

Item #13:
Village Trustee Marshall
LGBCP Board Meeting – January 18, 2011

LGBCP TEST FILE
Profit & Loss Budget Performance
January through December 2010

	Jan-Dec 10	Budget
Ordinary Income/Expense		
Income		
4001 - SSA (B) district	165,730.07	165,400.00
4002 - Village of Long Grove Grant	20,000.00	20,000.00
4005 - Gift Certificates Sales	-1,310.00	
4200 - Organization/Membership Income	4,000.00	5,000.00
4300 - Marketing income (Coop Ad income)	43,833.04	50,000.00
Promotions Income		
4501 - Chocolate Fest	98,224.71	
4502 - Strawberry Fest	83,952.46	
4503 - Apple Fest	77,725.39	
4504 - Art & Wine Fest	20,117.46	
4505 - Oktoberfest	8,364.00	
4506 - LG World Tour	1,851.00	
Total Promotions Income	290,235.02	290,000.00
4600 - Economic Development Income	380.00	400.00
Total Income	<u>522,873.13</u>	<u>550,800.00</u>
Expense		
6200 - Admin/Operating Expenses		
6201 - Employee Wages - Salaried	80,213.84	61,000.00
6202 - Employee Wages - Hourly	26,314.70	30,000.00
6203 - Insurance		
6203.01 - Business/Property/Q&D	5,515.00	5,520.00
6203.02 - Insurance-health	4,768.08	6,950.00
6204 - Rent		
6204.01 - Rent-LGBCP Office	9,457.65	0.00
6204.02 - Rent-Info center	7,782.87	7,200.00
6205 - Utilities-Visitors Center	874.76	800.00
6206 - Telephone/Internet	3,941.42	3,840.00
6207 - Office Expenses/Supplies	2,888.24	3,500.00
6209 - Golf Cart Expense	310.21	100.00
6211 - Contribution/Recognition/Gifts	81.83	750.00
6212 - Seminars/Conferences/Training	699.34	1,000.00
6213 - Postage	707.60	800.00
6214 - Deliveries	0.00	0.00
6215 - Bank Fees, charges	1,485.79	1,000.00
6216 - Miscellaneous	0.00	750.00
6217 - Interest on LOC	2,043.98	2,000.00
6221 - Professional fees		
6221.01 - Accounting	3,385.00	3,000.00
6221.02 - Audit/Tax Prep	5,500.00	5,500.00
6221.03 - Legal	25.00	25.00
6221.04 - Consulting	300.00	0.00
6222 - Travel expense	402.03	500.00
6223 - Mileage Reimbursement	525.00	500.00
6224 - Meals	101.40	250.00
6225 - Payroll Taxes	8,446.53	9,000.00
6226 - Computer Hardware/Software Mtce	1,958.53	750.00
6228 - Retirement Plan Expense	2,433.03	2,000.00
6229 - QB Payroll Fees	247.55	250.00
Total 6200 - Admin/Operating Expenses	<u>170,359.41</u>	<u>146,935.00</u>
6100 - Organization committee		
6101 - Newsletter	0.00	

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January through December 2010

	<u>Jan-Dec 10</u>	<u>Budget</u>
6102 - Membership events	430.39	
6105 - Printing	1,856.04	
6106 - Newsletter Postage	766.99	
6107 - Public Operations	0.00	
Total 6100 - Organization committee	3,053.42	5,000.00
6300 - Marketing committee		
6307 - Marketing Consultant	23,300.00	
6301 - Radio	25,850.00	
6302 - Print	13,353.25	
6303 - LGBCP Web Adv. (Constant Cont)	703.20	
6303.5 - Cable TV (Not complete)	0.00	
6304 - Internet Advertising	0.00	
6305 - Lake Co. GVB Publications	3,950.00	
6306 - Lake Co. GVB Ad Campaign	9,500.00	
6310 - Graphic Design	650.01	
6320 - Visitor guide/maps	11,392.57	
6330 - Souvenir items to sell	0.00	
6340 - Web design/maintenance	1,639.96	
6350 - Contingency/opportunities	0.00	
6351 - Public relations		
Total 6300 - Marketing committee	90,533.99	115,000.00
6500 - Design committee		
6501 - Banners/Design/Maint.	3,605.83	
6502 - Signage/Design/Maint.	2,991.75	
6503 - Site Fees/Maintenance	2,046.89	
6505 - Seasonal decorating	0.00	
Total 6500 - Design committee	8,644.47	12,000.00
6600 - Economic Development committee		
6601 - Economic Dev consultants	2,965.54	2,000.00
6604 - Association memberships	3,725.00	5,000.00
6605 - Meetings for Businesses	226.55	
Total 6600 - Economic Development committee	6,717.19	7,000.00
7000 - Promotions committee		
7090 - Carriage Rides	1,880.00	
7092 - Gift Items For Sale/Redemption	863.41	
7095 - Holiday Entertainment/Events	4,471.13	
7099 - Misc. Expenses	0.00	
7020 - CHOCOLATE FEST		
7020.02 - Management Fee	12,500.00	
7020.03 - Sponsorship Commissions	6,864.00	
7020.04 - Talent Buying Fee		
7020.05 - Net Profit %	2,945.58	
7020.06 - Insurance/Liability/Liquor	373.83	
7020.07 - Village/State/Health Permits	1,180.00	
7020.08 - Office/Postage/Copies/Etc.	500.00	
7022 - General Event Rentals	27,856.41	
7023 - Services/Subs/Site Fees	9,895.00	
7024 - Entertainment/Attractions	8,050.00	
7025 - Media/Ad Materials/Signs	1,485.00	
7026 - Gen Exp/Svc/Liquor/Supplies	2,064.00	
7027 - Misc. Expenses	638.81	
Total 7020 - CHOCOLATE FEST	74,352.58	

