

Friends of the Forest Preserve District of DuPage County
Board of Directors Meeting
AGENDA
January 23, 2024
5:30 p.m.

Friends Board meets at The Forest Preserve District of DuPage County Headquarters located at 35580, Naperville Road, Wheaton, IL 60189. For more information or questions, please contact fundraising@dupageforest.org or 630-871-6400,

Call to Order and Welcome – Bob Watt, Chair

Roll Call – Joe Suchecki, Secretary

Public Comment

Mission Moments

Jessica Ortega, Manager of Strategic Plans and Initiatives, FPDDC

Summary of 2023 District-wide survey results

Brook McDonald, President and CEO, The Conservation Foundation

Presentation about research proposal

Motion to Approve a special funding request from The Conservation Foundation – Bob Watt, Chair

Motion for Approving and Placing on file Board Meeting Minutes for Annual Meeting held November 14, 2023 – Joe Suchecki, Secretary

Reports

Finance Committee - Ashley Guest, Treasurer

Action Items

Motion to Accept Financial Dashboard Summary through November 30, 2023

Motion to Approve Auditor Engagement for Friends' 2023 Audit

Information Items

Plan for funding transfers to the District in 2024

Investment actions since last meeting

Payments made to reimburse the District for operating expenses since last meeting

Development Committee

2023 Fundraising Results Details and 2024 Goals – Jeannine Kannegiesser, Friends E.D.

Events Plan 2024 – Lulu Hertenstein, Corporate and Community Giving Officer

Marketing Materials for Board Use – Audra Bonnet, Donor Relations Coordinator

Ex-Officios and Staff Liaisons Report

Jeff Gahris – District Commissioner and Ex-Officio Liaison

Jeannine Kannegiesser – Chief Partnership and Philanthropy Officer, FPDDC

Old Business – Bob Watt, Chair

Highlight of 2023 fund transfers to the District

2024 Calendar for Board and Friends' Events

New Business – Bob Watt, Chair

Conflict of Interest and Board Member Annual Agreements due

Motion to form two committees for 2024

Adjournment – Bob Watt, Chair

Next Board of Directors Meeting – March 26, 2024, 5:30 p.m. at District HQ

Friends of the Forest Preserve District of DuPage County
Board Meeting Minutes
Tuesday, January 23, 2024

The meeting of the Board of Directors of the Friends of the Forest Preserve District of DuPage County was held at the Headquarters of the Forest Preserve District of DuPage County, 35580 Naperville Road, Wheaton, Illinois, on January 23, 2024.

Call to Order

Chair Bob Watt called the meeting to order at 5:33 pm.

Roll Call

The secretary called the roll, and the following Board Members were present: Mike Dyer, Ashley Guest, Larry Larson, David Stang, Joseph Suchecki, Bob Watt, and Jeanette Wells. Diane Addante, Brian Battle, Penny Chanez, and Carl Shultz were absent. The seven members present constituted a quorum for the meeting.

Chair's Welcome

Chair Bob Watt welcomed everyone to the meeting and extended a special welcome to new Board Member Jeanette Wells who was appointed to the Board in late fall 2023. Chair Watt reviewed the agenda for the meeting and expressed his appreciation to Board members and Friends staff for all their work and their commitment to support the District's mission of bringing people together with nature in 2024.

Public Comment

Chair Watt asked if there were any public comments. There were no public comments.

Mission Moment

Chair Watt welcomed two speakers to make presentations to the Board on the topic of the recently completed community survey by the District and a polling research project to inform the District about voter opinions.

Jessica Ortega, Manager of Strategic Plans and Initiatives for the District provided a summary of the results from the District's recent community survey. She reported that the survey found widespread favorable opinions of the District and its management of the preserves. The survey also identified several areas where additional outreach and education are needed to ensure that the District's programs are serving all segments of the public in DuPage County.

Brook McDonald, president and CEO of The Conservation Foundation based in Naperville introduced the foundation to the board. He summarized the non-profit's work to save and protect land, water, and natural resources in DuPage and other collar counties. Mr. McDonald indicated that The Conservation Foundation is interested in conducting a polling survey of registered voters in DuPage County to gauge voter opinions regarding the Forest Preserve District of DuPage County. He explained that The Conservation Foundation has periodically conducted such polls over the years and that the results of the poll will inform the District on voter attitudes. Mr. McDonald concluded his presentation by indicating that additional funding is needed to complete the survey.

