



**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*

## **February 2022 Board Packet**

### **COMMITTEE REPORTS**

#### **Board Development Committee**

The Board Development Committee met Monday February 14<sup>th</sup> with Cordy, Regina and Tina in attendance. Prior to this meeting, Stephanie, Cordy and Regina met (January 24<sup>th</sup>) to discuss and summarize the findings of the annual Board chats between a Board member, the Board chair and a member of BDC. The summary was sent to all Board members on February 4<sup>th</sup>.

The committee discussed the stepping down of Betty from the Board and from BDC. Ideas were shared about recruitment of future Board members to join the committee and possible members in the interim. Regina reviewed the 8 names presently on the list of possible future Board members. The names were either suggested at earlier BDC meetings or by Board members during the annual chats. It was decided that Cordy would also reach out to a couple of organizations in which he is a member and Regina would meet with Daniel Booth and Carolin Harvey to identify additional individuals.

Tina explained the required steps that must be taken now before an individual can be voted on for the Board as a result of the recent membership changes at BGCA. These include at least one reference, identification of any prior Board service, employment or volunteer work with another BGCA club and completion of a successful background check. Tina will share with the committee the specific questions that must be asked if a potential Board member has been involved with another Club.

The committee reviewed the comments from the fellow Board members regarding the need for a mentoring program. It was decided to use an informal approach and chat with each new Board member individually about their feelings for an assigned mentor. Ideally, a mentor would be on the same committee as the new Board member. Cordy will coordinate this.

Tina updated the committee on the status of the Human Resources Committee approved by the Board. Kathie has agreed to chair this committee. Tina met with Casey Parker, Coordinator of SIU's Office of Equity and Compliance and former assistant city attorney, to serve on the committee as a non-Board member. BDC will keep the need to fill the HR committee, as well as, BDC in identifying new Board members.

The committee will continue to work with Stephanie and Tina on the strategies suggested by Board members to improve Board effectiveness. They are working with BGCA to identify some possible dates for an in-person retreat facilitated by a BGCA staff member.

The next meeting of the committee will be Monday March 14 at 5 PM.

### **Finance Committee**

The Finance Committee met on Wednesday, February 16 at the Administrative Building. Present were Kathie Fralish, Regina Glover, Stephanie Wood, Toni Perkins, Tina Carpenter, and Monique House.

The financial reports for the month of January were reviewed. It was noted on the Balance Sheet that while the general operating account shows a balance of \$138,557.89, that figure includes \$60,000 to be returned to reserves as well as a \$70,000 payment reimbursement from the government as part of the Retention Tax Credit, which we can use for operations. Finance Committee has agreed that the Retention funds ultimately should be put into reserves when grant reimbursements are received. The Marion account reflects \$204,303.34, of which \$80,000 is committed to payment for construction. Review of the Profit and Loss statement indicates that for the month of January we were operating with a net loss of \$30,077.21 and year to date reflects a net profit of \$123,605.17. It was noted that approximately \$70,000 is from the Retention Tax Credit and \$50,000 is pledge dollars that have yet to be received. Profit and Loss statement also shows that income is close to \$100,000 less than budgeted even though it includes the \$70,000. In addition, while the statement shows our reimbursable grant income, much of that money has yet to be reimbursed. Employee salaries and benefits are well below budget. A request was made to ensure that employees were requesting reimbursement for mileage to and from the Marion site, as appropriate.

Cash Flow reports were reviewed, and a request was made that in the future the monthly variance report include both anticipated funds that were not received and unanticipated funds that were received.

Status of reimbursement for grant expenditures was discussed. It was noted that almost \$80,000 in grant funds has been received since the beginning of the year, but BGCSI has not been reimbursed for seven months of 21st Century expenditures, dating back to the September. Tina indicated that she and Stephanie would be drafting a letter to the Illinois Alliance expressing our concern and detailing the impact that the lack of reimbursement is having on our operations. It was agreed that copies of the letter should go to a wide range of concerned parties, including the President of the Alliance board and our legislators.

Tina recommended that \$20,000 be transferred from operations back into our reserve account and the committee agreed by consensus. Tina also presented the plan approved by the Resource Development Committee to make up the budget shortfall in the Annual Campaign by the end of this fiscal year. (See Resource Development Committee report)

Tina also reported on changes she is making to the Administrative staff to more effectively manage programs as well as regulatory requirements, quality and impact, as we begin to rebuild our membership and average daily attendance numbers post covid.

There was some discussion of the value of outsourcing payroll, during which Monique indicated that payroll processes should be enhanced by a planned move to digitize the process.

The committee requested that Tina report at the April meeting the status of the Marion site relative to operations and budget, as requested by the board.

Revisions to the Financial Policies and Procedures as well as the first draft of the Fiscal Year 2023 budget will be on the agenda for the March meeting.

