

To:	MPC Executive Committee	From:	Paul Carlisle, Chair
Meeting:	Wednesday, February 14, 2024 8:00-9:30 a.m.	RSVP:	Kimberly Johnson Kjohnson@metroplanning.org

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Session is being recorded (Executive Session Omitted)

Agenda

Time	Item
8:00 a.m.	Welcome & Introduction <i>Paul Carlisle, Board Chair</i> <ul style="list-style-type: none"> November 29, 2023, Executive Committee minutes (for approval) Today's Objectives <ul style="list-style-type: none"> President's Report Financial Updates Development Updates Programmatic Updates Governance Updates
8:05 a.m.	President's Report <i>Darlene Hightower, President</i> <ul style="list-style-type: none"> President's Updates MPC Institute Update
8:20 a.m.	Financial Update <i>Ramiro J. Atristaín-Carrión, Treasurer; Greg Gurley, Chief Operating Officer</i> <ul style="list-style-type: none"> 2023 Year-End Report
8:30 a.m.	Development / Communications <i>Laura Reilly, VP of Philanthropy and Communications</i> <ul style="list-style-type: none"> Financial Tracker 90th Anniversary Update 90th Anniversary Board Committee New MPC Website

8:45 a.m.	Programmatic Update <i>Kendra Freeman, VP of Programs; Sheila Sutton, Manager</i> <ul style="list-style-type: none">• City Development Process Improvement Update• Bring Chicago Home Referendum
9:00 a.m.	Governance Committee Update <i>Julian Posada, Co-chair; Matt Reilein, Co-chair</i> <ul style="list-style-type: none">• Board Governance Workplan/Next Steps Overview
9:15 a.m.	Executive Session
	Adjourn



MPC Executive Committee

Wednesday, November 29, 2023

8:00 AM

Members in Attendance: Paul Carlisle, Chair; Darlene Hightower, President; Kyle Barnett; Ramiro Atristain; Ellen Carnahan; Julian Posada; Jessica Droste Yagan; Matthew Reilein; and Melissa Washington

Staff in Attendance: Gregory Gurley, COO; Laura Reilly, VP of Philanthropy and Communications; Kendra Freeman, VP of Programs and Kimberly Johnson, Sr. Exec Asst

I. Call to Order: 8:04 am.

II. Approval of Minutes from August 9, 2023: Member Carnahan moved to approve the meeting minutes. Second by Member Yagan. The minutes were approved as presented.

III. Financial Updates

Member *Atristain* stated that the Audit & Finance Committee met twice over the past two weeks dedicating time to reviewing and finalizing the 2024 budget. To prevent any financial deficits and ensure that we are being financially responsible, we are currently in the process of reviewing and revising the draft budget for 2024. This revised budget will include a transfer of funds from the board reserve to support our strategic plan and maintain a balanced budget, which will ultimately help us avoid any potential shortfalls in 2024. Given these refinements and considerations, the resulting 2024 proposed budget will reflect our commitment to financial stability and MPC's strategic vision. Members *Carnahan* and *Yagan* requested the 2023 Operating budget report be updated to include a 2023 year-end forecast.

Chair *Carlisle* noted that the Audit & Finance Committee will send the proposed 2024 budget for our review and approval, via email, within the next few days. (*see Executive Committee vote – page 4*)

Gurley presented and updated committee members on the 2023 YTD budget actuals through October 31, 2023. The \$2,718,420 total revenue collected does not reflect funds received in November 2023. To date, \$545k of the \$783k budgeted spending policy allowance (carryover from 2022) has been paid out. 2023 YTD expenses are at \$3,930,451. We are currently trending behind budget on expenses due to lower travel and staggered hiring. *Gurley* mentioned that we have only received \$13k out of the \$90k invoiced to the City. We recently received an update from the City that indicates final payments should be processed into our account in the next two weeks.

IV. Development Updates

Reilly provided the 2023 fundraising snapshot and year-end projections. The 2023 total pledged amount is \$4,123,096, which includes total received and outstanding pledges. The 2023 budget goal is \$5,210,939. We are currently at 79% of the goal, lagging in corporate and individual donations. *Reilly* also highlighted the 2023 year-end revenue and expense forecast.

Reilly stated – with the new hires of a Development Director and Grants Manager we are focused on donor re-engagement, prospect research for corporations, individuals, and government grants, and analyzing lapsed donors. We have identified 18 lapsed donors, resulting in a decrease of approximately \$330k in donor pledges/funding. In addition to Board engagement, the Development team has a campaign strategy for 2024 to re-engage lapsed donors and secure new funding. Discussion ensued around fundraising trends and strategies. Member *Washington* commented that we are seeing a shift in Non-Profit fundraising overall. As the landscape changed in 2022-2023, many foundations changed their giving strategies, causing non-profits to recover and adjust their focus areas or re-evaluate. Chair *Carlisle* mentioned that from his experience on other boards, the current environment is challenging for everyone.

Discussion ensued around year-end projections and closing the projected \$370k gap, which includes a transfer from the endowment fund.

V. Programmatic Updates

Freeman provided a recap of the programmatic work planning process, which includes a project proposal review process. Member *Yagan* inquired about the workload capacity and whether we have adequate staff to handle all identified projects. *Freeman* replied - as a part of our work planning process, we develop the Work Plan that includes estimating and assigning staff hours. Currently, we have enough staff to meet our needs and we prioritize the work we are funded to do. *Freeman* also noted that the budget is a factor in influencing the resources to move the work forward.

