

**MINUTES OF THE  
SCHAUMBURG TOWNSHIP FOUNDATION  
STATE OF ILLINOIS  
Cook County  
Town of Schaumburg**

**THE BOARD OF THE SCHAUMBURG TOWNSHIP FOUNDATION** met in the Board Room at Town Hall located at One Illinois Boulevard, Hoffman Estates, IL 60169-3314 on March 29, 2023.

<b>Officials Present:</b>	W. Robert Vinnedge	President
	John Caporale	Secretary
	Julie Bosshart	Treasurer
	Robert Bernas	Director
	Marilyn Karr	Director

The following business was transacted.

President Vinnedge called to order the Board of Directors for the Foundation Meeting at 6:00 p.m.

President Vinnedge called the roll and the Pledge of Allegiance followed.

**(A) INTRODUCTION OF GUEST SPEAKER**

President Vinnedge introduced Bradley O'Sullivan from Schaumburg Township's accounting firm Government Accounting, LLC. He was present via Zoom to provide the board with answers to their questions about how the financial records were kept for the Foundation. Also, the board requested a report of the accounting firm's record of the Foundation each month after the bank statement was available with the report being e-mailed to Treasurer Bosshart and copied to President Vinnedge.

**Highlights of Discussion on Financial Records Kept for Foundation**

Bradley O'Sullivan was able to provide background and what are his responsibilities. He explained that Government Accounting LLC is the accounting firm for the township. Government Accounting LLC is a small accounting firm that specializes in local government. Their client base is townships, park district, fire districts and libraries. They have been working for the township for five years. Bradley explained that he works closely with Michele who does the day-to-day operations of the township. He also works with James Howard.

**1) Growth of Foundation Dollars**

Bradley O'Sullivan noted the growth of the Foundation (contributions that have come in over the years). Over the past five years, at the end of December of 2019, all cash for the Foundation was \$45,000. At the end of 2020, the balance rose to \$181,000. At the end of 2021, the balance rose to \$253,000. At the end of 2022, the balance rose to \$295,000. At the end of March, the balance is at \$301,000 (balance as of 3/29/23). The largest jump in the balance was in the year of COVID. Bradley stated that during the COVID year that people were in the giving attitude.

**2) Foundation Expenses Detailed**

Bradley noted that there are no expenses to run the foundation. The only expense is the bank fees which are \$50 a month.

In December of 2020 (year of 2020), there was a contribution of \$2,100 for Pack the Bus for School District 54 (fundraiser for all School District 54). Director Robert Vinnedge explained that the money was used for the purchase of supplies for students as needed. A school bus was in front of Target and people would come in and drop it off at the bus (pack the bus) and some people gave direct donations. The money somehow went through the Foundation. The money was transferred back to District 54 (off the book transfer).

Director Julie Bosshart wanted to know if that was the last time a donation was made. In 2021, Bradley noted that the Township was doing a renovation of the Food Pantry and Foundation contributed \$2,700 dollars. In 2022, there is only bank fees that Bradley had seen. Director Julie Bosshart stated that this is what was heard that there was a lot of money coming in but not a lot of money used.

Director Robert Vinnedge stated that there was a question as to how Welfare Services could best access those funds and keep the confidentiality of the clients that are using them. Director Robert Vinnedge noted that a form was shown to the Foundation. Director Robert Vinnedge stated that the form is layered in bureaucracy (stuff that they would need to know but not the Foundation). Director Robert Vinnedge wondered whether a form could be developed for them to identify need is, dollar amount and when it needed, when the payout was made and by whom. The form could be provided to show the payouts. Director Robert Vinnedge stated that this money could be used by Welfare Services, and they don't know how to access it (the best way to access it). Director Robert Vinnedge stated that he felt that it should be as easy and simple to do for them and have all the dates that are valid (dates that need to be kept). Bradley agreed that there currently is not anything that exists. Bradley noted that check is just not issued that there would have to be Board approval. Director Robert Vinnedge was told that the only money given was money that is being directed to the Food Pantry.

### 3) Method of Disbursement of Foundation Funds

Director Julie Bosshart wanted to know what the method of disbursement of the funds was. She wanted to know if there are checks that are written on the account. Bradley noted that the Foundation does have its own check stock (laser printed checks) with the use of QuickBooks. The producing of a check from the Foundation is simple. The check stock is kept in the Accounting Office of the Township. If a request came in that was approved, signed and everyone knew about it, then the check would be issued to the requesting party for pay out. Director Robert Vinnedge noted that the signatures on file are his, Supervisor Tim Heneghan, and the Township Administrator Melisa Williams. Before that, it was the previous Township Administrator, Robert Vinnedge as President and Jeff Mytch as Vice President. Those were the three that comprised the Foundation Board at the time.

