



**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

December 2021 Board Packet

COMMITTEE REPORTS

Board Development Committee

The Board Development Committee did not meet in person this month. The BDC and Stephanie conducted 10 annual review conversations with Board members via zoom in December. The remaining 6 Board members will be scheduled in early January. BDC will submit a report at the January Board meeting. The committee did finalize the revisions to BGCSI's by-laws. A list of the changes are included below. The Board will vote on the proposed changes at the December meeting.

The next meeting of BDC is scheduled for January 10 at 5 PM.

2021 By –law Proposed changes

Article II Board of Directors Section 3 Election of Directors

Add the sentence - See also section 7 "Vacancies."

Article II Board of Directors Section 11 Notices

Paragraph One

- Delete reference to notices being sent to Board of Directors via U.S. Mail. Notices will be sent only via email.

Paragraph Three

- Delete the sentence- The Board Chair will send notice of any annual, regular or special meetings by e-mail, at least one week (7 days) before the meeting is to be held.

- Replace the above with – *The Board Chair will notify all Board members of any special meeting via email, at least one week (7days) prior to the meeting date.*

Article III Officers Section 6 Vice-Chairperson of the Board

- Delete the sentence The Vice-Chairperson will serve on no less that two standing committees.
- Replace with – *The Vice-Chairperson will serve as chair of the Resource Development Committee.*

Article IV Committees Section 1 Designation

- Delete Operations Committee and Marketing Committee from the first sentence. Insert Safety and Facility Committee in place of Safety Committee. Add Human Relations Committee.
- Add the following sentence at the end of the entry. *At least one Board member will be appointed to serve on the Community Advisory Committee which is not a standing committee of the Board.*

Article IV Committees Section 12 Board Development Committee

- Add the following sentence at the end of the current entry. *“The Board Development Committee is also responsible for the annual reviews of the By-laws.”*

Article IV Committees Section 13 Finance Committee

- Replace Finance Director with *Director of Finance* and replace Director of Operations with *Director of Program Services*.

Article IV Committees Section 15 Operations Committee

- Delete entire entry and retitle to read Human Resources Committee
- *Human Resources Committee: The Human Resources Committee supports and ensures competency and career development planning, which are essential to staff retention and capacity building. It advises the Board of Directors on human resource standards, practices, and policies. It provides and, with the Director of Human Resources and CEO, annually reviews written policies, practices, and procedures for the direction and guidance of staff. It ensures compliance with membership requirements of BGCA as they relate to human resources, as well as compliance with government employment regulations.*

Section IV Committees Section 16 Safety Committee

- Change committee name to *Safety and Facilities Committee*.

Section IV Committees Section 17

- Delete entire entry

- Add the following sentence – *“The By-laws will be reviewed annually by the Board.”*

Finance Committee

The Finance Committee met on Wednesday, December 15, 2021. Attending were Kathie Fralish, Regina Glover, Toni Perkins, Stephanie Wood, Tina Carpenter, and Monique House.

Amber Halstead, of Kerber, Eck, and Braeckel accounting firm, presented the results of the annual audit. She indicated that it was a “clean” audit with no material findings. Monique will be working with another member of the firm, who is familiar with QuickBooks, on ensuring that our donor database financial records are consistent with our accounting system.

October financial reports were not reviewed in detail as most of our time was spent on the November reports. It was noted that the Balance Sheet now reflects both pledges and deferred business contributions. There was discussion of how best to record pledges depending upon whether they are anticipated to be paid in the short or the long term. Monique will also discuss this with the QuickBooks expert. Accounts Receivable report shows both the reimbursable grants that we have not received, and the pledges and the committee felt that the combination could be confusing. Monique reported that there is a delay on 21st Century funds due to the loss of a staff member at the Alliance.

The largest amount reported in Accounts Payable is due to Smith-Hafeli for the Marion construction and will be paid in three payments between now and the end of our fiscal year.

