

**Fox Valley United Way
Board of Directors Meeting Minutes
Thursday, May 8, 2025 - 8:30 am - Via Zoom**

1. Call Meeting to Order

2. Roll Call – for the record

- Diana McClarien – present
- Karen Yaggie - present
- Kelly McDonough - present
- Laura Koski - excused
- Mansa Latham - present
- Maria Manzo - present
- Marisa Richards - present
- Mark Mooney - excused
- Michele Clark - present
- Tamika Smith – present

Staff

- Deborah Rudel – present
- JD Ostergard – present
- Rosa Sida – present

3. Welcome New Board Member

Welcome, Dr. Tamika Smith, to our Board of Directors. Dr. Smith is the Dean for Business and Social Science with Waubensee Community College.

4. Approve Minutes – Minutes provided by A.I. notes

Posted April minutes based on Agenda, Meeting Notes and AI Summary. Due to recent job promotion and workload and commitments, Karen will step down as Board Secretary. However, she will remain on the Board of Directors. We will need to recruit a new Board Secretary.

5. Chairman of the Board's Report – N/A

Mark is out of the country on vacation.

6. Chief Executive Officer Report

- Bylaws Final – The bylaws were approved by quorum through an electronic vote on April 17, 2025 and signed by Board Chair Mark and Board Secretary Karen. The final approved bylaws are posted on the Board Portal under General Board Documents.
- Executive Committee Actions – The Executive Committee met earlier this month and has selected JD Ostergard as the Executive Director. The Executive Director job description is posted on the Board Portal.
- The Executive Committee acknowledged Rosa's contributions to SPARK and the organization, supporting a merit and benefit increase. SPARKS' contributions to the revenue, resources, and impact in our community were acknowledged by the Executive Director and the Executive Committee was supportive of asking Rosa to attend our monthly board meetings.
- CRM Software. We are transitioning to a new CRM system vendor: Little Green Light. This new system is much more user friendly and we will save \$15,000 the first year. We will then have access to complete donor data and trends. We expect to complete the switch by the beginning of June. We will be cancelling the ANDAR system we have used for over 19 years.

- We will be eliminating the bookkeeper position that primarily worked on data entry into ANDAR and accounts payable.
- Transition Update: JD is leaving the Director of Development Role to assume the Executive Director's role; we will need to fill his open position.
- The Director of Development and Communications job description is listed on the board portal under supporting documents. This position includes communications and CRM management. To be successful in this role, it will be very important to bring new dollars to the organization—engaging in the communities we serve and using the new features of our CRM system. JD explained that the donor list from ANDAR is not a true, complete list. LGL will allow us to engage former and current donors and streamline the information.
- Kelly commented on the importance that JD can have the opportunity to make the decision and set the vision for the organization. Karen and Michele offered their support to JD regarding candidates.
- Staffing Updates: Additionally, Maddie will be leaving to take a full-time position at Aldi corporate. JD will be working on a job description for an Impact/Operations role to replace the Engagement position supporting Kane and Kendall 211 and Kane and Kendall Dolly, United for Alice, Volunteer Engagement, Smaller fundraising events, drives, and operational and accounts payable support.
- Deborah submitted a proposal to Mark and the executive board to assist with accounts payable until the role is filled by a staff member.
- Kelly commented on the importance of segregation of duties to comply with audits, and financial standards.
- 211 Updates – We received \$90,000 from the Kendall 211 funds and contracted with Jen Chabot, the Kendall 211 consultant, to continue to support Kendall 211. Deborah suggested that a strategy plan be developed for Kendall 211 between JD and Jen Chabot.
- United Way of the Midlands, our new call center, still has some transfer issues from PATH and we are working on resolving them. Already we are very pleased with their compassionate call handling. Their reports will provide us with better data than we have had in the past.

7. Committee Reports

Finance – Review Financial Statements March 2025: March financials were approved.

Impact/Investment – Grant Funding: After review of the YTD financial statements, Deborah proposed a pause to allocations for one year. She indicated that we have a lot to show for the impact we are making internally with all our programs, including SPARK, Dolly, and 211, and we would continue to allocate funds to designated agencies. This would allow us to build up our resources to better support them in the future. Motion to pause funding was proposed by Michele and seconded by Maria. The motion passed unanimously on a roll call vote to approve the pause in funding.