Following several questions to the speakers by board members, Chair Watt entertained a motion to approve a special funding request from The Conservation Foundation to support the polling project.

Mr. Dyer made a motion to approve the unrestricted funding request in the amount of \$12,000 to The Conservation Foundation. Seconded by Mr. Larson. The Chair called for discussion.

Board members raised several questions regarding the funding request and expressed concerns about using Friend's funds to support another organization. There also were questions on how this impacts the 2024 budget. District staff indicated that the request is within the mission of the Friends to use funds for the benefit of the Forest Preserve District of DuPage County. Approval of the request has no material impact on the 2024 budget. Money from unrestricted gifts and/or interest earnings on Friends' fund balances will be used to fulfill this request.

Following board discussion, Chair Watt called for a roll call vote on the motion before the board. The secretary called the roll. The motion passed unanimously.

Chair Watt thanked the speakers and other District staff members for attending the meeting and their input on the matter.

Approval of Minutes

Mr. Suchecki, as Secretary of the board, entertained a motion to accept the Board Meeting Minutes for the annual meeting held on November 14, 2023. Motion to accept by Ms. Guest and second by Mr. Watt. There were no comments or revisions, and the November 14, 2023 minutes were approved as written by voice vote.

Financial Dashboard

Treasurer Guest provided a summary of the financial dashboard through November 30, 2023 that was previously sent to all board members. One clarifying question regarding special events Income was answered.

Total Income: \$637,789

Total Expenses and Distributions: \$508,747

Net Income: \$129,041.93

Ms. Guest entertained a motion to approve the dashboard. Motion to accept by Mr. Dyer and seconded by Mr. Watt. No discussion. The financial dashboard was approved by voice vote.

Financial Auditor Engagement

Treasurer Guest reported that the accounting firm of Lauterbach and Amen submitted a proposal to complete the required annual tax return and audit report. The audit report is necessary because the Friends raised more than \$500,000 in 2023. The proposal to complete the tax audit and report would cost \$6,100.

Ms. Guest entertained a motion to engage Lauterbach and Amen to complete the financial auditing for 2023. Motion to approve the auditors made by Mr. Suchecki. Seconded by Mr. Larson. No discussion. Motion to engage the auditors was approved by voice vote.

Treasurer Guest then indicated that the Friends anticipates two fund transfers to the District in 2024. The transfers will likely occur in May and November. Payments for foundation operating expenses since the last meeting were made for printing and mailing the year end appeal, postage, bookkeeping software, and advertising.

Friends of the Forest Preserve District of DuPage County
Financial Dashboard Summary as of November 30, 2023

Statement of Financial Position (Balance Sheet)

	<u>@ 11/30/2023</u>	<u>@ 11/30/2022</u>	<u>@ 12/31/2022</u>
Cash Assets in Checking Account	\$ 172,986.36	\$ 49,400.82	\$ 152,069.46
Wintrust Wealth Management	856,203.07	745,220.15	748,524.38
Undeposited Funds	11,520.08	31,810.00	-
Other Assets	97.38	105.07	11,968.47
Total Assets	\$ 1,040,806.89	\$ 826,536.04	\$ 912,562.31
 Total Liabilities (Accts Payable)	 \$ -	 \$ 2,411.76	 \$ 797.35
 Total Assets less Liabilities	 \$ 1,040,806.89	 \$ 824,124.28	 \$ 911,764.96

Statement of Profit and Loss (Income Statement)

	<u>@ 11/30/2023</u>	<u>@ 11/30/2022</u>
	<u>Actual</u>	<u>Actual</u>
Individual & Business Donations	\$ 293,269.05	\$ 370,602.58
Corporate & Business Grants	50,500.00	10,000.00
Special Events Income	38,897.30	23,232.58
Foundation Grants	-	-
Investment Income	1,410.53	1,876.63
Securities Income	-	-
Credit Card Fee Donations	583.08	785.61
Realized Gains	(7.69)	5.07
Unrealized Gains & Losses	32,477.43	819.90
In-kind Public Support & Goods	220,659.37	57,935.20
Total Income	\$ 637,789.07	\$ 465,257.57
 Friends Operational Expenses	 \$ 255,495.77	 \$ 82,610.26
Unrealized Gains & Losses		
Distributions to District	253,251.37	282,887.57
Total Expenses and Distributions	\$ 508,747.14	\$ 365,497.83
 Net Income	 \$ 129,041.93	 \$ 99,759.74
 Total Unrestricted Funds	 \$ 349,460.35	 \$ 201,627.62
Restricted Funds @ 11/30/2023	\$ 691,346.54	\$ 622,496.66