Julie Bosshart wanted to know if two signatures are required or more. Bradley stated that he would need to look this up. The Director wanted to know if two signatures would be required in the current bank environment where everything is electronic. Director Marilyn Karr stated that banks don't monitor this anymore. Bradley noted that the one check that the Township did cut was for legal fees for \$59 in 2022 and the checks have one signature on them just Director Robert Vinnedge on it. Director Robert Vinnedge felt that the signatures on file should be his as President, along with Director Julie Bosshart as Treasurer and Director John Caporale (three officers of Foundation).

Director Julie Bosshart wanted to know how the signatures can be changed. Bradley stated that the Township Director of Administrative Services Patti Dionesotes could make this change by collecting the signatures and forward them off to the contact at Barrington Bank and Trust.

#### 4) Non-interest Bearing Account for Foundational Funds

Bradley explained the interest that the accounts bear. He believed that the accounts do not bear little to no any interest. The Barrington Bank ending balance was \$283,000 and then there is \$17,000 at BMO Harris. The name of the Checking Account is an Entrepreneur Checking Account at Barrington Bank and Trust. Bradley noted that the account at BMO Harris is also an unused checking account.

#### 5) Accounting Fiscal Year of Foundation

The foundation year is on the calendar year unlike the township's fiscal year which ends in February. The Foundation has two bank accounts. There was a recent transfer of all Township funds from the Parkway Bank account to the Barrington Bank and Trust account (now the main bank account for the Foundation). Also, there is a small bank account at BMO Harris (Note: account holds a balance of \$17,000) for the past few years. Bradley was not sure why there are two accounts. Bradley felt that the funds at BMO Harris should be transferred to Barrington Bank and Trust just to streamline everything. The Foundation Board discussed how it would be important to move everything over to the Barrington Bank and Trust (one bank account) that bears interest.

#### 6) Form 990 Filing with IRS

The Foundation files a 990 Form that is filed with IRS every year. It shows the balance and the contributions for the year. Any interest earned would be reported on this Form 990. Director Julie Bosshart wanted to know whether Bradley files the Form 990 with the IRS or does the township do this. Bradley noted that Government Accounting LLC handles this. Bradley noted that this is all handled electronically (populate the figures and submit). Director Julie Bosshart wanted to know if this was already submitted for 2022. Bradley stated that this was submitted. Director Julie Bosshart asked whether this could be sent to her as Treasurer of the Foundation.

#### 7) Current Balances and Insuring Funds

Director Robert Bernas suggested that some of the money go into certificate of deposit. Director Robert Bernas stated that maybe we don't want to have it all in a certificate of deposit because there is a need for the flow of cash. There is a substantial amount that some interest could be built on it. Director John Caporale stated that maybe the money could be laddered (laddered CD's). Other financial instruments were discussed to meet the \$250,000 FDIC minimum for insurance. Director Robert Bernas asked why the Barrington Bank and Trust was chosen. Bradley noted that Wintrust Bank is a popular bank (mother of the Barrington Bank Trust). Wintrust has several sister banks. Bradley noted that the townships funds had also moved accounts (money market accounts) from Parkway Bank to Barrington Bank and Trust.

The Barrington Bank was chosen because it was easier to work with (easier to make deposits from township location; didn't have to make deposits at the bank). The Township Board of Trustees had decided and voted on making this change to the Barrington Bank and Trust. Director Robert Bernas stated that he would like to see a local bank. Director Marilyn Karr stated that Wintrust Bank invests a lot in the community. Director John Caporale noted that Wintrust Bank is a well-regarded

bank. Bradley noted that other clients had noted that with other clients the Barrington Bank and Trust is easy to work with their online website.

