

CHICAGOLAND TOYS FOR TOTS BOARD MEETING MINUTES

I. MEETING DETAILS

Tuesday, May 19, 2026

Rhine VFW

II. ATTENDEES

Attendees:

Scott Rehak #1935, Sharon Choate #1798 (via Teams call), Maynard Marsh #994 (in place of Richard Link #1853), Jeannette Roberts #2123, Kelly Doherty #1759, Shelby Sullivan #1707, Thunder Rathbun-Cakos #2060, Diane Pencak #2075 (in place of Sandy Scheel #491), Bruce Weaver # 843 (via Teams call)

Guests/General Members in Attendance:

Roy Miller #874 (Product 2nd), Jack Voss #415 (via Teams call), Sam Eassa #610

III. CALL TO ORDER

The meeting was called to order at 6:58pm by Thunder Rathbun-Cakos #2060.

Pledge of Allegiance.

IV. OLD BUSINESS

- Scott Rehak #1935:
 - Bank Statement – All reviewed and approved?
 - Kelly was not able to review. Will review and send approval to Sandy.
 - Rest of Board reviewed and approved prior to meeting.
 - Shelby questioned a charge on the statement that had no receipt/description.
 - Was for \$200 bank for warehouse sale. Bruce took out and deposited back in after sale. Needed bank for truck and one for inside warehouse.
 - Sharon had key made at Menards. She did not get receipt. She will go back and print out receipt from charge card.
 - Add line to reimbursement sheet for items without receipts so that Board member can add description and charge. Jeannette to update form.
 - Drone autopay is for BB1 alarm system. Yearly fee due to GPS.
 - Meeting minutes – All reviewed and approved? All Board approved.
 - Revisit blanket distribution for member passing – Kelly Doherty asked that past board members, that may not be current members, receive a blanket. It will have to be decided on at that time by the current board members.
 - Email issue: Roy Miller to shut down/restart Go Daddy emails to clear them up.

- Roberts Rule – Sharon spoken with a representative and there are two different options:
 - \$497 up to 10 people, video training only, learn at your own pace.
 - \$1,950 up to 10 people, live webinar, interactive. Trainer will tailor the presentation to our non-profit specifically. Can hold at Scott's house or TFT warehouse possibly. Need to setup and complete by September 4th.
 - * ▪ Motion to take live webinar by Scott Rehak #1935, 2nd by Thunder Rathbun #2060.
 - Sharon will get class setup (takes 2hrs w/Q&A) and get all available dates.
 - Will also need to find book on subject (Roberts Rule for Dummies?). Kelly Doherty may have. She will check.
- Cameras:
 - Scott has 2 cameras, we need the rest before guy will come out to install.
 - Scott suggested Guy give us a DVR and Scott, Roy and Bruce setup. He is difficult to reach to get this task completed.
- Plastic Bags for toys:
 - Thunder has letter and information of who to send to. He is having an issue with saving file to PDF. He will make sure to get out. Will ask Jeannette to assist with letter if still needs help.
- Warehouse cleanup:
 - Large amount of boxes have been cleared up and toys stocked on shelves.
 - Need to get more toys cleared out of the warehouse to make room.
 - LAMA wants about 10 bikes. Sharon will coordinate to meet them at the warehouse to get the bikes.
- Photos from Kankakee Donation:
 - Need to still put pictures from donating at Kankakee on website and/or Facebook. Shelby received and will post.

* V. MOTION TO CLOSE OLD BUSINESS. Made at 7:20pm by Scott Rehak #1935. 2nd by Bruce Weaver #843.

VI. NEW BUSINESS

- Vice President: Sharon Choate #1798
 - Welcome to Sam Eassa, he has accepted position as Woods Coordinator
 - Board will vote on responsibilities for position
 - BB1 is now able to park in warehouse.
 - Please pull in to park and do not back in due to exhaust smell.
 - Will need to use longer extension cord to plug in.

