

**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 July 27th, 2023.

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

The following business was transacted. President Vinnedge called to order the Board of Directors for the Foundation Meeting at 7:05 p.m. President Vinnedge called the roll and the Pledge of Allegiance followed.

### **Approval of Minutes**

Robert Vinnedge noted that there were no minutes for the last meeting because the Secretary (John Caporale) did not have time to prepare them due unforeseen personal circumstances. John Caporale stated that he would have the minutes available for the next meeting.

### **Treasurer's Report**

Julie Bosshart stated that she had looked at the report and she had put a roll forward at the bottom of the report. The second page had the deposits was \$5,267. The PayPal balance in May of 2023 was \$3,600. June deposits were \$5,267. The deposit at the top of the page was the transfer from PayPal. The PayPal shown now is \$104.23. The deposits were more than what came in as income for the month.

The ending balance includes a \$50 maintenance fee. Julie Bosshart stated that there was talk at the last meeting about this maintenance fee for why there is this \$50 fee a month. She noted that paperwork was completed to get her on the bank account in an official capacity. Also, she noted that she got the contact information for the individuals at the bank. She stated that she would be calling them to ask about the maintenance fee. But she had not done this as of the current date.

The ending balance is \$299,613.71 in Barrington Bank and Trust. There is currently nothing shown at BMO Harris. There is a balance with PayPal of \$104. So, the total balance is almost \$300,000.

Page 2 of the Report was explained by Julie Bosshart. This report shows what had come and what went out for the month of June of 2023. In addition, it shows year to date (YTD) for a profit and loss comparison. There was a little over \$5K that came in June of 2023. YTD there has been \$22,118.50 come in. Once again, the bank fees are \$50 a month. There was a little bit of supplies shown. This appeared to be checks. Robert Vinnedge stated that this expense was probably deposit slips. The net income for the month and YTD is shown in the report.

The next page of the report provided details. The details were a cumulative detail report for January of June of 2023. Julie Bosshart stated that she had identified for her own benefit as to what transactions were June-related. The first show was for bus transportation donations. These are the people who take the bus and give money to the Foundation. The next report showed Disability/Seniors. The Food Pantry was shown. Julie Bosshart noted that Welfare Services includes the Food Pantry. The expenses are once again the service charges/office supplies. Robert Vinnedge felt that this \$50 fee was crazy given the little activity in the account. Julie Bosshart noted that the only money that was transferred out was \$2,500 to the Food Pantry (top of Page 2 of the report). It came in January and was transferred. Julie Bosshart stated that this must be a specific transfer.

Julie Bosshart noted that there was an entry for Pack the Bus for Welfare Services donation. This is supposed to be transferred over. She stated that maybe wait until we get all the amounts. Robert Vinnedge stated that they would not know how much it would be until the event in August. Tim Heneghan stated it is the first Saturday in August (August 5<sup>th</sup>). Julie Bosshart stated that occur in July will get transferred over.

Julie Bosshart stated that in looking at the Minutes from last month. One thing that she was following-up over was the fees on the account. She stated that she learned from the last meeting that she had to come in and sign more pages and so did Robert Vinnedge. She noted that got done in the past week. So, she was not able to follow up on the fees.

Julie Bosshart noted that the second thing she wanted to follow-up on was the money that went to BMO Harris that went to the State of Illinois. This is because the money had not been used for so long. Julie asked Brad from the Accounting firm. Brad forwarded a message to Julie. It was a link to the State of Illinois website for unclaimed items.

She stated that she went on the website today and she filled it out. Julie noted that this is the first step to getting the money. Julie stated that there are multiple steps. She wanted to be able to show that she is the Treasurer of the Foundation. She had to identify what her relationship with the entity was. She stated that the only one that made sense was that it is an open business. Julie felt that this made the most sense. She filled in her information and Township's address, Township's phone number and Julie's phone number. Then she went ahead and initiated the claim.

The State sent her paperwork in Julie's email. This is paperwork that Julie needs to fill out. She has to complete the claim. This means reviewing and collecting documentation. For a person, you would need to provide a Driver's License and Social Security #. For the Foundation, Julie stated that she used the EIN # (Employee ID #) which is the business number. She stated that she needs proof to submit it. One thing that she was going to use was for everyone to put their address down and the annual report that Patti is filling out. This does not list the EIN Number. Julie was unsure if she needed anything to do with the EIN Number. She stated that she will put her Driver's License and the Annual Report which shows that she is the Treasurer. She was going to sign the form. She stated that you can track the progress of the claim. Since she put down the Township's address, when they issue a check, the check will be mailed to the township. The check is something that the Township have to watch for. This check will have to be deposited into the main account.