### **Legal Committee**

No legal matters this month

### **Resource Development Committee**

#### **Oscars Planning Committee:**

Members at the February 15th meeting were Kara Jones-Daly, Ginger Murray, C.J. Nelson, Russell Williams, Stephanie Wood, Jared Garrison, Tina Carpenter, and Kassie Taylor. Catering by Crystal's was confirmed, and drink tickets were discussed. We agreed on offering pre-paid drink tickets through the website. 1,080 invitations with the event's rescheduled date of April 9th were mailed on February 10th. **The webpage for the event is live - [bgcsi.org/Oscar](http://bgcsi.org/Oscar).** Tina is doing radio interviews and River Radio is preparing PSAs to run on the air. Tina sent out a press release on February 4th and 7th. Emails to past participants were also sent out. Ticket sales are low at this time. **The committee is asking each board member to sell one table for the event. We will provide a list of past table sponsors.**

The sponsors for the event are:

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

1. River Radio – April Ruebke and Robert Theis will serve as MCs for the Trivia Event
2. WSIL-TV3
3. Karina Neill Photography

Executive Director Sponsors \$1,000

1. SIH
2. Murray Patterson

Producer Sponsors - \$500

1. Heartland Coca Cola Company
2. SIU Credit Union

**The deadline to submit numbers for the sponsor gifts is March 17<sup>th</sup>.**

Kathie reported that she feels good about the number of silent auction items that have been turned in/committed. **The deadline for silent auction items is February 25<sup>th</sup>. The auction will go live online April 1<sup>st</sup>.** The committee agreed that providing board members with options such as monetary donations or individual items needed for baskets would be a good way to get some of the board members who have not responded to support the Silent Auction.

Ginger Murray mentioned that she has a client that owns a condo in Orange Beach who has agreed to donate a week stay to the Boys & Girls Clubs of Southern Illinois. The RD Committee discussed this to be a raffle item to be included within the Silent Auction/Raffle. 100 tickets will be available at \$100. The winner will receive a week stay at the Condo (valued at \$5,000). Kassie has finalize details with Ginger and the owner.

Other items that were discussed were: Decorating committee will schedule a time to meet, the 50/50 Raffle for the event, Kara's preparation for the trivia questions and answers, and the volunteer task list for the Board.

**The committee needs the board to volunteer for responsibilities on the night of the event.** We need help with ticket sales, silent auction items, and other volunteer responsibilities. A sign-up sheet will be distributed at the February Board meeting.

#### **Resource Development Committee**

Members present at the February 15th meeting were Russell Williams, C.J. Nelson, Ginger Murray, Stephanie Wood, Jared Garrison, Tina Carpenter, and Kassie Taylor.

The committee reviewed the FY22 Annual Campaign. **At mid-year, we were \$30,171.95 behind budget for the Annual Campaign.** The following are actions the committee discussed and approved to make up this deficit:

1. Lapsed Donor Outreach – Information will be assembled by Kassie to include the Impact Report, handwritten note from a board member, donation card, and a return envelope. The Board will have a special letter-writing party following the Board meeting in March. Expected impact = \$5,000.
2. Blue Door Society – The committee has agreed to initiate the Blue Door Society to recognize donors who have given at the level of \$1,000+. These donors will be invited to a special Blue Doors Society Appreciation Breakfast to be held at Springer Street (May 11<sup>th</sup>) and Marion Unit (May 13<sup>th</sup>). Donors who give at this level will receive a special welcome package explaining the Blue Doors Society and invitation to attend one of the two breakfast events. With the invitation, they will be asked to bring a friend. Other prospective donors will also receive an invitation to learn more about The Blue Doors Society. At this event, we will thank them for their support, explain the impact of their giving, and provide an insightful program. The Blue Doors Society is estimated to bring in \$25,000.
3. Monthly Donor Increase – A special request to all monthly donors to increase their gift by \$5.

4. Provide a formal ask at all Special Events to become a monthly donor to the Club. Information will be on all tables.

Next Meetings: Tuesday, March 15, 2022, 5:30 PM at The Pavilion in Marion.

### **Safety & Facilities Committee**

The Safety/Facilities Committee held a hybrid meeting at the BGCSI Administrative Office on February 16, 2022 with Randy Mathis, Barb Shiplett, Toni Perkins, Jeff Franklin, and Tina Carpenter in attendance.

The committee reviewed the very thorough and insightful safety and security assessment completed by Randy Mathis for the Springer Street Site. Tina will create a timeline of items that need to be addressed by Springer Site Unit Director, Dara and Building Maintenance Manager Don with a timeline in place. There are several important distinctions and concern of the amount of ‘access’ to our youth and property. The recycling bins have been a great asset for the community; however, they pose a ‘risk’ for our organization with the public having open access to the property and youth. Therefore, Tina will request the city remove the recycling bins as soon as is possible. Examples of other risks with having these in the parking lot: broken glass, hiding areas, etc. The report is available if anyone else is interested in reviewing, please contact Tina. Tina will also share this report with the city due to some of the issues of risk being related to the building next door that we are investigating acquiring the property.

