



Our Mission: We disrupt generational poverty through a primary focus on children & young adults and the specific challenges they face at distinct stages of life.

**Northwestern University Settlement Association
Regular Meeting of the Executive Committee**

1400 W. Augusta Boulevard

Chicago, IL 60642

Guild Hall

In Person Meeting – Mask Wearing Optional

Call to order

Amy O'Donnell

Meeting called to order at 12:11pm.

Present:

Bob Best

Kathy Elliott

Sami El Saden (via Zoom; not a voting member)

Bill Welnhofer

Amy O'Donnell

Staff:

Carole Wood

Danielle LaPointe

Member of the public:

Karimah Razaaq

1. Public comment

Amy O'Donnell

A community member, Karimah Razaaq, explained an incident that happened a week ago. She mentioned that she was told clothing and household items would be available. She was turned away three times last month, despite calling in advance. She does not live in the neighborhood. Carole responded to resident and apologized for the confusion. She noted that the giveaways are subject to the availability of Guild Hall. The resident explained frustration with receiving incorrect and conflicting information. Amy also apologized to the community member for the experience and the miscommunication on the part of the staff. It was reiterated that non-food items are not given on a set schedule.

Both Carole and Amy asked the resident to leave her contact information so we can schedule a time for her to pick up non-food items. Carole reiterated our apology for the miscommunication and reassured the community member that she is welcome here. Amy thanked her for attending the meeting and providing feedback.

2. Approval of Executive Committee Minutes

Amy O'Donnell

a) [Approval of Minutes of the Regular Meeting on May 22, 2023](#)

Kathy motioned, Bill seconded. Motion passes. Minutes approved.

3. Board Chair's Report

Amy O'Donnell

The public is welcome to attend the meeting.



Amy thanked the staff for all of the work that went into the end of the fiscal year and the work that went into planning and executing summer school at Rowe and summer camp at House In The Wood. Amy also highlighted the Better Futures Luncheon taking place on September 14, 2023 – which is the first organization-wide fundraiser for the Settlement.

Amy asked for clarification on the need for the NSF Foundation meeting. Bob is going to contact the two outside foundation board members (Bob and Graham) to determine a date for the meeting. Bob will keep Amy and Carole updated.

Amy noted that an Annual Meeting is not currently included on the FY24 schedule. Carole noted that it will be pulled out as a separate meeting to take place in April with a broader guest list and speaker. There will be a cost to attend but it will not be a fundraiser. It will not be a meeting of the board and there will be no formal action taken. This will be a celebration and awards ceremony. The date will be circulated as soon as it is finalized. Kathy noted that in previous years, auxiliary boards took turns providing centerpieces.

4. [CEO's Report](#)

Carole Wood

Carole reviewed the CEO update and noted much of the progress that is highlighted in the deck and the work that is ongoing. She noted that summer programs are winding down and everyone has shifted to preparing for fall.

Carole noted that Megan Borowski is leaving and we are currently searching for her replacement. Carole expressed her gratitude to Megan for getting the teen program off the ground.

Amy asked for further detail on the KPIs for FY24 and the dashboard. Carole noted that both will be provided in draft form ahead of the September board meeting. The KPIs will all be tied back to our mission of disrupting generational poverty. She provided examples of KPIs that are focused on both the work and organizational structure.

Amy asked if we are currently serving all of the mental health needs of our community. Carole responded that we are, and that we are positioned to expand and provide more holistic support through additional staff and funding received.

Amy asked about the work being done around communications. Carole highlighted the plans in place and the initial work being done to build our Settlement voice and increase visibility. For the September Board Meeting, Jamie will provide a Settlement elevator pitch and a concise Settlement message.

The food pantry was discussed, including the new/different data being tracked. It was also noted that we are now case managing food pantry guests through the new Family Support Specialists, who are connecting neighbors with additional resources and services. Carole informed the committee that we are now looking at physical space to move the food pantry to expand our offerings and availability of food pantry and other support services. Bill asked if the food pantry has experienced challenges with getting food due to inflation/rising food costs. Carole noted that we haven't experienced trouble getting food, rather, higher demand for food from our neighbors and the need for food more frequently than current rules allow.

The public is welcome to attend the meeting.



Amy informed the committee that she met with the board chair of Christopher House and that Carole met with the CEO. She noted that we are exploring partnership options to explore ways that we can work together. Carole explained that an additional meeting is scheduled next week. Carole also highlighted the benefits of working together as well as some of the drawbacks. The committee asked questions about the scope of Christopher House's services and the area they are currently serving. The committee asked additional questions about the health of Christopher House as an organization and that of their individual programs. Amy and Carole highlighted some of the challenges Christopher House has experienced in recent years and some of the transitions they have been through in the last two years. It was noted that their school charter recently received a 3-year renewal. The committee asked questions regarding the status of their school and the union contract that is currently being negotiated.

Carole also informed the committee of a recent conversation with Chicago Youth Centers regarding our teen program. They are interested in having additional conversations about how we can partner/work together further.

