

Item #5C:

Village President Underwood

Long Grove Business & Community Partners Meeting 05/21/2013

Long Grove Business and Community Partners
Board of Directors Meeting

April 16, 2013
Village Hall – 5:15PM

AGENDA

1. Call to order
2. Welcome Guests
3. Review Previous Minutes
 - a. April 16,2013
4. Treasurer's Report
5. Executive Committee
6. Village of Long Grove
7. Events Committee
8. Design Committee
9. Economic Development Committee
10. Organization Committee
11. Marketing Committee
12. New Business
13. Adjourn

Next Board Meeting will be on June 18, 2013

**Long Grove Business & Community Partners
Board of Directors Meeting
April 16, 2013**

Call to order 5:24

Board Members in attendance: Tobin Fraley, Peg Ball, Claire Ball, Maryann Ullrich, Ed Acuna, Nancy Fino, Barbara Dibble, Rachel Perkal.

Absent: Joanne Weber, Renee Clark, John Kopecky

Village Rep.: Dave Lothspeich

Guests: Paul Neumann, Ron Roberti

Review Past Minutes: Review past minutes of March 19, 2013. Motion to accept minutes, Tobin Fraley, 2nd Ed Acuna. Passed

Reviewed minutes of Special Meeting April 1, 2013. Make addition of salary of \$80,000 per year & medical donation of \$300 per month. Motion to accept April 1, 2013 minutes as amended Ed Acuna, 2nd Claire Ball. Passed

Treasurer's Report: Reviewed Year to 3/31/13 financial report. Pointed out that Office Rent still at 0 and only \$500 from Associate Members. Feeling better about Chocolate income. Motion to accept the monthly report, Ed Acuna, 2nd Jacquie Longeway. Passed
Discussed the current rent on the Info. Center. The property manager says we have received invoices, we have none & currently owe 3 months. Treasurer will send another e-mail requesting invoices for the rent & a reduction in rate with copies to the BOD.

Reviewed budget Revision A & made a further change to accommodate \$10,000 donation to the Arts & Music council and further adjust wages, payroll taxes & fees to reflect Co-Coordinator for 8 months. \$10,000 was put into Historic Preservation from which the \$10,000 will be written to the Arts & Music Council. MaryAnn suggested we give \$5,000 now possibly more later. Motion to donate \$10,000 to Arts & Music Council, no shared usage required, Claire Ball, 2nd Ed Acuna. T. Fraley-Abstained, N. Fino-Yes, C. Ball-Yes, P. Ball-Yes, B. Dibble-Yes, E. Acuna-Yes, J. Longeway-Yes, M. Ullrich-Yes. Passed

Changes made to Budget A will be made and e-mailed to BOD & voted on at May meeting.

Claire brought up misinformation on finances he felt the Village Board may have been given by previous LGBCP board rep. Rachel has met with the new Village President & feels we will be starting out on a new footing.

Executive Committee: Sharon Fine has accepted the Coordinator's job & will be starting April 29, 2013.

Village of Long Grove: New Trustees will be introduced at the April 23 Village meeting. Conversation on road work has been tabled till the new Board in place. LGBCP will need to appoint a new rep for the IDOT/Lake County committee on Old McHenry Rd.

Events Committee: Next Events meeting Wed. 8:30. Rachel will explore the Georgia Nut Comp. outlet for tasting ticket chocolate.

Reviewed the Arts & Music council concert application, Sundays 2-7, July –August in Fountain Sq. Motion to accept the application and pass on to Village, Jacquie Longeway, 2nd Ed Acuna Passed

Design Committee: Have requested that the representative for the Red Oaks Property clean up before Chocolate Fest.

Economic Development Committee: Waiting on the New Coordinator to move forward

Organization Committee: Will start working on Associate Members with new Coordinator.

Marketing/Promotion Committee: Insert for Chocolate Fest approved. Concerns were voiced on the state of the web site & its lack of information. Maryann agreed we need to do a better job of enforcing deadlines. A new enthusiast e-mail will go out this week. Radio ads are running we need 4 \$50 gift certificates for giveaways.

New Business/Guest Comments: Ed proposed looking into changing our name & possibly our Main Street model. To be explore in the upcoming months.

Need to put the nominating committee back together to fill 2 Board openings.

