

Des Plaines Friends of the Parks

January 2021

1. The DPFOTP held a virtual regular board meeting via Microsoft Teams on January 4, 2021 at 6:30pm.
2. Open officer elections for Vice President and Treasurer coming up at the Annual meeting on February 1. Any member of the public is eligible to run. Deadline for nominations or applications are due January 29th. Nominations have to be sent to the secretary.
3. Discussion on participation in Fall Fest occurred for Pop and water sales once again.
4. Glow in the Dark Golf Outing for the fall planning will begin in March.
5. The next meeting will be the Annual meeting on February 1 at 6:30pm via Microsoft Teams.
6. Scholarship Applications opened January 1, 2021.

February 2021

7. The DPFOTP held a virtual regular board meeting via ZOOM on February 1, 2021 at 6:30pm.
8. Open officer elections for Vice President and Treasurer. Sergio Gonzales nominated Aris Garcia, a current board member, as Treasurer. Aris Garcia accepted this nomination.
9. Reviewed Scholarship Applications.
10. Will be sending out Holiday Decorating Contest Winners prizes in the mail.
11. Yearly filing was completed, thanks Business Department for your help.
12. Glow in the Dark Golf Outing for the fall planning will begin in March.
13. Discussed potentially funding opportunities for future district events. It expressed that past events might not run, may run in a new format or implemented with a fast turnaround, given the current climate. This district will communicate this information to DPFOTP.
14. The next meeting will be the Annual meeting on March 1 at 6:30pm via ZOOM.
15. Scholarship Applications as of 2/8/2021
 - Des Plaines Friends of the Parks: Dual Agency Scholarship
 - Awarded: \$1250.00
 - Redeemed: \$0.00
 - Des Plaines Friends of the Parks: Educational Scholarship
 - Awarded: \$2000.00
 - Redeemed: \$0.00

March 2021

16. The Des Plaines Friends of the Parks had their regular board meeting on Monday March 1, 2021 at 6:30pm via the ZOOM platform.
17. A new member named Jessica was in attendance.
18. Gosia is expected to be appointed as the new treasurer.
19. Sergio Gonzalez resigned from the board.
20. Considering the option and availability to sell good at this year's Dance Idol in May.
21. Reviewing Chamber Membership in 2021.
22. Glow in the Dark golf outing planning will be main focus in April's meeting.

23. Bi-Laws were requested to be distributed to all new members for review.
24. The next meeting will be the Annual meeting on March 5 at 6:30pm via ZOOM.
25. Scholarship Applications as of 3/2/2021
 - Des Plaines Friends of the Parks: Dual Agency Scholarship
 - Awarded: \$2500.00
 - Redeemed: \$500.00
 - Des Plaines Friends of the Parks: Educational Scholarship
 - Awarded: \$2000.00
 - Redeemed: \$1990.00

April 2021

26. The DPFOTP held a virtual regular board meeting via ZOOM on April 5, 2021 at 6:30pm.
27. Gosia Telichowaka was voted in as treasurer for one term ending in January 2022.
28. Reviewed Scholarship financials.
29. Will be renewing the Des Plaines Chamber of Commerce membership.
30. Proposed Park It donation request and program updates. These include; dual agency logo, giveaways, crafts, signage, new shirts for members and onsite present during each event. Will follow up with an electronic vote for amount to award.
31. Golf in the Dark outing is scheduled to run on Saturday October 2 at the Lake Park Clubhouse. Should it rain on that day, we will be moving the event indoors for a dinner and raffle at Lakeview Center.
32. Assigned roles and responsibilities to members:
 - Jeanette -- Raffle Donations
 - Dharmesh -- Volunteers
 - Shawn -- Food/Beverages
 - Jessica -- Letter/Pamphlets/etc.
 - Gosia -- Sponsorships
 - David- Marketing working with DPPD
33. The next meeting will be the Annual meeting on May 3 at 6:30pm via ZOOM.
34. Scholarship Applications as of 4/15/2021
 - a. Des Plaines Friends of the Parks: Dual Agency Scholarship
 - i. Awarded: \$8125.00
 - ii. Redeemed: \$2,180.00
 - b. Des Plaines Friends of the Parks: Educational Scholarship
 - i. Awarded: \$4,000.00
 - ii. Redeemed: \$1,990.00

May 2021

1. The DPFOTP held a virtual regular board meeting via ZOOM on June 7, 2021 at 6:30pm.
2. No meeting minutes were approved from May 3, 2021.
3. Park It Plan was reviewed
 - a. Crafts, Giveaways and signage will be on site.
 - b. Handouts and materials need to be updated
 - c. Shirt size for each board member
 - d. One or two board members per event

