

**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 April 20<sup>th</sup> of 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.

**Approval of Minutes**

Robert Bernas made a motion to approve the minutes from the last meeting (3-29-23). Julie Bosshart seconded this motion. The motion was carried unanimously.

**Treasurer's Report**

Julie Bosshart, Treasurer, gave the Treasurer's Report balance as of March 31st. The account balance is \$284,228.80 at the Barrington Bank. At the BMO Harris Bank, there is \$17,287.01 and PayPal was 3,602.22 for a total of \$305,118.03. There were three accounts at the end of March, since then there was a transfer of money from BMO Harris Bank to the Barrington Bank which will be shown in the April Treasurer Report. The \$3,602.22 had most likely not been transferred to the Bank yet.

Julie Bosshart made mention that there had been no distributions and expenses. In the future, if there are any distributions/expenses it will be shown in the Treasurer's Report. Robert Vinnedge noted that the only expense was for \$59 and some that came through as pass-through donations to School District 54. Marilyn Karr made a motion to accept the Treasurer's Report and it was seconded by Robert Bernas. The motion was carried unanimously.

**Old Business**

**Resume Development of Mission Statement for Foundation**

Robert Vinnedge made mention of how he would like to see some agreement on a mission statement. He noted how he got some questions answered regarding whether the mission statement needed to be with 990 Form and Brad from the Township's accounting firm noted that they don't do anything like that. In looking at the by-laws from the attorney, there is no mission statement. Robert Bernas felt that financial assistance would be a better term to use in the mission statement to apply for what the Foundation does. For the vision, it states financial assistance to township residents. Robert Bernas felt that the vision should be at a higher level.

Robert Vinnedge did not feel that there is a need to say financial since there are food pantry donations and yet it is still assistance. Robert Vinnedge stated that it should read assist township residents and organizations when needed. Robert Bernas disagreed because he felt that money is being pushed and nothing else. Robert Vinnedge stepped back from his comment. Julie Bosshart noted that there are no in-kind contributions. Robert Vinnedge stated that it should be financially assist township residents and organizations when needed. Robert Bernas stated that financial disadvantage narrowed the scope. John Caporale noted that there was a high school group in the Township that was not financially disadvantaged. Robert Bernas noted that people come to the

Township for temporary support which is financial assistance, and they are not financially disadvantaged. The financial assistance could be long term, short term or temporary per Robert Bernas. Robert Vinnedge stated that it should be ready to financially assist township residents and organizations when needed. Robert Bernas felt that the wording for need was necessary. John Caporale wondered about the wording when needed because it sounds like it is time sensitive. Robert Bernas felt that it should be read wherever it is needed. Robert Vinnedge felt it should be left wherever needed.

For Mission, per Robert Vinnedge the thought was to get rid of the wording promotes and raises because they are redundant. Robert Bernas had revised the wording for it to state: Raises donations from individuals and corporations and effectively directs those donations to provide financial assistance to township community where needed. John Caporale wondered about whether effective wording was necessary. Robert Bernas noted that the word effective was not necessary and that it was “nice” word. Robert Vinnedge stated that we can’t assure effectiveness. Robert Bernas noted that we are trying to do it effectively. Robert Vinnedge noted that this would imply that we are doing it effectively. Robert Bernas noted that effective is being used by everyone because it sounds good (spices it up). Per Julie Bosshart effective means we are determining who gets it, so we are being careful. We are making decisions on one and not another because there are limited resources.

#### **Form Requesting Funds from the Foundation Indicating Use and Distribution**

She was understanding the elements that Robert Vinnedge suggested that go into the form. The Administrator took a stab at the form which was presented to the Foundation Board for review. Robert Vinnedge wasn’t sure if there was a need for preprinted necessities for box to check it in. He noted that some needs are going to be unique. Robert Vinnedge felt that is what the extra lines could be for other emergent concerns. It provides a record of the need (what it is), what the total amount is, who the check must be made out to and who accepts it to distribute. The form could be run past the Township’s Accountants to be sure it fits all their needs for purposes of an audit.