8. SPARK – SPARK Logo Refresh is in process. We are working with the original graphic designers of the SPARK Logo to refresh it to comply with the United Way brand standards. Rosa Sida, Director of Early Childhood Initiatives, made a presentation to the board. See Board Report.
9. Development / Engagement Board Presentation – JD Ostergaard, Director of Development. See Board Report.
10. Next Meeting Date – Thursday, June 12, 2025 via Zoom
11. Adjournment

SPARK Monthly Activity Report

Events & Outreach

- In honor of the week of the young child, we had our First Countdown to Kindergarten Early Childhood Resource Fair on April 19, we got 19 agencies, 51 providers, 310 parents-374 children 40 males' caregivers and 10 volunteers.
- We purchased a SPARK Learning Mobil (Van)
- We purchase insurance and one of our board members purchase a monthly parking space for us, thank you Michele Clark.
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Programing

Playgroups
Parents Groups
Developmental screenings

- EOLA playgroups; Every other Tuesday from 10-11am
- Norther light Center; Every Monday from 10-11am
- Virtual Parent's group every Wednesdays from 10-11am
- Family Focus and SPARK parents groups, every other Tuesday from 11-12pm

Staff/Interns/Volunteers

- We have two Aurora University Student staring their Internship with SPARK this Spring Semester- Roxana Ramirez and Darlene Galindo-
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Data

- See attachment of April data

Collaboration

- SPARK is attending: All are Kids Collaboration monthly meeting
- Birth to Five Collaboration for Kane County monthly meetings.
- City of Aurora Educational Commission
- Illinois Action for Children monthly meetings
- The Basics; monthly meeting

Grants

- The Chicago Community Trust (Completed)
- DHS (Pending)
- Walter & Edith Best Foundation (Completed)

Month: April
Submitted by: J.D. Ostergaard

**Engagement
Events**

Donated 29 computers to Compudopt along with a bucket of cords, keyboards, mice, and routers for repurposing to community members in need of digital equipment to use.

Attended Dunham Foundation presentation on Board Engagement and Planning presented by Janey Cobb.

Attended State Policy and Advocacy Listening session conducted by United Way Worldwide to understand the next steps for UWW and local United Ways.

Visited Kendall County Community Food Pantry to deliver books for waiting room and toured facility. Got a very clear idea of their operations and how things work for them.

Attended Alderman Bill Donnell tree planting ceremony in honor of Arbor Day and in partnership with the Fox Valley Park District.

Attended the United Way of Illinois presentation on Events That Engage and Inspire. Ideas for creative and lucrative events were presented by 2 different United Way's.

Programming

Mom Made Me Do This 5K had 134 registrations and over 15 volunteers helping on Sunday, May 4th.

A total of \$3,527 was made in profit that will be split 50/50 with Rush Copley Foundation.

A total of \$3,500 was made in profit from sponsorships going towards Fox Valley United Way health programs and initiatives.

A grand total of \$5,263 was earned from this event.

**Interns
Operations**

Attended the Next Generation Leaders programs on 4/1 and 4/15. This is a bi-weekly training hosted by United Way Worldwide to cultivate new and upcoming leaders in the United Way network.

New website launched on April 1st and including SPARK content has been a month long project.

Attended presentation on Website Clean Up and how to streamline organization of digital assets.

Data

Payments made to our online portal, Stripe, resulted in \$1,160. There were 8 donors using the platform and 6 are recurring monthly donations. 1 was a sponsorship of the Mom 5K and 1 was a donation to Dolly Parton's Imagination Library program.

**Resource
Development**

Spoke at a company team building exercise conducted by Mill Race Cyclery. Teams built 6 bikes that were then donated to us for distribution to our families in need.

Engagement Monthly Board Report

Month April 2025

Events and Engagement

Planned DPIL enrollment table at the Countdown to Kindergarten Fair.

Gave a presentation on DPIL at the St. Charles Rotary meeting.

Attended SPARK monthly community meeting.

Attended the Kendall County Interagency Council Meeting.

Attended Dunham Foundation Spring Workshop.

Programming

Scheduled social media posts.

Created and released Friday Five material.

Managed DPIL.

Marketing Operations

Met with Santori Public Library's marketing team to plan how we can work together to promote DPIL to families in Aurora.

Promoted Mom Made Me Do This 5k.

Managed Social media.

Data

2,125 children enrolled in DPIL ILFOLLETT affiliate as of 5/1, that's an increase of 160 children this month.

1,993 children enrolled in DPIL ILKENDALLCO affiliate as of 5/1, that's an increase of 93 children this month.

Resource Development

Gretchen Schulz from Santori Library wants to work together to promote DPIL.

Working with Hinckley Public Library on getting a DPIL enrollment table at their fair.

Registered FVUW for Aurora Summer Farmer's Market tables.