- 5/3 bank: Since it is difficult to get the President, VP and Treasurer all to go at the same time to setup account for \$25K investment, Sharon and Scott can go in with the Board Minutes and Sandy can then e-sign.
 - Go Fund Me: is live, no activity right now. Need all Board to send out. Sharon will send link to board for each to send out.
 - Raffle items for Summer Run: Need 10 or 15 good baskets/gifts and 50/50. Have poster for board to start giving out.
 - August 16th
 - Meeting attended by Thunder, Brenda, Scott, Shelby and Oliver
 - Will have 4 different stops: Dog house (will have breakfast), Mugshots, Shannahans and The Mood .
 - \$20 presale & \$25 day of. Same cost if you are rider or passenger per person.
 - Brenda & Sharon will do cards at 2 stops
 - Next meeting June 10th at the warehouse
 - Need to get the trailer empty so that it can be taken to Guy so he can repair. Currently only about 6 or 7 bags inside.
 - Needs the link to the warehouse
- Secretary: Jeannette Roberts #2123
 - Forest Preserve Permit: Communicating with Jose for processing.
 - CDOT Application: Was sent in via certified mail. It was received and being processed (got signed certified mail receipt back).
 - Would like to work with Sharon/Scott on what my expected timelines are for each item I need to complete. Alderman letters and business letters need to go out the 1st of November. Maynard will provide listing of who they go to.
 - Budget: Need to revise. Needed to know which items were included in my budget (business letters, postcards, etc.). Now that we have our own printer many items will not need to be done by printer.
 - Roster: Need to finalize, asked if we needed email addresses. – No just phone number we have.
 - Northside Meeting Date: Still need to get so I can produce calendar for meetings and events.
 - Calendar: Member gift – needs to go from September 2026 to September 2027. Can't get this year's Northside meeting dates, how are we to figure meeting dates for 2027-Maynard said to figure them as the Monday after each Friday meeting. Add Summer events, Board Meeting dates, etc.
 - BB1 Vehicle Policy: Bruce requested I email a copy to him.
 - Treasurer: Sandy Scheel #491
 - Sandy was not present. Diane did not have any information to discuss. Just ensure that statements are reviewed and approved each month.

- Sargeant at Arms: Thunder Rathbun-Cakos #2060
 - Donation letter for bags: Menards, Home Depot, Uline, etc. are ready just had an issue with saving them at first. Jeannette to help if needed.
 - Security Inventory taken: Have (12) security ball caps, (1) beanie, (12) bandanas, (4) padlocks w/keys, (1) roll of caution tape, (30) cones (but no batteries for lights).
 - Check O'Herron in Downers Grove for lights. 630-629-6277.
 - Don't have flashing lights used on vests. Need to check with Matt to find out where all of them are.
 - Wants to have a handheld flashing stop sign. Need to add to budget.
 - Presented budget (copy attached)
 - Batteries: Check with Interstate battery and give donation letter to see if they will donate them instead of purchasing.
 - Puck lights wanted – asked Sharon to research for them
 - Handbook: Is starting to look over/work on.
 - Does he need to provide blockers for Summer Run. Per Scott, probably 4, will need to get vests and flags from Kelly. Bruce will do one.

- Kelly Doherty: Parade Coordinator #1759
 - Presented budget (copy attached)
 - All board to keep a copy of budget with their responsibilities page and keep on drive.
 - Radios for parade day: Should use 3 channels
 - Questioned what to do about Board Vests of past members. Ask for them back or just ensure “parade marshal” is covered up for non-board members.
 - Questioned if we want non-member volunteers to all have vests for day of parade. Yes, have put on vest with stencil, write on or cricut – non member.
 - Due to this may need to add to budget and order additional vests
 - Questioned about raffle basket donation: Boss fills a box each year for TFT and is doing a raffle basket for New Lenox. Asked if we could donate some small items (hat, bandana, etc.). Fill out form and present it to Bruce for items.