Discussed the Executive Committee. Motion to accept Maryann Ullrich as Vice President, Ed Acuna as Treasure, leaving the Secretary position open, Peg Ball, 2nd Claire Ball. T. Fraley-Yes, N. Fino-Yes, C. Ball-Yes, P. Ball-Yes, B.Dibble-Yes, E. Acuna-Yes, M. Ullrich-Yes, J. Longeway-Yes. Passed

Meeting set with Sharon, Ed, Claire, Maryann, Rachel to discuss financial on April 23, 5:30

Motion to adjourn Ed Acuna, 2nd Maryann Ullrich, 7:10

Next meeting June 18, 2013

5:15PM

Village Hall

Events - LGBCP 2013 Actual vs 2013 Budget - 4/30/13 YTD

Categories	2013 Budget			2013 YTD Actual		
	Income	Expense	Net	Income	Expense	Net
Chocolate Fest	115,000	69,350	45,650	29,899	28,328	
Strawberry Fest	142,000	81,750	60,250		5,604	
Art & Wine Fest	20,000	13,000	7,000		354	
Apple Fest	130,900	75,050	55,850		754	
Octoberfest	5,500	5,500	0		354	
Festival Sub-Total	413,400	244,650	168,750	29,899	35,394	-5,495
Winter Event	0	10,000	-10,000			
Ice Blues	0	2,000	-2,000	847	6,327	
Long Grove World Tour	1,000	3,000	-2,000			
General	0	5,000	-5,000		50	
Promotional Events Sub-Total	1,000	20,000	-19,000	847	6,377	-5,530
Events Total	414,400	264,650	149,750	30,746	41,771	-11,025

LGBCP 2013 Actual vs 2013 Budget - 4/30/13 YTD

Categories	Accounting Numbers	2013 Budget			2013 YTD Actual		
		Income	Expense	Net	Income	Expense	Net
SSA	4001	165,000					
Long Grove Village Grant	4002	22,500			15,000		
Employee Wages & Retirement	6201, 6202, 6228		70,000			4,396	
Telephone/Internet	6206		3,000			891	
Bank Fees, Charges	6215		3,500			303	
Office Expenses (Income-Gift Cert.)	4006, 6205, 6207-6214, 6226		7,000		200	1,686	
Information Center & Office Rental	6204		8,000				
Business & Medical Insurance	6203		5,500			4,167	
Professional Fees (Accounting & Audit)	6221		4,000			534	
Administration Costs - Misc	6222, 6223, 6224		1,000			0	
Payroll Fees & Taxes	6225, 6229		9,000			1,289	
Letter of Credit Interest	6217		100			3	
Administration Sub-Total		187,500	111,100	76,400	15,200	13,269	1,931
Organization/Membership	4100.01, 6100	7,500	2,000		500		
Marketing Committee -- General	4301, 4303, 6300, 6310,		85,000			16,908	
Marketing - Consultants	4304, 6307		58,000				
Design Committee (Signs, Banners, Etc.)	6500		20,000			2,230	
Economic Development Committee	4600, 6600		6,000			250	
Historic Preservation & Education			2,000				
Promotions Events	7050, 7085, 7090, 7092, 7096, 7099	1,500	30,000		847	6,377	
Festival Events Totals	4500, 7020, 7030, 7040, 7060, 7070	447,900	301,200		29,899	35,394	
Committee Sub-Total	6320, 6340	456,900	504,200	-47,300	31,246	61,159	-29,913
Line of Credit Debt	2820	0	0	0	0	0	0
LGBCP Reserve Fund		0	20,000	-20,000	0	0	0
Total		644,400	635,300	9,100	46,446	74,428	-27,982

LGBCP 2013 Revision A to Approved Budget

2013 Budget Notes:

Wages and Payroll Fees & Taxes = \$79,000 based on:

\$27,300 for Info Staff (5 days for 6 months & 7 days for 6 months)
based on 3 day at \$14/hr staff and 2 or 4 day staff at \$10/hr
\$51,700 for Coordinator (Yearly salary of \$46,000)

2013 Budget includes Village Grant of \$7,500 ??????

2013 Budget does not include any funding to Art & Music Council

2013 Budget Revision A Notes:

Coordinator salary was set at \$80,000 which increase 2013 budget for 9 months to \$60,000
Coordinator and Info Staff 2013 budget increased to \$80,600
Coordinator medical insurance was set at \$300/month or \$2,400 for 8 months
Increase in wages increased payroll fees & taxes \$9,000 to \$11,200

Income from Long Grove Village Grant of \$7,500 for 2013 was removed

To cover the coordinator's salary, reduction were made in the following;

Marketing Committee from \$143,000 to \$125,000

Economic Development from \$6,000 to \$4,000

LGBCP Reserve Fund from \$20,000 to \$10,000

2013 Budget Revision B Notes:

Coordinator salary was set at \$80,000 which increase 2013 budget for 8 months to \$53,333

Coordinator and Info Staff 2013 budget increased to \$87,300

Coordinator medical insurance was set at \$300/month or \$2,700 for 9 months

Increase in wages increased payroll fees & taxes \$9,000 to \$10,400

Historic Preservation & Education was increased \$9,000 to cover the Art & Music Council \$10,000 donation

To cover the revisions to Revision A, Marketing Committee was reduced to \$124,000

