

## Illinois Attorney General's Charitable Advisory Council

Executive Committee

Meeting Minutes

February 19, 2014

The Executive Committee of the Attorney General's Charitable Advisory Council held a meeting on Wednesday, February 19, 2014 at 2:00 p.m. in Room N502 of the Bilandic Building, Chicago, Illinois. In total, 12 individuals attended the meeting.

### PRESENT:

Emily Friedman, John D. & Catherine T. MacArthur Foundation  
James Keane, Boys and Girls Club of Chicago  
Valerie Lies, Donors Forum  
Trinita Logue, IFF  
Michael Mosher, Mosher & Associates, LLC  
Janice Rodgers, Quarles & Brady, LLP  
David Rosen, Jewish Federation of Metropolitan Chicago  
Doug Schenkelberg, Donors Forum  
Caroline Staerk, Donors Forum

In addition, the following staff members from the Illinois Attorney General's Office were present:  
Therese Harris, Theresa Geary, and Eric Salcedo

#### I. Welcome

Therese Harris opened the meeting at 2:04 p.m., welcomed EC members and asked everyone to introduce themselves.

#### II. Old Business

##### a. Charitable Organization Checklist Update Recommendations

Therese shared the updated Checklist that included recommended changes from Jody Adler (The Law Project) and Marty Green (Illinois CPA Society). Once the document is finalized, the Attorney General's Office will work on translations to Spanish and Polish.

##### b. Charitable Information Session Planning

The Attorney General's Office is interested in hosting Information Sessions in 2014 including in DeKalb, the south side of Chicago and Central Illinois. The last session included a presentation on best practices. The Attorney General's Office would like to include best practices again and these sessions are an opportunity to share the principals from the Purple Book. The CAC can help present on how to start a NFP, best practices piece, and FAQs.

##### c. CAC Website

Therese asked for help in creating a committee or volunteers to update the CAC portion of the website. Jody Adler and the Law Project were suggested as great resources. Trinita volunteered to help with the structure once the resources were decided on. Emily Friedman volunteered as well.

### **III. New Business**

#### **a. Membership**

Based on the updated charter, half of the CAC's membership will have their terms end in late 2014. These Class A members will be contacted to by the Attorney General's Office to see if they would like to continue to be a member but the Attorney General's Office is also looking for suggestions for new members.

Suggestions for new members included individuals outside Chicago, reviewing membership by sector to ensure other sectors such as arts and education are represented, and smaller organizations. EC members will also let the Attorney General's Office know of current members who have retired or left their organization. Valerie indicated she would work on a list.

#### **b. Teleconferences and the CAC Charter**

If CAC Committees would like to meet via teleconference or phone, the Charter will need to be updated to include rules for phone meetings. Valerie Lies accepted this proposal and David Rosen, Janice Rodgers, and James Keane all agreed this should be brought to the full committee. The EC Committee agreed to present an update the charter to include rules or language allowing phone meetings at the next Annual Meeting. The Attorney General's Office will draft the rules and the updated charger will be shared at the next Annual Meeting with the full body for approval.

#### **c. Additional Partnerships and Resources – Board Source**

The Attorney General's Office asked the EC for feedback on additional partnerships or resources the CAC should pursue such as Board Source, which was mentioned at the last CAC meeting. Valerie Lies shared that disaster relief resources or tutorials on how to give to relief/recovery organizations are available through Donors Forum Library. Valerie will share those resources. Michael Mosher suggested the League of Women Voters Roberts Rules handbook. EC members also discussed if model bylaws would be helpful. The Law Project's piece on what to think about before starting a non-profit was another recommendation.

### **IV. Public Comment**

Therese asked for Public Comment. No comments given.

### **V. Closing**

Therese adjourned the meeting at 2:52 p.m.