The committee asked about Carole's and the staff's appetite for partnerships with like-organizations. Carole explained that it is potentially an opportunity for us to serve more people and expand our reach, and this is one potential way to achieve that goal. It also addresses some of the challenges we're facing related to physical space.

It was noted that the conversations are very early and additional details will be shared with the board as they become available.

Kathy asked a clarifying question about board giving from development report included in the CEO update. Carole responded that board members will be solicited more directly and individually in the upcoming fiscal year.

5. FY24 Head Start- Early Head Start Grant Applications Carole Wood
- a) [FY24 Funding Letter Head Start](#)
 - b) [FY24 Funding Letter EHS](#)
 - c) [Budget and Budget Narrative Head Start](#)
 - d) [Budget and Budget Narrative Early Head Start](#)
 - e) [Program Narrative](#)
 - i. [Action Plan](#)
 - ii. [Self-Assessment](#)
 - f) Action Item: Approval of Submission of Continuation Grant Applications

The committee reviewed the attachments provided. Carole Wood and Bob Best explained that we have to apply for the continuation of this grant. Bob Best made a motion to approve the HS and EHS grant applications, Amy O'Donnell seconded. Bob Best, Kathy Elliott, Bill Welnhofner, and Amy O'Donnell voted in favor of the motion. None were opposed. Motion carries.

Carole noted that we are pursuing new/different funding for early childhood to enhance the program and its outcomes.

The public is welcome to attend the meeting.



6. Financials

Bill Welnhofner

- a) [NUSA Interim Pre Audit Balance Sheet as of June 30 2023](#)
- b) [NUSA Board Budget Report as of JUNE 2023](#)
- c) Endowment Reports
 - i. [NUSA Portfolio Overview Report](#)
 - ii. [NUSA Main Endowment Report as of 6-30-2023 \(William Blair\)](#)

Bill provided a review of the financials, including a report on the year-end financial outcomes for FY23. He noted the new auditor, Plante Moran, is now working with NUSH staff on the upcoming audit. He noted that everything looks positive right now.

Amy asked a question regarding additional ESSER funding and ERC funding. Carole noted that we are receiving approximately \$700K in ESSER funding and we believe this will be the last year for that funding. Carole also shared that we are working on applying for ERC money but that that money is also typically slow to be paid out.

Bill also noted the need to create a five-year budget forecast to aid in planning.

Sami asked a question regarding the Endowment Report. Bill clarified our portfolio's performance as compared to the S&P and the reason(s) behind it. Sami and Bill resolved to having a call with Blair to get further explanation.

7. [Geneva Lake Astrophysics and STEAM \(GLAS\)](#)

Carole gave an overview of GLAS and the ongoing conversations that have been taking place regarding a merger. Carole noted that we have done a thorough review of their financials and the strategic reasons for why we would consider a merger with GLAS. Carole explained that GLAS would add depth to our educational programs at both Rowe and House In The Wood, including embedding their STEAM-focused curriculum in the school and camp. The question is how we can push in GLAS programs in our programs and it was noted that those meetings are taking place. The addition of GLAS brings fundraising opportunities, in addition to a network that would benefit Settlement programs. Bob noted the need to do further due diligence ahead of formalizing any agreement. The committee was informed that we have done a thorough review of their financials and will share the questions we asked and their responses. The plan is to present this to the board for approval at the September meeting. Bob noted the need to consult with an attorney ahead of presenting to the board. Bob will make a recommendation. Carole will share the information we have with the committee members.

8. Appointment of Haleigh Schena as Rowe School DCFS Liaison.

Carole Wood

Carole informed the committee that we are required to have a board-approved DCFS Liaison at the school. Haleigh is currently the social worker at Rowe Middle School. Bob provided further insight as to this requirement. Bob made a motion to approve Haleigh Schena as our DCFS Liaison, Kathy seconded. All approved, none opposed. Motion carried.

The public is welcome to attend the meeting.



9. Closed Session pursuant to: Section 2(c)(1) of the Open Meetings Act to Consider the appointment, employment, compensation, discipline, performance, or dismissal of one or more specific employees. Amy O'Donnell

The committee determined that a closed session was not necessary.

10. Questions / Other Amy O'Donnell
- a. Next meeting: Board of Directors Meeting Monday, September 25, 2023 | 12:00 PM | Guild Hall
 - b. Next Executive Committee Meeting Monday, November 20, 2023 | 12:00 PM | Guild Hall

Amy noted upcoming events taking place before the next board meeting.

Bob asked that the agenda for the September board meeting be coordinated before he departs on planned travel.

Carole provided clarification to the committee regarding hiring additional support for HR and Finance that would allow for her to work more externally. This would reduce Carole's span of control and deepen our expertise related to these areas. Carole also highlighted some of the challenges we have experienced as a result of not having the appropriate support in these areas.

Amy thanked the committee for their attendance. Bob motioned to adjourn the meeting. Kathy seconded. All in favor. None opposed. Motion carried. Meeting adjourned at 1:50pm.

Minutes submitted by Danielle LaPointe.

The public is welcome to attend the meeting.