- Product: Roy Miller #874 (in place of Bruce)
 - BB1: Worked on but was not completed correctly. Found someone else to work on it, Nick. Install new muffler and all pipe, fix brakes (had no brakes, lines are corroded).
 - \$3,200 to repair - \$250 discount to keep his name on the side.
 - All parts ordered today. Hope to have fixed by end of week.
 - Warehouse: Old product shelves almost completely empty.
 - Donated to Manteno home, Sharon and Roy took some to donate and donated to Kankakee disaster.
 - Summer merchandise: Posted on Facebook and Shelby put on website product page.
 - Illinois Harley: Will be there the last Thursday for the next 4 months.

- Budget: Spent approximately \$80K last year on product thought it needs to be raised by 10% this year. Trying to eliminate larger sizes that did not sell last year and order less.
 - Must have the money in the bank. For 1st order at least \$15K-\$20K needed.
 - Need to get out to more events and sell more.
 - Has \$15K in bank now
 - Hotspot for squares is \$40 a month
 - Needs insurance amount. Jeannette to provide copy of policy.
 - Plates are \$10 a year.
 - Repairs need to be estimated.
 - Gas estimated at \$1K plus 10%.
 - Truck staff meals estimated \$500 total.
 - 2026 Product: Currently working on design for this season.
 - Board Shirts: Change every year, look at baseball jersey/shirt, list just position not name, need to give to board Friday before day of Kick-Off Party.
 - Mental Health Event: May 30th. Can park our truck there. Channel 9 there for advertising have BB1 there.
 - 2025 Product: Can lower the product price but only when out on-site for that day.
- By Laws: Shelby Sullivan #1707
 - Presented budget (see attached): Went off 2025 Bylaws budget. Need to revise. Quoted 150 qty but asked for 352.
 - Trifold: Need to get printed right away.
 - * Motion from Scott Rehak # 1935 to approve to have printed, 2nd by Kelly Doherty #1759. All board approved.
 - Handbook: 2023 version never printed with flowers for member/family passing and downed rider fund. Remove that completely.
 - Need to check minutes to see where it was agreed by board to “pass the hat” for member or family in need/downed rider.
 - Update wording for purchase of flowers/tree and presentation of blankets.
 - Flash drive: One drive numbered and presented to each member of the board with all current forms/documents most frequently used.
 - Website: Updated each time a member passes in alphabetical order.
 - Northside Coordinator: Richard Link #1853
 - Not present. Maynard Marsh #994 present. Nothing to discuss.
 - President: Scott Rehak #1935
 - Cash donations: Bank friend is in hospice, his friend donated \$45. Artist, Penny gave \$40 from Art sold.
 - Checks received: Lawyers organization gave \$1,066.09, Front Stream in the amount of \$34.50.

- Flood Brothers: Trash removal bill received. Should be on vacation mode so not being billed. Need to arrange.
- Coloring Books: 3 quotes received @ 100 qty each, \$667, \$827 and \$664.
 - Will order lesser amount of 2 books if under \$300 total and charge \$10 each. 1 w/member pictures, 1 w/parade pictures. If more than \$300 will get approval from board. Possibly use in raffle baskets.
- Wood Coordinator: Same Eassa accepted position. Scott will create responsibilities sheet for board to review and agree upon/approve.
- Board 2nds: Use your 2nds to your position to assist with responsibilities.
- Congratulations to Shelby: Baby due in December.
- Jack Voss's friend passed away, Frank Schiddel #1118, wake will be June 8th in Palatine.
- Kelly questioned if we want to begin thinking about a high value price for the Kick-Off party. Start raising money. Possibly Electric bike or scooter.

* VII. MOTION TO ADJOURN: Made at 9:10pm by Thunder Rathbun-Cakos #2060, 2nd by Kelly Doherty #1759.