



# ILLINOIS

## 2011 BOARD MEETING MINUTES DECEMBER 2011

<b>Date &amp; Time</b>	Thursday, December 15, 2011, 6-8:30pm		
<b>Location:</b>	Chicago Regional Council of Carpenters 12 East Erie Street, Chicago, IL		
<b>Type:</b>	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Conference Call	#                      code

<b>Attendees:</b>	X- Bischman, Ben (BB) - <b>Secretary</b> X- Corso, Abigail (AbC) <input type="checkbox"/> - Corso, Anthony (AnC) X- Dudek, Mike (MD) <input type="checkbox"/> - Evens, Anne (AE) X- Finnegan, Paige (PF) - <b>Chair</b> <input type="checkbox"/> - Freehling, Joel (JF) - <b>Treasurer</b>	X- Janowski, Tony (TJ) – <b>Vice Chair</b> X- Kessler, Helen (HK) X- Krohn, Sharon (SK) X- Levey, Jon (JL) <input type="checkbox"/> - Matthews, Paul (PM) X Tuhowski, George (GT) - <b>Ex Officio</b> X Widener, Doug (DW) – <b>Exec. Director</b>
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Call to order 6:15 pm

**Board Actions/Consent Agenda** - Item 2 below was removed from the consent agenda. Items 1, 3, 4, and 5 - TJ/MD – Unanimous

1. November Meeting Minutes -
2. Review and accept 2012 Draft Budget [FI01-December 2011] – HK/TJ – Discussion: While the concern was raised over possible over reach on the sponsorship goals and contributions, the budget was deemed to be balanced by the ability to scale down expenses based on program response. - unanimous
3. Review and accept 2012 Draft Workplan [GV01-December 2011]
4. Appointment of George Tuhowski to the 2012 Board [GV02-December 2011]
5. Appointment of John Albrecht to the position of Regional Representative [GV03-December 2011]

### Leadership and Staff Reports

1. Executive Director Report (DW)

### 2011 Sponsorship appeal

Sponsorship Follow-up and Commitments to Date (as of 12.13.2011)

<b>TOTAL Includes</b>	<b>\$141,246.00</b>	<b>70% of original annual sponsorship goal of \$200,000;</b>
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		<b>94% of reforecast sponsorship goal of \$150,000</b>
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**2012 Sponsorship Campaign**

Based on the November Board meeting Doug scheduled individual phone meetings with most Board members to discuss their prospecting strategy for the 2012 sponsorship campaign. A few Board members still need to set up calls. All Board members will be asked for a status report at the December Board meeting. This is a key role of Board members and your timely attention to this is greatly appreciated. If you need assistance or have questions, please contact Doug. He is here to help, but your participation is critical.

**Grants** – We recently received word from the following foundations on pending proposals.

1. Grand Victoria Foundation – declined - \$50,000 green collar job training. Pam and Doug met with the foundation in late November to discuss the proposal and reason for the decline. The meeting was very productive. The Foundation said that they appreciated the proposal, but is looking for job training programs that have a direct tie to employment. Doug and Pam discussed other potential programs including our LEED ND and Affordable Housing initiatives, both that were received positively. The Foundation asked that we contact them in April to discuss potential proposal prior to their May letter-of-inquiry deadline so that they can help us fine-tune our submission to their guidelines.
2. Wells Fargo – declined - \$30,000 Affordable Housing training. Doug talked to the Wells Fargo program officer to discuss their decline. She stated that the Chicago office is just gearing up to support environmental priorities and that their budget for 2011 was small. She envisions more money being allocated in 2012 and encouraged us to reapply. We are eligible to reapply beginning in January. She encouraged Doug to reach back out to her in February to discuss potential proposals so that they could brainstorm strategy, focus, and funding amount prior to submission.
3. Gaylord and Dorothy Donnelly Foundation – declined - \$15,000. LEED ND Training. Our proposal to the Foundation last year for this training was tabled for further review. While LEED ND training doesn't completely fit with the Foundation's funding area of natural areas preservation, their Board was intrigued by the nexus between sustainable neighborhoods and land conservation. Ultimately the Board declined our proposal. Based on feedback and the Foundation's funding areas, this is not a likely source of funding for us and we will not submit further proposals to this Foundation.
4. CNA Foundation – declined - \$10,000, YouthBuild Training. We received this letter on Monday and Pam is following up to inquire as to the reason for the decline. CNA is on our list (below) of Foundations to meet with in person in 2012.
5. Surdna Foundation – still pending - \$50,000 Green jobs training. Doug spoke with the program officer, twice, once in October and again last week. Our LOI/proposal was submitted in June and was to be acted upon by the end of September. We were informed that they are still considering our request and we will be notified as to the status early in the New Year.