Robert Vinnedge wondered if Brad (Accounting Firm) has anything to do with the EIN with Township name. Julie felt that Brad probably did have this information because he had the EIN to give Julie. Julie felt that she should have the information soon (later in the week).

Robert Bernas stated that the account at BMO Harris should have the Township name on it. When Julie searched on the Illinois website for Schaumburg township foundation, and this is how it is listed. Julie noted that she has a claim #. She stated that more information needs to be submitted. Julie noted that once she gets something from Patti that shows we are the Board (Officers of the Township Foundation Board) and she gets something with the EIN Number from Brad along with her driver's license, she felt that this would be enough.

Marilynn Karr stated that something needed to be provided to the bank as proof to show the EIN Number (EIN Number issued to us) was the Township's EIN. She stated that the document has to be available somewhere. Julie stated that Patti looked for it and was not able to find this EIN. Robert Bernas stated that the State of Illinois should be able to tell you what you need based on what was provided to date. Robert Vinnedge stated that this all started because no money was taken out of the account (the account was inactive for a long time). Robert Vinnedge wondered why BMO Harris had not called the Township. Julie noted that there \$17,287 that was in this account after Tim Henneghan asked how much was in the account. Julie stated that she was going to finish this request and she noted that you can do a PDF of it. This can be put on their website. She stated she has everything she needs and wanted to get this done ASAP.

Julie felt that the reports that were given by Brad were helpful. Brad was able to provide more details in the reporting. Robert Bernas stated that we are looking at the deposits and we can see the money flow. Julie Bosshart stated that she is hoping that the money that was given for the Food Pantry can be used by the Food Pantry. Robert Vinnedge that this would be an opportunity to use as line item that they could use for that purpose. Robert Bernas stated that all they would have to do is ask by filling out the form. Tim Henneghan noted that this money had been earmarked for the Food Pantry. Robert Vinnedge stated we would expect a report from them as to usage or non-usage of it. He stated there are donations that are coming in on their own. Julie noted that some are specific, and some are others are not. Julie asked about bus donations for whether they must go to anything. She was under the impression that this was from people who were riding the bus. Robert Vinnedge stated that people are saying thank you for the bus service, especially with the high gasoline prices.

Robert Bernas made a motion to accept the Treasurer's Report and Marilyn Karr seconded it. A vote was taken, and all were in favor. There were no nays, so the motion carried. Julie was told by Patti that anything that the Board makes a motion on regarding money that there should be an individual voice vote. The other things do not need an individual voice vote. Robert Vinnedge this is true under the Open Meeting's Act. As a result, there was an individual voice vote with Aye from Marilyn Karr, Aye from John Caporale, Aye from Robert Vinnedge and Aye from Robert Bernas. So, the motion carried.

### **Old Business – Mission/Vision Statement**

Robert Bernas stated that he would like to get the Mission/Vision finalized and get it on the computer. Robert Bernas had passed out a handout. He noted that the handout that the one on the left is what was agreed to, and upper right is what is shown on the website. He noted that the two mission/vision were that different. Robert Bernas stated that he prefers the one that was agreed upon. He noted that he had changed a few words. He made a motion that the Foundation Board accepts the Mission/Vision and statement of the Foundation. He wanted to go with the statement that was agreed up a couple months ago. Robert Vinnedge asked for suggestions from the Foundation Board. Robert Bernas clarified that the one on the left is the revised one and it is currently not on the website after being questioned by Marilyn Karr.

Robert Bernas stated that the one on the website was “OK”, but there were a few things he did not like about it. Robert Vinnedge stated that he liked that the Mission Statement was brief like it is currently shown. Robert Bernas that the one on the website is not a really a vision but more of a mission. A vision is more as to what you are looking out for. Robert Bernas made another motion regarding the Mission/Vision, and it was seconded by Julie Bosshart. Robert Bernas noted that he added some language to About the Foundation. He took language from Katy about how the Foundation was established by the Township Board. Tim Heneghan stated that the Foundation was established by the Township Board many years ago. Tim Heneghan stated that he thought the Foundation was established in the 1990s. Robert Vinnedge stated that this sounds correct. Robert Vinnedge stated that in order to get food from the Chicago Food Depository you need to be a 501 (c) 3. He stated this was the primary reason to be able to access greater amounts of food because it could not be done through donations. Also, it made it available for other large donations from companies and others.

