

Week of July 22
Board of Directors Meeting
July 23, 2024, 5:30 p.m.
Forest Preserve District of DuPage County Headquarters, Board Room

The Friends of the Forest Preserve District of DuPage County board of directors will conduct its meeting in person at the Danada headquarters building, located at 3S580 Naperville Road in Wheaton.

Call Meeting to Order – *Bob Watt, Chair*

Roll Call – *Joe Suchecki, Secretary*

Chair Comments – *Bob Watt, Chair*

Public Comments – *Bob Watt, Chair*

Action: Motion for Approving and Placing on file Meeting Minutes from May 21 – *Joe Suchecki, Secretary*

Mission Moment – Forest Preserve District Informational Presentation about the upcoming referendum – *Karie Friling, District Executive Director*

Old Business – *Bob Watt, Chair*

New Business – *Bob Watt, Chair*

- *Friends Forest Tour Report – one year anniversary– Mike Dyer, Vice Chair*

Committee Reports

- *Development Committee – Dave Stang, Committee Chair*
- *Finance Committee – Ashley Guest, Treasurer*
 - *Action: Motion to Accept Financial Dashboard Summary Report through May 31*
 - *Inform: 990 has been completed by Lauterbach and Amen on behalf of Friends*
 - *Inform: Finance committee meets after the board meeting to review policy document updates*

Ex-Officios and Staff Liaisons Report

- *Jeff Gahrns – District Commissioner and Ex-Officio Liaison*
- *Jeannine Kannegiesser – Chief Partnership and Philanthropy Officer, FPDDC*

Adjournment – *Bob Watt, Chair*

Upcoming Meetings

- Finance Committee Meeting – July 23 at 6:30 p.m. at District HQ
- Development Committee Meeting – August 7 at 5:30 p.m. at District HQ
- Board of Directors Meeting – September 24 at 5:30 p.m. at District HQ

Upcoming Events

- Volunteer Recognition Picnic – August 8
- Duck Race – September 5
- A Night for Nature – September 12
- Election Day – November 5
- Friends' Annual Meeting – November 19
- Giving Tuesday – December 3

**Friends of the Forest Preserve District of DuPage County
Board of Directors Meeting Minutes
July 23, 2024**

The Friends of the Forest Preserve District of DuPage County met at the District Headquarters at 3S580 Naperville Road, Wheaton, on July 23, 2024.

Call to Order

Chairman Bob Watt called the meeting to order at 5:30 p.m.

Roll Call:

Secretary Joe Suchecki called the roll. In attendance were: Mike Dyer, Ashley Guest, Larry Larson, Tom Murphy, Dave Stang, Joe Suchecki, Jeanette Wells and Chair Bob Watt. Absent were: Diane Addante, Brian Battle and Carl Schultz. Staff present were Jeannine Kannegiesser, Audra Bonnet, Lulu Hertenstein, Karie Friling, and Brian Kuszewski. Commissioner Jeff Gahris was also present.

A quorum of the Board was present.

Chair's Welcome

Chair Watt welcomed board members, staff and guests to the meeting and thanked everyone for their time and efforts on behalf of the Friends. Chair Watt then summarized the accomplishments and activities completed in the first half of the year, outlined the events scheduled for the rest of 2024, and previewed the agenda for the meeting.

Approval of the May 21, 2024 Minutes: Secretary Suchecki asked if there were any corrections to the minutes of the May 21st meeting. There were none. Mr. Suchecki made a motion to approve and accept the meeting minutes as written. Second by Mr. Dyer. The motion to approve the minutes was passed with no discussion by a unanimous voice vote.

Public Comment: None

Mission Moment

The Chair introduced Ms. Karie Friling, Executive Director of the Forest Preserve District of DuPage County. Ms. Friling provided information to the Friends on the recent decision by the District Board of Commissioners to place a referendum question on the November ballot requesting an increase in the property tax cap for the District.

Ms. Friling explained why the District needs additional funding as well as why the issue needs to be placed on the November ballot for voter approval. Without approval of an increased cap,

the District would be forced to curtail operations and certain projects. She indicated that the District cannot advocate for passage of the referendum but has developed background information on the need for the increase and will develop a program to educate voters on the issue. Educational information will be available on the District's website. Ms. Friling answered several questions from Board members on the issue.

Old Business

The chair noted that there was no old business before the Board.