4. Glow Golf date October 2, 2021.
 - a. Reviewed job responsibilities
 - b. Looking to connect with Chamber to secure sponsorships for the event
 - c. Sending out letters this month
5. Reviewed administrative job responsibilities for board members:
 - a. Board Member: Voicemail/ Phone calls - Shawn
 - b. Board Member: Email Correspondence - David
 - c. Board Member: Website/ Calendar Updates- Gosia
 - d. Board Member: Banking/ Financials – Gosia
 - e. Board Member: Minutes- Dharmesh
6. Next meeting will be held on Zoom at the Administrative and Leisure Center on July, 12,2021 at 6:30pm.
7. Scholarship Applications as of 6/8/2021
 - a. Des Plaines Friends of the Parks: Dual Agency Scholarship
 - i. Awarded: \$9,500.00
 - ii. Redeemed: \$4,741.00
 - b. Des Plaines Friends of the Parks: Educational Scholarship
 - i. Awarded: \$4,000.00
 - ii. Redeemed: \$1,990.00
 - c.

June 2021

1. The DPFOTP held a virtual regular board meeting via ZOOM on June 7, 2021 at 6:30pm.
2. No meeting minutes were approved from May 3, 2021.
3. Park It Plan was reviewed
 - a. Crafts, Giveaways and signage will be on site.
 - b. Handouts and materials need to be updated
 - c. Shirt size for each board member
 - d. One or two board members per event
4. Glow Golf date October 2, 2021.
 - a. Reviewed job responsibilities
 - b. Looking to connect with Chamber to secure sponsorships for the event
 - c. Sending out letters this month
5. Reviewed administrative job responsibilities for board members:
 - a. Board Member: Voicemail/ Phone calls - Shawn
 - b. Board Member: Email Correspondence - David
 - c. Board Member: Website/ Calendar Updates- Gosia
 - d. Board Member: Banking/ Financials – Gosia
 - e. Board Member: Minutes- Dharmesh
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 - a. Des Plaines Friends of the Parks: Dual Agency Scholarship

- i. Awarded: \$9,500.00
 - ii. Redeemed: \$4,741.00
- b. Des Plaines Friends of the Parks: Educational Scholarship
 - i. Awarded: \$4,000.00
 - ii. Redeemed: \$1,990.00

July 12 2021

1. The DPFOTP held a virtual regular board meeting via ZOOM on June 12, 2021 at 6:30pm.
2. No meeting minutes were approved, all Des Plaines Park District Friends Minutes from January – June were forwarded on for a reference to the secretary.
3. Park It at Cumberland Terrace was a great success. Polos, table cloth, crafts and bags were a hit among attendees. Additionally, had information available for Golf in the Dark.
4. Glow Golf date October 2, 2021.
 - a. Reviewed job responsibilities
 - b. Letters were sent out to past golfs, donors and sponsors last week.
 - c. Already receiving raffles and silent auctions items in from donors.
5. Board Members:
 - a. 2 open spots available with David resigning.
 - b. Looking to see if candidates who are not appointed for the Park Board Opening would be interested.
 - c. Potentially bringing on another full time Des Plaines Park District employee as a board member.
 - d. One interested party reached out to Shawn separately, they were not at this meeting.
6. Friends Board approved providing a lower registration cost and scholarships to the Lady Warriors Feeder Basketball program, matching the \$4,500 approved for the Jr. Warriors Program. The Friends of the Parks will be placed on the jersey of each time for their \$9,000 donation to the program.
7. Next meeting will be held at the Administrative and Leisure Center on August 2, 2021 at 6:30pm.
8. Scholarship Applications as of 7/13/2021
 - a. Des Plaines Friends of the Parks: Dual Agency Scholarship
 - i. Awarded: \$10,750.00
 - ii. Redeemed: \$6,496.00
 - b. Des Plaines Friends of the Parks: Educational Scholarship
 - i. Awarded: \$5,000.00
 - ii. Redeemed: \$3,990.00

August 2021

1. The DPFOTP held a virtual regular board meeting via ZOOM on August 2, 2021 at 6:30pm.
2. Reviewed Park it with 35 in attendance
3. Thanks for Lady and Jr Warriors. Shoot out and promotion for feeder going well
4. Glow Golf date October 2, 2021.
 - a. Des Plaines Park District has updated al areas with Golf In the Dark promotions
 - b. Working on continued sponsorship efforts
 - c. What additional items to purchase
 - d. Working on signage
 - e. Shawn working on follow up
 - f. Inventory & Planning meeting during the month of August and September.
5. Next meeting will be held at the Administrative and Leisure Center on September 13, 2021 at 6:30pm.
6. Scholarship Applications as of 8/6/2021
 - a. Des Plaines Friends of the Parks: Dual Agency Scholarship
 - i. Awarded: \$10,750.00
 - ii. Redeemed: \$6,260
 - b. Des Plaines Friends of the Parks: Educational Scholarship
 - i. Awarded: \$5,765.00
 - ii. Redeemed: \$3,990.00