Robert Vinnedge asked for a vote on the Vision and Mission statement. Robert Bernas, John Caporale, Marilyn Karr, Julie Bosshart and Robert Vinnedge were all yeses. There were five yeses and no nays. Robert Bernas stated that he could now take this to Katy and let her know this was a voted upon vision and mission statement that the Foundation Board wants it on the website. Robert Vinnedge stated that Katy felt that the current Vision and Mission was more appropriate to start with. Robert Vinnedge talked about how there was going to be a transition with the website for the next steps. Robert Vinnedge did not feel it was a big step. Robert Bernas stated that he would like to take the last paragraph (a sentence) and move it to ways to donate section. Right now, Robert Vinnedge felt that this paragraph (at the bottom) makes it an afterthought. All Foundation Board members agreed with this change. It would no longer be a bullet but a paragraph under way to donate. This would be a nice sentence to have up front because 100% of the money goes towards services.

Robert Vinnedge wondered if there needed to be language that the Foundation board is meeting once a month. He stated that the Foundation Board meets once a month, but this is something that is needed on a monthly basis. Robert Vinnedge stated that the Foundation Board may not have to meet next month. John Caporale stated that it says presently that the Board meets monthly. Robert Bernas felt that this language should be left in there for now and it could always be taken out another time. Julie Bosshart stated that it could state that the Foundation Board meets regularly. Robert Bernas stated that this change could be made by noting that the Foundation Board meets regularly. Robert Vinnedge wondered if it should be changed to state that the Foundation Board meets as needed. Robert Bernas thought it would be best to let everyone know that we meet more than that. John Caporale stated that regular wording would be fine. All the Board members felt that the wording should be that the Foundation Board meets on a regular basis.

Robert Bernas stated that he has to get with Katy about working on a Foundation brochure. This is after the webpage is situated. Robert Bernas stated that he would like to see a page or ½ a page in the Town Crier. Tim Heneghan stated that the next Town Crier comes out in October of 2023. Robert Vinnedge stated that if something is done then it can be in the October edition. Robert Bernas thought each of the Township Foundation Board members would write a paragraph of why we want to be part of the Foundation or why we are here. Robert Bernas stated that he would say that it is a privilege for him to be on the Foundation Board because I feel good to be given the opportunity for people who can generously give (goodness of the heart giving) as opposed to being told to give. The money can help their neighbors.

Tim Heneghan that half a page can be devoted to the Township Foundation. Right now, Tim stated that the trustees have a column. Tim stated that starting off it might make sense to have a full page. This would be a great way to let people know what we (Township) are doing. Robert Bernas stated that the article would be an introduction to the Foundation, and he felt that the same verbiage could be used. The verbiage could be about the foundation or change it around. There will be a description of the Board members. There could be a picture of the Foundation Board members. The article would be about why we (Foundation Board) are here. Julie Bosshart asked if the Board Members wanted to take a picture tonight. Robert Bernas joked that he would like to dress up better. Julie Bosshart stated that Tim could take a picture of us and that it didn't need to be anything formal. John Caporale stated that he felt that there should be a link in the article to the actual website. This is so they could make a donation. Robert Bernas stated that the link could go right to donations. This is something that can be worked on.

Robert Bernas was wondering if the Township Foundation could get some time on the Township's message board. Tim Heneghan did not see that this would be a problem. Tim felt that Katy or Dog is in charge of this outside board. Robert Bernas stated that it could lead to support for your township's foundation. Robert Vinnedge stated that the message would have to be brief whatever it is. Robert Bernas stated that it could be a couple words. John Caporale stated that it could flash Donate! Robert Vinnedge noted that Doug is the grounds/maintenance person of the Township after Robert Bernas asked who Doug was. Tim felt that Katy would be the first person to ask. Robert Vinnedge stated that she could issue the command to get it done. Robert Bernas that Katy would be familiar enough to know as to what the message should say. Robert Bernas noted that Katy has a knack for putting words together. Robert Bernas stated that he can start talking to Katy about a brochure. Robert Bernas stated there should be a ½ page or a page in the Town Crier. Robert Bernas wondered if having the Township Foundation on the Township message board as being premature because it would be good for people to know what the foundation is first.

