

**Fox Valley United Way**  
**Board of Directors Meeting Minutes**  
**9/11/2025**

1. Meeting called to order by JD Ostergaard at 8:34 am.
2. Roll Call
  - a. Michele Clark Present
  - b. Laura Grande Present
  - c. Mansa Latham Present
  - d. Maria Manzo -
  - e. Diana McClarien Present
  - f. Kelly McDonough Present
  - g. Mark Mooney Present
  - h. Marisa Richards -
  - i. Tamika Smith Present
  - j. Karen Yaggie -
  - k. J.D. Ostergaard Present
3. **Minutes Approval:** Mark Mooney motioned to approve. Michele Clark seconded.
4. **Chairman of the Board's Report:** No report from chairman.
5. **Executive Director Report:**
  - *Ice Cream Social Recap*
    - The team discussed the success of the recent ice cream social event held at the museum, which was well-attended and received positive feedback. J.D. noted that the event was cash flow positive and highlighted the success of engaging with the community and introducing people to the museum. The team considered adjusting the event format to encourage more mingling and interaction, potentially by moving the presentation closer to the ice cream and coffee
  - *New Board Member search*
    - ongoing
  - *Termination of Dir. Of Development & Communications*
    - J.D. announced the termination of the Director of Development and Communications due to performance issues
  - *Contractors Needed: Marketing & Accounting*
    - Board members should review the job descriptions and let JD know if there are questions
    - outlined plans to hire two part-time contractors: one for marketing and social media at \$25-35 per hour, and another for data management and accounting at \$35-45 per hour. J.D. will post these positions on LinkedIn and the organization's website, with a maximum of 1,000 hours per year to avoid offering benefits.

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- *Audit Preparation*
  - We can reach out in advance of the audit and request a list of required documents.
  - The auditors shouldn't need anything from the Board
- *Fiscal Sponsorships*
  - Pay It Forward- on hold by COA
  - Disaster Ready Kane County – Approved by the Board
    - **Michele Clark** motioned to approve and seconded by **Mark Mooney**
- *Thriving United Way Assessment*
  - The board reviewed the results of assessment, identifying four key focus areas: brand strength and awareness, diversified revenue streams, volunteer engagement in fundraising, and organizational foundation.
  - J.D. explained that these areas scored lowest in the assessment but were selected as priorities for the next 12 months, with plans to develop a strategic plan based on these findings.
  - only 4 out of 10 board members had submitted the survey and agreed to send it to the Community Resource Team for their input.
- *June Financial Report*
  - Reviewed by Kelly McDonough
- *New Development & Grant Opportunities*
  - The team discussed grant opportunities to address budget shortfalls, with JD noting they need 3 new grants between \$10,000 and \$25,000 to reach their \$250,000 target.
  - Michele suggested connecting with Chris Beardsdorf at the Aurora Public Library for access to a national grant database, which JD agreed to pursue.

**6. New Business:**

- Holiday Assistance is ramping up
  - The group also reviewed plans for their holiday assistance program, which will prioritize new families and aims to serve approximately 500 children, with interviews scheduled to begin October 7th.

**7. Next Meeting Date:** Thursday, October 9<sup>th</sup> at 8:30 am

**8. Meeting was adjourned at 9:25 am.**