Meetings – Doug and Pam are busy scheduling meetings with a variety of Foundations (many who we submitted proposals to in 2011 and who we would like to resubmit to in 2012 in addition to a few new

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ones). Our goal is to discuss our organization, learn about their funding priorities in further detail, and establish an ongoing personal relationship with them. A list of the foundations we plan on meeting with, and meeting dates, if applicable include:

- Grand Victoria Foundation – see above
- Wells Fargo – see above
- Harris Bank – December 13, 2011
- The Boeing Company Charitable Trust – December 15, 2011
- The Chicago Community Trust
- The Field Foundation of Illinois
- The Lloyd A. Fry Foundation
- Bank of America
- JP Morgan Chase
- CNA Foundation
- Peoples Gas
- The Coleman Foundation
- Telllabs Foundation
- Waste Management
- Archer Daniels Midland
- Caterpillar

If Board members have other names of Foundations they think would be good to meet with, please let Doug know.

## **B. Program Updates**

- **Staffing** – Cathy Small, an existing Chapter member and volunteer, was hired for the part-time, temporary contract position. She started on Monday.
  
- **Gala next steps** – Doug and Pam met with Tracy Gleason from Ivan Carlson to discuss the reformatted Gala. We expect a proposal from them by Wednesday. We are still seeking interested Board members to assist Doug in weighing options and developing a plan for a 2012 replacement to the Gala. Please let Doug know if you are interested. Your help is needed and greatly appreciate. Next steps to be determined before the holiday include:
  - o Determining a name and brand for the event
  - o Determining the number and type of awards we will present at the event
  - o Determining a final budget and ticket priceWe will hit the ground running in early 2012 with a save the date reminder and a call for award nominees.
  
- **Meetings and Presentations** –
  - **State Representative Karen May and Illinois Finance Authority Executive Director Chris Meister** – Meeting to discuss financing mechanisms for greening existing schools in Illinois.
  - **SEIU/BOMA-Chicago** – Meeting to discuss potential educational collaboration on training commercial building janitors on energy efficiency; based on a successful pilot in NYC.

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- **SEIU** – met with SEIU’s head of training, Tom Dobry to discuss potential collaborations and trainings including G-PRO and LEED GA study sessions. We are to follow up in the New Year.
  - **Heat and Frost Insulators Local 17** – met to discuss collaborating on G-PRO and LEED GA session in 2012. Doug sent them follow up materials. A follow up meeting is slated for January.
  - **White House Council on Environmental Quality (CEQ) Chair, Nancy Sutley** – The Environmental Law and Policy Center hosted a policy roundtable on Saturday, December 10, with Chair Sutley. Doug and other executive Directors from regional environmental NPO’s were invited. The session was very informative as to national priorities. Doug and Ms. Sutley discussed President Obama’s Better Buildings Initiative and next steps related to its implementation.

## 2. Treasurer Report (JF)

The financial statements this month show significant negative trends from the prior months for several reasons. On the income statement, the Chapter will show a small loss for the year due to a reversal of income booked in previous months. Due to a switch in the credit card processing service earlier this year and change in how items are shown on our statements, we mistakenly have recorded income for credit card items that were credits or errors. The accountant discovered the issue this month, but due to the high volume of payments in September and October, the problems mean we have to reverse about \$20,000 in income. In addition, several large expenses hit in November, leading to a significant rise in expenses. With these reversals, expenses, and expected write-offs of some outstanding receivables from 2010, the Chapter is likely to show a loss of upwards of \$20,000 for the year. While the loss is less than projected mid-year and far better than seen in 2010, it is larger than we had hoped or expected last month.

On the balance sheet, cash levels fell significantly due to the restatement of income, payment of expenses, and rise in accounts receivables. Fortunately, we have received several large checks since month end and expect payment from the Northern Trust this month, which together will push cash levels above \$100,000 by year-end. Staff and board will need to continue to monitor the receivables and ensure several large outstanding balances are paid in full.

## 3. Regional Representative Report - (Tuhowski)

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### **New Business**

1. Send 2012 Draft Budget and Workplan to 2012 Board
2. Joint Trade Show with CSI-Chicago 2012 venue at the Chicago Regional Council of Carpenters – MD/BB - unanimous
3. Affinity Program Approval, FOR ACTION (Widener) – Tabled to be readdressed in coordination with the Strategic Plan
4. Strategic Plan Update (Corso) – Approval of Vision Statement – SK/AC – unanimous
5. Open Discussion from the Floor - (Finnegan - moderator)

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### **Adjournment of 2011 Board / Transition to 2012 Board**

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Meeting adjourned 8:03 pm

