**Item #10:**

**Village Trustee Weber**

LGBCP Board Meeting - July 17, 2012

07/18/12

Long Grove Business and Community Partners
Board of Directors Meeting

July 17, 2012
Village Hall - 5:15 p.m.

# Agenda

1. Call to Order
2. Welcome Guests
3. Review Previous Minutes
    a. June 19, 2012
4. Treasurer's Report
5. Executive Committee
    a. By Law Changes
    b. Donation for Fire District
6. Village of Long Grove
7. Events Committee
    a. Cars &Cigars@Neumann's Cigars
    b. Celebration at Sunset Grove
8. Design Committee
9. Economic Development Committee
10. Organization Committee
11. Marketing Committee
12. New Business
13. Adjourn

Next Board Meeting will be on August 21, at the Village Hall at 5:15 p.m.

# Long Grove Business & Community Partners
# Board of Directors Meeting
# June 19, 2012

Call to order 5:31

Board Members in attendance: Rachel Perkal, Tobin Fraley, Peg Ball, Claire Ball, John Kopecky, Steve Douglass,JacquieLongeway, Renee Clark
Absent :Joanne Weber, Ed Acuna, Maryann Ullrich, Bill Hristakos, Josh Baudin
Village Rep.: Dave Lothspeich
Guests: Paul Neumann
Arlington Rehab, a new Associate Member, Lindsay gave an overview of their facilities.
Lake County Convention & Visitors Bureau, Maureen Riedy& Jayne Nordstrom. They Refreshed us on all they do from tour referrals to including us in print advertizing.

Review Past Minutes: Review past minutes of May 15, 2012. Motion to accept minutes, Tobin Fraley, 2nd Claire Ball. Steve Douglass abstained. Passed

Treasurer's Report: Reviewed Budget & Events Budgets year to date. (attached) Bottom line we are in the black. Chocolate Fest is plus $27,000 to date. Motion to accept Treasurer's Report John Kopecky, 2nd Jacquie Longeway. Passed

Executive Committee: Coordinator position is posted on Career Builder.
The office will be manned till 4:00PM everyday.
Barrington Chamber has offered LGBCP, all merchants & restaurants, membership to include listing in their color magazine with an article on Long Grove. Cost of $2500 paid by LGBCP.
Motion to pay $2500 membership Jan.2012 to Jan.2013, John Kopecky, 2nd Steve Douglass. Passed
Working on Bylaws recommended changes.

Village of Long Grove Report: Village has had some issues with signage & compliance. It would be helpful to the Village if new signage regulations bet out to the merchants. The Village & the Economic Deve. Comm. should inform new merchants.

Events Committee: Application from Rotary Club for the Heritage Run. Motion to approve & pass on to the Village John Kopecky, 2nd Claire Ball. Passed
Rotary is also asking for help on the day of the event.
Due to lack of manufacturing orders we can not get the Holiday boxes.
A possible new event was discussed. Alex's Lemonade Stand for a National Charity. No action at this time.
On Residents day 150 bags were handed out. This did not seem to translate to shoppers. Good response to the scavenger hunt.
Proposed a new way we collect our fee at Fests.

1. No more donation it is a $5 fee
2. No VIP parking, just a charge of $5 for each adult.

Design Committee: Design for way finding signs will be here next month. Banners are being done they should be up after Strawberry Fest.

Economic Development Committee: Signs & packets are being printed.

Organization Committee: Royal Golf Club and Urban_____ are new Associate members. We still need to get all Associates on the Web Site.

Marketing/Promotion Committee: Radio Ads are on WGN, WBBM AM, US99, XRT, & WCLU. Several live TV spots will be on for Strawberry Fest.

New Business: None

Adjourned 7:12PM Motion John Kopecky, Jacquie Longeway 2nd. PASSED

Proposed Changes to
Bylaws

Please use you copy of the Bylaws to compare the following proposed changes. Below is the **NEW** wording. Carol in the office can provide you a new copy of the Bylaws if you need them.

Page 5 Section 9 (c )

The Nominating Committee shall select a slate of proposed Board members consisting of a number equal to the number of positions being vacated for that year. These nominees may be selected from those proposed by the membership, the Board of Directors, the Nominating Committee or any other source.

Page 6 Article VI Section 1

Number, Selection and Term. The corporation shall be governed by a Board of Directors of 12 Directors. The exact number of Directors shall be fixed by resolution of the Directors from time to time.

The Business Property Owners and Business Owner members in the Special Service Area shall constitute a majority of members on the Board of Directors by occupying a simple majority of Board seats.

The term of office for each Director shall be three (3) years.

Each Director shall hold office for the term for which he or she is elected and until his or her successor shall have been elected and qualified. Directors in office may be reelected for consecutive terms.