Review of the Profit and Loss statement indicated that Individual Contributions are \$27,000 negative to Year to Date budget, but Business Contributions are \$38,000 positive to budget. Several other categories, including Foundations/Trusts and Annual Campaign are also negative to budget. Net income is \$37,000 less than Year to Date Budget. Discussion was held regarding the two areas of concern: grant income earned and contributed support. It is hoped that a new resource development plan to be proposed will address the need for increased contributed support. The grant situation is complex, as we have not been able to spend the amount approved by 21st Century, and therefore, are not being reimbursed at the level for which we have budgeted. Tina was asked to present a plan for the use of grant eligible expenses once she has information on the amount of Rollover funds we will be approved for.

Review of the Cash Flow report indicated that even without 21st Century funds, our cash position should be adequate over the next several months. We are now also reviewing the projected vs. actual figures which should provide additional information for future planning and budgeting.

Review of the Marion renovation and operations report as well as the Marion Profit and Loss statement indicates that Marion income has slowed. Hopefully we will see an uptick in contributed support now that the Club is actually serving kids. The figures over the next few

months should give us an indication of the level of support we can expect during the second year of operations.

Legal Committee

No legal matters this reporting period.

Resource Development Committee

The Oscars Trivia Night Planning Committee met on December 14th with Ginger Murray, Stephanie Wood, Kara Jones-Daly, Karina Neill, Jared Garrison, Tina Carpenter, Kassie Taylor, and Russell Williams. The committee chose Crystal's Catering as the food service provider for the event. Hill Printing was chosen as the printer of our invitations. The invitations will be mailed on December 29th. The event webpage (bgcsi.org/Oscars) is ready to go. Ticket sales are available via the website. Our current sponsors are listed below. We are still needing sponsors.

Board members are asked to contribute Silent Auction items. They are due to Kathie by February 4th so the items can be photographed by Karina Neill and posted online. The auction will be live and online by February 16th.

The committee discussed the selling of drink tickets for alcohol sales for the event. There is a question about our liability as a Club. Tina is contacting the insurance company for the Club to inquire about purchasing additional coverage for the event. The committee will decide on how to handle the drink sales at our January meeting.

Sponsorships and Tickets

i. Presenting Studio Sponsors (\$2,500 In-Kind)

1. River Radio
2. WSIL-TV3
3. Karina Neill Photography

ii. Executive Director Sponsors \$1,000

1. SIH

iii. Producer Sponsors - \$500

1. Heartland Coca Cola Company

The Resource Development Committee also met on January 14th following the Oscars Committee meeting. Ginger Murray, Stephanie Wood, Jared Garrison, Tina Carpenter, Kassie Taylor, and Russell Williams were present.

The committee discussed the current FY22 Annual Campaign. \$25,825.05 has been

collected. This is 49% of our budgeted amount of \$52,500. We encourage all board members to continue to contact the donors given in their Annual Campaign folders. It's never too late for a gift. Please reach out to Tina and Kassie for assistance with this.

The committee discussed how we can simplify Annual Giving for the board. We plan on presenting our proposal to the finance committee and board in January.

The committee reviewed an inquiry received from Don Moberly of Wichmann Vineyard regarding an upcoming Grape Stomp Festival that would benefit BGCSI. The committee asked Kassie to respond that the Club is interested but would like some additional information.

Next Meetings: Tuesday, January 11, 2022 @ 5:00 PM for the Oscars Trivia Night Committee, @ 6:00 PM for the RD Committee, @ The Pavilion in Marion.

Safety & Facilities Committee

The committee met on Wednesday, December 15th with Jeff Franklin, Barb Shiplett, Hope Jones, James Mayer, Randy Mathis, Toni Perkins, Allegra Frazier, and Tina Carpenter in attendance. The primary agenda item was to review the security assessment of the Marion site completed by Randy Mathis. There were several items already rectified. Items were identified as to immediate remediations and remediations in the near future. This report is available upon request. Tina apprised the committee of the external safety evaluation which will be scheduled by BGCA within the next 3 months. There will be some pre-work/assessments to be completed by staff and the committee after the start of the new year.