Julie Bosshart stated that the requestor should be at the top of the Form. The question was whether the date of submission should be at the top. The day they submitted it. Also, do we need to know the person who submitted its email, phone number and address? Robert Vinnedge stated that if it is a Township employee this is not something that would be needed. The question was who was going to make the submission. It is not going to be the person in need of us. It would be the Administrator, Department Head, Senior/Disabled and Mental Health. Robert Bernas wondered if all requests would be going through a Township person. Robert Vinnedge noted that there would be no other way that they would get here. Julie Bosshart asked if another organization can request funds. Would they come directly to us, or would they have to come through a Township employee? Robert Vinnedge noted that they didn’t have to but before the Foundation was in place that the only way they could do was go to a director or Trustee. Robert Vinnedge noted that the Board of Trustee don’t get requests. They normally come through Welfare Services or Seniors or Disabled. Robert Bernas asked if the Foundation is an independent organization and Robert Vinnedge stated sort of. The Foundation does not deal with tax dollars but deal just with donations. Robert Vinnedge noted that requests can have received them. Robert Bernas stated that the process should not be locked in with a specific process and Robert Vinnedge stated that someone must decide if they are the right person.

Marilyn Karr wondered if the Village or Police Department can come to the Township Foundation. John Caporale stated that it should be open to anybody. Robert Bernas stated that if they have any questions, they should be able to attend our meeting. Julie Bosshart stated that she hoped that most of the money goes to Departments of the Township. She stated that she thinks the outside should be limited, but we would be open to it. Robert Vinnedge stated that the reason why the Board members are on the Foundation because the Board members have different eyes on the community than what is in the building which is meant to open the possibility of having funds

available for people, resident or organization who would otherwise go unserved.

Julie Bosshart stated that if people are giving money on the Township website would they expect it to go to within one of the Departments of the Township. Robert Vinnedge stated the services should not be limited to the services at the Township. It should be a category that requested by the Foundation to determine. Robert Vinnedge stated the primary purpose for the 501(c) (3) is so the Township could get some corporate donations. Robert Bernas stated that he envisions when someone goes to the Township website, they are going to see Foundation and categories to choose from. Robert Bernas stated that if you click on Food Pantry it is going to the Foundation. Everything goes through the Foundation, even the Food Pantry. So, when they see the Foundation, they are going to see Mission/Vision statement. Robert Vinnedge noted that the different categories are going to be defined. If they want to focus on the Food Pantry, they can. But you can have the needs of other community organizations for example. We can do any number of them.

Robert Bernas noted that he has a meeting with Katie Trent on Wednesday, and we are going to talk about the website. She also does a newsletter. Robert Vinnedge noted that she also does brochures. Robert Vinnedge stated that he would like a small flyer or folded brochure that we can hand out at different events (standalone). We have two days over at the Farmer's Market that we spread out our services.

Per Robert Vinnedge, anyone who writes a check that comes to the Township the money would go to the Town Fund. Then, the Board of Directors would decide where that money would go. But, when it comes to the Foundation, we (Foundation Board) would be who decides. Julie Bosshart wondered if the drop down was going to change in the future. If they say something specific, would we be able to earmark those funds? In the past, there has been no recordkeeping and our financial guy said he hasn't got any indication. Robert Vinnedge stated that the person accepting the money on PayPal after the box is checked that is the way it must be recorded for deposit or recordkeeping. If they make a check for \$1,000 for deaf services. Robert Bernas stated that we need to know that the \$1,000 goes to deaf services. Julie Bosshart stated that if we don't know that then we need to take out those categories. John Caporale stated that there needs to be a procedure in place for the person accepting the money. Robert Vinnedge stated that would become part of the monthly reporting. We received \$5,700 and \$2,500. Robert Bernas noted there could be a lump sum for that category. If there are 5 people donating to dental. It would be a lump sum in that category. Robert Vinnedge noted that there could be 10 different donations. Robert Bernas wondered who would do that.