The term Executive Director when used in the Bylaws should be changed to Community Development Coordinator.

# LGBCP 2012 Actual vs 2012 Budget - 6/30/12 YTD

| Categories | Accounting Numbers | 2012 Budget | | | 2012 YTD Actual | | |
|---|---|---|---|---|---|---|---|
| | | Income | Expense | Net | Income | Expense | Net |
| SSA | 4001 | 165,000 | | | 59,827 | | |
| Long Grove Village Grant | 4002 | 20,000 | | | 10,000 | | |
| Employee Wages & Retirement | 6201, 6202, 6228 | | 75,000 | | | 9,126 | |
| Telephone/Internet | 6206 | | 4,000 | | | 1,114 | |
| Bank Fees, Charges | 6215 | | 3,500 | | | 736 | |
| Office Expenses (Income-Gift Cert.) | 4006, 6205, 6207-6214, 6226 | | 4,500 | | 2,814 | 2,267 | |
| Information Center & Office Rental | 6204 | | 8,000 | | 645 | 4,474 | |
| Business & Medical Insurance | 6203 | | 6,000 | | | 3,790 | |
| Professional Fees (Accounting & Audit) | 6221 | | 6,000 | | | 900 | |
| Adminitration Costs - Misc | 6222, 6223, 6224 | | 1,000 | | | 0 | |
| Payroll Fees & Taxes | 6225, 6229 | | 6,000 | | | 1,254 | |
| Letter of Credit Interest | 6217 | | 500 | | | 0 | |
| **Administation Sub-Total** | | **185,000** | **114,500** | **70,500** | **73,286** | **23,661** | **49,625** |
| Organization/Membership | 4100.01, 6100 | 3,500 | 2,000 | | 5,000 | 0 | |
| Marketing Committee -- General | 4301, 4303, 6300, 6310, | | 25,000 | | | 11,348 | |
| Marketing - Consultants | 4304, 6307 | | 125,000 | | | 45,262 | |
| Design Committee (Signs, Banners, Etc.) | 6500 | | 14,000 | | | 1,329 | |
| Economic Development Committee | 4600, 6600 | 500 | 9,000 | | | -325 | |
| Promotions Events | 7050, 7085, 7090, 7092, 7096, 7099 | 1,000 | 20,000 | | 1,109 | 3,393 | |
| Festival Events Totals | 4500, 7020,7030, 7040, 7060, 7070 | 413,400 | 244,650 | | 253,224 | 123,429 | |
| **Committee Sub-Total** | 6320, 6340 | **418,400** | **439,650** | **-21,250** | **259,333** | **184,436** | **74,897** |
| **Line of Credit Debt** | 2820 | 0 | 100 | **-100** | **0** | 100 | **-100** |
| **LGBCP Reserve Fund** | | **0** | **30,000** | **-30,000** | **0** | **0** | **0** |
| **Total** | | **603,400** | **584,250** | **19,150** | **332,619** | **208,197** | **124,422** |

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# Events - LGBCP 2012 Actual vs 2012 Budget - 6/30/12 YTD

| | | 2012 Budget | | | 2012 YTD Actual | | |
|---|---|---|---|---|---|---|---|
| **Categories** | | **Income** | **Expense** | **Net** | **Income** | **Expense** | **Net** |
| Chocolate Fest | | 115,000 | 69,350 | 45,650 | 99,104 | 71,143 | 27,961 |
| Strawberry Fest | | 142,000 | 81,750 | 60,250 | 148,881 | 49,999 | 98,882 |
| Art & Wine Fest | | 20,000 | 13,000 | 7,000 | 1,577 | 329 | 1,248 |
| Apple Fest | | 130,900 | 75,050 | 55,850 | 3,367 | 1,629 | 1,738 |
| Octoberfest | | 5,500 | 5,500 | 0 | 295 | 329 | -34 |
| **Festival Sub-Total** | | **413,400** | **244,650** | **168,750** | **253,224** | **123,429** | **129,795** |
| | | | | | | | |
| Winter Event | | 0 | 10,000 | -10,000 | 764 | 3,068 | -2,304 |
| Ice Blues | | 0 | 2,000 | -2,000 | | 170 | -170 |
| Long Grove World Tour | | 1,000 | 3,000 | -2,000 | | 0 | 0 |
| General | | 0 | 5,000 | -5,000 | 345 | 155 | 190 |
| **Promotional Events Sub-Total** | | **1,000** | **20,000** | **-19,000** | **1,109** | **3,393** | **-2,284** |
| | | | | | | | |
| **Events Total** | | **414,400** | **264,650** | **149,750** | **254,333** | **126,822** | **127,511** |

NOTES: Chocolate Fest income & expenses are almost final.
Strawberry Fest income & expenses are NOT final (Estimated Net $83,000)

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