

***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 Board of Directors**

**Guild Hall – In Person**

**\*\*Masks Required\*\***

**Zoom Dial-in Option**

<https://nush-org.zoom.us/j/92048551606?pwd=YUUxYWVpZDNXd1dYMG5obnBpenJHdz09>

**OR**

Join by phone

+1 312-626-6799 US

**CALL TO ORDER**

**AMY O' DONNELL**

**Present:**

Amy O'Donnell  
Alice Schaff  
Gina Gooden  
Kurt Mueller  
Beth Boehrer  
Robert Best  
Amy Chung  
Bill Welnhofer

Sarah Shumway  
Kathy Elliott  
Christine Jacobek  
Sydney Browning  
Ginny Burnstine  
Christine McQuinn  
Tracy Heilman  
Tyrone Washington

**Zoom:**

Holly Sunshine

**Staff:**

Carole Wood  
Edison Urena  
Danielle LaPointe  
Cynthia Martinez

The meeting was called to order at 12:14 pm.

Amy introduced the staff in attendance.

**Agenda Item 1. Public Comment**

No public comment.

**Amy O'Donnell**

**Agenda Item 2. Chair's Comments**

- a. Special Thanks - NSB / HITW Gala
- b. Thanksgiving Food Distribution
- c. Adopt-a-Family & Toy Room
- d. Website Log-in Portal
- e. Directory
- f. Using NUSH Email

**Amy O'Donnell**

Amy gave a special thanks to everyone for such a successful NSB/HITW Gala. Amy then spoke about the families helped during Thanksgiving Distribution and that a lot of people volunteered. Amy provided insight on this year's Adopt-a-Family and Toy Room and that all families were adopted. She then spoke further about the importance of the website log-in portal, using the directory and for board members to set up their NUSH email's.

### **Agenda Item 3. CEO's Report**

**Carole Wood**

- a. CEO's Report
  - i. Principal's Report
  - ii. Elevator Pitch

Jason Smith  
Danielle LaPointe

Carole mentioned that the new VP of Youth and Young Adult Services was hired, and that it was a promotion from within the organization. Carole further mentioned that there have been interviews for the director of the Family CARES program in place. Carole stated that in March there would be a new organizational chart, and that a charter renewal committee would be created in order to help push forward the renewal process. Carole further updated that there would be a Settlement-wide DEI training in February. Carole then gave more program updates.

Jason reported updates on Rowe. Jason further mentioned that a director of enrollment and recruitment was hired. Jason mentioned that Rowe is providing scholars with various clubs such as: knitting, digital media club, jazz band, drama club, bucket drumming, yoga among many others. Jason also mentioned that sports would be offered to students such as volleyball, and basketball. Jason mentioned that students would also be taking part in plays and talent shows at Vittum Theater.

There was a conversation about keeping scholars in school longer, as well as reimagining the school calendar so that scholars are in school all year-long. Jason also mentioned that Akesha and Diana make sure everything is working day to day at the schools, and that Rowe is having issues with hiring teachers, and that we have lost a couple of them. Jason mentioned that one teacher in particular had to move to another state for a job. Jason stated that everyday is different. Bob asked Jason about attendance, Jason responded that there are some students that are consistently late, but that they are working with the dean of school culture to rectify the issue. Sydney asked a question about the process would be for year-round school, Jason mentioned that we would need a balanced calendar and participation and support from families. Christine McQuinn mentioned that teaching is a tough profession and that it has become more challenging in the past years. Jason responded that him and his team want to make sure that teacher morale is up and that that teachers feel that they have good social and emotional well-being. Jason mentioned that there are different things that the LT's provide or do for teachers so that morale is ongoing, and that it has been better. Amy asked about opportunities to volunteer at Rowe, and Carole responded that auxiliary board members have volunteered at classrooms, and that she would ask Victoria to reach out for volunteer opportunities.

Danielle read the elevator pitch draft, and the board members provided their opinion of the wording, as well as suggestions. Sarah asked what is first and what is most important, Jason mentioned that when he talks about Rowe, he always talks about the Settlement first. A copy of the elevator pitch can be sent to any board member requesting it for review. Amy mentioned that once elevator pitch is set, maybe board members can have a QR code or card that shows the pitch so that they have it available for events.

