



**northwestern
settlement**

OPENING DOORS TO BETTER FUTURES

**BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
August 11, 2025 - 11:30 AM**

Our Mission: We disrupt generational poverty by supporting, preparing, and empowering young people at distinct stages of life to break down barriers on their path to success in adulthood.

**Northwestern University Settlement Association
Board of Directors Special Meeting**

Board of Directors members present in person: Chair Amy O'Donnell, Sami ElSaden, Kathy Elliott, Virginia Burnstine, John Relias, Sarah Shumway, Larry Weithers, William Welnhofner.

Staff present in person: CEO Carole Wood, Assistant Secretary Alison Armstead.

Amy O'Donnell, Board of Directors Chair, called the meeting to order 11:32 AM.

Amy requested for the Assistant Secretary Alison Armstead to take the roll.

A quorum of eight of Board of Directors members were present in person.

Public Comment

No public comment.

FY26 Head Start, Early Head Start Delegate Agency Continuation Start Grant Application Grant Application

CEO Carole Wood reviewed the FY26 Head Start, Early Head Start Delegate Agency Continuation Start Grant Application with the members. After reviewing the items that were attached to the agenda, Carole asked the members if there were any questions regarding the grant application documents.

With no questions asked, Amy O'Donnell asked for a motion for the approval of execution and submittal of FY26 Grant application. John Relias made a motion for the approval of execution and submittal of the FY26 Head Start, Early Head Start Delegate Agency Continuation Start Grant Application. Virginia Burnstine seconded the motion. The motion was approved by unanimous vote. The quorum of eight Board of Directors signed the Approval Signature Sheet.

Amy called for a motion to adjourn the meeting. Kathy Elliott made a motion to adjourn the meeting. Virginia seconded the motion. The motion was approved unanimous vote.

Meeting adjourned 11:40 am

Minutes submitted by Alison Armstead

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.