



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 Settlement Association
Regular Meeting of the Board of Directors
1400 W. Augusta Boulevard
Chicago, IL 60642
Guild Hall
In-Person Meeting – Mask Wearing Optional**

Call to Order

Amy O’Donnell

Present:

Amy O’Donnell
William Welnhofer
Kathleen Elliott
Sami ElSaden
Robert Best
Beth Boeher
Sydney Browning

Virginia Burnstine
Amy Chung
Christine Jacobek
Kurt Mueller
Sarah Shumway
Hollis Sunshine

Staff:

Carole Wood
Edison Ureña
Danielle LaPointe
Alison Armstead

Call to Order

Amy O’Donnell

Amy O’Donnell called the meeting to order at 12:26 PM.

Agenda Item 1. Public Comment

Amy O’Donnell

No public comment.

Agenda Item 2. Board Chair Report

Amy O’Donnell

Amy thanked the members for being present. Amy asked Alison to take the roll call.

- a. [Resolution Approving FY24 Meeting Schedule](#)
- b. [Resolution Approving 2024 Committees](#)
- c. Appointment of Executive Committee
 - i. Amy O’Donnell
 - ii. Sami ElSaden
 - iii. Robert Best
 - iv. Kathleen Elliott
 - v. William Welnhofer

Amy shared the CEO’s report highlights including that Rowe 8th grade to Washington DC. The group met with U.S. Senator Dick Durbin’s office and the senators team stated that they were the best group of eighth graders they had ever worked with. Amy gave kudos to the scholars and the staff that chaperoned the trip. Amy mentioned that the 8th Grade class graduation was held on Friday, June 9th and it was lovely. Amy recommended that the members should follow Rowe and the Settlement on social media for updates photos of events. Amy updated the members on the most recent auxiliary board events, noting that the



Winnetka auxiliary board held a wine tasting event at the Glen View Club that raised between \$8,000 and \$10,000. Amy also noted that the Emerging Leaders' hosted their first fundraising event on June 15 and raised a total of \$10,325. Sydney thanked Carole and the Development staff for supporting the Spring Smash Pickleball event and pushing the board to host their first event. Sydney also mentioned that the event helped them recruit new members for the Emerging Leaders board.

Amy acknowledged the donation of freezers to the House in the Wood from ABT company and how they have provided freezers for the food pantry as well.

Amy then mentioned that there are members that were scheduled to roll off of the board for FY 2023. The members will receive the traditional gift, a token of gratitude and certificate to acknowledge years of service to Northwestern Settlement. Amy acknowledged and thanked members Beth Boehrer, Alderman Walter Burnett Jr., Patricia Gahlon, Tom Lapidus, Michael Martinez, and Leon Oks for their time and service to NUSH. Amy also acknowledged and thanked the two board members who were parent representatives for Head Start and Rowe, Yaned Gonzales and Ray Ramos. Carole stated that while we have candidates in mind for the new two Rowe and Head Start parent representatives, it has not been finalized yet.

Amy then thanked the members of the board who completed the Board Interest and Feedback survey. Amy communicated that based on the received responses, she put together a draft committee lists. Then informed members that if they wanted to change any assignments to please review the list and let her know.

Amy states as a reminder, that the board guidelines are to hold three of the four board meeting in a year. Bob states that the members have Open Meetings Act training to do, because we are a school board. Bob informs the members that since May 11 we are no longer allowed to have official hybrid meetings which means all of the board meetings have to be in person. Bob noted that If a member cannot attend, they can still be included virtually, but cannot vote or be counted if a quorum is needed. Amy then stated that there is a resolution to approve the 2024 committees. Amy continued to list the 2024 executive committee officers, which includes herself as chair, and then she thanked Sami for agreeing to fill the Vice Chair role, which was vacant for many years. Bob continued to state that would continue as General Counsel, and that Kathy, was set as secretary and the bylaws stated that the Secretary is also the governance chair. It was also explained by Bob that according to the bylaws, that the treasurer would be Finance Chair. Amy then thanked everyone for agreeing to serve in those leadership positions.