Julie Bosshart stated that the treasury report is not correct and that we want to know how much came in and how much went out. She stated that this was not shown to her. Robert Vinnedge noted that he must be in receipt of it too. If he doesn't ask for it, he doesn't get it. Julie Bosshart stated that we should be able to see what the old balance was, what came in and what went out and what the ending balance is. In April, Julie is going to have him elaborate more.

Robert Vinnedge stated that the person accepting the money must make sure that individual breakdown gets to the Treasurer. Robert Bernas asked who accepts the money. Robert Vinnedge stated that there is one individual (receptionist in Welfare Services). She is a Township person. The Township person needs to categorize it. Robert Bernas stated that we need to get her approval that she will do that (agreement that she will do that).

Robert Vinnedge stated that we must define what those categories are. Julie Bosshart stated that they are on the website. Robert Bernas stated that we may want more. So, for the next meeting we print out the categories. We will hash it out. Robert Bernas stated that what we put out now is that six months from now it may not be working, and we might want to tweak, or it is beautiful (great right out of the gate). I suspect that we are going to put something together and we may tweak it along the way. Robert Vinnedge that Katie has looked at it a certain way and we must refocus her. This is intended for the foundation. We are going to have the ability and authorization to distribute how we want but we want to get feedback from the donor as to all the categories we

can think of. They let us know which one they want. Robert Bernas wondered if we go to Katie or the person who collects the money. Robert Vinnedge noted that both of those individuals work for us.

Robert Bernas wanted to understand what he needed to discuss with Katie. Who collects the money was his question. Someone needs to talk to them. Robert Vinnedge agreed that a person must be part of the process because that is the person who sees the money. Robert Bernas wondered if he talks to that person too. Robert Bernas wonders if the Treasurer talks to that person. Robert Vinnedge noted that one of the people on the Foundation must talk to that person and Robert Vinnedge felt that we should go through Diana Nelson (her boss). Robert Vinnedge stated that he will try to get a hold of her tomorrow. Robert Bernas noted that the person who collects the money can meet Katie and him at the same time. Robert Vinnedge noted that there must be relief for her during lunch time/break time. Robert Vinnedge stated that he would talk to Diana about that. Robert Bernas stated that he is meeting with Katie at 1 O'clock on Wednesday. Robert Vinnedge noted that she does not have to be there for the entire meeting. Robert Vinnedge stated that Robert Bernas would be talking to Katie about the flyer, brochure and the website.

Marilyn Karr asked when people are donating are they aware that they are donating to a 501(c) (3). Julie stated that it does not say that on the application, but it will. Robert Vinnedge stated that it doesn't say it on the application, but it says it on our Mission statement. Robert Bernas stated that the first thing to do is to get it up on the website. Julie Bosshart stated that it does not say it yet. Marilyn Karr felt that this is an important thing, and it should say that.

John Caporale wondered if they would get a receipt for the donation. This was one of Robert Vinnedge questions. John Caporale noted that they would need something for their own tax records. Julie Bosshart stated that if they can put their email in there. John Caporale stated that this would be good for our purposes and theirs. Julie Bosshart stated that normally when you donate you put in your email, and they will send you a receipt. Julie Bosshart stated that it does not show who you are and your contact information. Julie Bosshart stated that the address would be good so we can thank them. Marilyn Karr stated that if it is tax deductible the receipt will state that. John Caporale stated that if they are making donations, it would be good to have that information if you want to go to them in the future (Do you want to donate again)?

Julie Bosshart stated that there is one time, yearly or monthly. Robert Bernas stated it would be great if we could collect their email. Julie Bosshart stated that she could give a donation and see what happens (a test). Robert Bernas stated that we need donor information. This gives us the opportunity to call them or write them an email for promotion for the future. Marilyn Karr stated that this may be requirement that a donation over a certain dollar amount that this is required. Robert Vinnedge stated that he would think so. They would need proof in an audit that they donated to a 501(c) (3).