The LOA for the external ‘pilot’ safety assessment has been received and the safety committee will review in it’s entirety before signing in agreement to be part of the pilot. There is extensive pre-work to prepare for this pilot as well as other concerns that have been expressed by some Clubs that have gone through the process that merit thorough review.

### **Building Task Force/Feasibility Study (Confidential)**

Kathie and Tina met with Gail White to discuss next steps. Gail will try to locate the asbestos abatement study that was done when the school district owned the property. Steve Mitchell relayed his conversation with John Lenzini. John stated we needed to contact IEPA to see when the most recent abatement, if any was completed. He did state that there are DCEO grants to help with demo projects in this magnitude. Next steps: get inspection bids or donated, bids for demo, IEPA, contact legislators, contact persons who have purchased the back taxes, etc.

### **Marion Updates**

We are still trying to figure out transportation issues. One lead is that the Public housing of Marion may be able to assist. New development this week.

## **Community Advisory Committee**

Introductions of new members - Reminder emails were sent out and Jenna shared the positive impact that BGCSI has on students and our overall community.

- General discussion on retention and appreciation bags for staff members.
  - Brainstormed possible donations from local restaurants to provide snacks and items for monthly staff meetings.
  - Panera, McAlister's, Taco Bell, etc. - each member should be willing to contact a minimum of one restaurant/business to provide a treat or snack to employees at the monthly staff meeting (40 staff) - next meeting 2/25
- Parent/Teen Coordinator Comments
  - Parents want to see more thorough homework completion if possible, during power hour
  - Halston discussed older students that are often paired with younger students to assist with homework assignments during power hour
  - Parents hope to see as much academic support as possible
  - Halston shared that more staff is always something is needed - I shared that with our retention goals we can help show our appreciation of their dedicated work which will hopefully help with morale and retainment of employees
- Halston and Jenna discussed setting up a table at CCHS - as that would likely be the next best step, but also having an inside connection because most students need additional push from a teacher to be willing to branch out and talk to someone sitting at lunches; additionally, adding days when Halston is at CCHS to the announcements, having a youth high school such as Will also partner at the table.



**BOYS & GIRLS CLUBS  
OF SOUTHERN ILLINOIS**

**Boys & Girls Clubs of Southern Illinois  
Meeting Minutes  
January 17, 2022  
Board of Directors Meeting  
Virtual via Zoom**

**Attendance**

*Board Members:* James Mayer, Hope Jones, Jenna Jamieson, Russell Williams, Toni Perkins, Randy Mathis, Stephanie Wood, Regina Glover, Kathie Fralish, Jeff Franklin, CJ Nelson  
*Staff Members:* Tina Carpenter, Kassie Taylor, Monique House

**Board Conversations**

An inclusivity statement from the administrative and lead team’s September retreat was included in the board packet. The statement was recently tweaked during staff training. The board discussed the need for an inclusivity statement and made suggestions of revision to the statement. The overall consensus was that it seemed wordy and a bit vague; perhaps we could just add something to our current mission statement or vision statement instead of having a completely new inclusivity statement. Kathie recommended that we just add” we welcome everybody” to our mission statement and maybe clean up some of the wording that suggests that our club serves “at risk youth” instead of just all youth. The admin and lead team can work on revising the statement and adding it to the mission statement. Russell also mentioned adding *inclusion* to our list of values.

**Meeting Minutes**

**Motion to approve:** Regina                      **Second:** Toni  
Minutes from the December meeting were approved.

**Treasurer’s Report**

The revised June 2021 financial statement is included in the board packet and will be voted on along with the December treasurer’s report.

**Motion to approve:** CJ    **Second:** James  
Revised June 2021 financials and the December treasurer’s report were accepted.

**New Building Update**

The owner of the property adjacent to the Springer site has been located and does want to sell the building. Tina has meetings scheduled with the architect and with the city to begin evaluating the property.

John Biggins will reconvene the feasibility study group in February now that a site is more definable. This is confidential information at this time. There was discussion of the best case scenario for buying this property- our attorneys are helping to negotiate the acquisition of the property.

Recently Kathie, Regina, and Stephanie had a conversation with the owners of the Dentman Center. During this initial meeting both groups learned about each other's programs and missions. Our club will be looking for activities to partner with the Dentman Center without duplicating programs and services. Dara, of the Springer Street site, knows Justin Dentman and is already looking for ways to work with them.