Friends of the Forest Preserve District of DuPage County
Financial Dashboard Summary as of November 30, 2023 (pg. 2)

Budget vs. Actual: Fiscal Year 2023

	<u>Actual</u>	<u>Budget</u>
Revenue		
Direct Public Grants	\$ 50,500.00	\$ 100,000.00
Direct Public Support	503,517.42	580,000.00
Investments	1,410.53	2,500.00
Special Events Income	49,308.30	20,500.00
Investments		
Total Income	\$ 604,736.25	\$ 703,000.00
Expenditures		
Awards and Grants	\$ -	\$ 500.00
Business Expenses	50.00	100.00
Contract Services	218,414.56	335,650.00
Operations	7,919.34	20,419.00
Other Types of Expenses	513.00	850.00
Event Expenses	28,325.49	20,000.00
Travel and Meetings	273.38	500.00
Total Operating Expenditures	\$ 255,495.77	\$ 378,019.00
Net Operating Revenue	\$ 349,240.48	\$ 324,981.00
Other Revenue	\$ 33,052.82	\$ 1,500.00
Other Expenditures	253,251.37	822,000.00
Net Other Revenue	\$ 220,198.55	\$ 820,500.00
Net Revenue	\$ 129,041.93	\$ (495,519.00)

Friends of the Forest Preserves of DuPage County							
Comprised of:		As of 12/31/2022	1/1/2023 through 11/30/2023		Fund Balances	July 2023	November 2023
Programs:			Revenue	Expenses	@ 11/30/2023	Reimburse	Reimburse
100	Capital Funds						
	110 Mayslake	\$5,750.00	\$57,000.00	\$62,750.00	\$0.00	\$62,750.00	
	111 Mayslake Back Courtyard	0.00			\$0.00		
	112 Mayslake Staircase	0.00			\$0.00		
	130 Willowbrook	245,386.98	97,921.37		\$343,308.35		
	140 Natural Resource Restoration	6,280.00	32,611.00		\$38,891.00		
	150 Renewable Energy	0.00			\$0.00		
	Total 100 Capital Funds	\$257,416.98	\$187,532.37	\$62,750.00	\$382,199.35	\$62,750.00	\$0.00
200	Other Funds					Reimburse	Reimburse
	205 Conservation/Natural Resources	\$4,230.00	\$6,812.12	\$9,997.12	\$1,045.00		\$9,997.12
	206 Belleau Woods Restoration	0.00			\$0.00		
	207 Blanding's Turtles Program	930.00	3,122.75	\$4,052.75	\$0.00	\$3,272.75	\$780.00
	208 West Chicago Prairie Restoration	0.00			\$0.00		
	210 Mayslake Peabody Estate	3,570.00	1,525.00	\$5,095.00	\$0.00	\$5,070.00	\$25.00
	215 Education General	0.00			\$0.00		
	220 St James Farm	125.00	4,550.00	\$4,675.00	\$0.00	\$4,675.00	
	225 Kline Creek Farm	550.00	600.00	\$1,150.00	\$0.00	\$550.00	\$600.00
	230 Willowbrook Wildlife Center	407,039.21	46,633.98	\$150,000.00	\$303,673.19	\$100,000.00	\$50,000.00
	235 Fullersburg Woods	1,475.00	1,631.50	\$3,106.50	\$0.00	\$1,475.00	\$1,631.50
	238 Greene Valley	0.00			\$0.00		
	240 Danada Equestrian Center	5,225.00	4,479.00	\$5,375.00	\$4,329.00	\$5,325.00	\$50.00
	245 Preserve Improvements	700.00	5,250.00	\$5,950.00	\$0.00	\$700.00	\$5,250.00
	246 ADA Piers	0.00			\$0.00		
	250 Recreation Improvements	0.00	100.00	\$100.00	\$0.00	\$100.00	
	270 Volunteers	0.00			\$0.00		
	280 Land Acquisition	0.00			\$0.00		
	281 Land Management	0.00	1,000.00	\$1,000.00	\$0.00		\$1,000.00
	Total 200 Funds	\$423,844.21	\$75,704.35	\$190,501.37	\$309,047.19	\$121,167.75	\$69,333.62
				Total 100 Capital Funds to be Reimbursed		\$62,750.00	\$0.00
	600 Special Events		\$49,308.30	\$25,848.52	\$23,459.78		
997	Unrestricted Funds	Gifts	\$230,403.77	\$325,244.05	\$229,647.25	\$326,000.57	
	Unclassified		\$100.00	\$0.00	\$0.00	\$100.00	
Grand Total (Restricted & Unrestricted)		\$911,764.96	\$637,789.07	\$508,747.14	\$1,040,806.89	\$183,917.75	\$69,333.62
Temporarily Restricted Funds:							
	Capital Programs	\$382,199.35					
	Other Non-Capital Programs	309,047.19					
	Unclassified	100.00					
		\$691,346.54					

