



7210 Keystone Road, Richmond, IL, 60071
815.678.4532, ext. 8204 | mchenryconservation.org

MCHENRY COUNTY CONSERVATION FOUNDATION
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
APRIL 14, 2020
6:30 P.M.

1.0 CALL TO ORDER

President Semel called the April 14, 2020 meeting of the McHenry County Conservation Foundation to order at 6:35pm. Roll call was taken and a quorum was present.

2.0 INTRODUCTORY ROLL CALL

2.1 Roll Call

Brad Semel, President
Kevin Ivers, Vice-President
Marti Gorman, Director
Dennis Dreher, Director
Ray Eisbrener, Secretary
Kim Becker, Treasurer

OTHERS PRESENT:

Shawna Flavell, Development Director/Executive Director of McHenry County Conservation Foundation
Yvonne Semel, Administrator
Elizabeth S. Kessler, Advisor, Executive Director, McHenry County Conservation District
Vern Scacci, Board President, McHenry County Conservation District
Carolyn Campbell, Guest
Laura King, Guest

DIRECTORS ABSENT:

None

2.2 Remote Participation

President Semel made a motion to allow the Board of Directors to attend remotely through electronic participation. The basis for electronic participation is per the State of Illinois Gubernatorial Disaster Proclamation - Executive Order 2020-07 & 2020-18 suspending requirements that members of the public body must be physically present. Vice-President Ivers seconded the motion. All were in favor.

3.0 PUBLIC COMMENTS

President Semel introduced Carolyn Campbell and Laura King.

4.0 APPROVAL OF MINUTES

- 4.1 February 11, 2020 - Regular Meeting - After reviewing the minutes of the February 11, 2020 Meeting, President Semel made the motion to accept the minutes, Director Dreher seconded the motion. All were in favor.

5.0 OFFICER'S REPORTS

5.1 President's Report

President Semel complimented Executive Director Flavell for her organization and providing all of the documents necessary for the first meeting by telecommunication. President Semel commented on the agenda add-ons which included details of the agenda items so that they were clearer for the Board. President Semel commented that he had spoken to an individual who is interested in joining the Foundation Board and he introduced the idea of inviting the individual to the next meeting. President Semel also commented on an additional prospect he is pursuing, but who is more hesitant about the idea.

5.2 Treasurer's Report

5.2a Financial Review

Treasure Becker discussed the March balance sheet. She pointed out that the biggest donations were \$25,000 from a long-time donors and \$9,000 from a McHenry County Conservation District reimbursement. February balance sheet included a large expense of money sent to MCCD for Foundation funded projects.

5.2b Current Account Activity

Treasurer Becker pointed out that there were big expenses in February. The income brought in was better in March.

6.0 DIRECTOR AND BOARD LIASION REPORTS

6.1 McHenry County Conservation District Report: Vern Scacci

District President Scacci said the budget did get approved by the county. They are starting on the 2020-2021 budget on April 1st. McHenry County Conservation District approved the list of projects (see handout). After the Foundation Board members look over the projects the Board will decide on funding. The owl enclosure and Blanding's turtle projects will be evaluated and proceed using the new project procedures. President Semel asked if everyone had a chance to look over the projects. He suggested showing this project list to potential donors to encourage them to sponsor projects for MCCD. President Semel complimented District President Scacci for getting this project list together. District President Scacci added that the Blanding's turtle and owl enclosures projects have been added to the project list with specific time frames for completion. He said the District Board would like to know which projects the Foundation would like to contribute to. The District staff who recommended the individual project will be the person to develop the plan for that project. Some of the projects may not be financially possible for the Foundation to undertake.

Executive Director Flavell commented that she would like to discuss some of these projects a little later in the meeting. Some of the higher dollar items are projects that possibly grant dollars or interested individuals could fund. She would prefer not to remove any of the projects from the list because we don't know if an individual may have an interest and donate to that project. District President Scacci would like

an idea of any items on the list that the Foundation Board may not want to fund and let the District Board know. President Semel said that having a broad list is better. Some of the smaller projects can be funded through the Pedal Paddle Saddle event. President Semel really likes the wide range of costs. District President Scacci said that with the larger dollar projects they would prefer they are not partially funded because the District wouldn't have the additional funds to complete. Director Dreher said a number of projects could be funded now from the Foundation's accounts. Other projects could be funded through fundraising events. President Semel said some funding could come as match from other organizations and the Foundation could help with the final funding. District President Scacci said on the smaller projects, the District can cover the project and the Foundation can reimburse the District for the project costs.

7.0 BOARD BUSINESS

7.1 Acceptance of Fiscal Year Financial Statements (Unaudited) for the Year Ended June 30, 2019

President Semel asked Treasurer Becker to introduce the financial compilation package provide by accountants Eder, Casella and Company. Treasurer Becker said that she didn't have any issues with the financial statement. President Semel commented on his interest in retaining Nancy Gonsiorek to handle the Foundation's financial compilations in the future after severing her ties with the company. President Semel also provided a positive response to completion of the documents. Treasurer Becker commented that our numbers haven't changed much from last year. Director Dreher wondered if Executive Director Flavell's salary is split between fundraising and expenses. Executive Director Flavell commented that her salary is divided up to cover different projects. Treasurer Becker stressed the importance of heavier weight on programs rather than management. This often is something that is important to donors when they are determining which NGO to select for donations.

