



# VETERANS ASSISTANCE COMMISSION OF COOK COUNTY

**Executive Board Meeting Agenda**

**15 July 2024**

**AML Post 36**

**1291 Oakwood Ave, Des Plaines, IL 60016**

**(Executive Board Members):** Frank Gutierrez (*President*), William Browne (*1st Vice President*), Dutch DeGroot (*2nd Vice President*), Robert Arciola (*Treasurer*),

**At Large Board Members:** Greg Jacobs, Wayne Kern, John Steciw. Non voting **Appointees** Jim Parker (*Secretary*), Kevin Ake (*Chaplain*), Gina A. LoGalbo (*Judge Advocate*), Lorenzo Fiorentino (*Sargent at Arms*). Elizabeth Soto (*Superintendent*)

- I. Welcome - Gutierrez
  - a. Call to Order
  - b. Roll Call/Establish Quorum – DeGroot
  - c. Recognition of Guests -Gutierrez
- II. Opening Reflection - Chaplain Kevin Ake
  - a. Prayer/Reflection
  - b. Pledge of Allegiance
- III. Consent Agenda - Gutierrez
  - a. Approval of any Minutes
- IV. Public Comment for any items Not on The Agenda - Gutierrez
- V. Governance Report - Arciola
  - a. Approval of Previous Financial Reports
- VI. VACCC Office Report(s) - Superintendent Elizabeth Soto
- VII. Consultant On Bylaws - John Steciw
  - a. discuss any new bylaw changes
- VIII. Consultant Budget –
- IX. Consultant on Services Provided - Wayne Kern
  - XII. Old Business - Gutierrez
    - a. NFP Status of Membership Organizationi.
      - i. Status Type
        1. (c)(3)
          - a. Charitable Contributions Deductible
          - b. Property Tax Exempt
        - ii. (c)(19)
          - a. Charitable Contributions Deductible
          - b. Property Tax Exempt?
        - iii. Ran by EB
          1. Does not need membership vote
- XIII. New Business - Gutierrez
- XIV. Good of the order
- XV. Adjournment
  - a. Next VACCC Membership Meeting - Tuesday, 24 June 2024 1900 Location Post 1941, 900 La Grange Rd, La Grange, IL 60525



# VETERANS ASSISTANCE COMMISSION OF COOK COUNTY

## Executive Board Meeting Minutes

15 July 2024

Location:

American Legion Post 36

1291 Oakwood Ave, Des Plaines, IL 60016

**(Executive Board Members):** Frank Gutierrez (*President*), William Browne (*1st Vice President*), Dutch DeGroot (*2nd Vice President*), Robert Arciola (*Treasurer*).

**At Large Board Members:** Greg Jacobs, Wayne Kern, John Steciw. Non voting **Appointees** Jim Parker (*Secretary*), Kevin Ake (*Chaplain*), Gina A. LoGalbo (*Judge Advocate*), Lorenzo Fiorentino (*Sargent at Arms*). Elizabeth Soto (*Superintendent*)

### I. Welcome – President Frank Gutierrez.

a. Call to order at 1801 hrs.

b. Roll Call/Quorum – Frank called the roll of Board

Members and announced four elected members present in person ( Frank, Dutch, Robert and Wayne (quorum met) and two elected members attended via Zoom (William and Greg).

John was absent. Also, appointed members Parker, Kevin and Lorenzo attended in person and Elizabeth and Gina attended via Zoom..

c. Frank announced there was one guest in attendance. Les Durov, Commander of VFW Post 1337.

### II. Opening

a. Prayer/ Reflection – Chaplain Kevin Ake.

b. Pledge of Allegiance.

### III. Consent Agenda –Frank Gutierrez.

a. Approval of Minutes of previous meeting. Upon a proper motion by Greg , duly seconded, the minutes were approved by unanimous voice vote.

### IV. Public Comment for Items Not on the Agenda.

a. Gina made a few points: First she cautioned that texts and emails among Board members wherein certain types of business are discussed or decisions made should include a quorum as parties to comply with the IOMA. Also, she suggested amending the By-laws where Roberts Rules of Order is made the authority for parliamentary decisions to add, “as amended from time to time” after the word, “Order.” Gina will send appropriate language to John for this.

b. Frank is looking into including “veteran owned” as a certified business.

c. Elizabeth confirmed that she will attend the next EB meeting.

### V. Governance Report – Robert Arciola. No report.

### VI. VACCC Office Reports – Superintendent Elizabeth Soto.

a. Elizabeth attended via Zoom and read some highlights from the current report.

b. We also discussed the draft budget reviewing the itemized sections and making some changes. The final budget amount is \$7,121, 633.

### VII. Consultant on By-laws – John Steciw. No report.

### VIII. Consultant on Budget – William Brown.

a. William said he has nothing written thus far but a Budget Book will be forthcoming when appropriate

### IX. Consultant on Services Provided -- Wayne Kern.

a. Wayne said, regarding benefits for veterans, everything budgeted for last year has been spent. Also, he is gathering information from other VAC offices for a follow-up comparative study

**X. Old Business – Frank Gutierrez.**

**a.** Parker reported the following on the Membership Corporation:

**1.** Currently the MC has a FEIN, a bank account and has filed all tax returns (Form 990-N) to date.

**2.** The MC does not have corporate status with the IL Sec/State, current By-laws or tax exempt status with the IRS.

**3.** He suggested that the EB draft Articles of Incorporation for the MC with a new name, a modified Purposes Clause (based on our final decision regarding tax- exemption category and use of the MC funds). The EB members should be shown as the MC's members. The Articles must be submitted to the IL/SOS for approval (filing fee is \$50) after we confirm the appropriate tax-exempt category for which we should apply. Based on my research and discussions with Andrew Tangen of the Lake County VAC, in which he suggested Section 501(c)3 as a charitable organization.

**4.** While that is pending we should draft by-laws. After the SOS approval, we should file for the 501 c 3 exemption which requires copies of the SOS approval and the By-laws. 5. Frank emphasized at the last EB meeting, this is quite important as we have the possibility of future donations from public and private sources.

**b.** Staff Positions. Dutch emphasized that we will be looking at every resume received for posted jobs.

**c.** Website update. Dutch said we are all set and just need to work up the format.

**d.** Status of new River Grove facility: about \$2M of the \$2.5M grant will be used to buy an existing building and \$300,000 will be spent on the build out.

**XI. New Business – Frank Gutierrez.**

Frank made a motion, duly seconded, to approve the budget proposed by Elizabeth for next year in the amount of \$7,121,663. The motion was approved by unanimous voice vote. That budget is attached hereto and is a part of these minutes.

**XII. Good of the Order. None.**

**XIII. Adjournment.**

**a.** Next meeting time, date and location TBA.

**b.** Upon a proper Motion by DeGroot, duly seconded, and approved by unanimous voice vote, the meeting was adjourned at 1955hrs.

Submitted by *Jim Parker, Secretary*