Director Robert Vinnedge wondered if the whole amount was transferred to that bank whether part of amount would be covered by the FDIC. Director Robert Bernas stated that if want to have cash that there would be a need for two banks. Director Julie Bosshart stated that this would mean moving money to the other bank. Director Robert Bernas stated that \$250,000 could be left at Barrington Bank and Trust and the remainder at a local bank (like BMO Harris). Director Robert Vinnedge stated that he felt that the Foundation could go into another because the Foundation is separate from the actual Township Board (Note: Foundation does not deal with tax dollars). The Board of Trustees does not have any ruling over donation dollars. Right now, Director Robert Bernas stated that the money appears to be in jeopardy because it is beyond the FDIC insurance. Bradley noted that the bank provides third-party collateral (third-party ensures the whole thing). Bradley stated that he would have to get back to the Foundation Board regarding this. There is no additional amount that needs to be paid for this (third-party collateral), since it is part of the agreement with the bank. Director Robert Vinnedge was wondering whether the \$283,000 could be transferred to BMO Harris. BMO Harris would be glad to get the additional money. Director Robert Vinnedge wanted to find out from Bradley whether the money could be transferred to BMO Harris. Since it is over \$250,000, the question was whether it would be better to transfer some of the money to the account or do they have the third-party collateral. Bradley stated that everything was "OK" the way it is. Bradley felt that it may be better to transfer the \$17,000 into Barrington Bank and Trust to get that third party collateral, since the \$17,000 is currently not accessible. There are no checks for that account it is just sitting there not doing anything.

Director Robert Bernas felt that the BMO Harris account should be closed. Bradley stated that he could work up a memo for Director Robert Vinnedge to sign and forward it to BMO Harris and BMO Harris will transfer the cash into the Barrington Bank and Trust account. Bradley did feel that the money is safe now with the FDIC and the third-party collateral. Director Robert Bernas stated that it would be better to administer the money from one account. Director Julie Bosshart stated that once Director John Caporale and her get on the account we can investigate further about interest on the account and talk about it at a future meeting.

#### 8) Donation Types

Bradley explained that the donations come in as cash and checks that are then deposited at the Bank by the Township Director of Administrative Services Patti Dionesotes. Also, there is a PayPal account. The contribution on the website is linked to the PayPal account which is linked to the Foundation. Once there is an accumulation in the PayPal account, there is an employee in the General Assistance office who monitors this and the donations received from the PayPal account are transferred into the Barrington Bank and Trust (Foundation's account). The bank accounts are reconciled monthly. Contributions are added to the revenue on the books. The Foundation uses QuickBooks as the accounting software to maintain the Foundation's bookkeeping.

#### 9) Foundation Funds – Transactional Reporting

Director Robert Vinnedge asked for a regular report that shows the balance which should also show whether there have been any payouts. Director Robert Vinnedge wanted to know whether the funds received are restricted for a particular purpose. Other than the PayPal account, if the money is not designated, Director Robert Vinnedge wanted to know if the money could be put in a General Fund. Per Bradley, all the contributions go to an account called Contributions. Bradley was unsure if there were any restrictions designated to the donations. Bradley noted that, as far as he was aware, there have not been any categories set up. Director Robert Vinnedge noted that this is something that the

Foundation should find out about.

Initially, the Foundation was established because so many corporate donations were being lost. The corporations had money, but the corporations wanted the tax exemption. Basically, the focus was on the Township's Food Pantry with the possibility of some welfare service programs or just in a general fund. So far, it appears the Foundation seems to have been marketed towards the Food Pantry and Welfare Services. Director Robert Vinnedge noted that this is something that we may want to get away from. Director Robert Vinnedge made mention of a General Fund that could be tapped for whatever purpose than rather than compartmentalize unless people who want the designate their money for a particular purpose. Director Robert Vinnedge noted how this could be looked at historically as to what those categories are. Director Robert Bernas noted that there is checked boxes on the Township's website (Go to donations on the website and it opens Food Pantry (focus; there is several check boxes that you can do like Disability Services). Director Julie Bosshart noted that there is rfidALS, General Township donations, Food Pantry, Disability Services, Senior Services, Transportation Services and Welfare Services (drop downs). The question if there is a record of the donations. Bradley stated that there is not the level of detail for when a transfer comes in. There are names on the PayPal account (who made the contribution). It does not show what they wanted them used. Director Marilyn Karr wanted to know if there was anything that goes back to the donor's that thanks them for their donation. Bradley stated that Administrator Melissa Williams or someone in the General Assistance office might have more information. Director Robert Vinnedge stated that Diana Nelson or one of her people or someone working with the PayPal should be able to tell us.