Building Task Force/Feasibility Study

Tina spoke with Jonathan Mitchell who was filling in for Angela Povolish at this time. Tina updated him on the tasks at hand and he was reaching out to Debra Gates through Facebook. It is anticipated that an update will be available for the Monday 12/20 board meeting.

Marion Updates

The Club has opened with 40 youth enrolled as of 12/16/2021. The Task force held the VIP Reception with a solid turnout. The ribbon cutting had an attendance of 78 people. We have some donors that have informed that a year end donation was going to be made of a sizable amount. Will update as the checks roll in. City inspection and occupancy permit was passed and issued. Fire Department noted 2 items to be remediated within 2 weeks (address numbers on the sign and closing off the ceiling area of the electrical closet). This is all in progress.

Community Advisory Committee

No report available.



**BOYS & GIRLS CLUBS
OF SOUTHERN ILLINOIS**

**Boys and Girls Clubs of Southern Illinois
Meeting Minutes
November 15, 2021
BOARD OF DIRECTORS MEETING**

Attendance

Board Members: Russell Williams, Stephanie Wood, Hope Jones, Randy Mathis, Ginger Murray, Regina Glover, Betty Montgomery, Kathie Fralish, CJ Nelson, Jenna Jamieson, Tony Perkins

Staff Members: Kassie Taylor, Elycia Freeman, Tina Carpenter

Welcome Randy Mathis

We welcomed and introduced ourselves to our newest member, Randy Mathis

Should I or Shouldn't I

As an icebreaker, the board played a few rounds of the Teen Game *Should I or Shouldn't I?* that is used at the club to teach the youth social cues and interpretation.

Mission Moment

Elycia related that there has been a lot of cooperation between staff members about helping out at different sites when a site has been short staffed. She was gratified to see the staff serving the kids when and where they are needed the most.

Meeting Minutes

Motion to approve: Regina **Second:** Kathie

The minutes from the October meeting were approved.

Stewardship Moment

Regina recently met a donor whom she didn't know well ; she became acquainted with him over coffee while hearing his thoughts on Boys and Girls Club. The board is encouraged to reach out to donors before Christmas.

Marion Unit Updates

Tina reviewed the upcoming dates for the VIP Reception, Opening Day, and Ribbon Cutting at the Marion site. She said the facility is being readied to open. Fliers have been sent home with students to promote the club and online registration is available. Dates and more information are available in the board packet.

Oscars

Kathie announced that the Resource Development committee has set a date for the in-person Oscar fundraiser for February 25, 2022. Kara Jones-Daly will be helping to plan the event again this year. Board members are asked to donate three items apiece for the silent auction by February 4. Items such as art, jewelry, alcohol, and lottery tickets are favorites. Tickets for the event are \$50 apiece, and a table for eight is \$500. See the board packet for more detailed information.

Breakfast with Santa

This event will be held in Marion on Dec. 11, and in Carbondale on Dec. 18. Tina relayed that the SIU Family Practice Residents will be giving gifts to the kids in Carbondale. Breakfast will be available at both locations.

Betty discussed Santa's Workshop which sells items for kids and families at affordable prices. Donated items and gift bags are welcome for this event and all board members are invited to come.

Staff/Board Holiday Fun

Stephanie announced a staff and board dinner at *Bandanas* set for Tuesday, January 4 from 5:30 until 7:30. We are considering having a white elephant gift exchange.

Board Portal Tour

Betty demonstrated how to sign into the board portal from the BGCSI website using the password: BGCSI board. We took a brief tour of the portal which has such information as calendars, by-laws, agendas, financial documents, board packets, and archives.

Advisory Committee Chili Supper

Jenna announced that the chili supper is on Dec. 4 at the Civic Center in Carbondale preceding the Lights Fantastic Parade from 4:00-6:00pm.

