



## **Grand Prairie Friends Regular Board of Directors Meeting**

**January 24, 2022 5:30PM**

Meeting to be held via zoom. Items listed under *Old Business* include tabled or pending action items and/or record of electronic votes and organizational business held on dates since last Board Meeting December 20, 2021, as listed.

### **AGENDA**

#### **I. CALL TO ORDER & BOARD/ STAFF CONFLICT OF INTEREST DISCLOSURE**

#### **II. MOTION for APPROVAL OF ALL CONSENT AGENDA ITEMS AS FOLLOWS:**

1. Minutes of Regular Meeting on December 20, 2021
2. Monthly Staff/ President Reports for January 24, 2022

#### **Ad-Hoc Committee**

Naming Policy: Leiter & Wilhite

Professional Development: Carlier & Leiter

#### **Standing Committees**

Nomination: Chair Grant; Liaison Needed

Volunteer: Chair D.Wilhite; Liaison Leiter

Finance: Chair E.Wilhite

Stewardship: Chair Peyton; Liaison Ellis

Blazing Star Society: Steinman/Milling

Land Acquisition: Chair Easter

Diversity, Equity & Inclusion: Chair Needed

#### **III. PUBLIC COMMENT (5-minute opportunity/ person)**

#### **IV. OLD BUSINESS**

1. Finance Committee investment update (Ed)

#### **V. DISCUSSION**

1. Annual Board Member / Conflict of Interest Agreements
2. 2021 Donor Review
3. 2022 Calendar of Events

#### **VI. NEW BUSINESS**

1. Motion to approve December 2021 Treasurer's reports.
2. Motion to approve proposed 2022 budget. in the amount of \$573,266.
3. Motion to engage in IL Recreational Access Program (IRAP) contract to allow archery hunting on 42-acres at Warbler Bluff (2022-2025). Lease payment will be provided in the total amount of \$3,715.20, along with limited in-kind stewardship assistance via IDNR invasive strike team.

#### **VII. PROFESSIONAL DEVELOPMENT**

IL Nature Preserves Comm: Registration Proposal of Warbler Bluff Land & Water Reserve

#### **VIII. ANNOUNCEMENTS/ EVENTS**

**Board Meetings 2022- 4<sup>th</sup> Monday of the Month, except December (5:30pm)**

Feb 28	May 23	Aug 22	Nov 28
March 28	June 27	Sept 26	Dec 1
April 25	July 25	Oct 24	

#### **IX. ADJOURN**

# MINUTES

## **Board of Directors Meeting**

Monday, December 20, 2021

## **Grand Prairie Friends**

United Way of Champaign County, 5 Dunlap Ct, Savoy, IL

Submitted by Valerie Sivicek

**Attendees:** Dave Easter, Ed Wilhite, Fred Delcomyn, Pam Leiter, Valerie Sivicek, Collin Carlier, Jeff Masters, Craig Milling

**Staff:** Sarah Livesay (Executive Director), Jeremy Cook (Administrative Project Manager), Jill Maes (Natural Resource Technician), Jeff Peyton (Natural Areas Manager)

**Guests:** Beverly Foote, Neil Kuester

**Quorum?** Yes

**Call to Order:** 5:39 pm

## **AGENDA MODIFICATIONS**

None

## **CONSENT AGENDA**

The reports of the President; Staff; GPF Properties Research Coordinator; Strategic Plan Committee; Nomination Committee; Volunteer Committee; Stewardship Committee; Land Acquisition Committee; Blazing Star Society Committee; Equity, Inclusion, and Diversity Committee; and Finance Committee, as well as the minutes of the last board meeting (11/23/21), were submitted separately as a consent agenda item. Pam moved to accept the reports as submitted. Jeff Masters seconded. MOTION APPROVED.

## **PROFESSIONAL DEVELOPMENT**

Neil Kuester, CPA, presented GPF's audit review

## **PUBLIC COMMENTS**

None

## **OLD BUSINESS**

None

## **DISCUSSION ITEMS**

1. Colin was appointed Board professional development liaison.
2. Pam and Ed were appointed to the ad-hoc committee for GPF Naming Policy.
3. The Board reviewed the GPF Form AG990 annual report.
4. Sarah announced the 2022 GPF annual budget will be ready for Board review in January.
5. Ed provided the Board with an update that the Finance Committee is researching how to protect a Board-directed endowment and how to maximize investment returns.

6. The Board discussed the quit claim deed approach to acquiring Prospect Cemetery Prairie, and supported proceeding with this method.

#### **NEW BUSINESS**

1. Jeff Masters moved to approve the November 2021 Treasurer's Reports. Pam seconded. MOTION APPROVED.
2. Jeff Masters moved accept a Ford Ridge Wind Energy Conservation Grant in the amount of \$70,000 towards acquisition, stewardship, and equipment for Prospect Cemetery. Craig seconded. MOTION APPROVED.
3. Jeff Masters moved to accept the 2020 GPF Audit as submitted by Feller & Kuester, CPAs, LLP. Pam seconded. MOTION APPROVED.