### **Marketing Items to Pursue to Boost Donations (E.g., Website, Brochure/Flyer)**

Robert Bernas stated that the areas that would be covered in his discussion are websites, brochure and donor processes such as the donor acceptance process and PayPal process (what records are kept for that). Robert Vinnedge wondered if they get a receipt showing that they donated to a 501 (c) (3) and do we have follow-up information for the promotion of something special to them that may come up (unique). Julie Bosshart wondered if the Foundation wanted to talk about options or wait on this. Julie Bosshart noted what the drop down was. The first one is RFliders which no one knew what this meant. Robert Vinnedge wondered if no one knows what RFliders is how would the donor know. Another one was General Township donations. The third one was Food Pantry. The fourth one was disability services. The next one was Senior Services. Then, Transportation Services. The last was Welfare Services. Robert Bernas stated that a lot of them are redundant. Robert Vinnedge stated that as a donor why would I want to contribute to Senior Services. What would our money be going towards? Robert Vinnedge stated that they would need to be defined. Robert Bernas stated that we would have a category and then a definition. Robert

Vinnedge stated that there could be one sentence. Robert Bernas stated one of Diana's people could do the definition.

Also, Robert Bernas stated that the "Rfldrs" category needs to be defined. Robert Bernas stated that he wondered what category we wanted to add. Julie stated that hopefully you can find out what "Rfldrs" means. She stated that we don't want that in there if we don't know what it is. Julie Bosshart stated that we need an "other" category. Robert Bernas stated that other categories would be a good way of lumping it all together. Then, you would have to give an example like scholarships. Robert Vinnedge stated that you could say community organizations. Robert Bernas stated that this could go under the other category. Julie Bosshart wondered if the Foundation was going to do scholarships. Robert Bernas stated that we could.

Robert Bernas stated that we can put the "other" category back in. Robert Bernas stated that a lot of this stuff is overlapping. Robert Vinnedge stated that someone might say what is the difference between the "other" category and General. Robert Vinnedge stated that instead of "other" there could be a specific need or specification. Robert Bernas stated that it could state specify personal request. Robert Vinnedge stated that this would be the difference between General and what they would fill in the blank. John Caporale stated that this would be "ok" if it is allowable. Robert Bernas stated that maybe we have a caveat as we can do this. These donations will be divided as we can accommodate. Robert Vinnedge stated that we have an option of them submitting something in writing to us. We have \$5,000 and we possibly have an unusual request. But we would like to meet with you or submit something in writing (proposal) which can't really be done on PayPal. Julie Bosshart wondered if it could be other organizations. Robert Bernas felt like those ideas could be added as we go along.

Robert Vinnedge wondered if there should be a category for homeless. Robert Bernas stated that if under Other there is a category for homeless the question is how we get this money for the homeless. Robert Vinnedge stated there are churches that have programs for the homeless. John Caporale stated that if there is the "other" category can the person write it in what they want. Robert Bernas stated that this is a good point that they could have them write it in by giving examples of Other. Julie Bosshart wondered if there would be limitations on the website for writing it in. Robert Vinnedge stated that it could read Other recommended need. Then have the space for them to fill it out. Robert Bernas stated how about Other personal choice. Julie Bosshart stated that it will depend on whether they can write something in. Robert Bernas stated that if they can check it then they should be able to write it in. Robert Bernas stated that we may be taking too big of a bite. We can put down what we have now and as we move along; we can deal with it (such as adding items or taking away).

Robert Bernas asked if everything we do is Township related. Robert Vinnedge clarified that it must be within the boundaries of the Township such as community organizations or groups that do business here. Robert Bernas stated that if someone wants to donate \$5,000 and it is not on our list then they would have to specify it. Robert Bernas asked how we would tell them that we did it. Robert Vinnedge stated that first we would have to investigate this other resource and why they want to do that, and we would say yes, we can do that. Robert Vinnedge stated that this would be unusual. John Caporale stated that this would be more of a one-off. Robert Vinnedge stated that he is looking at the Mission statement as to how it is written, and it does not disallow what we are discussing. Robert Bernas stated that allows for other organization contributions if it is in the confines of the Township.