#### 10) Foundational Account Activity and Reports for Foundational Board

Director Robert Vinnedge wanted to know how the reporting should be prepared (monthly, quarterly, etc.). Director Marilyn Karr wanted to know how much activity there is. Bradley noted that the activity is about a couple thousand dollars a month. By month of January of 2022, the number of contributions were \$1,165, February brought in \$3,800, March brought in \$500, April brought in \$7,400, May was \$2,200, June was \$1,800, July was \$174, August was \$6,700, September was \$1,100, October was \$3,200, November was \$300 and December was \$12,000. The Directors agreed that the amounts were all over the place.

Director Marilyn wondered not only about the dollar but about getting back to the donors to thank them for donations. She stated that we wouldn't want to string this out. Director Robert Vinnedge stated that he bet that most of the donations were by corporations and not by individuals. Director Robert Bernas stated that it makes sense that December is \$12,000 because that is tax season (the corporation wanted to get it in before year end).

Director Julie Bosshart stated that since the Foundation Board is meeting monthly that we would want a monthly report and then go into quarterly. The reports would coincide with the Foundation's monthly meetings. Bradley stated that he could produce a separate report just for the Foundation Board. Bradley asked how the Foundation Board would like to receive the report. Director Julie Bosshart wondered if the reporting could be part of the Board agenda. The Board felt that the report should go to Director Julie Bosshart as the Treasurer of the Foundation. Director Julie Bosshart provided Bradley with her email address for this report. Director Robert Vinnedge asked if it could be sent to Julie and to himself. Robert Vinnedge if he first report could be provided (March of 2023). Bradley stated that once the Bank Statement is online (couple days after the 31st of March) when they collect all Bank Statements and reconcile accounts. Bradley stated that by next week he could send out March's report. The reports would be sent to Director Julie Bosshart with a copy to Director Robert Vinnedge.

11) Accounting Firms Contact Information

Director Robert Vinnedge stated that he could provide the Directors of the Foundation with the contact information of both James Howard and Bradley O'Sullivan, if it is needed. Bradley stated that he could be emailed, and they would get back fast, and a voicemail may take some time. Director Robert Vinnedge stated that he could provide the Directors with James Howard and Bradley O'Sullivan's email and phone numbers. Director Robert Vinnedge wanted the Directors to know that James and Bradley are brothers. Director Robert Vinnedge noted that their accounting firm, Government Accounting, LLC, is very responsive. Director Julie Bosshart wanted to know about the payment of the accounting firm as to who pays them whether the Township pays them. Director Robert Vinnedge noted that they do and how satisfied the township is with the service provided by this accounting firm.

**(B) TREASURER LIABILITY INSURANCE QUESTION**

Director Julie Bosshart was wondering if there was any officer's liability insurance for the Treasurer. She noted that she had sent an email to the Township Supervisor, Tim Heneghan. Tim had stated that he was going to investigate this for whether this is provided by the Township. Director Julie Bosshart was concerned if ever the Township Foundation ever got sued. Director Robert Vinnedge noted that the Township has a very good Errors and Omissions policy. Director Julie Bosshart was wondering if she could be added to this Policy. Director Robert Vinnedge stated that the Foundation, itself, is covered as a part ~~am~~ of the Township. However, Director Robert Vinnedge noted that this could be investigated.

**(C) MISSION STATEMENT DEVELOPMENT DISCUSSION**

1) Mission Statement Suggestions – Examples of Other Mission Statements

Both Directors Robert Bernas and Julie Bosshart had looked up examples of Mission Statements. Director Robert Bernas had a rough draft and how to do a Mission Statement. Director Robert Bernas felt that all elements of a Mission Statement are in the document he passed around, but the Directors may want to redo the words. Director Julie Bosshart had also printed how to do a Mission Statement as well for the Board Discussion. Director Robert Bernas stated that there could Vision, Mission, Goals or Values. Director Robert Bernas felt that the Foundation should keep the Mission simple.

Director Julie Bosshart mentioned how Hanover Township as Mission, Vision, and Values. Their mission is to continually improve the quality of life of Hanover Township residents, the Vision is a better life through innovation and diversity. Their values were that they go the extra mile. The ownership is great service and adaptability towards a solution. They have two missions. Dundee Township Foundation has two missions. One is to provide relief to residents. They provide food, service, clothing, health, legal and budget to support township residents and to support green and open space programs. Director Robert Vinnedge noted that those are very specific, and he stated that general. Director Julie Bosshart had mentioned about the Schaumburg Park Foundation. The Schaumburg Park Foundation is a fundraising organization dedicated to providing resources for the preservation of open space, conservation, nature, recreation, culture, and education in Schaumburg.