Friends of the Forest Preserves of DuPage County
Reimbursements to District

	July 2023	November 2023
	Reimburse	Reimburse
110 Mayslake	\$62,750.00	
205 Conservation/Natural Resources		\$9,997.12
207 Blanding's Turtles Program	\$3,272.75	\$780.00
210 Mayslake Peabody Estate	\$5,070.00	\$25.00
220 St James Farm	\$4,675.00	
225 Kline Creek Farm	\$550.00	\$600.00
230 Willowbrook Wildlife Center	\$100,000.00	\$50,000.00
235 Fullersburg Woods	\$1,475.00	\$1,631.50
240 Danada Equestrian Center	\$5,325.00	\$50.00
245 Preserve Improvements	\$700.00	\$5,250.00
250 Recreation Improvements	\$100.00	
281 Land Management		\$1,000.00
Restricted Operations	\$183,917.75	\$69,333.62
997 Unrestricted Operations		
Total Reimbursements in 2023	\$183,917.75	\$253,251.37



January 18, 2024

Members of the Board of Directors
Friends of the Forest Preserve of DuPage County
Wheaton, Illinois

We are pleased to confirm our understanding of the services we are to provide the Friends of the Forest Preserve of DuPage County, Illinois for the year ended December 31, 2023.

Audit Scope and Objective

We will audit the financial statements of the Friends of the Forest Preserve of DuPage County, Illinois, which comprise the statements of financial position as of year ended December 31, 2023, the related statements of activities, functional expenses and cash flows for the year then ended, and the disclosures (collectively, the “financial statements”).

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor’s Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Friends or to acts by management or employees acting on behalf of the Friends.

Auditor's Responsibilities for the Audit of the Financial Statements - Continued

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the Friends and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, and general or local economic challenges. Planning for this engagement has not concluded and is subject to change.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Friends's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, if applicable, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Other Services

We will prepare the Friends's federal and state information returns for year ended December 31, 2023 based on the information provided by you. We will also assist in preparing the financial statements and required audit adjustments, if any, of the Friends in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

Other Services - Continued

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the information return, but management must make all decisions with regard to those matters.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Friends from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Friends involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Friends received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Friends complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Reporting

We will issue a written report upon completion of our audit of the Friends's financial statements. Our report will be addressed to the Board of Directors of the Friends. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

Engagement Administration, Fees, and Other

Our fees for the year ended December 31, 2023 audit will be:

Services Provided	Calendar Year 12/31/2023
• AFR (Audit Report)	\$5,000 Annual
• Tax Return	\$1,100 Annual
Annual Total Costs of Services	\$6,100

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. Please be advised that we will charge interest on late invoices over 30 days.

Lauterbach & Amen's client portal is used solely as a method of exchanging information and is not intended to store the Friends's information. At the end of the engagement, we will provide the Friends with a copy (in an agreed-upon format) of deliverables and data related to the engagement from the portal.

Upon completion of the engagement, data and other content will either be removed from the portal or become unavailable to Lauterbach & Amen, LLP within twelve months.

The Friends agrees that during the term of this agreement and for a period of twelve months thereafter, the Friends shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the Friends to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

Engagement Administration, Fees, and Other - Continued

We appreciate the opportunity to be of service to the Friends of the Forest Preserve of DuPage County, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Friends of the Forest Preserve of DuPage County, Illinois.