Holly made motion to approve the FY24 meeting schedule resolution. Beth seconded. All in favor. None opposed. The approval for the FY24 meeting schedule resolution passed.

Bob made motion to approve the 2024 Committees Resolution, and the appointment of the 2024 Executive Committee. Kathy seconded. All in favor. None opposed. The resolution approving the 2024 committees passed.

Agenda Item 3. Consent Agenda

Amy O'Donnell

- a. [Approval of Board of Directors meeting minutes March 13, 2023](#)
- b. CEO's Report
 - i. [CEO's Report](#)
 - ii. [Communications Update](#)
 - iii. [Youth & Young Adult Services Update](#)



- c. Financials
 - i. [NUSA Consolidated Board Budget Report as of May 2023](#)
 - ii. [NUSA Balance Sheet as of May 31, 2023](#)
 - iii. [Resolution Approving Extension of Line of Credit](#)
 - 1. [Amended and Restated Revolving Note](#)
 - 2. [Wintrust NUSA Amended Loan Agreement](#)
 - iv. Endowment Reports
 - 1. [Evanston Board Endowment and Family Funds Summary Report as of May 2023 \(Chicago Partners\)](#)
 - 2. [NUSA Main Endowment Report as of May 2023 \(William Blair\)](#)
- d. [Governance Committee Report](#)
 - i. [Resolution Amending By-Laws re Board Size and Exec Committee Size](#)
 - ii. Election of Board Members
 - iii. Election of Officers
 - 1. Amy O'Donnell, Chair
 - 2. Sami ElSaden, Vice Chair
 - 3. William Welnhofner, Treasurer
 - 4. Kathleen Elliott, Secretary
 - iv. Appointment of Officers and Advisors
 - 1. Alison Armstead, Assistant Secretary
 - 2. Robert Best, General Counsel
 - 3. Michael Martinez, Council of Advisors

Amy stated to the members that she trusted that they had all read through all of the items and asks if anyone would like to pull anything from the consent agenda and received no response.

Bob explained the appointments and the changes to the executive board to the members. Bob mentioned that the team was looking at board members whose three-year term is up on the consent agenda that was provided. He also mentioned that the Chair would be appointing three people, including Alison as the Assistant Secretary so that she could officially keep the minutes and the sign documents that are required to be signed by the Secretary, I'll be reappointed general counsel, and Michael Martinez who is leaving the board of directors to join the Council of Advisors. Holly inquired about the Program Integration Committee. Carole informed her that the program integration committee and the mental health committee have now combined. Tracy Heilman will continue as Chair, and the committee will have a new name as soon as possible with the support of the Vice President of Family Cares, Bryan Heidel.

Sydney asked for an update on the Teen Program and where the teens enrolled in the program are from. Amy asked for an update on the Leaders in Training program. Carole takes the lead in providing the updates and states that 100% of the teens enrolled in the program are from the Rowe middle school and that there is a currently a waitlist to join the program. Carole stated that a good teen program will help to market the school and position Rowe as a sustainable community school. Carole informs the members that Family Cares is expanding into Roberto Clemente Community Academy, a CPS high school and is working to create a partnership with William H. Wells Community Academy High School. This will demonstrate that NUSH as a good community partner. Regarding the Leadership in Training program, Carole clarified that the program rules have been relaxed so all students may attend. While members discussed other programs NUSH could offer, Ginny suggested a fiscal literacy program for teens. Amy Chung stated that she had a contact at Lakeside Bank that could help facilitate any fiscal programming.



Regarding the Governance committee, Kathy stated that starting July 1, the board will be made up of 20 people in the existing bylaws that put us out of compliance. So that was the reason why we have submitted the resolution to amend the By-Laws regarding Board Size and Exec Committee Size. Kathy asked Sydney if she was planning on continuing to Chair the Emerging Leaders board because she had not received her response to the Board Survey. Sydney acknowledged that she would continue to chair the committee. Carole informed the member that if they know anyone who's interested in joining our board or have any good candidates to please refer them to us. Carole confirmed that we are looking for new members, with finance and law backgrounds, or backgrounds in education, mental health who live in work in Chicago. Holly asked if the members needed to vote on the new bylaws and Bob informed her that they do not.