New Business

The Chair recognized Board Member Mike Dyer to provide a summary of the Friends Forest Tours. Mr. Dyer reported that the Friends Forest Tours have been conducted monthly since inception of the program about one year ago. The walks are conducted in various forest preserves and had on average attracted about 20 persons per month. Attendance has been as high as 31-32 people. The walks have been well-received and offer another avenue for people to connect with the Friends in an informal manner.

Ms. Kannegiesser indicated that the walks have been wonderful and that staff has followed up with attendees to provide more information about the Friends. Mr. Dyer asked for suggestions for future walks and invited other Board members to attend.

Committee Reports

Development Committee, Dave Stang, Committee Chair

Mr. Stang reported that the committee continued work on contacting prospective corporate donors and has revised the proposed contact list. Committee members are reaching out to priority contacts on the list. Further discussion and progress on the effort will be discussed at the upcoming August 7th Development Committee meeting.

Finance Committee, Ashley Guest, Committee Chair

The Friends currently has \$63,600 in the Wintrust checking account and \$1,225,000 investments in the Wintrust Wealth Management accounts making the total assets of the Friends approximately \$1,294,100.

The investments coming due will be re-invested in short-term instruments to have cash ready for the anticipated major transfer of funds to the District related to the DuPage Wildlife Conservation Center in November of 2024.

Ms. Guest reported other key numbers as follows:

Net Income = \$95,653

Total Unrestricted Funds = \$418,483

Total Restricted Funds = \$875,649

Total income for 2024 = \$186,087 compared to 2024 budget of \$875,000.

After several questions on the Financial Dashboard Summary of May 31, 2024, Chair Watt introduced a motion to accept the Financial Dashboard, seconded by Mr. Larson. The motion to accept the Financial Dashboard was approved by a unanimous voice vote.

Ms. Ashley indicated that the Finance Committee will meet immediately following the Board meeting to discuss the ongoing revisions to Friends' policies and procedures.

Chair Watt thanked the Committee chairs for their efforts and reports to the Board.

Ex-Officio and Staff Liaison Reports

Commissioner Gahrts reported on recent activities by the Commission including the decision to seek approval of an increase in the property tax cap and the development of educational materials to inform the voting public on the issue. The Willowbrook Wildlife Center construction is proceeding with an anticipated completion date in the fall.

Commissioner Gahrts indicated that another key capital project to build a new grounds and resources building is in the planning stages. The new facility on Mack Road would replace the very old and inefficient cluster of buildings that is currently in use. The Commissioners also are starting efforts on the 2025 budget.

Chief Partnership and Philanthropy Officer Kannegiesser provided an overview of staff activities and thanked Executive Director Friling for her time and presentation to the Board. She indicated that there will be a number of opportunities for Board members to interact with the public and potential donors throughout the fall and asked Board members to look for announcements on those events in the near future. Ms. Kannegeisser also requested Board members to look at the draft 2025 Friends Calendar on the Board page in Outlook and provide any comments back to staff.

Ms. Kannegiesser indicated that the accountants have prepared the annual Form 990 for submittal to the IRS. The completed 990 Form is available on the Board Outlook site.

Ms. Hertenstein provided an update on upcoming events including the Duck Race on September 5th and A Night for Nature on September 12th. She asked Board members to spread the word about the events and to ask friends, family and colleagues to support the Friends through ticket purchases. In addition, items are needed for the silent auction at A Night for Nature. Board members can help by contacting local businesses for donations for the auction or asking them to become sponsors of the event. Ms. Hertenstein passed out some materials that can be used in the solicitation efforts.

Following the presentations, Chair Watt asked if anyone had any other items to bring up. There were none.

Adjournment

There not being any other business before the Board, Chair Watt asked for a motion to adjourn the meeting. Mr. Dyer motioned to adjourn, seconded by Mr. Larson. The motion to adjourn was unanimously approved by voice vote.

The Chair adjourned the meeting at 6:48 pm.

