



Illinois Association of Problem-Solving Courts  
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**Illinois Association of Problem-Solving Courts**  
**Minutes for the Board Retreat**  
**January 25, 2021**

The board members of the Illinois Association of Problem-Solving Courts met via Zoom teleconference on January 25, 2021. The meeting was called to order by Judge Janet Holmgren at 12:10pm. 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	
Sgt. Christopher Darr	X	
Judge Jeff Ford	X	
Anthony Foster		X
Wayne Gilliland	X	
Baron Heintz	X	
James Lane	X	
Chantelle Leachman	X	
Bernadine McFarland	X	
Michelle O'Brien	X	
Alicia Osborne	X	
Lori Roper	X	
Jason Sterwerf	X	
Brian Straub	X	
Anne Stevens	X	

Also in attendance: Matthew Kindler, and Mary Gubbe Lee

I. Minutes from ILAPSC Board Retreat 11/19-20/2020

- a. Matt Kindler circulated minutes from the Board Retreat prior to this meeting. Judge Shaner moves to approve. Alicia seconds. Unanimous voice vote

II. Secretary's Report

- a. Darrell Hite circulated the financial policy revisions earlier. He and Michael Roman got together to update financial policies. Proposed changes were highlighted in newly circulated draft. Mr. Hite summarized that they tightened up policy to make sure there are two approvers for every transaction, to give Michael Roman authority to make online payments of bills using the Association debit card, and gave Mr. Roman the ability to make up to \$5,000 transactions with prior approval of two Executive Committee Board Members. Judge Ford questioned some of the wording about whether they intended to include the Treasurer or not in the two Board member approval. This was discussed and the distinction was intentional due to the way the ILAPSC bank account is set up.
- b. Hugh Brady moved to approve the updated financial policy. Anne Stevens seconded the motion. The motion passed by unanimous voice vote.
- c. Record Retention Requirements
  - i. Matt Kindler discussed a need for a record retention requirement policy. Michelle O'Brien noted that all records must be kept for 7 years after the close of the Illinois Center of Excellence, which would be December 31, 2025. Discussion was held and agreed that most, if not all, requirements would fall within that 7 year timeline. Baron Heintz volunteered to look at record retention requirements and will discuss this with the board at a future meeting.

III. Treasurer's Report

- a. Michael Roman presented the Treasurer's report. The ILAPSC bank account has a current balance of \$178,114.83. We have had a total revenue of \$505 and total expenditures of \$1,678.90 since the last ILAPSC Board meeting. Mr. Roman discussed expenditures made during this time more specifically. Mr. Roman sent a copy of his report to all board members.
- b. Mr. Roman has renewed the association insurance policy, completed annual 2021 report, and has worked with Mr. Hite regarding changes to the financial policy.
- c. External Audit

- i. Judge Holmgren asked Michael Roman if he had a specific timeframe to start the process of an external audit with The Benning Group. Mr. Roman had no specific recommendation. Judge Holmgren suggested a 3-year financial audit since the Association's finances are not that complicated. Michelle O'Brien noted that the Benning Group had done a shortened review process in the past and recommended asking if they can do that again. Discussion was held regarding past internal audits and reviews, as well as the proposed costs for an external audit from the Benning Group. Discussion was held regarding if US Bank can provide this service, but Baron Heintz recommended not using a financial institution involved in our accounts to complete the audit. Michael Roman will gather more information regarding a three-year audit from the Benning Group. Darrell Hite offered to get more information from a financial auditor he is familiar with to compare costs. He will get a quote for a three-year audit including calendar years 2018-2020. This will be added as an agenda item at our next regularly scheduled full board meeting.
- d. Judge Holmgren reported that she and Michael Roman met with US Bank and are now both set up as signatories on the account.

#### IV. Committee Reports

- a. Executive Committee
  - i. Result of Marriott cancellation negotiations
    1. Judge Holmgren reported that she was able to negotiate with the Marriott to agree to accept the retained \$10,000 credit that was supposed to be applied to an in-person meeting for 2021 as the liquidated damages for not conducting an in-person event this October. Mary Lee forwarded a notice signed by the Marriott General Manager regarding this matter. Judge Holmgren will sign and return the notice to the Marriott. This will end our agreement with the Marriott for 2021.
- b. Conference Committee
  - i. CommPartners Proposal
    1. CommPartners submitted a proposal for the 2021 virtual conference. Matt Kindler discussed the proposal including some of the changes that were being made for this year's conference. Matt Kindler recommended the final proposal is appropriate and should be accepted as proposed. Judge Holmgren discussed

working with CommPartners last year, and overall, she is pleased with CommPartners. She believes that this is a fair proposal and recommends it being approved.