#### **ANNOUNCEMENTS/EVENTS/MEETINGS**

GPF DATES (Dates with no description are Board meetings)

Jan 24  
Feb 28  
March 28  
April 25  
May 23  
June 27  
July 25  
Aug 22  
Sept 26  
Oct 24  
Nov 28  
Dec 19

**Adjournment:** Meeting adjourned at 6:30 pm.

## **IL JAN 2022 STAFF/ PRESIDENT/COMMITTEE REPORTS**

### **President's Report: Dave Easter**

- Signed closing documentation for Edna Edwards Burnett Land and Water Reserve
- Signed giving donation acknowledgement letters to donors

### **Executive Director Report: Sarah Livesay**

The end of December was a rush of activity to close on the Burnett property- and despite required signatures collected from three states, covid and weather- we closed on December 31, whew. A very timed media campaign was successful with multiple news stations and newspapers taking the story along with our own video production.

Also during those last two weeks, all of the mitigation entities wanted to close out the year with deposits and final agreements for our new mitigations (Brookfield, Apex) and grants (Ford Ridge). There were approximately six wires of large deposits passed through our account in the final days of the year and it kept us on our toes until the final hour of the year.

Likewise, our donors were watching the calendar and this was a very busy time for donation processing and personal calls/ visits. Four new blazing star members joined in the month of December alone.

As expected, January is a planning month for all events in the coming year. I worked with staff, Diane and volunteers to help pull together a great lineup of events for the public, blazing star, volunteers and board members- please see the full calendar on the Board Area of the website. Diane and I are working now to get the public items posted to the website and social media. Jeremy will be undertaking a routine newsletter starting in February.

We have engaged the services of Sarah Naperala to embark on the update of policies and procedures (funding via IL Clean Energy Capacity grant). We begin this work in February. The Board will be asked to work together on a host of committee and policy review initiatives as we proceed through this work- so be on the lookout for opportunities to jump in.

Staff met with Tony Willenborg, trails contractor for Warbler Ridge, to finalize the 0.6-mile Aspen Trail Loop plans. He is beginning this month, weather permitting. Along with the Aspen trail, he will be updating and restoring trails in need of repairs/ erosion issues, etc. (Funds paid through IL Clean Energy Amenity grant). Jill has obtained Brandenbark/ materials and organized the Bluff bat habitat installation with Ameren. Once the final date is established, we will be sending out an invite to help. Terry and Jill hope to have the cabin removed by early February.

Jeff and I met with Apex Energy's private conservation contractor to comment on the 17.1-acre mitigation plan. This is a preservation mitigation- not restoration- so the goals here are to maintain the integrity of the existing resource by performing routine stewardship (normal invasive removal, fire, etc.).

I hosted presentations this month with Tuscola Rotary, Coles County PEO, Prairie Lands Conservancy Land Trust, The Land Connection and scouts.

*Icy Waterfall at WRCA; Jon Collins*



## **Land Acquisition**

- **BR. Property (North Champaign):** Call with the family on 12/30 yielded positive encouragement that they wish to transfer the property this fiscal year.
- **Prospect Prairie:** Dave & Sarah are meeting with township and attorneys on Tuesday (1/25).

## **Natural Areas Manager Report: Jeff Peyton**

Board of Directors,

Work continues through the winter on invasive brush removal, both at Warbler Ridge and at Prospect and Bonnie's prairies. Between EQIP, NASA, and NAAF grant obligations we have plenty to keep us busy, and we are keeping Benjamin Simpson on as part-time help through the winter to help us stay on schedule with these projects. So far, Benjamin and Jill have cleared woody invasive brush from more than 100 acres at Warbler Ridge, and that is only a small fraction of the project area!

Restoration will soon be underway at the new Burnett expansion mitigation project, with cover crop seeding scheduled for Jan 26-28, planting trees in late March/ early April and installing deer fence in late April. Maintenance will also continue at the existing mitigation sites, which will need mowing, invasive control, fence repairs, and replanting of lost trees.

We also have two burns upcoming this Spring: Warbler Ridge and Bonnie's Prairie. We will be particularly in need of any volunteers we can get for these two, so please keep an eye out for burn announcements!

The upshot of all this is that we have a busy year ahead of us – a busy several years in fact! We would be completely overwhelmed without the increased capacity we now enjoy after Jill joined the crew, and the extra help from Ben this year. We are already making full use of all the labor we have available, with no shortage of work to do. All the members of our crew have been invaluable; our work would be impossible without them.

## **JAN 2021 COMMITTEE REPORTS**

### **Strategic Plan 2021: Sarah & Craig**

Jeremy will be reconnecting with Board members in January on assignments.

### **Stewardship Committee: Jeff Peyton**

No meeting.

### **Nomination Committee Report: Marissa Grant**

Executive Committee and Sarah reached out initially to the list of potential board candidates this month. I then followed up with each candidate to answer their questions about board service, responsibilities, etc.