September 2021

1. The DPFOTP held a virtual regular board meeting via ZOOM on September 13, 2021
2. Meeting was focused on Golf in the Dark, October 2, 2021 planning.
3. Gosia was officially voted on and sworn in as a Board Member for Friends of the Parks.
4. Next meeting will be held at Lake Park Clubhouse
5. Scholarship Applications as of 8/6/2021
 - a. Des Plaines Friends of the Parks: Dual Agency Scholarship
 - i. Awarded: \$10,750.00
 - ii. Redeemed: \$6,960
 - b. Des Plaines Friends of the Parks: Educational Scholarship
 - i. Awarded: \$5,765.00
 - ii. Redeemed: \$3,990.00

October 2021

6. The DPFOTP held an in person meeting on Monday October 11, 2021 at the Administrative & Leisure Center at 5:30pm.
7. Meeting was focused on review of Golf in the Dark. Including;
 - a. Successes for 2021; Indoor Set up of the clubhouse worked well with limited indoor seating
 - i. Day before set up downstairs helped to provide a staging area of supplies
 - ii. The new balls were significantly better to use
 - iii. Less décor set up helped with clean up
 - iv. Staff was able to leave earlier post clean up
 - v. Very successful event
 - b. Improvements for 2022;
 - i. Dining Tent
 - ii. Food Delivery vs Volunteer Pick Up
 - iii. All new brighter glow supplies/ equipment for the golf course
 - iv. 2 balls per golfer at registration
 - v. Slight Increase to sponsorship and golfer fees
 - c. A possible date change or update on timing of the event to help with the time between check in and dinner
 - a. Doors Open
 - b. Cocktail Hour & Boat Rides
 - c. Dinner
 - d. Golf
 - e. Raffle
 - d. Reviewed current inventory from remaining supplies of 2021. Plan to order supplies in early May/June for all glow materials
8. Jeanette Berard submitted her Board Member application and was nominated by Ken Rochau to become the Vice President for Friends of the Parks. She was then voted on and sworn in as a Board Member 5-0.
9. Trish Romza submitted her Board Member application and has an interested in returning back to the Friends She was then voted on and sworn in as a Board Member 5-0.
10. All Board Members are currently filled; Shawn Killian President, Jeanette Berard Vice President, Dharmesh Patel, Secretary; Gosia Telichowska, Treasurer, Ken Rochau, Aris Garcia.
11. Next meeting will be held in person on Monday November 1, 2021 at the Administrative & Leisure Center at 5:30pm. This meeting we will be discussing scholarship totals for 2021, review of 2021 financials and 2022 scholarship plans.
12. Scholarship Applications as of 10/11/2021
 - a. Des Plaines Friends of the Parks: Dual Agency Scholarship
 - i. Awarded: \$10,875.00
 - ii. Redeemed: 7,706.550
 - b. Des Plaines Friends of the Parks: Educational Scholarship
 - i. Awarded: \$5,765.00

- ii. Redeemed: \$5,755.00
- c. Des Plaines Friends of the Parks: Jr Warriors & Lady Warriors
 - i. Awarded: \$4,125.00
 - ii. Redeemed: \$4,125.00

**Des Plaines Friends of the Parks
Board Meeting Minutes
Monday, November 1, 2021 at 6:30 CST
David L. Markworth Board Room**

Agenda

1. Call to Order

Attending: Ken Rochau, Dharmesh Patel, Jeanette Berard, Gosia Telichowska, and Trish Romza
Absent: Des Plaines Park District Liaison Joe Weber, Aris Garcia, Shawn Killian

2. Approval of Minutes

No approval of board minutes. * There is a new template that will be used going forward to make it easier to keep the meeting on point.

3. Scholarship Report

- A. 2021 total will be presented at December Board Meeting
- B. 2022 increase request per family, presented at December Board Meeting

4. Financial Report

- A. Gosia will receive training from Trish. Gosia will bring financial report next month
- B. Paypal funds from Golf in the Dark will be sent to bank account. Approximately ~\$5K.