President Semel made a motion to accept the financial compilation for the Year Ended June 30, 2019, Director Dreher seconded the motion. All were in favor.

7.2 Acceptance of Fiscal Year 2019 Federal form 990 and Fiscal Year 2019 Illinois form AG990-IL

Treasure Becker said that the 990 breaks down the financial information into percentages and more details of the Foundation's expenses. Vice-President Ivers asked if this is published information and President Semel confirmed that it is found on the IRS's website. Executive Director Flavell wondered if the Foundation is required to publish this sensitive information. There is a concern because some donors prefer to remain anonymous. Director Dreher asked if donors can be labeled as anonymous. Advisor Kessler suggested that this is accepted, but individual donors can be redacted.

President Semel made the motion to accept the Fiscal Year 2019 Federal form 990 and FY 2019 Illinois form AG990-IL with the change in redacting specific donors. Director Dreher seconded the motion. All were in favor.

7.3 Approval and Adoption of the Funding Request and Project Reporting Documents President Semel made the motion to accept the project request and reporting documents as part of the Foundation's effort to support District projects. Director Dreher seconded the motion. All were in favor.

7.4 Acceptance of McHenry County Conservation District Fiscal Year 2021 Project List

There was some discussion on inclusion of staff costs on projects: will the Foundation be paying staff salaries? Executive Director Flavell explained that these projects are going over and above what staff may typically do. President Semel wanted clarification on whether these would be in-house projects or contracted out. The projects descriptions should include who is designing and doing the work that funds are being requested for.

President Semel made the motion to approve the Fiscal Year 2020-2021 Funding Project requests provided by McHenry County Conservation District. Vice-President Ivers seconded the motion. All were in favor.

District President Scacci discussed the larger dollar projects. He said that the District will need to be aware if the Foundation is going to work on these projects. He felt there should be time parameters on the projects with a start and end date. Director Dreher wondered how we would publicize exciting projects that are up and coming for potential donors. Is there a place on our website that would highlight these potential projects. Executive Director Flavell downplayed this idea with the concern that small amounts would be given for a project that needs a larger donation. She felt that different projects could be highlighted in donor appeals. Director Dreher felt that projects be mentioned on the website, but not set up to click on a button to donate. The hope is that people interested in donating to a specific project would contact Executive Director Flavell directly.

District President Scacci said the District Board would like some indication of smaller projects that the Foundation would like to take on through Foundation reserves or fundraisers like the Pedal/Paddle/Saddle. Then there would be the larger projects that specific donors or grants may cover.

7.5 Consideration to Fund the Design and Construction of a Short Eared Owl Aviary

Sarah Denham, District Wildlife Resource Manager, submitted a proposal for an owl aviary at the cost of \$3,200.00. This was a previous project that the Foundation Board wanted to fund. President Semel said that there is a problem for the funding time line end date due to COVID-19. Hopefully in the near future a better time line could be determined. The progress of the project will be provided to Advisor Kessler and Executive Director Flavell to relay on to the Foundation Board.

President Semel made the motion to provide funding up to \$3,278.00 for the proposed Short Eared Owl Aviary. Vice-President Ivers seconded the motion. All were in favor.

President Semel wondered what the 10% overage was in the budget for the aviary. This is a little extra added in case the cost was higher than expected.

7.6 Consideration to Support Partial Tuition for the Executive Director to Participate in the Leadership of Greater McHenry County's Class of 2021 in an amount not to exceed \$3,700.

Executive Director Flavell said that Lori Parish attended our last meeting and mentioned that the Leadership of Greater McHenry County (LGMC) is a good way to engage with other organizations and businesses in McHenry County. Executive Director Flavell has investigated LGMC and talked with people involved in the organization. She said it is highly regarded as a professional organization in McHenry County. It requires a lot of time commitment and Executive Director Flavell would like the Board

to consider this as well. They only accept 32 applicants each year. The organization helps the participants to better understand how to become involved in projects in McHenry County. Secretary Eisbrener asked about how much time would be spent on homework and other projects. Vice-President Ivers wondered how long LGMC has been in existence. Carolyn Campbell commented on information that she knows about LGMC. She said the alumni group alone is very active and involved in networking and projects throughout McHenry County. She had very positive feedback about this program. Director Dreher felt it was a great opportunity for professional development and networking. Membership covers diverse businesses and areas of interest. Executive Director Flavell is asking that the cost of the membership be split three ways - the Foundation, the District and personally. Her District budget has funds designated for professional development.

Director Dreher felt the Foundation should be generous in their funding of the involvement with LGMC. Secretary Eisbrener, Director Gorman and Treasurer Becker agreed with Director Dreher in supporting Executive Director Flavell participating in this organization and generously funding the cost of the membership. District President Scacci asked if the District and the Foundation could just split the cost of the membership. He feels it is a good investment and suggested that both the District and Foundation cover \$1,800.00 for the membership.