By: _____

Title: _____



MEMO

Date: December 22, 2023

To: Jeannine Kannegiesser – Chief Partnership & Philanthropy

Officer From: Cari Mertes – Senior Accountant

CC: Andrew Brown – Director of Finance

RE: December 2023 Reimbursement Requests

The District respectfully requests \$1,491.18 in reimbursement by the Friends of the Forest Preserve for expenditures previously incurred in its daily operations outlined below.

The postage reimbursement request is \$639.70. The charts below for October and November 2023 indicate the metered charges totaling \$100.11 and the attached Alphagraphics invoice in the amount of \$539.59.

10/1/23-10/31/23

Account	Carrier	Class of Mail	Pieces	Postage	Fee Amount	Surcharge	Total Charged
Friends	USPS	1st Class Regular Flat	4	\$7.320	\$0.000	\$0.000	\$7.320
		Sub Total	4	\$7.320	\$0.000	\$0.000	\$7.320
		Total Amount	4	\$7.320	\$0.000	\$0.000	\$7.320

11/1/23-11/30/23

Account	Carrier	Class of Mail	Pieces	Postage	Fee Amount	Surcharge	Total Charge
Friends	USPS	1st Class Regular Flat	12	\$21.960	\$0.000	\$0.000	\$21.960
		1st Class Regular Letter	111	\$69.930	\$0.000	\$0.000	\$69.930
		Key In Postage	1	\$0.900	\$0.000	\$0.000	\$0.900
		Sub Total	124	\$92.790	\$0.000	\$0.000	\$92.790
		Total Amount	124	\$92.790	\$0.000	\$0.000	\$92.790

The District also requests reimbursement for the Diamond Graphics Inc. invoice that was paid via purchase requisition in the amount of \$801.48 on 12/21/23. The invoice and purchase order are attached for your reference.

Lastly, the District requests reimbursement for the procurement card payment to West Suburban Living Magazine in the amount of \$50.00. Please see the chart below.

FRIENDS	11/30/23	WEST SUBURBAN LIVING M	\$	50.00	Advertising
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Thank you for your continued support of the District's efforts and helping provide DuPage County residents with the highest level of services from the Forest Preserve District.

AlphaGraphics Wheaton
128 N Main St.
Wheaton, IL 60187
Phone: 630.653.2442
Fax: 630.653.2485
www.US260.alphagraphics.com

**Invoice Number: 175767**

Bill To:
Jeannine Kannegiesser
Friends of DuPage Forest Preserve
3S580 Naperville Rd
Wheaton IL 60189
Phone: 630-933-7220

Date: 11/22/23**P.O.:**

Taken By: CF
Sales Rep: CF
Account Type: Charge Account

Ship Via: US Mail**Annual Appeal Letters, Envelopes and Mailing Services**

Quantity	Description	Price
4,868	Annual Appeal Mailing Lot A: 3,567 Current Donor Personalized Letters, 8.5 x 14 24# Lynx White Smooth Printed Full Color on Both Sides, Folded to Fit #10 Envelope with Mailing Address Details and FP Indicia	\$ 4,521.38
5,000	Lot B: 1,301 Acquisition Donor Personalized Letters, 8.5 x 14 24# Lynx White Smooth Printed Full Color on Both Sides, Folded to Fit #10 Envelope with Mailing Address Details and FP Indicia Mailing Services includes Presort and NCOA Certify Address Records, Insert Letter and #9 Reply Envelope into Matching #10 Outer Envelopes, Band, Tray and Deliver to Carol Stream Post Office #9 Return Envelopes White 24# #9 Multique Regular	\$ 539.59
Special Instructions:		Subtotal 5,060.97
		Tax
		Shipping 0.00
		Total 5,060.97
		Deposit (-) 0.00
		Amount Due \$5,060.97

PAYMENT TERMS: I understand all charged invoices are payable 30 days after invoice date and that a service fee of 1.5% per month will be added to all past due accounts. In the event payment is not made and account is referred to a collection agency, or if legal action is required I will pay collection and/or attorney's fees resulting from such action.

CHECK ACCEPTANCE POLICY: My signature indicates I understand and authorize AlphaGraphics to electronically debit my account on all dishonored checks plus a processing fee and any applicable taxes.

ALL DISPUTES must be addressed within 30 days of receipt of product. AlphaGraphics cannot research disputes on product older than 30 days.

CREDIT CARD ACCEPTANCE POLICY: Credit card payment may be accepted at the time of sale or within the first 30 days after release of merchandise. Credit card payments exempt from credit card payment without a processing fee.