Julie Bosshart stated that on the form it says Non-Resident request for funds. Julie Bosshart stated that she thought we only wanted to give it to residents. Julie Bosshart wondered if we should take this off the Form. Julie Bosshart wondered if there are people that come in that are not part of the Township. She wondered if they were turned away and they were looking for the Foundation to help them. Robert Vinnedge stated that he can't define who that would be. Julie Bosshart recommended that this category for Non-Resident be removed from the Form. Robert Vinnedge felt

that this does not meet our mission statement. John Caporale stated that this is true especially if we are just focusing on the Township.

John Caporale asked if there is any confidentiality of client information that may be an issue on the Form. Robert Vinnedge said this is not the case. Robert Vinnedge stated that we don't need to identify the names of individuals. Robert Vinnedge stated that was a concern of his because Welfare Services does not distribute that information and they may say this is client WS45 and they can look up that information and it would be only in their files. They would have a record of it, but they would not make that public.

Julie Bosshart wondered who the check would be made out to, since the Foundation is not going to pay clients directly. Robert Vinnedge that the checks would be made out to the Township then directed to that Department and they would have that information as to who that client was. Marilyn Karr stated that the Departments would screen for whether the people are qualified to receive funds. John Caporale stated that the Form is more generalized. Robert Vinnedge stated that we will find that this will be modified as we go along. Robert Vinnedge stated that the person who developed the Form has only been here a year and she would not really know such as having a Non-resident on the Form. A Non-resident who is asking for money and does not even live in the Township what would be the point.

Julie Bosshart asked about "Other Emergent Concerns" on the Form. She stated that it should not say Emergent but "Other Concerns". Robert Vinnedge wondered if she meant Emergency concerns. Robert Vinnedge felt that Emergent does not seem like the right word. Julie Bosshart stated that Emergency may be quicker than what we can give them, since the Foundation is only meeting monthly. John Caporale stated that we would not be effective. Julie Bosshart wondered if the contact information should be on the Form. Robert Bernas stated that when we get the Form from Diana that when get the Form that we are going to pretty much "OK" it. Robert Vinnedge stated that we have so much money under the Food Pantry category. She will need to let us know when we need the money for that. Marilyn Karr wondered if she is going to have to wait for us to have a meeting to disburse. This would not make sense because people need it now. Julie Bosshart asked if she is requesting a specific situation, or she is requesting a pot of money for all those situations.

For the Food Pantry, Robert Vinnedge stated that she needs things for non-disposable items such as paper towels. Julie Bosshart stated that we would want information on what she is requesting. Robert Vinnedge stated that if it stated Food Pantry items and she could specify what those items are. Marilyn Karr stated that if someone needs money for rent or a mortgage and do we say that you can have up to a certain amount to give to someone without our "OK" and we will "OK" at our next meeting. Robert Vinnedge noted that they have their own limitations, and they would follow those guidelines.

Marilyn Karr stated that she was reading some things on the form, and some clients can't wait for a whole month until we have a meeting. Robert Vinnedge stated that after this gets going, we will have very few that we will have to look at. Marilyn Karr stated that we would look at the Treasurer's Report to see what was paid out. Robert Vinnedge stated that there could be some big-ticket items or unusual items. Marilyn Karr stated that she wonders if there should be a limit there that says that if it is this point or more that we really must look at before it is paid out. Robert Bernas stated that if we don't approve of it then what good are we? If Diana is carte blanche. Robert Vinnedge stated that we won't necessarily say that you can't do this. If she has a huge ticket item, it may eat into the amount of money. Marilyn Karr stated that we have an emergency, and this is what we got since it is an emergency, and she needs to be gotten back to her and we will say go ahead and do it. Robert Vinnedge stated that we have not had that come up, but this is something that we will have to determine.

Julie Bosshart asked if they could request a little pot of money such as \$5,000 for whatever and they could use the money up and come to us when they need more. They could pick one of

these (such as the dental clinic). This is one that Robert Vinnedge wanted to bring up because this is what she would like to do. There are two ways they can do that. Part of this is to give XX dollars to the Dental Van. She doesn't want to tie up money that has been collected and sitting in some account. Robert Vinnedge stated that the Foundation shouldn't make this decision but that she should talk to the Supervisor as your oversight and how you are going to request money for the Dental use. Robert Vinnedge stated that it could be done on a client-by-client basis.

