



Illinois Association of Problem-Solving Courts  
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**Illinois Association of Problem-Solving Courts**  
**Minutes for the April 28, 2020**  
**Meeting of the Board of Directors**

The board members of the Illinois Association of Problem-Solving Courts met via Zoom teleconference on April 28, 2020. The meeting was called to order by Judge Janet Holmgren at 12:10 PM. The following board members were in attendance:

Name	Present	Absent
Judge Janet Holmgren, President	X	
Judge Mark Shaner, Vice President	X	
Michael Roman, Treasurer	X	
Darrell Hite, Secretary	X	
Judge Carmen Aguilar		X
Hugh Brady	X	
Judge Jeff Ford	X	
Anthony Foster	X	
Baron Heintz	X	
Bernadine McFarland	X	
James Lane	X	
Michelle O'Brien	X	
Alicia Osborne	X	
Lori Roper	X	
Judge Ericka Sanders		X
Judge Stephen Sawyer	X	
Jason Sterwerf	X	
Anne Stevens	X	
Chantelle Leachman	X	
Judge Robert Zalud		X

Also in attendance: Matthew Kindler, Mary Gubbe Lee, Libby Moeller

- I. Welcome to Libby Moeller
  - a. Judge Janet Holmgren welcomed Libby Moeller to the position of Conference Coordinator Trainee. She provided an introduction for Ms. Moeller to the board. Ms. Moeller appreciates the opportunity. She has already been working with Matt Kindler and Mary Lee to get caught up on where the conference is as of now.
- II. Minutes from ILAPSC Board Meeting 4/14/2020
  - a. James Lane motioned to approve the minutes as they were submitted. Alicia Osborne seconded the motion. The motion passed by unanimous voice vote.
- III. Secretary's Report
  - a. Darrell Hite reported he had nothing new to report.
- IV. Treasurer's Report
  - a. Michael Roman sent a written Treasurer's Report to the whole board prior to the meeting. Some people did not receive it, but he will send it again for those who would like it. As of April 27, 2020, the ILAPS bank account had \$153,469.35. Total revenue as of January 30, 2020 is \$2,426. Total expenditures as of January 30, 2020 is \$12,167.95. He has written a total of six checks all related to conference coordination payments and other conference expenses. There was one debit transaction for postage stamps. Four deposits via Stripe for exhibitors and sponsors. All tax information was forwarded to the Benning Group, who will be filing ILAPSC taxes for 2019.
  - b. Conference Insurance
    - i. Event Cancellation Insurance
      - 1. Michael Roman reports that he has been unable to make contact with our insurance representative. He will continue trying to get ahold of the Cincinnati Insurance Company.
    - ii. Liability Insurance
      - 1. Michael Roman reports that he has been unable to make contact with our insurance representative. He will continue trying to get ahold of the Cincinnati Insurance Company.
      - 2. Judge Holmgren stated that the Marriott requires that the board carry liability insurance for the event. Mr. Roman has been in discussion with Judge Holmgren regarding whether we have this in place or not. Judge Ford noted that he believes we have this in place already.

- c. Multiple signatories on checking account
  - i. Michael Roman had to cancel the appointment with US Bank to add Judge Holmgren to the Association's checking account due to the Covid-19 stay-at-home order.
- d. Policy updates
  - i. Michael Roman suggested a need to update the board's financial policy to reflect online banking and a higher amount for single signature payments. Darrell Hite noted that he will assist Mr. Roman in writing proposed language for this update.
- e. Hugh Brady motioned that the Treasurer's Report be accepted as submitted. Judge Ford seconded the motion. The motion passed by unanimous voice vote.