Director Julie Bosshart read the Mission Statement of the Almost Home Foundation. They say what they want to do and several ways on how they do it. Director Julie Bosshart reread the Schaumburg Park District's Mission Statement to the Board. Director Robert Bernas stated that the Schaumburg Park District identifies the target customer but not how they do it. Director Robert Bernas felt that a

Mission Statement needs to describe how you do it. Director John Caporale felt that it needs to describe how you do it without being too detailed. Director Julie Bosshart read the Woodfield Areas Children Organization's Mission Statement. According to Director Robert Bernas, nobody cares how the Foundation does it since it is more of an IRS function. But Robert Bernas stated he cares because it would represent what the Foundation is.

Director Julie Bosshart stated that the Mission Statement is the goal for why the Foundation was created such as what does the Foundation do. The mission statement is the elevator pitch that answers that question. It should influence everything that the Foundation does (philanthropic decision for giving). Director Julie Bosshart felt like we don't know enough about what we do.

## 2) Directors' Suggestions for a Mission Statement

Director Robert Vinnedge stated his Mission which was to seek donations that provide benefit to the giver that distribute aid to the residents of the township who are in urgent need of assistance. Director Robert Vinnedge said that it is very general but right to the point. Director Marilyn Karr stated that there should not be many words. Director Robert Vinnedge stated that it can be started out by saying the Schaumburg Township Foundation that seeks donations that provide benefit to the giver and distribute aid to the residents of the township for urgent need of assistance. Director Robert Vinnedge that the scope of the mission he constructed is general in scope. The donations would go to not only to individuals but to organizations too. Director Marilyn Karr wanted to know if the donations would be urgent. Director Robert Vinnedge noted that there would be a prioritization of donations.

Director Robert Bernas stated that his Vision was that the needs of the community are satisfied. The Mission Statement would be that the Schaumburg Township's Foundation will promote giving and direct foundation donations in such a way that allows for efficient and effective distribution to needy recipients as indicated by its donors. Assess additional needs that are not being met and respond as able. Director Robert Bernas noted that the Foundation wants to expand by promoting and encourage people to donate. He noted that we are going to direct the donation to areas that they would like us to do. We want to do it in a way that is efficient. He stated that this the way he broke it down. Director Robert Vinnedge like the wording of promote in seeking donations that provide benefit to the giver and distribute to the residents of the Township that need assistance.

The question by Director Robert Bernas was what the benefit of the giver is. Director Robert Vinnedge stated that the benefit is the tax exemption.

## 3) IRS Requirement for a Mission Statement

Director Julie Bosshart noted that the IRS requires a Foundation to have a mission statement. This is a general requirement when incorporating documents. Director Julie Bosshart wondered if there was a mission statement previously that the Foundation Board was not aware. Director Robert Vinnedge stated that he was not aware of that there was one. Director Julie Bosshart noted that it prioritizes your giving choices. It will also attract people who are aligned with the Foundational goals. Director Marilyn Karr wondered if Brad would know if there was something on file (Mission Statement). Director Robert Vinnedge stated that Brad would know if there were a need for it. Director Robert Vinnedge noted that the incorporation of the Foundation accomplished in 2011. The question came up as to who would have the incorporation for the Foundation. The thought was that the Township would have the incorporation papers.

## 4) Both Mission Statements Compared and Analyzed for Wording

Director Julie Bosshart stated that we could put both mission statements up and compare them. Robert Vinnedge stated that his mission statement is to seek and promote. Director Robert Bernas stated that it should be to seek and promote and direct. He felt that the Foundation's job is also to direct. Director Robert Bernas wanted the wording of seek to be crossed out. Director John Caporale felt that wording of efficient and effective are good words to have in the Mission Statement for the distribution. Director Robert Bernas stated that it should read to promote and direct donations in such a way that allows for efficient and effective distribution to needy recipients. Director Robert Vinnedge wanted the wording to state the resident of the Township, so that the Foundation does not go beyond the Schaumburg Township. Director Robert Bernas wanted to add that it needs to be directed by its donors. Director Robert Vinnedge stated that by directing we are encouraging the donors as to how they want their donations to be used. Director Robert Vinnedge stated that there is no follow through with the donations. Director Robert Bernas noted that any box can be checked any box you want on the website but then it goes into the General Fund and Director Robert Vinnedge noted that there is no record of the donation. Director Marilyn Karr asked whether we wanted to direct it. Director Robert Vinnedge stated that it would be easier if they make the donations, and the decisions are made by the Foundation.