LGBCP 2013 Revision A & Revision B to Approved Budget

Categories	2012 Actual		2013 Budget		2013 Revision A		2013 Revision B	
	Income	Expense	Income	Expense	Income	Expense	Income	Expense
SSA	158,753		165,000	0	165,000	0	165,000	0
Long Grove Village Grant	25,000		22,500	0	15,000	0	15,000	0
Employee Wages		28,471		70,000		87,300		80,600
Telephone/Internet		2,553		3,000		3,000		3,000
Bank Fees, Charges		3,273		3,500		3,500		3,500
Office Expenses (Income-Gift Cert.)	2,798	7,686		7,000		7,000		7,000
Information Center & Office Rental	694	7,669		8,000		8,000		8,000
Business & Medical Insurance		4,892		5,500		8,200		7,900
Professional Fees (Accounting & Audit)		4,319		4,000		4,000		4,000
Administration Costs - Misc		155		1,000		1,000		1,000
Payroll Fees & Taxes		3,373		9,000		11,200		10,400
Letter of Credit Interest		4		100		100		100
Administation Sub-Total	187,245	62,395	187,500	111,100	180,000	133,300	180,000	125,500

Organization/Membership	6,500	0	7,500	2,000	7,500	2,000	7,500	2,000
Marketing Committee		126,262		143,000		125,000		124,000
Design Committee (Signs, Banners, Etc.)		11,684		20,000		20,000		20,000
Economic Development Committee		1,860		6,000		4,000		4,000
Historic Preservation & Education		0		2,000		2,000		11,000
Promotions Events	4,483	14,612	1,500	30,000	1,500	30,000	1,500	30,000
Festival Events Totals	454,742	282,874	447,900	301,200	447,900	301,200	447,900	301,200
Committee Sub-Total	465,725	437,292	456,900	504,200	456,900	484,200	456,900	492,200

Line of Credit Debt (2011-2013)		100	0	0	0	0	0	0
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LGBCP Reserve Fund	0	130,000	0	20,000	0	10,000	0	10,000
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Total	652,970	629,787	644,400	635,300	636,900	627,500	636,900	627,700
Net	23,183	9,100	9,400	9,400	9,400	9,400	9,400	9,200

David Lothspeich

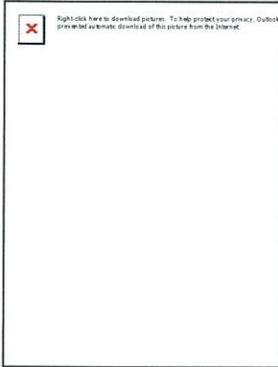
From: Barrington Area Chamber of Commerce [janet@barringtonchamber.ccsend.com] on behalf of Barrington Area Chamber of Commerce [communications@barringtonchamber.com]
Sent: Tuesday, May 21, 2013 2:56 PM
To: David Lothspeich
Subject: 5/21/2013: BACC UPCOMING EVENTS & PROGRAMS

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Tonight! Progressive After Hours @ 4:31 in Long Grove



May 21

Don't miss this one-of-a-kind Progressive After-Hours event in charming Long Grove! We'll start at The Village Tavern, move on to The Wine Splash, and end at The Long Grove Cafe -- all along the way sampling complimentary spirits and appetizers.

Tuesday, 4:31pm-6:30pm, The Village Tavern,
135 Old McHenry Rd., Long Grove

May 30

Women's Biz Net Luncheon "Disaster Preparedness"

Speaker Reese Mates is a mom, global traveler, and disaster awareness advocate who lives in Barrington Hills with her family. Moved by the Rotarian motto, "Service Above Self," Reese has dedicated herself to many local projects and local, national and global projects to educate others on disaster awareness and preparedness. She will discuss procedures you can take to prepare your home and business should disaster strike.

RSVP required: events@barringtonchamber.com or [register online](#). \$25 members; \$35 non-members. Click here to register. Thursday, 11:30am-1:30pm, The Garlands of Barrington, Northerst Highway, Barrington.



Regularly Scheduled Meetings & Programs

(at the BACC office, 190 E. James St., Barrington unless otherwise noted)

May 27 Memorial Day, BACC office closed

May 30 Board Meeting, 8:00am

Mark Your Calendars for These Signature Events:

- July 15 Annual BACC Golf Classic, Inverness Golf Club
July 25-27 Sidewalk Days in Downtown Barrington
October 17 Taste'Fest & Expo, Chicago Marriott Hoffman Estates

Reminders:

Don't forget to visit the [BACC Preferred Discount Program page](#) to see what great deals your fellow Chamber members are offering! and. . . .

. . . . you can also promote your special deal or upcoming event for just \$200 in the next quarterly *Barrington Business Report* that will be published and direct-mailed in mid-June. [Email Eric Zitron](#) for details.

The new, 2013 edition of [Barrington Regional Magazine](#) will be published by the BACC and Village Profile in September of this year. To learn about all of the added benefits of advertising participation, contact our sales representative David Harris at the Chamber office, 847-381-2525 or email dharris@villageprofilemail.com

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