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	Jan-Dec 10	Budget
7030 - STRAWBERRY FEST		
7030.02 - Management Fee	12,500.00	
7030.03 - Sponsorship Commissions	6,504.00	
7030.04 - Talent Buying Fee	725.00	
7030.05 - Net Profit %	3,276.32	
7030.06 - Insurance/Liability/Liquor	373.83	
7030.07 - Village/State/Health Permits	720.00	
7030.08 - Office/Postage/Copies/Etc	500.00	
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7031 - General Event Rentals	27,027.73	
7032 - Services/Subs/Site Fees	9,246.95	
7034 - Media/Ad Materials/Signs	2,121.80	
7035 - Gen Exp/Svc/Liquor/Supplies	3,198.43	
7033 - Entertainment/Attractions	10,125.00	
7036 - Misc Expenses	63.86	
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Total 7030 - STRAWBERRY FEST	76,382.92	
7040 - APPLE FEST		
7040.02 - Management Fees	12,500.00	
7040.03 - Sponsorship Commissions	6,112.00	
7040.04 - Talent Buying Fee	920.00	
7040.05 - Net Profit %	3,953.57	
7040.06 - Insurance/Liability/Liquor	373.83	
7040.07 - Village/State/Health Permits	380.00	
7040.08 - Office/Postage/Copies/Etc	500.00	
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7041 - General Event Rentals	27,285.14	
7042 - Services/Subs/Site Fees	11,207.25	
7043 - Entertainment/Attractions	8,050.00	
7044 - Media/Ad Materials/Signs	3,524.26	
7045 - Gen Exp/Svc/Liquor/Supplies	3,426.05	
7046 - Misc Expenses	158.79	
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Total 7040 - APPLE FEST	78,400.89	
7060 - ART & WINE FEST		
7060.03 - Sponsorship Commissions	4,147.77	
7060.06 - Insurance/Liability/Liquor	249.26	
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7061 - General Event Rentals	4,637.11	
7063 - Entertainment/Attractions	1,200.00	
7064 - Media/Ad Materials/Signs	1,283.56	
7065 - Gen Exp/Svc/Liquor/Supplies	607.75	
7066 - Misc Expenses	149.31	
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Total 7060 - ART & WINE FEST	12,274.76	
7070 - OKTOBERFEST		
7070.06 - Insurance/Liability/Liquor	249.25	
7070.07 - Village/State/Health Permits	50.00	
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7071 - General Event Rentals	1,795.00	
7073 - Entertainment/Attractions	2,775.00	
7074 - Media/Ad Materials/Signs	982.71	
7075 - Gen Exp/Svc/Liquor/Supplies	2,172.56	
7076 - Misc Expenses	51.71	
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Total 7070 - OKTOBERFEST	8,076.23	

LGBCP TEST FILE
Profit & Loss Budget Performance
January through December 2010

	Jan - Dec 10	Budget
7085 - LG WORLD TOUR	1,022.72	
7000 - Promotions committee - Other	0.00	
Total 7000 - Promotions committee	257,727.64	257,000.00
Total Expense	537,037.12	542,985.00
Net Ordinary Income	-14,163.99	7,815.00
Other Income/Expense		
Other Income		
8010 - Interest Income N.G. Money Mkt	1.18	2.00
Total Other Income	1.18	2.00
Net Other Income	1.18	2.00
	-14,162.81	7,817.00
		Repay LOC -38,000
		-530,183.00

Long Grove Business and Community Partners Inc.
Resolution No: 2-2006

A RESOLUTION ESTABLISHING A CONFLICT OF INTEREST POLICY

Article I
Purpose

The purpose of the conflict of interest policy is to protect the Long Grove Business and Community Partners Inc.'s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, staff or member of the corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II
Definitions

1. Interested Person – any director, paid staff, principal officer, or member of a committee with governing board delegated powers, who has direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement,
 - b. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III
Procedures

1. Duty to Disclose
In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to

disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson or co-chairperson(s) of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances or producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, whether it is fair and reasonable. In conformity with the above determination it shall make its decision as whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose and actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV
Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, and action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussion and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for service is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly for the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI Annual Statements

Each member of the Board of Directors and co-chairperson(s) of a committee with governing board-delegated powers shall annually sign a statement, which affirms such person:

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

Article VII Periodic Reviews

To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for good and service, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII
Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Article IX
Effective Date

This resolution shall be in full force and effect after its passage and approval.