Signature _____

Time _____

Print Name _____

Date _____

You can view our Privacy Policy at: <https://www.alphagraphics.com/privacy-policy.html>

**Forest Preserve District
of DuPage County**
P.O. BOX 5000
Wheaton, IL 60189
Tax Exempt #E9997-3448
(630) 933-7200

DEPT. Finance	
REQ. NUMBER:	FIN 112823 MJ
JOB NUMBER	
DATE:	11/28/2023

P.O. NUMBER	
DATE	
FAX PURCHASE ORDER	YES ___ NO ___
SPECIAL SHIPPING INSTRUCTIONS	YES ___ NO ___

Diamond graphics Inc
1 Mid America Plaza
Floor 3
Oakbrook Terrace, IL 60181

CONFIRMING ORDER: YES _____ NO _____
MERCHANDISE RECEIVED: YES _____ NO _____

FUND	DEPT.	ORG.	OBJ.	QTY.	DESCRIPTION	UNIT PRICE	AMOUNT
010	LEG		3900	10000	#10 RED envelopes 24# white wove PMS 349		\$745.00
				1	PMS 349 green		\$30.00
					Delivery		\$26.48
						TOTAL	\$801.48

FRIENDS

EXECUTIVE DIRECTOR, \$10,000 OR MORE DATE



Diamond Graphics Inc.

Commercial Printing & Mailing Services

1 Mid America Plaza ♦ Floor 3 ♦ Oakbrook Terrace, IL 60181

Forest Preserve District Of DuPage County
P.O. Box 5000
Wheaton, IL 60489-5000

RECEIVED
NOV 20 2023

Invoice# 0102831798

P.O.# Paul B.

Date: 10-18-23

TERMS

☐ Due Upon Receipt

☐ Net 15 Days

1 1/2% added after 30 days

4% Credit Card Fee

DATE ORDERED 10-18-23	DATE SHIPPED 10-18-23	SALESMAN Paul DiMenna
QUANTITY	JOB DESCRIPTION	AMOUNT
10,000	#10 REG envelopes 24# white wove PMS 349.	\$ 745.00
1	PMS 349 green.	\$ 30.00
1	Delivery.	
		</



708-749-2500 ♦ diamondgraphics@sbcglobal.net
Please remit payment to new mailing address.



MEMO

Date: January 3, 2024

To: Jeannine Kannegiesser – Chief Partnership & Philanthropy Officer

From: Cari Mertes – Sr. Accountant

CC: Brian Kuszewski – Assistant Finance Director

RE: Quickbooks Annual Renewal Reimbursement Request

The District respectfully requests \$970 for the annual renewal of Quickbooks Online. The funding request will be used to reimburse the District for an expenditure incurred as part of the Finance function related to bookkeeping.

Thank you for your continued support of the District's efforts and helping provide DuPage County residents with the highest level of services from the Forest Preserve District. Please see the detailed request below:



Intuit Inc.
2800 E. Commerce Center Place
Tucson, AZ 85706

Invoice

Invoice number: 10001272336925
Total: \$970.00
Date: Dec 10, 2023
Payment method: MASTER ending 8921
Payment authorization code: 72038Q

Bill to

Joe Potenza
Friends of the Forest Preserve District of DuPage County
3S580 Naperville Rd
Wheaton, IL 60189-8761
US
Address may be standardized for tax purposes
Company ID: 9130347483767846

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$970.00	\$970.00
Sales tax - Exempt:			\$0.00
Total invoice:			\$970.00

Tax reporting information

Period for annual subscription fees:
Total without tax:
Total tax:

Dec 10, 2023 - Dec 10, 2024
\$970.00
\$0.00



MEMO

Date: January 8, 2023

To: Jeannine Kannegiesser – Chief Partnership & Philanthropy

Officer From: Cari Mertes – Senior Accountant

CC: Andrew Brown – Director of Finance
Brian Kuszewski – Assistant Finance Director

RE: November 2023 Postage Funds Reimbursement Request Correction

The District respectfully requests \$1,010.09 for postage used by the Friends of the Forest Preserve. The funding request will be used to reimburse the District for expenditures previously incurred in its daily operations.

In correction to the memo dated 12/22/23, the postage for the Alphagraphics mailing totaled \$1,549.68 and the reimbursement request was \$539.59.

