present, to get them the sign ups and info they need
- Upcoming meetings.
  - Change of meeting day was discussed, to avoid conflict with finance committee
  - The idea of Chili Supper event in lieu of December meeting was discussed
  - An email will be sent out to finalize these decisions.



**BOYS & GIRLS CLUBS  
OF SOUTHERN ILLINOIS**

**Boys & Girls Clubs of Southern Illinois  
Meeting Minutes  
October 18, 2021**

**BOARD OF DIRECTORS MEETING**

**Attendance**

**Board Members:** Ginger Murray, Kathie Fralish, Stephanie Wood, Russell Williams, Hope Jones, Jenna Jamieson, Betty Montgomery, Cordy Love, Marc Morris, Regina Glover

**Staff Members:** Elycia Freeman, Monique House, Tina Carpenter

**Penny 4 Your Thoughts**

Stephanie led an icebreaker using pennies for board members to share some thing about themselves that occurred during that particular year.

**Mission Moment**

Elycia shared that during the lead/ administration meeting a new Springer employee, Dara, really stood out. Elycia recognized that this employee stays very positive and is always focused on keeping the kids first.

**Minutes**

**Motion to approve:** Kathie                      **Second:** Ginger

The minutes from the September meeting were approved.

**Treasurer's Report**

Kathie explained that the finance committee is closely monitoring grant reimbursements; the process has become very complicated. The Marion remodel expenses are nearing an end. Focusing on increasing our cash on hand from \$37,000 to repay our \$60,000 into reserves. See board packet for more information. The Finance Committee would like feedback from board members about other information to include in the summary.

**Motion to accept:** Regina                      **Second:** Cordy

Treasurer's report was accepted.

## **Board Motions**

### New Building Update

**To retain the firm FMGR (specifically attorneys Povolish and Bender) to represent BGCSI in property negotiations relating to a site for a new building in Carbondale. It is understood that the finance committee would review charges monthly and that prior to charges exceeding \$5000, board approval would be sought.**

**Motion:** Kathie

**Second:** Betty

Kathie summed up the idea behind this proposal. The attorneys would pressure the city into finalizing the condemnation of the building and discovering how structurally sound it is. There is a summation in the board packet. There was discussion about how disruptive this could be to daily operations at the Springer site. We may need to close the site for a week or more during the demolition. The building process could be loud and possibly disruptive. There is a small financial risk to undertake this fact-finding that may not come to fruition. It was also mentioned that many locations have been discussed in the past for our future building site.

**Motion passed unanimously.**

### Marion Unit update

**To approve a December 1, 2021 opening date for the Marion site, with the understanding that a formal review of operating income and expenses will occur by April 1, 2022.**

**Motion:** Kathie

**Second:** Regina

Russell discussed that fundraising in Marion has become harder because the site has not opened. He believes that impact will encourage more giving for new and past donors. The Finance Committee doesn't think we will get the pledges until the site is open. The December 1 opening gives Tina and Elycia time to ready the site, prepare staff, and enroll up to 120 youth. We have \$53,000 in pledges. Also, once the doors are open, we can apply for grants which we are likely to receive.

**Motion passed unanimously.**

## Board Development

### **To approve Randy Mathis as a new board member**

**Motion:** Cordy

**Second:** Ginger

Randy Mathis has been very involved with the club and community for active killer training for a long time. He is involved in community programs and recruitment.

**Motion passed unanimously.**

### **Orientation Power Point Feedback**

Regina shared some of the feedback to the orientation PowerPoint. It was mentioned that we need more consistent wording and need to address the fiscal issues (stewardship and responsibility) more. Some would like to have the yearly events on the calendar so that board members know when they will be involved. It was mentioned that understanding of legal financial obligations would be helpful. The PowerPoint is meant to introduce topics and encourage questions. Please email Regina or Betty with more suggestions concerning orientation.

### **Photo Permission Form**

Sign and return to Tina to allow BGCSI to use your photograph.