New Meeting Space starting December 20, 2021

Tina has secured a new space for board meetings at JALC H126. This is a more central location between Carbondale and Marion.

Motion to adjourn: Kathie **Second:** Betty

Meeting was adjourned at 6:45pm

Regular Board Meeting

Monday, December 20, 2021

JALC Room H126

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

Fundraising/Community Connections

- Chili Supper brought in approximately \$680
- Alternative Gift Fair brought in \$190
- Year-end mailer has currently brought in \$4307 through 12/16/2021. We have been receiving checks daily.
- Large donations were received this week that were more than anticipated from some of our yearly donors (\$50,000 up from \$30,000; \$15,000 up from \$10,000). I also received a call earlier in the week from a ‘lapsed donor’ who will be sending \$10,000.
- Kassie and Kathie made an ask requesting a specific amount to be given yearly over the next 5 years with a result of \$2200, delivered this week. Nice work ladies!
- OJJDP grants have been submitted for FY22 – for a total of \$41,200
- Breakfast with Santa in Marion on 12/11 had 95 guests and 68 children’s gifts given out. Thank you to Heartland Regional Medical Center for the gifts and for coming out to give the gifts out. Hucks, Krispy Kreme , Pepsi and Walmart provided the breakfast. Santa was absolutely delightful, and a great time was had by all. Several families were signing up their kids at this event. WSIL TV3 even joined us.

BGCA

- We have agreed to take part in a pilot of the external safety assessment. This will be scheduled within the next 3 months. The Safety and Facilities committee and staff are starting the process to prepare for this assessment. Going forward this will likely be a requirement for all Clubs after the Phase 3 membership requirement vote in the summer.
- The National Conference is on this year and it is in Chicago May 4-6. BGCA is pushing to have all Illinois clubs represented at this conference. Deadline to register and receive a discounted rate is 2/15 at \$350. After this it will be \$450. I will be applying for scholarships for myself and at least one admin team member. I would love to take board members with me. Please let me know if you are interested.
- Tyrell McElroy, our previous Director of Development (BGCA liaison) has been promoted to National Director of Diversity, Inclusion and Equity. He is such a great fit for this position and I’m delighted for him. We can say, ‘hey, I know him!’ I have sent him congratulations from myself and the board. He says hello and misses our wonderful club and send his own congratulations to us for growing and opening Marion.

CHALLENGES

Personnel:

- Please see the Human Resources report below, things continue to be looking up. However, we have experienced enough staff shortage this week that we had to close programming for the Springer Street, CMS and Lewis site for Thursday and Friday of this week and next week. This was due to a few COVID positives among staff,

quarantine of some staff and staff off due to other emergencies. Additionally, our volunteers were not available due to it being the end of the semester. Hoping to start the new year off on a strong start.

Human Resources Report

We are ending 2021 with some great retention news - as of the New Year, 80% of our staff of 36 will be past their 90-day mark, and 60% will be fully vaccinated. While we are still building our team, we are seeing a more stable foundation to build from than we have seen since the beginning of the COVID outbreak.

Applications have slowed as the holidays approach, though we do expect hiring to pick back up in the New Year. In addition to our usual hiring outlets, Kassie and I will be at the SIU Job and Internship Fair on February 15th, and I will be at the John A Logan Annual Job Fair on March 23. While dates have not been finalized, we are in touch with the Marion Chamber of Commerce and MantraCon regarding their proposed career fairs coming up in the spring.

As for turnover in December, we made two hires, but lost three staff, for the following reasons: termination/policy violation (1); not finding the Club a good fit (1); and personal reasons/illness (1).

Below is a summary of positions we currently have open:

Springer:

Front Desk FT

2 YDP PT

Marion:

6 YDP PT

CMS:

5 YDP PT

Lewis:

3 YDP PT

Rebound:

3 YDP PT

1 YDP FT

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