Thank you for your continued support of the District's efforts and helping provide DuPage County residents with the highest level of services from the Forest Preserve District. Please see the detailed request below:

Bridget Dickinson

From: Jeannine Kannegiesser
Sent: Friday, January 5, 2024 2:27 PM
To: Bridget Dickinson
Subject: FW: Friends' mailings ETA
Attachments: doc127079.pdf; cfenne.vcf

Jeannine Kannegiesser
(she/her/hers)
Chief Partnership & Philanthropy Officer
Partnership & Philanthropy
Phone: 630-933-7220
Mobile: 630-364-0774



From: Christine Fenne <cfenne@alphagraphics.com>
Sent: Tuesday, November 14, 2023 4:40 PM
To: Jeannine Kannegiesser <jkannegiesser@dupageforest.org>
Subject: Re: Friends' mailings ETA

Caution: External Email

Hi Jeannine

The postage total for this mailing is \$1,549.68
Please make sure this is available in your postage account at Carol Stream post office.
I have attached a USPS deposit slip for your convenience.

--

If you have any questions or comments, please feel free to call me at (630) 653-2442.
Thanks!

Christine Fenne
Account Executive

alphagraphics®

128 N. Main Street
Wheaton, Illinois 60187
Phone: 630.653.2442 | Fax: 630.653.2485
www.us260.alphagraphics.com

**GET NOTICED.
GET BUSINESS.**

On 11/14/23 1:35 PM, Jeannine Kannegiesser wrote:



Account Name: Forest Preserve District - Dupage C
Reserve Account Number: 45118411

Reserve Account®

Page 2 of 2

Postage Activity

Total number of meter refills for all locations : 2

				Year to date meter refill: 11	\$ 10,070
Forest Preserve District-Dupage County 3s580 Naperville Rd Wheaton IL 60189-8761	Date	Description	Reference	On Meter	Amount
	11/13	Meter Refill	0377788	\$0.53	-\$70.00
	11/14	Meter Refill	0377788	\$14.67	-\$1,000.00
Total Meter Activity For This Location					-\$1,070.00
Total Postage Activity					-\$1,070.00

Deposits, Credits and Other Activity

Date	Description	Reference	Amount
11/9	ACH: Usps90000286 02553143139m		-\$3,536.88
11/13	Scheduled pay credit		\$10,000.00
11/22	ACH: USPS 11860097678m		-\$1,549.68
Total Deposits, Credits and Other Activity			\$4,913.44



MEMO

Date: December 22, 2023

To: Jeannine Kannegiesser – Chief Partnership & Philanthropy

Officer From: Cari Mertes – Senior Accountant

CC: Andrew Brown – Director of Finance

RE: December 2023 Reimbursement Requests

The District respectfully requests \$1,491.18 in reimbursement by the Friends of the Forest Preserve for expenditures previously incurred in its daily operations outlined below.

The postage reimbursement request is \$639.70. The charts below for October and November 2023 indicate the metered charges totaling \$100.11 and the attached Alphagraphics invoice in the amount of \$539.59.

10/1/23-10/31/23

Account	Carrier	Class of Mail	Pieces	Postage	Fee Amount	Surcharge	Total Charged
Friends	USPS	1st Class Regular Flat	4	\$7.320	\$0.000	\$0.000	\$7.320
		Sub Total	4	\$7.320	\$0.000	\$0.000	\$7.320
		Total Amount	4	\$7.320	\$0.000	\$0.000	\$7.320

11/1/23-11/30/23

Account	Carrier	Class of Mail	Pieces	Postage	Fee Amount	Surcharge	Total Charged
Friends	USPS	1st Class Regular Flat	12	\$21.960	\$0.000	\$0.000	\$21.960
		1st Class Regular Letter	111	\$69.930	\$0.000	\$0.000	\$69.930
		Key In Postage	1	\$0.900	\$0.000	\$0.000	\$0.900
		Sub Total	124	\$92.790	\$0.000	\$0.000	\$92.790
		Total Amount	124	\$92.790	\$0.000	\$0.000	\$92.790

The District also requests reimbursement for the Diamond Graphics Inc. invoice that was paid via purchase requisition in the amount of \$801.48 on 12/21/23. The invoice and purchase order are attached for your reference.

Lastly, the District requests reimbursement for the procurement card payment to West Suburban Living Magazine in the amount of \$50.00. Please see the chart below.