Tim stated in his last article in the Town Crier that he had made mention of the Foundation to get it rolling. Marilyn Karr states that at the end of the year people are thinking about their taxes and they may want to donate. It can state about donating your tax-deductible donations to Schaumburg Township Foundation. John Caporale stated that the accountant noted that is when they get most of their donations is towards the end of the year. Julie Bosshart stated that the Village of Schaumburg sends out an email called the Progress Report. John Caporale noted that this comes out every Friday by the Village of Schaumburg. Julie Bosshart stated that this email sometimes highlights other organizations. For example, in the last email, there was something about the Rotary Club in the email. At the end of the Progress Report email, Julie noted that there are events listed. If the Foundation Board ever had an event this could be shown there. In addition, this email could have reminders. Marilyn Karr stated that Pack the Bus should be shown in this email. Julie Bosshart stated that she had seen that in the email. In addition, Julie Bosshart noted that there could be Schaumburg Township Library events shown on this email. Julie Bosshart stated that this email is something that goes to a lot of residents. Julie Bosshart stated that this email does not cost the Township anything for this email. Robert Bernas stated that he would have a meeting with Katy and see where these ideas can go.

The Foundation Board got together for some close-up and far away pictures of the Board Members. The picture was taken with the Township of Schaumburg sign behind the Board Members. Robert Bernas stated that a paragraph regarding each board member can be provided to Katy. He asked if all the Foundation Board Members were agreeable to assembling this paragraph about themselves. Robert Bernas stated that he was looking for a couple sentences from each Board Member. Robert Vinnedge stated that as long as the paragraph is not self-serving. The paragraph is about why the

Township Foundation Board Members are serving on the Board. Robert Vinnedge stated that the Board Members should not hesitate to discuss their background like Marilyn Karr being the former Village Clerk. Robert Bernas stated that is not a need to establish credentials in this paragraph. John Caporale stated that the paragraph can make mention of why the Board members are serving the Foundation Board.

### **Old Business – Update on the Emergency Request at the Last Foundation Board Meeting**

Robert Vinnedge stated that there was a Board meeting on the third of the month. The Township Administrator reported on the fact that the police officer was elated in fulfilling his request. Robert Vinnedge felt that this was great, that this could be done.

### **New Business - Introduction of Tim Heneghan, Township Supervisor**

Tim Heneghan introduced himself to the Board and he wanted to thank all the Foundation Board members for their time and commitment to the Foundation Board. He said that he is supportive of the Foundation, and he is willing to provide any help. Robert Vinnedge stated that he wanted Tim Heneghan to be aware of what the Foundation Boards does. Robert Vinnedge brought Tim up to date as to the progress of the Township Foundation Board meetings.

### **New Business – Pending or Emergency Requests**

Robert Vinnedge asked about how Tim Heneghan had signed an intergovernmental agreement. Tim mentioned Emerald Village that had a fire. The Emerald Village houses senior and low-income residents. There were 70 units that were impacted by the fire. Tim Heneghan noted how there were restoration trucks that were still there at Emerald Village. A bunch of people had ended their lease and had to find another place. This is because their residence was uninhabitable. Tim Heneghan stated that he had just started a conversation with Diana Nelson about this. He stated that he would be finding out more about it tomorrow. An intergovernmental agreement was signed with the Illinois Department of Human Services to help them get general assistance money. Diana Nelson has been talking with the Red Cross and an outside organization that negotiates with contractors. The money can't be EA or GA money can't be put towards someone's hotel because of the liability. Tim stated that he would find out more. But he noted that this may be something coming down the road. Tim stated that the Township Administrator, Becky and Diana were talking either earlier in the week or last week about the Township could help. He noted how some of the residents at Emerald Village have called. Robert Vinnedge stated that he had a conversation with the Township Administrator about this to find out if anyone was injured or hurt badly. The worst of the injuries was smoke inhalation. The Township Administrator told Robert Vinnedge what the Township Foundation could face at the Township Foundation meeting. Tim stated that this request may be coming down the road. Robert Vinnedge did not feel that this would require a special meeting to approve the request. Robert Bernas stated it is this is the kind of thing that the Foundation Board would want to do.