Robert Bernas asked why they (Departments) can't do a quarterly budget. They would like to have so much for Dental and so much for the Food Pantry and we approve it. Robert Bernas stated that she could put together a budget for us to approve this. If they get everything they want, they get then for what are we here. Robert Bernas stated that we are here to set it up. Julie Bosshart stated that we want to get to the point where we are not meeting every month.

Robert Bernas stated that we can meet quarterly. Julie Bosshart stated that we want to start them on the idea that they need to request for a full quarter. Robert Bernas stated that we look at the budget and agree to that budget. Robert Vinnedge stated that we will see the monthly reports from the Treasurer, and we can see what is going on. Julie Bosshart stated that she could send them even when we are not meeting. We can have updates just through email to discuss it. Robert Bernas stated that if we are not directing. John Caporale stated that we can see from the reports where the money is going and tweaking it from there. Marilyn asked if people directly donate to these funds (such as directly donate to the Dental Fund), and they should be able to draw on that money.

Robert Bernas stated that he does not feel that the \$305,000 has been separated. Robert Vinnedge stated that most of it has come through the Food Pantry. Julie Bosshart stated that the Dental Fund could be added as a drop down. Marilyn Karr asked if they would have access to the Fund. Robert Vinnedge stated that they make the request and write the check.

John Caporale stated that anything on the checklist on the form should be on the drop down (one to one relationship). Robert Vinnedge noted that Diana has only been in this position for a year, and she is hesitant to make decisions and that is why she hesitated on this form. Like the dental clients and how best to pay for those, since nothing has not been requested yet. Marilyn stated that if something comes with a bad infection of tooth ache then this can't wait until we meet. Robert Vinnedge stated that the money should be available at that time.

Robert Bernas stated that we (the Foundation Board) should not be an impediment or obstacle. Again, if we don't have approval, then what are we doing here? Robert Vinnedge stated if it is a category that is unique then they can come to us, and do you want to give us this money or do want them to say it is there we will take it. We must have some oversight. Robert Bernas wondered if we have oversight for all the Funds or some of the Funds. Marilyn Karr stated that maybe there should be a level that she would have access to. Robert Bernas stated that this would be the budget for the quarter. Robert Vinnedge asked if we want to take something from Food Pantry and Welfare Service for something else even though the other boxes have not necessarily been checked. This would not be right either. That is why Robert Vinnedge stated that he would like to focus on General where some donors would like to do with it. Robert Bernas stated that the Form is a request for funds.

Robert Bernas asked who signs off on the Form. Robert Vinnedge stated that it would be one of us or the Administrator would sign off on it. They would make sure that the check was issued. Robert Bernas stated that the Administrator is not part of our organization. Robert Vinnedge noted that she was when we had all five directors. Julie Bosshart asked if it could be Robert Vinnedge or herself that could do this. Marilyn Karr stated that this would be more appropriate.

John Caporale stated that the procedures need to be documented as to how the form is to be used. Robert Vinnedge stated that there would need to be written procedures as to how the form will be used. Robert Bernas stated whether the report will be used. Robert Vinnedge stated that with some modifications it can be used. We can see what problems we run into. Marilyn stated she will have some updates on it once she starts using it. Robert Bernas stated that it could be submitted to

Julie or Robert Vinnedge. Julie Bosshart stated that we can discuss it at our meeting unless it is super urgent. Robert Vinnedge stated that it is pro-forma than we can say go ahead and issue check.

John Caporale stated that do we want the date of the form and the revision of the form as it comes through. Julie Bosshart stated that there is the date of submission. Robert Vinnedge stated that the date on form shows where the date should go. Julie Bosshart stated that it should requestor name, department and contact information. Robert Bernas says you take the requests and see how the forms work. Julie Bosshart stated that the non-resident should be taken off the form and do other concerns. Robert Bernas asked if Robert Vinnedge was here at the Township enough. Robert Vinnedge stated that he can be reached by phone or email.

Julie Bosshart moved a request for a modification of the Foundation Request form that were discussed, and Robert Bernas second them. The motion was carried unanimously.