### **Agenda Item 4. Audit & Finance / Financials**

**Bill Welhofer, Edison Ureña**

- a. NUSA Financial Reports as of November 30, 2022
  - i. NUSA Overall Balance Sheet as of November 30, 2022
  - ii. NUSA Consolidated Budget Comparison as of November 30, 2022
- b. Endowment Reports
  - i. NUSA Portfolio Overview Report
  - ii. NUSA Portfolio with William Blair
- c. Bid out new auditor
- d. Chair and treasurer review CEO expense reports annually

e. Discussion around INCS charter school financial oversight best practices

Bill went over various NUSA financial reports like the overall balance sheet, and the consolidated budget comparison. Bill then went over the portfolio overview report, as well as the portfolio with William Blair. Beth Boehrer mentioned that she would like financial reports to be shown in a different manner so that they are easier to read. Bill mentioned that he and Edison would work on ways to make sure information was clearer. Bill mentioned that next year would be really challenging for endowment, and that this year we are trying to recoup some of the loses. Amy then mentioned that it was not William Blair's fault, but the market. Bill then mentioned that we just had to weather the storm. Sarah then mentioned that if the student numbers take a hit, financially we could take a hit. Bill mentioned that there might be uncertainty, nevertheless come next year everything seems more solid, which is great. A board member asked if we have taken more money out of the endowment in 3 years. Bill mentioned that we have not, and that the development department is working on fundraising, because we no longer get the \$500,000 from the Rowe family. Sarah asked if there was a chance of rebuilding the relationship. Amy mentioned that she has been emailing with Mrs. Rowe back and forth, and that there might be an opportunity to reconnect.

Bill talked about the audit, and that there will probably be new bids for a new audit company, because ORBA seems to not be working as well as before, and that they do not seem as collaborative.

Carole then discussed the chair and treasurer review CEO expense reports annually, and provided a discussion around INCS charter school financial oversight best practices.

The public is welcome to attend the meeting.

Discrimination based on disability, race, creed, color, gender, national origin, religion, ancestry, marital status, or need for special education services is prohibited.



**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
December 12, 2022 – 12:00 PM**

**Agenda Item 5. Consent Agenda**

**Amy O'Donnell**

- a. Approval of Board Meeting Minutes
  - i. Minutes – September 19, 2022
- b. Executive Committee Report
  - i. Minutes – November 14, 2022
- c. Head Start Report
  - i. August Monthly Narrative Report
  - ii. September Monthly Narrative Report
  - iii. October Monthly Narrative Report
  - iv. November Monthly Narrative Report

Amy went over the consent agenda, and the minutes from the September 19, 2022 meeting were approved. The minutes from the Executive Committee meeting were also approved, as well as the Head Start Reports.

*Note: With the unanimous consent of the Board, the Consent Agenda shall be acted upon by a single omnibus vote. Any Board member may request that any item on the Consent Agenda be removed and not included in that vote.*

### **Agenda Item 6. Committee Reports**

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|--|-------------------|
| a. Governance Committee Report                       | Kathy Elliott     |
| i. Action Item: Succession                           |                   |
| • Board Chair  |                   |
| b. General Counsel Update                            | Bob Best          |
| c. Education Committee Report                        | Alice Schaff      |
| d. Stewardship & Outreach Report                     | Patty Gahlon      |
| e. Mental Health Committee Report                    | Christine Jacobek |
| f. Operations Committee Report                       | Tom Lapidus       |
| g. Program Integration & Innovation Committee Report | Tracy Heilman     |

Board members presented general updates on their committees. Bob talked about the By-laws and board terms, and the importance of setting up the NUSH email for board members. Tom Lapidus was not present to provide a report on the Operations Committee. Carole mentioned that we are really working on centralizing the HR process across the Settlement.

### **Agenda Item 7. Auxiliary Board Updates**

- |                                   |                   |
|-----------------------------------|-------------------|
| a. Emerging Leaders Chicago Board | Sydney Browning   |
| b. Evanston Woman's Board         | Christine McQuinn |
| c. North Shore Board              | Gina Gooden       |
| d. Winnetka Board                 | Amy Chung         |

Auxiliary board members provided updates on their board and events. Sydney mentioned that she has 13 members on the board, and that her goal is to host 2 fundraisers, one being a happy hour event where \$1 of each sale would go to the Settlement. Sydney also mentioned the importance of brand awareness, and hosting a pickleball amateur competition. Christine mentioned that she is now the president of the Evanston Woman's Board. Amy mentioned that she is working on rebuilding and preparing for digital campaign to help educate the community. Gina Gooden left earlier, but was able to update on the NSB/HITW Gala.

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| <b>Agenda Item 8. Closed Session pursuant to: Section 2(c)(1) of the Illinois Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of one or more specific employees</b> | <b>Amy O'Donnell</b> |
|--|----------------------|

Amy and board members had the closed session of the board meeting.

The public is welcome to attend the meeting.

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9. Questions / Other

- a. Next regular meeting: Monday, March 13, 2023 | Noon  
Vittum Theater
- b. Next regular meeting discussion topics
  - i. Draft Plan for Rowe and overall Settlement

Amy O'Donnell

The meeting was adjourned at 2:48 PM CT.  
Minutes submitted by Cynthia Martinez.

The public is welcome to attend the meeting.

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