### **Oscars**

#### **Silent Auction**

Every board member is asked to provide 3 items by Feb. 4. We can get the items to Kathie or take them to the Administration office. The auction goes live Feb.17.

#### **Ticket Sales**

The Oscar event is scheduled to be in-person Feb. 25. We discussed the idea that we may need to postpone due to the peak in COVID cases; we may have to change the date and the venue.  
TBD

### **National Conference**

All board members are welcome to go to the conference in Chicago in May. The cost is cheaper if scheduled by Feb. 14. Although our budget only covers the cost of staff members to attend the conference, we may have access to funds to cover costs of any board member who needs financial assistance.

### **Boots on the Ground**

After some discussion, these visits will be postponed until February due to high COVID rates. Doodle polls will be sent out for board members to sign up.

### **Extra business**

We will apply for a COVID revenue recovery grant that the city is offering. The city has over \$7 million dollars in funds.

**Motion to adjourn:** Kathie                      **Second:** Toni  
Meeting was adjourned at 6:38pm



**Boys and Girls Clubs of Southern Illinois  
Chief Executive Officer Board Report  
February 2022**

**Fundraising/Community Connections**

- SIU Ag Council has chosen BGCSI as the organization to fundraise as part of their AG Banquet this year. A dinner was held at Bandana's with proceeds going to the Club as well as other means through the university. They will be presenting a check to the Club at their banquet on Friday 2/25/22. I and another staff member will be in attendance.
- Although it was not a huge success, Freddy's fundraiser was a way to start building a partnership.
- We have been invited to apply for the Panda Cares Foundation (Panda Express) music program grant for \$50,000. Only 10 awards will be given out. Dara and Alex have worked together to come up with a proposal. Dara and I meet with the general manager at the Carbondale location to gauge their support. They are very supportive and will provide volunteers and take part in some of our workforce education programs. Application is due on 2/23.
- Carbondale city funding application was submitted on 2/11/22, requested \$30,000.
- Carbondale American relief funds application is due on 2/23 and will submit for lost revenues during COVID as well as for potential demolition and purchase of land next door. Please note that they have hired an outside consultant to review and make recommendations to the award of the funds.

**Did You Know?**

- We have a new award category for the Youth of the Year event? Rising Star award is chosen by staff and given to newer Club members for showing great promise. Layni Martinez of Rebound site will get the high school Rising Star Award.
- Our staffing structure has changed a bit? In the process of interviewing for the Director of Program Services it became evident that there may be a need to envision how the organization could best serve our youth and leadership team with dividing the position into 2. Director of Programs and Director of Program Quality & Impact. As we grow and more immediately, rebuild after COVID, we need to be proactive and envision what is best in the future. Therefore, we now have hired a Director of Programs, Dena Haun who received her BS in Outdoor Recreation Leadership and Management and her M.S.Ed in Recreation Administration. She comes to us with great experience, energy and ability to move our staff and programs to the next level. She will begin her tenure on February 28<sup>th</sup>. The Director of Program Quality & Impact will be our very own Allegra Frazier, who has served us as the Human Resources Manager and administrative assistant. This role will help us streamline grant, membership requirements, program objectives and data collection and analysis in a way that was only dreamed of before today.
- Other changes: making this change eliminated the Grants Coordinator position. The person in this position had the opportunity to apply for the Director of Program Quality & Impact or other positions that come open. Unforeseen circumstances led to her leaving her position early. We are starting interviews next week for the Human Resources

Manager position. In order to meet the financial needs of the grants we have posted a part time Finance Assistant to work with Monique.

### **BGCA**

- We have 2 staff and 3 board members registered for the National Conference. Very excited!
- Completed annual report, results coming soon!

### **CELEBRATIONS**

- A round of applause to our lead team for demonstrating why they are leaders. During the last month they have taken charge, implemented some great programs and lead their teams to success. Enrollment is starting to increase, challenges with youth are being handled with grace. They are truly a great team.

### **CHALLENGES**

#### ***Reimbursements for 21<sup>st</sup> Century Grants:***

- 21<sup>st</sup> Century reimbursements are 7 months behind. We received notice today from the Alliance Special Projects Director that the expense portals begin to open next week and they will begin processing our reimbursement requests as this process begins. The delay was due to a new ISBE consultant being assigned to the portals not being opened up in January as was expected.

### **COVID19:**

- With some schools having decided to make masks optional, we continue to require our staff to follow our current policies of masking and weekly testing if not vaccinated.

### **Human Resources Report**

Things continue to improve:

#### **Admin:**

Human Resources Manager (FT)

Finance Assistant (PT)

#### **Springer:**

3 YDPS (PT)

#### **CMS:**

4YPDS (PT)

#### **Lewis:**

2 YDPS (PT)

#### **Rebound:**

**FULLY Staffed!**

Marion:  
4 YDPS (PT)

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