### **Questions Posed During March 29<sup>th</sup> Meeting.**

Julie Bosshart asked about the Treasurer getting insurance. Robert Vinnedge stated that he had not talked to the attorneys yet, but that we (Foundation board members) are covered liability wise. Robert Vinnedge stated that he has not found that we are not. He stated that the Treasurer would be covered under the insurance policy.

### **New Business – Some Items Under Consideration by Welfare Services to Use Foundation Funds**

Robert Vinnedge stated that when he talked to Diana that there is one thing that they would like to have and get some donations from Chicago Food Depository and other places for commercial interest where they can pick up food. The van that they have is not of the right height and there are vans that they can adjust, so someone can bring the truck around with skids and so forth. They need a specialized van. Robert Vinnedge stated that he told her that she should do research on how much that van would be. Also, they are thinking about maybe getting a refrigerated van. Robert Vinnedge stated that it would be a big chunk of the current Foundation money (over \$100,000). Eventually, what they are going to do is to start this as a capital expenditure towards the end of the fiscal year (February).

Julie Bosshart asked if the Township uses purchasing through a consortium. Robert Vinnedge stated they have done this on certain items. Julie Bosshart stated that there could be significant savings. John Caporale stated that maybe there could be a consortium with other townships. Robert Vinnedge stated that the Township has looked for whether there are grants available. Robert Vinnedge stated that they are looking at getting electric buses. This involves infrastructure that needs to accommodate the charging of the buses. Robert Vinnedge stated that we have good relationships with other townships (intergovernmental agreements).

Robert Vinnedge stated that the Township only has one signature, and this did not change when issued. Robert Vinnedge asked Julie Bosshart or John Caporale whether they had given their signature yet and they had not. Robert Vinnedge stated that they will be asking for that. Robert Vinnedge stated that this will be coming through the Director of Administrative Services who reports directly to the Township Administrator. Robert Vinnedge stated that the Director of Administrative Services has been handling all of the deposits. He noted that deposits can be made right from the building, which is good. It can be processed on the website. Those signatures are typed up through the accounting program (QuickBooks), so it is on file and doesn't have to sign each check.

Robert Bernas stated that Robert Vinnedge had talked about a brochure. Robert Bernas whether we can get reimbursed from the Fund from that. Robert Vinnedge stated that the Township can provide printing and postage. All the website stuff would be covered under the Town Fund. Robert Vinnedge stated that if they want to charge us, they can. Robert Bernas stated that there would be an administrative fee from the Foundation. Robert Vinnedge stated that all the donations should be used 100% to the needy. Julie Bosshart stated that this could be in the brochure. Robert Vinnedge stated that this would increase donations.



Julie Bosshart stated that once the checklist is ready that we should encourage people to ask us for money. Under new business next time, we are expected to get requests. Julie Bosshart stated that maybe Robert Vinnedge can encourage that. Robert Vinnedge stated that we can note that we are expanding the things that we are doing with Foundation money and if you would like to contribute like special areas in the community that you have an interest in and we will entertain that. Julie Bosshart stated that we should show that we are using the money. Robert Vinnedge stated it is easy to make money but not so easy to replenish it.

Julie Bosshart stated that at the next meeting we can come up with a limit on how much we want to spend or retain. Julie stated that in one year we may do only X or % of the total. She noted that the money is not getting any interest either. Robert Vinnedge stated that he thought the accountants were looking into a CD. Robert Bernas wondered about a CD, since he thought, we were going to spend this money. John Caporale stated that a CD will lock you. Robert Vinnedge stated that a CD will lock you in for 10 months. Julie Bosshart stated that your can-do short-term CD. Robert Bernas was concerned about spending it. Julie Bosshart stated that we don't know how quickly the request will come in. John Caporale stated that there are a lot of what ifs.

**Next Meeting Date – Appointment**

The next meeting was determined to be May 31<sup>st</sup> of 2023 at 7PM.

**ADJOURNMENT**

There being no further business, Director Bernas moved to adjourn the meeting at 8:29 p.m. and Marilyn Karr 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 \_\_\_\_\_