Friends of the Forest Preserve District of DuPage County
Financial Dashboard Summary as of May 31, 2024

Statement of Financial Position (Balance Sheet)

	<u>@ 5/31/2024</u>	<u>@ 5/31/2023</u>	<u>@ 12/31/2023</u>
Cash Assets in Checking Account	\$ 63,586.42	\$ 152,512.64	\$ 314,420.41
Wintrust Wealth Management	1,225,033.86	975,640.81	869,335.26
Undeposited Funds	5,421.00	5,401.60	16,164.63
Other Assets	91.51	105.07	91.51
Total Assets	\$ 1,294,132.79	\$ 1,133,660.12	\$ 1,200,011.81
Total Liabilities (Accts Payable)	\$ -	\$ 188,167.75	\$ -
Total Assets less Liabilities	<u>\$ 1,294,132.79</u>	<u>\$ 945,492.37</u>	<u>\$ 1,200,011.81</u>

Statement of Profit and Loss (Income Statement)

	<u>@ 5/31/2024</u>	<u>@ 5/31/2023</u>
	<u>Actual</u>	<u>Actual</u>
Individual & Business Donations	\$ 155,863.76	\$ 247,576.47
Corporate & Business Grants	1,100.00	35,000.00
Special Events Income	19,369.26	5,862.85
Foundation Grants	-	-
Investment Income	9,754.34	614.62
Securities Income	-	-
Credit Card Fee Donations	81.75	251.24
Realized Gains	-	-
Unrealized Gains & Losses	12,944.26	12,711.08
In-kind Public Support & Goods	-	-
Total Income	\$ 199,113.37	\$ 302,016.26
Friends Operational Expenses	\$ 103,460.13	\$ 84,371.10
Unrealized Gains & Losses		
Distributions to District	0.00	183,917.75
Total Expenses and Distributions	\$ 103,460.13	\$ 268,288.85
Net Income	<u>\$ 95,653.24</u>	<u>\$ 33,727.41</u>
Total Unrestricted Funds	\$ 418,483.61	\$ 154,138.61
Restricted Funds @ 5/31	\$ 875,649.18	\$ 791,353.76

Friends of the Forest Preserve District of DuPage County
Financial Dashboard Summary as of May 31, 2024 (pg. 2)

Budget vs. Actual: Fiscal Year 2024

	<u>Actual</u>	<u>Budget</u>
Revenue		
Direct Public Grants	\$ 1,100.00	\$ 125,000.00
Direct Public Support	155,863.76	721,000.00
Investments	9,754.34	2,500.00
Special Events Income	19,369.26	26,500.00
Total Income	\$ 186,087.36	\$ 875,000.00
Expenditures		
Awards and Grants	\$ 12,000.00	\$ 500.00
Business Expenses	-	100.00
Contract Services	79,019.82	336,150.00
Operations	6,357.53	25,419.00
Other Types of Expenses	-	2,200.00
Event Expenses	6,082.78	20,000.00
Travel and Meetings	-	500.00
Total Operating Expenditures	\$ 103,460.13	\$ 384,869.00
Net Operating Revenue	\$ 82,627.23	\$ 490,131.00
Other Revenue	\$ 13,026.01	\$ 1,500.00
Other Expenditures	-	1,032,000.00
Net Other Revenue	\$ (13,026.01)	\$ 1,030,500.00
Net Revenue	\$ 95,653.24	\$ (540,369.00)