President Semel made the motion to support Executive Director Flavell in the amount of \$1,800.00 if she is accepted into the Leadership of Greater McHenry County Class of 2021. Director Gorman seconded the motion. All were in favor.

8.0 EXECUTIVE DIRECTOR'S REPORT

8.1 Strategic Plan Implementation

8.1a Fiscal Year 2020 Fundraising Progress

Executive Director Flavell gave the Board an update on fundraising over the past two years with a chart from the CRM. This fiscal year there were 209 donors, with a donation total of \$194,000. Last year the donation total was \$100,000.00. Executive Director Flavell also has a record of donors who gave last year but didn't give this year. She will look into connecting with these donors.

9.0 EXECUTIVE SESSION

Motion to go into Executive Session Pursuant to Exceptions 2C1 (Personnel) and 2C6 (Purchase or Lease of Property) of the Open Meetings Act (5 ILCS 120/1 et seq.).

President Semel made the motion to go in to Executive Session to discuss personnel and land acquisition according to the Open Meetings Act. Vice-President Ivers seconded the motion. All were in favor.

Roll Call was taken - Director Gorman, Director Dreher, Treasurer Becker, Secretary Eisbrener, Vice-President Ivers and President Semel - Advisor Kessler is the host.

District President Scacci will not be rejoining the meeting but thanked the Foundation Board for their hard work. Meeting paused at 8:18pm.

Advisor Kessler said the Executive Session was entered at 8:22pm - Executive Director Flavell will take the minutes.

10.0 RECONVENE - IMMEDIATELY FOLLOWING EXECUTIVE SESSION

10.1 Roll Call

9:12pm reconvened following Executive Session - President Semel, Advisor Kessler, Executive Director Flavell, Director Gorman, Director Dreher, Treasure Becker, Secretary Eisbrener and Vice-President Ivers.

None of the public guests returned.

11.0 ADDITIONAL BOARD BUSINESS

11.1 Project Proposal Requests for Projects Listed on McHenry County Conservation District Fiscal Year 2021 Project List

President Semel would like the Board to look over the projects list and pick several smaller projects and a larger project that with Executive Director Flavell's help we can find a way to raise some interest to fund. Is there a project that the Board feels passionate about? Vice-President Ivers commented on being interested in a commemorative book for the 50th anniversary of the District. Secretary Eisbrener supported the "From Corn to Compass Plants" project. Executive Director Flavell commented on a Giving Tuesday push where organizations are encouraged to reach out to their supporters. Director Dreher commented on how people have valued the resources of the District parks during the COVID-19 outbreak. He wondered if there was a way to bring people's attention to the importance of parks to help with mental, physical and emotional health during a difficult time in our country. Advisor Kessler also commented on the Foundation's part in helping the District to remain open.

The 50th anniversary project already has a 25% commitment towards covering the cost if it is to move forward.

11.2 Consensus on Pedal, Paddle, Saddle 2020 Plans

President Semel said after talking with the Board members the consensus is to postpone the Pedal/Paddle/Saddle until September and to cancel the June 14th date for the event. Executive Director Flavell said that *Landscapes* is going to print in May. That publication would be the issue to promote any rescheduling. Executive Director Flavell felt we should choose a new date and let Wendy Kummerer's team know to change *Landscapes* advertising. Executive Director Flavell suggested rescheduling the event for September and if that didn't work out to create a virtual event. Director Dreher suggested picking a date and call it a "Save the Date." He thought it would be good having an actual date for September and then making a definite decision at our June meeting. Executive Director Flavell said that Wendy Kummerer said that any date in September would be open at this time and would not conflict with District events. The Board agreed to postpone the Pedal/Paddle/Saddle event until September 20th. Treasurer Becker suggested not mentioning a virtual event too soon because it might discourage people to participate. More discussion can take place at our June meeting on how we will proceed. A virtual event will most likely be a different crowd. We will reach out to those who have already registered and sponsored the event and let them know about the postponement.

Director Dreher commented that it is an event that promotes social distancing. Since it is outdoors it is easier to feel that it could work out. Executive Director Flavell and Administrator Semel will reach out to those who have already registered and sponsored the event for June 14th.

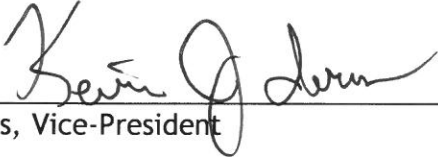
12.0 ADJOURNMENT

12.0 ADJOURNMENT

There being no further business before the Board, President Semel made the motion to adjourn the meeting. Secretary Eisbrener seconded the motion. All were in favor.
The meeting was adjourned at 9:50 pm.

The next meeting is scheduled for Tuesday, June 9, 2020 at Lost Valley Visitor Center at 6:30pm. (if needed)

Respectfully submitted,



Kevin Ivers, Vice-President