FRIENDS	11/30/23	WEST SUBURBAN LIVING M	\$	50.00 Advertising
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Thank you for your continued support of the District's efforts and helping provide DuPage County residents with the highest level of services from the Forest Preserve District.

AlphaGraphics Wheaton
128 N Main St.
Wheaton, IL 60187
Phone: 630.653.2442
Fax: 630.653.2485
www.US260.alphagraphics.com



Invoice Number: 175767

Bill To:
Jeannine Kannegiesser
Friends of DuPage Forest Preserve
3S580 Naperville Rd
Wheaton IL 60189
Phone: 630-933-7220

Date: 11/22/23

P.O.:

Taken By: CF
Sales Rep: CF
Account Type: Charge Account

Ship Via: US Mail

Annual Appeal Letters, Envelopes and Mailing Services

Quantity	Description	Price
4,868	Annual Appeal Mailing Lot A: 3,567 Current Donor Personalized Letters, 8.5 x 14 24# Lynx White Smooth Printed Full Color on Both Sides, Folded to Fit #10 Envelope with Mailing Address Details and FP Indicia	\$ 4,521.38
5,000	Lot B: 1,301 Acquisition Donor Personalized Letters, 8.5 x 14 24# Lynx White Smooth Printed Full Color on Both Sides, Folded to Fit #10 Envelope with Mailing Address Details and FP Indicia Mailing Services includes Presort and NCOA Certify Address Records, Insert Letter and #9 Reply Envelope into Matching #10 Outer Envelopes, Band, Tray and Deliver to Carol Stream Post Office #9 Return Envelopes White 24# #9 Multique Regular	\$ 539.59
Special Instructions:		Subtotal 5,060.97
		Tax
		Shipping 0.00
		Total 5,060.97
		Deposit (-) 0.00
		Amount Due \$5,060.97

PAYMENT TERMS: I understand all charged invoices are payable 30 days after invoice date and that a service fee of 1.5% per month will be added to all past due accounts. In the event payment is not made and account is referred to a collection agency, or if legal action is required I will pay collection and/or attorney's fees resulting from such action.
CHECK ACCEPTANCE POLICY: My signature indicates I understand and authorize AlphaGraphics to electronically debit my account on all dishonored checks plus a processing fee and any applicable taxes.
ALL DISPUTES must be addressed within 30 days of receipt of product. AlphaGraphics cannot research disputes on product older than 30 days.
CREDIT CARD ACCEPTANCE POLICY: Credit card payment may be accepted at the time of sale or within the first 30 days after release of merchandise. Credit card payments exempt from credit card payment without a processing fee.

Signature _____

Time _____

Print Name _____

Date _____

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Development Committee

Jeannine Kannegiesser, chief partnership and philanthropy officer provided an overview and comparison of donor gifts and fundraising efforts between 2022 and 2023. Both the amount of money raised, and number of donors increased in 2023.

Ms. Hertenstein, corporate and community giving officer, provided an overview of 2024 events and encouraged Board Members to sign-up to attend. An Evening with Geoffrey Baer tickets are now available for the April 4 event. A Night for Nature will be held on September 12th at St. James Farm.

Ms. Bonnet, donor relations coordinator, provided and explained the various marketing materials that are available and reminded board members that the materials are available for their use within the community.

Ex-Officio and Staff Liaison Reports

Commissioner Jeff Gahris reported on issues and items addressed by the board of commissioners since the Friends last meeting. Items of significance include progress on the Salt Creek Restoration Project, approval of significant renovations to Danada House, and continued progress of new facilities at Willowbrook. Commissioner Gahris also indicated that additional solar projects are likely.

Old Business

None

New Business

Chair Watt reminded board members to submit their Conflict of Interest and Board Member Annual Agreements to Ms. Kannegiesser as soon as possible.

Chair Watt indicated that the board would organize into two committees this year: a finance committee and a development committee. Chair Watt entertained a motion to form the two committees.

Motion to form a development and a finance committee for 2024 was made by Ms. Guest. Seconded by Mr. Dyer. During the discussion, Friend's staff explained that the former events committee is being incorporated into the development committee to better coordinate activities. After discussion, the motion to establish two committees was approved by voice vote. Staff will follow up to schedule kickoffs with each committee.

Chair Watt asked members if anyone had additional business or comments to come before the board. Hearing none, Chair Watt called for Adjournment.

Adjournment

The meeting was adjourned at 7:07 p.m.