Friends of the Forest Preserves of DuPage County							
Comprised of:		As of 12/31/2023	1/1/2024 through 5/31/2024		Fund Balances		
Programs:			Revenue	Expenses	@ 5/31/2024	Reimburse	Reimburse
100	Capital Funds						
	110 Mayslake	\$0.00	\$0.00	\$0.00	\$0.00		
	111 Mayslake Back Courtyard	0.00	0.00	0.00	\$0.00		
	112 Mayslake Staircase	0.00	0.00	0.00	\$0.00		
	130 Willowbrook	447,136.85	3,748.10	0.00	\$450,884.95		
	140 Natural Resource Restoration	38,891.00	0.00	0.00	\$38,891.00		
	150 Renewable Energy	0.00	0.00	0.00	\$0.00		
	Total 100 Capital Funds	\$486,027.85	\$3,748.10	\$0.00	\$489,775.95	\$0.00	\$0.00
200	Other Funds					Reimburse	Reimburse
	205 Conservation/Natural Resources	\$3,215.00	\$3,289.50	\$0.00	\$6,504.50		
	206 Belleau Woods Restoration	0.00	0.00	\$0.00	\$0.00		
	207 Blanding's Turtles Program	100.00	2,300.00	\$0.00	\$2,400.00		
	208 West Chicago Prairie Restoration	0.00	0.00	\$0.00	\$0.00		
	210 Mayslake Peabody Estate	300.00	31,850.00	\$0.00	\$32,150.00		
	215 Education General	0.00	1,000.00	\$0.00	\$1,000.00		
	220 St James Farm	0.00	250.00	\$0.00	\$250.00		
	225 Kline Creek Farm	2,000.00	350.00	\$0.00	\$2,350.00		
	230 Willowbrook Wildlife Center	315,878.93	12,970.60	\$0.00	\$328,849.53		
	235 Fullersburg Woods	775.20	2,520.00	\$0.00	\$3,295.20		
	238 Greene Valley	0.00	0.00	\$0.00	\$0.00		
	240 Danada Equestrian Center	4,329.00	395.00	\$0.00	\$4,724.00		
	245 Preserve Improvements	0.00	4,250.00	\$0.00	\$4,250.00		
	246 ADA Piers	0.00	0.00	\$0.00	\$0.00		
	250 Recreation Improvements	0.00	0.00	\$0.00	\$0.00		
	270 Volunteers	0.00	0.00	\$0.00	\$0.00		
	280 Land Acquisition	0.00	0.00	\$0.00	\$0.00		
	281 Land Management	0.00	0.00	\$0.00	\$0.00		
	Total 200 Funds	\$326,598.13	\$59,175.10	\$0.00	\$385,773.23	\$0.00	\$0.00
					Total 100 Capital Funds to be Reimbursed	\$0.00	\$0.00
	600 Special Events		\$19,369.26	\$6,082.78	\$13,286.48		
997	Unrestricted Funds	Gifts	\$385,753.57	\$116,820.91	\$97,377.35	\$405,197.13	
	Unclassified		\$100.00	\$0.00	\$0.00	\$100.00	
	Grand Total (Restricted & Unrestricted)		\$1,198,479.55	\$199,113.37	\$103,460.13	\$1,294,132.79	\$0.00
	Temporarily Restricted Funds:						
	Capital Programs		\$489,775.95				
	Other Non-Capital Programs		385,773.23				
	Unclassified		100.00				
			\$875,649.18				



MEMO

Date: July 9, 2024

To: Jeanine Kannegiesser – Chief Partnership & Philanthropy Officer

From: Bridget Dickinson – Accountant

CC: Andrew Brown – Director of Finance
Brian Kuszewski – Assistant Director of Finance

RE: 2Q2024 Postage Funds Reimbursement Request

The District respectfully requests \$165.79 for postage used by the Friends of the Forest Preserve. The funding request will be used to reimburse the District for expenditures previously incurred in its daily operations outlined in the chart below.

Thank you for your continued support of the District’s efforts and helping provide DuPage County residents with the highest level of services from the Forest Preserve District. Please see the detailed request below:

April 2024

Account	Class of Mail	Pieces	Postage	Fee Amount	Surcharge	Total Charged
Friends	1st Class Regular Flat	8	\$14.960	\$0.000	\$0.000	\$14.960
	1st Class Regular Letter	27	\$17.280	\$0.000	\$0.000	\$17.280
	No Class	16	\$0.000	\$0.000	\$0.000	\$0.000
	Sub Total	51	\$32.240	\$0.000	\$0.000	\$32.240
	Total Amount	51	\$32.240	\$0.000	\$0.000	\$32.240

May 2024

Account	Class of Mail	Pieces	Postage	Fee Amount	Surcharge	Total Charged
Friends	1st Class Regular Flat	2	\$3.740	\$0.000	\$0.000	\$3.740
	1st Class Regular Letter	88	\$56.320	\$0.000	\$0.000	\$56.320
	Ground Advantage	1	\$5.000	\$0.000	\$0.000	\$5.000
	Sub Total	91	\$65.060	\$0.000	\$0.000	\$65.060
	Total Amount	91	\$65.060	\$0.000	\$0.000	\$65.060

June 2024

Account	Class of Mail	Pieces	Postage	Fee Amount	Surcharge	Total Charged
Friends	1st Class Regular Flat	7	\$13.810	\$0.000	\$0.000	\$13.810
	1st Class Regular Letter	62	\$39.680	\$0.000	\$0.000	\$39.680
	Ground Advantage	3	\$15.000	\$0.000	\$0.000	\$15.000
	Sub Total	72	\$68.490	\$0.000	\$0.000	\$68.490
	Total Amount	72	\$68.490	\$0.000	\$0.000	\$68.490