Director Julie Bosshart was concerned about the word "needy" in the Mission statement because it has a negative connotation. The question was whether there was a better way to say it. The question was whether the Schaumburg Township Foundation should be in the beginning of the Mission statement. The Schaumburg Township promotes and directs donations. Right now, there is not promoting and directing but that is in the future. Director Robert Bernas thought the words efficient and effective were good buzz words in a Mission Statement. The Director's consensus was that the wording in such a way should be taken out since it makes it more direct and less wordy.

Director Julie Bosshart felt that the wording of efficient and effective could be removed from the Mission Statement wording. The Schaumburg Township Foundation promotes and directs donations to residents in need. The question by Director Robert Bernas was whether it sounded to simple. Director John Caporale felt it would be best to keep it simple.

Director Robert Bernas wanted to add wording to assess needs. Director Robert Vinnedge wondered about adding that it is an ongoing process. Director Robert Bernas wondered whether additional needs would be assessed. Director Julie Bosshart wanted to know if the Foundation is assessing the needs or whether other people are assessing the needs and coming to us. The concern by Director Robert Vinnedge was that there are several people don't know that there is a Foundation, and the Foundation does not know that there are people in need of funds. Director Marilyn Karr wondered if they would come to us for funds or the Township will realize people that need funds, and they don't have the funds for them. According to Director Robert Vinnedge, it is more the latter. The four members of Foundation Board deal with the Township. The four members of the Board are out in the Township and Villages and needs can be seen that the Township may not know. There are people that come into the Township, and it is known what they want. Director Robert Bernas wondered how you put what was described in words.

Director John Caporale made mention about adding wording about needs that are not currently met should be added to the Mission Statement at the end. Director Robert Vinnedge wanted to add wording about also those that are not being met. The Mission Statement for the Foundation is for promote and directing. The question was how the Foundation does this. Director Julie Bosshart felt that what was missing was how the Foundation does it. Director Robert Vinnedge noted that needs would be assessed but the question is how the Foundation knows that the needs are to be assessed.

Director Julie Bosshart felt that the Welfare team would be assessing, and they will be coming to the Foundation with requests. The Foundation is removed.

Director Robert Bernas wanted to know how the Foundation is directing and promoting. Director Julie Bosshart stated that this being done by advertisement and the website. Director Robert Bernas noted that the Foundation is promoting through the website. Director Robert Vinnedge noted that the promotion could be through letters and contacts. Director Julie Bosshart noted that a lot of money has come to the Foundation without doing anything given the money that had been received to date. Director Robert Bernas stated that the process of directing needs to be identified. Director Robert Vinnedge stated that right now there is now process and that is the problem. The big question was how we do all this.

Director Robert Vinnedge stated how there should be written literature to hand out to be made available to people (brochure (printed material)). Director Robert Vinnedge felt that personal connections should be made to the big corporations (such Zurich). The overall question was how the Foundation promotes and directs. Director Marilyn Karr stated that the Township comes to the Foundation to prove that there is a need. Director Julie Bosshart felt that someone else it is assessing. Per Director Bob Vinnedge is that the Foundation is distributing funds to those in need in the Township and how we do it has not been identified yet. Director Robert Vinnedge noted that we are reviewing recommendation that come to us and then should be out identifying needs. Robert Vinnedge felt that the Foundation is assessing the needs because there are a lot of people in need in the Township and are not receiving funds that the Foundation could provide. Director Marilyn Karr wonders how we can do this when we don't have an application. Director Robert Vinnedge felt this could be done by marketing the Foundation and promoting outside the Township building. Director Robert Vinnedge felt that the Foundation can get the word out (promote).

Director Robert Bernas wondered if the wording should be assessing the needs by the process of the Township. Director Julie Bosshart stated that she thought that there would not be a limitation to just the Township. Director Robert Vinnedge stated that the Township employees and staff understand the people that really need it (qualify for it). The Township has a budget that they have to follow and they can come to the Foundation for the need. The Foundation can be another place for help. Director Robert Vinnedge gave an example of how the Township Administrator asked in an email how the Foundation could aid with a small project to accomplish through the Foundation (use of Foundation). The Kenneth Young Center is at the Township (counsels' families and individuals) and a lot of times the kids are brought over at 5 to 8PM and they have not eaten (can't function because of their hunger) for counseling. She was looking for substantial food (crackers, etc.). The Township Administrator paid for it on her own funds. She raised funds through family and friends and raised \$100 a month to do this and it was successful. Director Robert Vinnedge was wondering why she should have to do all this when the Foundation has funds that can be authorized. They are probably children of lower income, and the amount would be \$1,200 a year.