### **Stewardship Moment**

Russell reminded us that events are prime moments of stewardship. Blue Jeans for Blue Doors was a great stewardship moment to build relationships with our donors and hear what they care about.

### **Blue Jeans 4 Blue Doors Recap**

Cordy referred to the information in the board packet about the event. Participants responded well to the casual atmosphere and we received lots of good feedback. There are some tweaks to improve next year's event. It was mentioned that we might have more board members sign up for set up and clean up; it is OK to use the board members more. Touch of Nature was a great site and the low-key laid-back evening was appreciated.

### **Community Advisory Committee**

Jenna reported that there were mostly new participants at the latest meeting. They discussed increasing staff retention and possibly helping with a job fair. Someone proposed surveying the staff to find out what their likes and dislikes were to make treat bags to encourage them. Several people mentioned wanting snacks at the meetings. Increasing member enrollment was also discussed amongst the five people that attended the latest meeting. Most of the participants were community members. The advisory committee will be having a chili supper December 4 at the lights fantastic parade.



**Motion to adjourn** Regina

**Second:** Betty

Meeting was adjourned at 6:50.

Regular Board Meeting

Monday, November 15, 2021 at 5:30

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

**Fundraising/Community Connections**

- Received notification that we will be receiving \$25,000 from a Kohl's Foundation Grant. We cannot make public announcement until after 11/30/2021.
- Carbondale Halloween was a great success and so much fun!
  - Safe Halloween - Raised \$200 at the Safe Halloween concession sales. It was great seeing so many people out having fun and getting into the volunteer spirit. Thank you to Kiwanis, SIU Scholars, Key Club and board members for being a part of a tradition.
  - Pumpkin Race – Largest one yet and so many people! The Club had 3 racers. Alex and Gabi were there with Club Members to race. They had a blast! We are expected to receive about \$5000.
  - Pumpkin Glow was spectacular, even with a rain threat on Friday night.
- Molina Health has awarded the Organization \$27,500 to establish Molina ‘Closets’ at each location. These closets will have personal hygiene items, snacks and more to meet the needs of our Club members.
  
- The Light's Fantastic Parade is on, so far, this year. Our float theme is Candy Land.
- Chili supper will be at the Civic center. Tickets are \$7 for adults and \$3 for children 12 and under.
- I have attended the last 3 Carbondale City Council meetings (virtually). The city is expected to release the RFP/application for us to apply for COVID funds received by the city. Yahaira and I are sifting through the information shared with us regarding what these funds can be used for. The application should be released later this month.

**New Membership Requirements Phase 3**

The in-person Town Hall meeting was postponed. It will be in early December. I will email the board when we get the new date.

**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.

**CHALLENGES**

**Personnel:**

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

**Human Resources Report**

This month we've seen a lot of growth in our staff, welcoming 10 new team members across all sites, and internally hiring for four positions: Tanesha Davenport as our new Front Desk Clerk for Lewis School; Halston Lewis as our new Coordinator of Teen Services, Cheyenne Sheard as our Springer Social Worker, and Mikaela Milligan as our Rebound Site Director. Springer at this time is almost fully staffed, with only one position left open. We are continuing to hire across all sites, with a special focus on staffing Marion with enough time to make sure staff are trained and feel ready for our doors to open. Club wide, we are hiring for 22 part time positions, and two full time positions - Rebound Full Time YDP, and Marion Social Worker.

Last week, Kathie and Allegra met regarding the development of a Human Resources Committee, and Kathie has submitted a proposal for this committee to the Board Development Committee for inclusion in the BGCSI By-Laws. Kathie and Allegra are both reaching out to Human Resources Professionals in the community to invite them to be a part of this Committee.

Open positions breakdown:

Springer:

1 YDP, 4/5 grade (PT)

CMS:

5 YDPs (PT)

Lewis:

3 YDPs (PT)

Rebound:

1 FT YDP

8 YDPs (PT, mornings)

Marion:

Social Worker FT

5 YDPS, K/1, 2/3, 4/5, 6-8, and Rec (PT)

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