## V. Committee Reports

- a. Executive Committee
  - i. Judge Holmgren noted nothing new to report.
- b. Conference Committee
  - i. Conference Backup Plan Options
    - 1. Financial Implication Summary
      - a. Matt Kindler prepared and presented a Financial Implication Summary for the board to consider if the 2020 in person conference at the Bloomington-Normal Marriott is cancelled without cause. As the contract is written, and without any stay-at-home order in place, a cancellation before July 15 would cost ILAPSC over \$76,000, and after July 15 over \$86,000. This information was prepared and figured based on contracted expenses with the Marriott and without any discussion with the Marriott about alternative options to reduce or eliminate a cancellation cost.
    - 2. Virtual Conference Proposal
      - a. Matt Kindler discussed the possibility of moving the in-person conference to a virtual conference using a contracted company to provide this service. Mr. Kindler has received one quote for a virtual conference, which would cost approximately \$30,000 depending on different options that were presented. Discussion was held regarding what a virtual conference could look like, including timing, the National Association of Drug Court Professionals moving to a virtual conference, and financial implications of

cancelling the in-person event and having to pay for a virtual conference. It was recommended that a meeting be scheduled as soon as possible with the ILAPSC Conference Coordinators – Matt Kindler, Mary Lee, and Libby Moeller – Judge Holmgren, and Marriott staff and management to discuss options for cancelling the 2020 in-person event without having to pay the full cancellation cost. Mr. Kindler will reach out to the Marriott to schedule a meeting.

- b. The Conference Committee has a meeting scheduled for May 5, which was previously scheduled as a regular monthly meeting to discuss the conference. This meeting will also include Executive Board members and any other board members to discuss the results of the meeting with the Marriott and to further discuss the possibility of transitioning to a virtual conference.

ii. Conference Budget

1. Mary Lee discussed that the budget will change drastically if the conference is moved to a virtual event. Specifically, speaker travel won't have to be paid for, and there will be no printing costs. She will prepare a draft budget for a virtual conference to present to the Conference Committee and Executive Committee on May 5.

iii. Sponsors & Exhibitors

1. Mary Lee discussed difficulty securing sponsors and exhibitors due to the uncertainty of Covid-19 and what the conference will look like. She will continue to reach out to exhibitors and sponsors from the past in hopes of securing their support for this year's conference.

iv. Conference Registration Website

1. Matt Kindler reported that the Conference Registration form has become corrupt. The engineers from the company who makes the form are looking into it, but Mr. Kindler will likely have to remake the forms.

c. Technology Committee

- i. Jason Sterwerf reported no update

d. Public Awareness Committee/Fundraising

- i. Alicia Osborne reported no update
- e. Nominating Committee
  - i. Judge Holmgren reported no update
- f. Government Committee
  - i. Hugh Brady reported that he has had several conversations with state legislators who are unclear as to when they may go back into session. He reported they need to pass a budget, and they will likely come back into session to pass a budget and a few emergency items and adjourn until the veto session or 2021.

VI. Old Business

- a. No old business was discussed

VII. New Business

- a. Judge Ford motioned to allow Judge Holmgren, Matt Kindler, and Mary Lee begin a conversation with the Marriott regarding options for potentially cancelling the conference for this year. Darrell Hite seconded the motion. Judge Holmgren asked if there was benefit in discussing with the Marriott other options. Baron Heintz suggested that it may not be necessary to have a formal motion to have a discussion as long as there are no binding agreements entered into. Darrell motioned to amend the original motion to include Mr. Heintz' comments to allow Judge Holmgren, Matt Kindler, and Mary Lee broad discretion to discuss all possible options for the 2020 ILAPSC Conference with the Marriott. Hugh Brady seconded the motion. The motion passed by unanimous voice vote.

VIII. Next Meetings

- a. July 28, 2020 at noon via Zoom teleconference
- b. September 8, 2020 at noon via Zoom teleconference
- c. October 15, 2020 at the conference
- d. November 19-20, 2020 ILAPSC retreat

IX. Adjourn

Hugh Brady motioned to adjourn the meeting. Baron Heintz seconded the motion. The motion passed by unanimous voice vote. Judge Holmgren adjourned the meeting at 1:18 PM.

Respectfully Submitted,

Matthew Kindler