5. Park District Report

- A. Nothing to Report

6. Unfinished Business

- A. Trunk or Treat: Review
 - 1. Discussion: Turnout was good. Gosia recommended that the board be present in 1-2 events throughout the year on top of Golf in the Dark
- B. Halloween Decorating: Halloween Home Decorating Contest winner is 217 Norman Court. This is another DP Halloween Decorating Contest win. 2nd place went to 1466 South Fifth Ave, and 3rd place to 1457 South Fifth Ave. They will be notified, and an announcement will be made on Facebook.
- C. Golf in the Dark: Review Thank You Letter
- D. Vice President Appointment Vote: Ken nominated Jeanette 10/11/21

- i. I make a motion to approve the Board Nomination for Jeanette Berard as Vice President
- ii. Motion: Dharmesh
- iii. Second: Ken
- iv. Roll Call: All I's, no Nays
- v. Motion carried: Approved.

7. New Business

A. Winter Wonderland: December 4, 2021

- i. **Volunteer Shift #1: 3:30-6PM:** Trish, Jeanette, Ken, and Shawn
- ii. **Volunteer Shift #2L 6-8:30PM:** Gosia, Dharmesh, Ken, and Shawn
- iii. **Purchased supplies**

8. Review Month Board Responsibilities:

- A. **President:** Meeting insight /agenda items send the Tuesday before each board meeting, communication with local business groups or community organizations
- B. **Vice President:** Agenda, Minutes Templates, send the Thursday before the meeting
- C. **Treasurer:** Financial Report, Reimbursement Checks
- D. **Secretary:** Minutes
- E. **Scholarships:** Distribution Breakdown
- F. **Social Media:**
- G. **Volunteers:**
- H. **Website:**
- I. **Supplies:**
- J. **Park District Liaison:**

Discussion: Review responsibilities at next meeting

Next Meeting: December 6, 2021. 6:30PM @ Administrative & Leisure Center

**Des Plaines Friends of the Parks
Board Meeting Minutes
Monday, December 6, 2021 at 6:30 CST
David L. Markworth Board Room**

Agenda

1. Call to Order

6:35PM CST

Attending: Ken Rochau, Dharmesh Patel, Jeannette Berard, Gosia Telichowska, Trish Romza,
Aris Garcia, Shawn Killian

Absent: Des Plaines Park District Liaison Joe Weber

2. Approval of Minutes

I make a motion to approve the Board Minutes for the previous months of 2020 and 2021 and place them on file.

Motion: Ken Rochau

Second: Dharmesh Patel

Abstain: Shawn Killian

I make a motion to approve the Board Minutes for the month of November and place them on file.

Motion: Aris Garcia

Second: Trish Romza

November 2021 minutes are approved.

3. Scholarship Report

I make a motion to approve the 2021 Scholarship & Sponsorships Payment

\$14,900.51 with ~\$4K to the Rivers Scholarship and ~\$4K for the Dual Scholarship and \$1,500 for the Warriors and \$5K in the discount

Motion:

Second:

Roll Call:

Motion Carried:

I make a motion to approve the 2022 Scholarship Increase

4. Financial Report

Gosia presented the Financial Report for the Month of November

Revenue and other income:

Bank Account Balance: \$54K

Amazon Smiles: \$60

Misc. Donation: \$500

Refunds from 2020 Scholarships: \$4,800

Refunds for 2021 Scholarships: \$5,400

\$14,200 from Golf in the Dark

Costs and other deductions:

Filings: \$296

Chamber of Commerce: \$240

Discussion: Re-evaluate Chamber of Commerce membership. Jeanette stated that Don will become President in a few weeks, and we can evaluate if we should cease membership and still have the Don as a connection.

5. Park District Report

A. Barb last day is December 8, 2021

6. Unfinished Business

A. Winter Wonderland: Review

- i. 6 of the board members were present. We brought in \$94 in donation.
- ii. We handed out about 500 bags of popcorn
- iii. Jeanette stated that we should be conversing more with the public. Ken followed up stating that half of the bags were handed out to volunteer or Pom dancers or their parents.
- iv. Gosia stated that she would like us to do more events like this were we can interact with the communities.
- v. Dharmesh agreed with Gosia and Jeanette that we need to do more events like this and interact with the community to get the word out
- vi. Shawn stated that we should be increasing our visibility through Social Media

B. Holiday Decorating: Review. Friday is the deadline, do a social media post

C. Review Monthly Board Responsibilities: Review 11/21 ideas

7. New Business

A. **DPFOTP Pamphlet: Review**

Discussion: Park district will eat the cost of the pamphlet. It will have sponsorship levels.

B. **Chamber Events:**

- C. Whole Foods donated \$1,600
- D. Gosia stated that we should be sending a thank you card for donations
- E. Jeanette stated she will work up a mock thank you

8. Donation Request:

- A. Requester will need to attend meeting to present
- B. At least 60 days prior to board meeting
- C. How the donation will assist the community
- D. Dharmesh suggested that we get receive feedback after the event to gauge metrics and tracking

Next Meeting: January 10, 2022. 6:30PM @ Administrative & Leisure Center