2. Darrell Hite motioned to approve the CommPartners proposal as submitted on 1/18/2021. Hugh Brady seconded the motion. The motion passed by unanimous voice vote.

ii. 2022 Conference Dates

1. Mary Lee discussed her conversations with the Marriott that the dates of October 19-21, 2022 were available.

iii. 2022 Marriott Contract

1. Mary Lee discussed the proposal that the Marriott sent for the 2022 contract. The force majeure clause has been updated to reflect current world events and allows for the cancellation of the event without penalty in accordance with CDC orders 60 days prior to the event. She discussed some slight increase in fees that are usual and customary in year-over-year contract changes.
2. Judge Ford discussed that there is a difference between what the CDC has ordered and what the State of Illinois has done. He noted that by the time we figure out if we are able to have a live or virtual conference, we are at a point of having to pay penalties. He would like to see a change in the cancellation policy to allow for non-penalized cancellation up to 6 or 7 months prior to the conference if it looks like a 600+ person in-person conference is not possible. He noted that we agreed to negotiate for a 2022 conference, not to contract for a 2022 conference, as part of our 2021 cancellation.
3. Judge Holmgren noted that there is no way that we can agree to a 70% penalty that is in effect the date the contract is signed, and she would like ILAPSC to negotiate to have that language changed. She suggested having no penalty whatsoever up to 6 months prior to the conference, then have liquidated damages applied after that. She also noted that we have based our negotiations on prior attendance records of 600 people and thought it might be a little higher than we may actually receive. Additionally, she noted that ILAPSC has historically been the only entity to train the problem-solving courts in Illinois. Now there are

virtual trainings available that would meet the training requirements for courts, thus potentially reducing expected attendance.

4. Michelle O'Brien noted that the ILAPSC training looks different than any other conference available. Discussion was held regarding the likelihood of going back to in-person events in the future.
5. Judge Holmgren noted that the numbers in the contract are based on past conference attendance and suggested lowering the expected attendance numbers to a possibly more realistic level based on actual expectations. Further discussion was held regarding possible changes to the Marriott proposal needed. Judge Holmgren asked Judge Ford and Michelle O'Brien to help in the negotiations with the Marriott. Discussion was held regarding what ILAPSC would like to see in a contract when negotiations end.
6. Baron Heintz asked if it would be good to have a full board meeting again prior to submitting the renegotiation with the Marriott. Anne Stevens suggested having another full board meeting with the only topic being the 2022 Marriott contract negotiations. Judge Holmgren agreed and asked Matt Kindler to send out an invitation to the Board with proposed dates for another meeting.

#### iv. Sponsor & Exhibitor Levels and Benefits

1. Mary Lee discussed with the Board the different sponsor and exhibitor levels that she and Matt Kindler have been working on with input from the conference committee. Michelle O'Brien noted that we need to have a right to review any content that the sponsors will be showing the attendees. Judge Ford added that we should be able to review and edit the content. Discussion was held regarding the addition of an Advertiser level.

#### v. Networking Event

1. Matt Kindler discussed an improv group that he saw virtually and suggested having them as a networking event on the Thursday night of the conference. He reached out to the group for a proposal and they came back with a \$2,500 proposal for a 60-minute event. They have the Zoom license and there would be no additional costs. We would be able to welcome attendees and have a sponsor present at the beginning. Baron Heintz questioned if the expense is worth it

because it is not much of a networking event. Discussion was held with Board members who had previous experience with virtual entertainment events. Anne Stevens moved to allow Matt Kindler to contract with the Fishsticks Improv Troupe. Judge Ford seconded the motion. The motion passed by unanimous voice vote.

c. Nomination Committee

- i. Judge Ford discussed two nominations that we received since the conference for people interested in being on the Board. Michelle O'Brien asked if we can table this discussion for a future meeting.

V. Old Business

- a. No old business.

VI. New Business

- a. The previously scheduled February 8<sup>th</sup> Conference Committee meeting will be converted to the full board meeting discussing the Marriott contract.
- b. A full board meeting will be added on February 22<sup>nd</sup> to complete the agenda that was not able to be discussed at this meeting.

VII. Next Meetings

- a. February 8<sup>th</sup> at Noon via Zoom
- b. February 22<sup>nd</sup> at Noon via Zoom
- c. March 29<sup>th</sup> at Noon via Zoom
- d. April 19<sup>th</sup> at Noon via Zoom
- e. July 19<sup>th</sup> at Noon via Zoom
- f. September 20<sup>th</sup> at Noon via Zoom
- g. October 14<sup>th</sup> at the Conference
- h. November 18<sup>th</sup> & 19<sup>th</sup> at Starved Rock for the Board Retreat

VIII. Adjourn

- a. Michelle O'Brien moved to adjourn. Judge Holmgren seconded the motion. The motion passed by unanimous voice vote. Meeting adjourned at 1:38PM.

Respectfully Submitted,

Matthew Kindler