Discussion ensued around the status of other projects. *Freeman* mentioned that staff member *Justin Williams* attended a press conference in D.C. on our Lead Service Line work. In addition to forming a coalition of local partners, we are also tapping into national networks as well. Next week, *Williams* will testify at the City Council hearing about the replacement of Lead Service Lines and the need for additional funding. A brief discussion ensued around Professional Development opportunities for Program staff.

The Programs team looks forward to presenting the 2024 work plan to the full board on December 13th.

VI. Governance Updates

Member Posada commented that Darlene Hightower, Consultant Sharmila Rao Thakkar, and the Governance Committee have spent much of the year discussing Board/stakeholder engagement and structure. We’ve prepared the recommendations for your review and approval. Based on the recommendations, there’s an opportunity to take MPC in a more focused direction that allows us to maximize the talent of people in our ecosystem who will be more willing to work with and embrace the vision of MPC. Executive Committee members received a copy of the Board and Stakeholder recommendations.

Hightower provided high-level Board and Stakeholder recommendations and highlighted the process that led to the recommendations. We conducted a board survey; held two focus groups and 1:1 meetings with Board members; provided updates at BoG and Executive Committee meetings; and interviewed three peer organizations. *Hightower* further highlighted and provided context on recommendations (listed below) and key findings from 1:1 meetings and conversations with peer organizations.

Recommendations:

BOARD	ADVISORY COUNCIL
<ul style="list-style-type: none">• Up to 30 Members; each member is on one operational committee and acts as a subject matter expert to be tapped for various programmatic projects as needed• Commit to \$1k individual give and \$25k or more through, corporation or their networks• Members are influencers and connectors for the work• Responsibilities include fundraising, targeted programmatic expertise; operational oversight and strategy support	<ul style="list-style-type: none">• The council has 3 meetings per year. There are no separate committee meetings by issue area. Meetings are strategy sessions, not updates. Council members can also be tapped individually for projects based on their expertise.• The Advisory Council is a feeder for potential board members• Responsibilities are strategy support, and to provide an annual donation to MPC

EXECUTIVE ADVISORS	LEGACY TRUSTEES
<ul style="list-style-type: none"> • Keep Executive Advisors and leverage this for individuals who want to support MPC, but not join the board. Keep \$15k contribution but consider reducing the amount we expect to raise in our 2024 budget due to lower number of EA members and time needed to re-introduce event offerings; plan 2 events for this group in 2024. • Consider the role of the Board Chair in helping drive peer-to-peer attendance and engagement 	<ul style="list-style-type: none"> • Potential Criteria: <ul style="list-style-type: none"> ○ Existing board member ○ long-term active and distinctive board service ○ held an important leadership role ○ nominated by the Executive Committee • MPC would keep Trustees on donor lists for solicitations • Limit the number of Trustees • Hold an awards ceremony in 2024 as part of the 90th anniversary to thank them for their service

A brief discussion ensued about the next steps – 1) review and discussion with the Board and 2) development of a work plan for 2024 implementation.

After the discussion, the MPC Board and Stakeholder recommendations were unanimously approved by the Executive Committee for review, discussion, and approval by the full Board.

VII. Adjourn. The meeting was adjourned to Executive Session at 9:10 a.m.

On Wednesday, December 6th, The Audit & Finance Committee sent, via email, the proposed 2024 budget to Executive Committee members. After review, the Executive Committee voted to approve the 2024 budget for full board approval.

Member voted-via Email:

Jessica Droste Yagan – Yes (December 6th)
Ramiro Atristain – Yes (December 6th)
Paul Carlisle – Yes (December 7th)
Meena Beyers – Yes (December 7th)
Ellen Carnahan – Yes (December 7th)
Kyle Barnett – Yes (December 7th)
Matthew Reilein – Yes (December 7th)
Julian Posada – Yes (December 7th)
David Williams – Yes (December 7th)
Manny Flores – Yes (December 7th)
Melissa Washington – Yes (December 7th)

**2023 Operating Budget
Metropolitan Planning Council**

REVENUE	2023 Budget	2023 Actuals
Fundraising		
Corporate	1,502,250	888,748
Foundations	2,036,500	2,355,850
Individuals	737,232	182,992
Government	90,000	70,717
Sub-Total: Fundraising	4,365,982	3,498,307
Other		
2022 Spending Policy Allowance Carryover and Investment in Strategic Plan	783,000	783,000
Use of cash balance		
In-Kind Income	61,957	61,957
Total Revenue	5,210,939	4,343,264
EXPENSE	2023 Budget	2023 Actuals
Personnel	3,607,328	3,168,928
Contract Workers & Professional Fees	443,521	518,828
Publications, Web	182,474	65,876
Publication Postage / Mailing Service		
Events & Meetings	152,480	136,884
Travel	81,100	14,889
Other Program Costs	3,000	25,274
Occupancy Costs	408,260	408,000
Office Expenses	298,886	313,180
Sub-Total: Operations Expense	5,177,049	4,651,859
Depreciation	65,000	53,727
A/R Write Off		
In-Kind Expense		
Total Expense	5,242,049	4,705,586

**Balance Sheet
Metropolitan Planning Council**

	12/31/2022	12/31/2023
Net Assets	14,868,802	15,355,420