Director Julie Bosshart felt that the Mission language should include and others language for other groups in the Township to fund (such as Kenneth Young Center came to Foundation). Director Julie Bosshart noted that money could be given to the Township for the renovation of the Food Pantry.

Director Robert Vinnedge asked if the current Mission Statement should be taken home and massaged and see what the Board could come up with.

Director Robert Bernas asked about whether a Vision statement should be worked on. Director

John Caporale felt that the Vision might help with the Mission. Director Robert Bernas stated that the Vision was that the basic needs in the community are satisfied. Director Robert Vinnedge felt that it was succinct. Director Robert Bernas stated there is a Vision and the Mission Statement supports the Vision.

Director John Caporale stated they personally thought that the 501(c) 3 needs to be thrown into the Mission Statement. He felt that this language was critical in the Mission Statement. Director Robert Bernas stated that Mission Statement should read that the Schaumburg Township Foundation is a 501(c) 3 organization that promotes and directs. Direct Julie Bosshart stated that the 501(c) 3 is a reminder to the giver as to why they should give to the Foundation. Director Robert Bernas stated that the Board is trying to put in the procedure and the procedure should not be in the Mission Statement, but the focus should be on how the Foundation does it (not the tactics). Director John Caporale felt that the Mission Statement is more of a higher level. Director Bernas wondered if the word effective should be added because how the Foundation does it is in an effective manner. Director Julie Bosshart wonders if the language should be effectively directing and promotes. Director Robert Bernas stated that effective is a buzzword. Director Julie Bosshart was not sure what effective meant, but at this point we (the Foundation) don't know yet. Director Robert Bernas stated that as part of marketing you don't have to say, but just put it out there. The Mission was re-read that "The Schaumburg Township Foundation is a 501(c) 3 that effectively promotes and directs donations to residents in need". Director Julie Bosshart still did not think that effective was needed in the wording. Director Robert Bernas stated effectively is how we do it and thought maybe it was not needed. Director Robert Vinnedge asked if the Mission Statement should be thought about for the next meeting.

#### **(D) DISCUSSION ON DEVELOPING A FORM**

Director Robert Vinnedge wanted to talk about a form that Welfare Services, Food Pantry can easily access funds as needed. He was not sure if this is something to prepare since it is so straightforward. Director Robert Bernas felt that since they are doing it that wouldn't it be best for them to create it. Director John Caporale felt that this should be redirected to them. Director Robert Vinnedge noted that the form that was given to Foundation includes information that was not needed (such as their income). Director Robert Bernas said that they should just explain what they want in simple terms and efficient to use. Director Robert Bernas stated Diana Nelson should create something that would satisfy her need instead of the Foundation telling them (the form that they have to use). Director Julie Bosshart felt that Diana's form could be looked at to make it more general. The form should be general so that it can work for anybody (not just her area). For instance, they can't use budgeted funds for purchasing food and they must come in through donations and that is where the Foundation's money comes from (donations). Director Robert Vinnedge noted that this could be provided as needed.

Director Robert Bernas noted that he took a tour of the food pantry, and it provides a unique.

#### **(E) REDESIGN OF WEBSITE**

Director Robert Vinnedge noted that the redesign of the website is of interest of Director Robert Bernas. Director Robert Bernas felt that the website is accessible, and he had tried it with his phone, and it was not. He went on the computer and went to services and there is Food Pantry Donations. He noted that you click on Donations. Director Robert Vinnedge stated that instead of going to the Food Pantry you go to the Foundation. Director Robert Bernas felt that the caption of Donation could be changed to Foundation. The question was whether people would interpret that to donate.