Bill reported on the fiscal operations of the organization and noted that there are no short-term issues and that the cash balance is currently healthy. The financial statements were reviewed. He made note of some long-term considerations, including the new market tax credits that will be refinanced in 2024. He expressed gratitude to Carole and the Settlement staff for their work on the budget and their willingness to make hard decisions and have difficult conversations.

Bill stated that the consent agenda included a resolution the finance committee recommended for approving the extension of the revolving line of credit with Wintrust Bank. Holly asked about our relationship with Wintrust. Bill stated that its fine, however he was disappointed that they had not provided any appointees to the board.

Bob made the motion to approve the consent agenda. Sami seconded. All in favor. None opposed. The consent agenda passed.

Agenda Item 4. 2023-24 Budget

William Welnhofer

- a. [NUSA Overall Consolidated Board Budget Draft for FY 2024 with Comparison to Approved FY 23 \(6-21-2023\)](#)
- b. [NUSA FY 2024 Draft Budget Breakout by Program and Departments](#)
- c. [NUSA Revenue Breakdown Projections for FY 2024](#)
- d. [FY 24 Development Revenue Projections](#)
- e. Approval of 2023-24 Budget

Bill offered kudos to Carole and the leadership team for balancing the budget. Edison walked through the FY24 budget and noted significant changes from the previous year's budget. He explained the process for developing the budget and that staff is feeling very optimistic about the process and going into the next fiscal year. He noted that it is a conservative budget and does not include additional ESSER revenue as we do not yet know if or what we will receive. The board was made aware that items were left in a "parking lot" to be added to the budget should we receive additional funding.

Carole and Edison discussed that the budget included salary adjustments for the chronically underpaid employees. Carole stated that there were 10 full time staff members that made under \$50k. Holly asked if there were additional funds to attract SPED teachers. Carole confirmed that there was money in the new budget for that. Carole mentioned that Rowe does not offer a competitive salary for teachers because we pay on years of service. Carole continued to explain that we are working on creating an environment where teachers want to work by providing perks like work from home days, stocking snack rooms and building a community.



In terms of projected fundraising revenue and goals, the board was informed of revenue that is already expected due to multi-year grants and renewals. Additional revenue that has been awarded but not yet received was also discussed. Overall, staff feels confident in the projections and its ability to meet the goals.

The board was also made aware that a new auditing firm has been selected for the new fiscal year. Beginning in FY24, Plante Moran will be our auditor. Bill informed the members that committee received five RFP's and selected three companies to interview before landed on Plante Moran. The new firm is a pleasant team to work with and cost less than the previous firm. Carole also thanked the Leadership team including Edison for helping provide a balanced budget.

Bill asked if there were any further questions regarding the budget. Kathy made the motion to approve the 2023-24 Budget. Kurt seconded. All in favor. None opposed. The approval of the 2023-24 Budget passed.

Agenda Item 5. Northwestern Settlement Chicago

Carole Wood

Carole kicked off the discussion by reviewing the changing political landscape and what that could mean for NUSH. Ginny asked if a new school board will be elected. Carole explained that right now all school board members are appointed by the Mayor. Right now, there are seven members, but they will phase in a 21-member elected school board. Holly asked Carole what were her biggest concerns and Carole informed her that her concern was to provide all of the resources for the Rowe Charter renewal. Holly then asked where was Rowe in the ranking system. Carole replied that Rowe is a target school.

Agenda Item 6. Questions/Other

Amy O'Donnell

a. Next Meeting: Board of Directors Meeting Monday, September 25, Noon | In-person | Guild Hall

Carole asked the members to put the Better Futures Luncheon, Thursday, September 14, 2023, at the University Club of Chicago on their calendars. Carole then explained that the Better Futures Luncheon is the first organization-wide fundraiser benefitting Northwestern Settlement and let the members know that we will need their support to help to make it a success.

Amy if there were any further questions. Amy thanked everyone for joining the meeting.

The meeting adjourned at 2:06 p.m.

Minutes submitted by Alison Armstead