Passed this 21 day of February, 2006

Ayes: _____ All _____

Nays: _____ None _____

Absent: _____ None _____

Approved this 21 day of February, 2006.

Treasurers Report: Line of Credit with Midwest Bank needs to be re-applied for, and documentation provided so that up to \$40,000 can be accessed to cover cash flow during slow seasons and until Village contribution and Special Service Area (SSA) funds are received after property owners in the district pay their real estate taxes.

Motion to renew Line of Credit with Midwest Bank for \$40,000. and to have Sal Guadagna and John Maguire's names on the account to administer.

Motion: Rachel Perkal

Seconded by: Peg Ball

Motion carried.

Long Grove Business and Community Partners Inc.

Resolution No: 1-2006

A RESOLUTION ESTABLISHING A COMPENSATION POLICY

Article 1
Purpose

The purpose of compensation policy is to establish a uniform compensation policy for Long Grove Business and Community Partners Inc. This policy is intended to supplement but not replace any applicable state and federal laws governing compensation policies applicable to nonprofit and charitable organizations.

Article II
Definitions

1. Compensated Person – Any member of the Long Grove Business and Community Partners Inc. who receives direct or indirect compensation, as defined below, is a compensated person.
2. Compensation – All forms of income from working, including salary or wages; deferred compensation, retirement benefits, whether in the form of qualified or non-qualified employee plan; fringe benefits (i.e. personal vehicle, meals, lodging, personal and family educational benefits, low interest loans, payment of personal travel, entertainment, or other expenses, athletic or country club membership, and personal use of your property); bonuses; and gifts or favors that are not insubstantial.
3. Long Grove Business and Community Partners Inc. Members—Members shall be defined for the purposes of this resolution as: volunteer Board members, volunteer committee members, Property Owners and Merchants that participate in the Special Service Area, and other members who pay dues to the corporation.

Article III
Procedures

1. Long Grove Business and Community Partners Inc. Compensation
Any member of the Long Grove Business and Community Partners Inc. as defined above shall only receive direct/indirect compensation, fringe benefits, in the form of a thank you luncheon or breakfast.
2. Outside Organization Compensation
Any member of the Long Grove Business and Community Partners Inc. shall disclose all direct and/or indirect compensation arrangements with any organization, in which the Long Grove Business and Community Partners Inc. has entered into an agreement.

3. Compensation Arrangements

All compensation arrangements must be approved by the Long Grove Business and Community Partners Inc. Board of Directors in writing including the date and terms of approval in advance of payment.

Long Grove Business and Community Partners Inc.
Compensation Policy Resolution

Article IV
Effective Date

This resolution shall be in full force and effect after its passage and approval.

Passed this 21 day of February, 2006.

Ayes: _____ All _____

Nays: _____ None _____

Absent: _____ None _____

Approved this 21 day of February, 2006.

2011 BOARD OF DIRECTORS

	<u>2010</u>	<u>2011 Team</u>
1 Board President	P.Ball	_____
2 Vice President	Stoll	_____
3 Secretary	Perkal	_____
4 Treasurer	Guadagna	_____
5 Village Board Representative	Marshall	Marshall
6 Village Manager	Lothspeich	Lothspeich
7 Executive Director	Maguire	Maguire
8 Design Chair	Fraley	_____
9 Economic Development Chair		_____
10 Marketing Chair	Krahn	_____
11 Organization Chair		_____
12 Promotions Chair	Longeway	_____
13 Member At Large	Almy	_____
14 Member At Large	Hutch	_____
15 Member At Large	Kopecky	_____
16 Member At Large		_____
17 Member At Large		_____

New

C.Ball
Douglass
Hristakos
Ullrich

Dated and signed, January 18th, 2011 – LGBCP BOARD OF DIRECTORS

Acceptance of compliance with:

Resolution No: 1-2006 A RESOLUTION ESTABLISHING A COMPENSATION POLICY

And

Resolution No: 2-2006 A RESOLUTION ESTABLISHING A CONFLICT OF INTEREST POLICY for Voting Board Members. *Please sign beside name and list as your acceptance of the provisions within the two resolutions.*

<u>NAME</u>	<u>ACCEPTANCE SIGNATURE</u>
1 Tim Almy	
2 Claire Ball	
3 Margaret Ball	
4 Stephen Douglass	
5 Tobin Fraley	
6 Sal Guadagna	
7 Bill Hristakos	
8 Jodi Hutch	
9 John Kopecky	
10 Karen Krahn	
11 Jacquie Longeway	
12 John Marshall	
13 Rachel Perkal	
14 Robert Stoll	
15 Mary Ann Ullrich	