Director Julie Bosshart printed it out and it says, "Donate to Schaumburg Township Foundation". Director Julie Bosshart felt that it was hard to find. Director Robert Bernas stated that when you open the Township's website you must go to Services and Services gives you a drop down for Food Pantry and Donation. If you click on Donation, it will give you the ability to donate, but it had a picture of the Food Pantry. It is only being directed to the Food Pantry. Director Robert Bernas stated that if you clicked on Food Pantry that it would take you to the same place. Director Julie Bernas felt that under Services should be added Schaumburg Township Foundation and how do I... Another option was a news article. Director Julie Bosshart wondered if the Foundation was ready for a news article. Director Robert Bernas did not feel that the Foundation was ready for a news article. Director Julie Bosshart noted that under Township there is a title of news articles. Director Julie Bosshart stated that she went there to see what was going on recently at the Township. Director John Caporale felt that there should be a news article about the Foundation. Director Robert Bernas noted that there are several newsletters that go out. Director Robert Vinnedge stated that there is one for the deaf, disabled and seniors. Director Robert Bernas wondered if there was a need for another newsletter. Director Robert Vinnedge felt that there needs to be an article in the Township Crier and a blurb in the other ones too. Director Julie Bosshart stated that it would get the word out that the Foundation had been formed and eventually get something out in the Daily Herald when promoting it.

Director Robert Bernas stated that when you open Schaumburg Township Foundation that the first thing you should see is a Mission Statement/Vision. Director Robert Bernas wondered whether Donation should be under Services or move to Schaumburg Township. Director Julie Bosshart wondered if there could be a link to it in more than one spot. People may be used to the old spot and have multiple spots. Director Julie Bosshart felt she had a hard time finding it. The goal is for people to easily find it. Director Robert Bernas asked if the only way to donate is through the Foundation. Director Robert Vinnedge that someone can bring a check or cash. Director Robert Bernas wondered whether donation meant Foundation. Director Julie Bosshart noted to go to donation you must go to the Food Pantry which is strange. Director Julie Bosshart wanted to know if there are people that donate monthly, and Director Robert Vinnedge was not sure. Director Robert Bernas stated this could be set up automatically with automatic payments (right out of a person's bank account). Director Robert Bernas felt that he could talk to the website manager (Webmaster) for what the person is willing to do. Director Robert Vinnedge stated that the contact person would be Katy Trent. She works in the Township Clerk Office as the Webmaster. Director Julie Bosshart stated that the main way to get donations is through the Township's website. Director Robert Vinnedge felt it was the easiest way.

Director Robert Vinnedge noted that there are going to be some people that are not going to use the website because of their comfort level or leave their credit card information on website. Director Julie Bosshart wanted to know whether we want people to mail a check somewhere. Director Robert Vinnedge stated that if a person doesn't want to provide credit card information that a person can mail a check (directed). Director Robert Bernas wanted to know who was going to administer this. Director Robert Vinnedge felt that this would be done in the Clerk's Office, since it is the administrative arm of the Township. If someone was to provide cash, Director Robert Vinnedge stated that this would go to the General Fund unless they wanted it to go to the Foundation. They could put in the Memo line of the check that it is for the Foundation, then it would get to the Foundation.

Director Robert Bernas felt that the priority is to get Schaumburg Township Foundation under Services and before that have a Mission Statement. Director Robert Bernas stated that he would want to talk to Katy on how to change things on the Township website (doing at once or piecemeal

but shooting her stuff). Robert Vinnedge stated that she could work on it until she get it to the designer. Director Julie Bosshart wondered if there was a mobile app. Director Robert Vinnedge stated that the website is designed for a phone. Director Robert Bernas felt that the website was easier to work with on the computer than his phone.

**(F) NEXT MEETING**

Director Robert Vinnedge stated when the Board wanted to meet again. The Board agreed to meet again on April 20<sup>th</sup> at 7PM.

**(G) MINUTES**

Moved by Director Bernas and seconded by Director Marilyn Karr to approve the minutes of the February 24, 2023, Meeting of the Board of Directors of the Schaumburg Township Foundation. Roll Call: Ayes-5, Nays-0. **Motion carried.**

**(H) TREASURER'S REPORT**

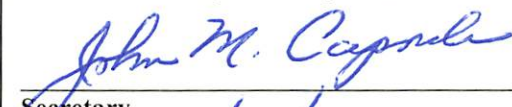
There have been no financial reports provided to date, so there was nothing to discuss. Director Robert Vinnedge stated that he will put this on the agenda for future discussion.

**(I) ADJOURNMENT**

There being no further business, Director Bernas moved to adjourn the meeting at 8:05 p.m. and Treasurer Bosshart seconded the motion. Roll Call: Ayes-5, Nays-0. **Motion carried.**

**APPROVAL CERTIFICATION**

I hereby certify the approval of the forgoing Minutes of the Schaumburg Township Foundation.

  
\_\_\_\_\_  
Secretary

Date 5/17/23