Julie Bosshart wanted to know if there was something that came up during the meeting (especially if the Foundation Board does not meet as frequently). She was wondering if there could be a certain amount that Melissa could go forward with without the Township Foundation Board's explicit approval. This was mentioned to Julie by Patti. This was something that Julie was brought up as something that the Foundation Board could think about. This would be something that the Foundation Board would need to decide on the amount. Marilyn stated that she had brought this up a few meetings ago about this topic. There has not been an explicit amount that Mel could go ahead

with. Robert Vinnedge stated that this could be subjective as to what the need may be and how many people. There could be questions on the emergent need to be fulfilled. Robert Bernas stated that he does not have a problem with something like a petty cash fund and they can use it for a reasonable amount. Marilyn Karr stated that maybe we could give the Township Administrator a limit to draw from. Julie Bosshart stated this would be for those instances when the Township Foundation Board is not available.

John Caporale stated that the Foundation Board has not been giving out a lot. He felt that there has not been any history as to what has been coming our way. He noted we could have something to work from. Robert Vinnedge stated that there has not been any payout because it has not been coming our way. Robert Vinnedge wondered if a check from the Foundation could be issued as a line item for the Administration or Clerk's office for Patti to access in case of unusual or emergency need. She would have to call three of the Foundation Board members first. Marilyn Karr stated that Robert Vinnedge could contact the rest of the Foundation Board members. Julie Bosshart asked about whether there needs to be a release of funds until it happens. A check could be written on the account. Julie Bosshart stated that they have her signature. Julie Bosshart that this could be an option. Robert Vinnedge stated that she would have the ability to contact Robert Vinnedge and he could poll the Foundation Board. Robert Vinnedge did not feel that it would be hard to get a hold of the Foundation Board members during the day.

Julie Bosshart made a motion that the Foundation Board gives Melissa the Township Administrator the option of up to \$5,000 (not to exceed \$5,000) to give as an emergency funds to be distributed as needed in between the Foundation Board meetings. She would have to reach out to Robert Vinnedge and the Foundation Board for approval. Robert Bernas had seconded the motion. Robert Vinnedge took a roll call vote and Robert Bernas, John Caporale, Julie Bosshart, Marilyn Karr and Robert Vinnedge were yes votes and there were nay votes.

John Caporale stated that one of the things that was discussed in the last meeting or the meeting before that there was talk about documenting the process to know how it flows. John Caporale wondered if that had been worked out. This is so we can show people how the process works. Robert Vinnedge stated that we now have something to compare it to for a special request and money would become available as needed. Robert Vinnedge asked if anyone wanted to put together a skeleton draft of the process for accessing funds for the Foundation. Julie Bosshart stated that she could work on this. Julie Bosshart stated that she would send it to John Caporale, and they could discuss it if it makes sense.

Julie Bosshart asked if in the last meeting whether it was worked out if there could be repeat customers such as the frequency of requests. Becky stated that people would keep asking. Julie Bosshart wondered if there should be a policy regarding within a certain time frame when the Foundation will give out money. Robert Vinnedge felt that this could be part of the process flow that Julie Bosshart was developing with the flowchart. Julie Bosshart wanted to know what the recommendation was such as once a year or twice a year. Robert Bernas stated that the hard time putting a limitation on it. Robert Vinnedge felt that it was so subjective. Julie Bosshart asked if this was wanted. Robert Bernas did not think so because this is the purpose of the Foundation to make that decision as it comes along. Robert Vinnedge felt that it would be apparent. Robert Bernas wondered when the Foundation Board says "No". What would be the circumstances/criteria? This is something that Robert Bernas would have to be asked as the Foundation Board continues to meet. Julie Bosshart stated that the Foundation Board did say "No" at one of the first meetings for the kids from the high school. So, Julie Bosshart stated that we do know what is acceptable and what isn't. John Caporale wondered if this should be documented as a guideline for acceptance or

denial. Robert Bernas stated that maybe the answer is that we will know. Robert Vinnedge stated that this is something that has developed along the way. Marilyn Karr stated that this can be discussed on an individual basis. Robert Bernas asked the question as to when we are supposed to say no. Tim Heneghan noted that people can be abusive. Robert Bernas felt that this was the answer that we could see how it goes.

**Next Meeting Date – Appointment**

Robert Vinnedge asked for a proposal for the next monthly meeting. The next meeting was determined to be Wednesday, August 30th of 2023 at 7PM.

**ADJOURNMENT**

There being no further business, Director Karr moved to adjourn the meeting at 7:55 p.m. and Julie Bosshart seconded the motion. Roll Call: Ayes-5, Nays-0, **Motion carried.**

<b>APPROVAL CERTIFICATION</b>	
I hereby certify the approval of the forgoing Minutes.	
of the Schaumburg Township Foundation.	
	
Secretary	
Date	8/30/23