### **Finance Committee Report: Easter, Delcomyn, Wilhite, Livesay and Marsha Russell**

A host of information has been gathered on how other land trusts manage their long term investments; we will be continuing research. Funds restricted to long-term stewardship have been provided in recent mitigations/ grants and could provide the base for these investments.

### **Land Acquisition Committee: Dave Easter**

No meeting

### **Volunteer Committee Report: Diane Wilhite**

- Volunteer Committee meeting on 1/18 to plan details.
- New Bonnie's Prairie volunteer steward trainee is in-progress. Ericka Pitts is a new master naturalist living in Watseka.
- Submitted year-end volunteer report to Sarah.
- Completed volunteer calendar of events for 2022.
- Herbicide training for invasive plants (HIPP) on 1/20 on Zoom. All of our volunteers invited.
- New volunteer event coordinator (for Open House and Fall Fete) is Karen Kane. Her committee consists of:
  - Kathy Brinkman
  - Bonnie Woodyard
  - Marissa Grant
  - Sam Osborne
- Email update sent to all volunteers on upcoming events for the first half of 2022.

### **Blazing Star Society Committee Report: Sarah Livesay**

We are now at 62 families with one new addition this month, welcome to Alexis Schollmeyer & Daniel Votava (Urbana). A host of Blazing Star events have been scheduled for 2022; Board Members are always encouraged to attend.

### **GPF Properties Research Coordinator Report: Eric Janssen**

2022 Total Projects Permitted: 1 (+1)

#### **Projects by General Research Topic:**

1. Soil texture and nutrient analysis in relation to *Silphium integrifolium* (Diane Byers, Illinois State University)

<b>Researcher Institute</b>	<b>#</b>
Illinois State University	1 (+1)

<b>General Research Topic</b>	<b>#</b>
Soil	1 (+1)

<b>Site</b>	<b># of Projects</b>
Pellsville	1 (+1)

### **Diversity, Equity & Inclusion Committee Report: Pam Leiter**

No Report

### **III. PUBLIC COMMENT (5-minute opportunity/ person)**

### **IV. OLD BUSINESS**

1. Finance Committee investment update (Ed)

### **V. DISCUSSION**

1. Annual Board Member / Conflict of Interest Agreements

The Board of Directors, staff and committees are asked annually to complete these documents. Please access them on the Board website page, sign by typing electronically and email back to Sarah.

2. 2022 Calendar of Events

The "internal-use" calendar has been posted to the Board website page, Please access this for review.

### 3. Donation Snapshot

	2020	2021
Total <b>All</b> Donations	\$115,872.37	\$147,825.04 (final yr end)
First-time Donors	62	103
Number of Unique Donors	324	355 (final yr end)
Retention Rate Donors (19-20; 20-21) National AFP Retention Avg 2020: 43.6%     2021: N/A	75%	68%
Average Donation Size	Under \$100: 116 \$100-\$299: 146 \$300-\$499: 9 \$500-\$999: 9 \$1k-\$2,999: 37 \$3K-\$5K: 3 \$10-11K: 1	Under \$100: 114 \$100-\$299: 147 \$300-\$499: 17 \$500-\$999: 16 \$1k-\$2,999: 53 \$3K-\$5K: 7 \$10-11K: 1
GPF Board Member Giving	100%	100%

## VI. NEW BUSINESS

1. **Motion to approve December 2021 Treasurer's reports (below).**
2. **Motion to approve proposed 2022 budget in the amount of \$573,266 (below).**
3. **Motion to engage in IL Recreational Access Program (IRAP) contract to allow archery hunting on 42-acres at Warbler Bluff (2022-2025). Lease payment will be provided in the total amount of \$3,715.20, along with limited in-kind stewardship assistance via IDNR invasive strike team.**

The Illinois Recreational Access Program (IRAP) leases deer hunting property from private landowners throughout Illinois and makes them available for archery deer hunting for the public via an online application. Preference is given to youth and first-time hunters. IRAP serves as the "middleman" providing all support to host, manage the lottery, along with liability insurance on hunting parcels. Currently GPF leases nine hunting areas in Warbler Bottoms with IRAP for all three hunting periods annually (October 1-15; October 16-31 and December 16-31). Ambraw Woods, our management property, also engages in the IRAP program with two hunting areas. Hunters have the right to install a temporary tree stand, no damage can occur to the tree or be drilled/pruned, etc.

The first three years with IRAP have proven to be successful in terms of outreach/ exposure of the site; limited deer takes and few, if any, problematic issues. In addition to the cash lease payments, the IDNR strike team did participate in one reed canary grass burn to-date at Warbler; one burn at Ambraw.

Earlier this month, Jeff and Jill met at Warbler Bluff to tour the site with IRAP representatives. IRAP has proposed an archery deer hunting four-year (2023-2026) contract, which includes all three seasons (Oct/Oct/Dec), for the full 42-acre Bluff property (one hunting area/ one hunter only per season). Hunters would be eligible to take either-sex deer and harvest multiple deer onsite (based on their available tags/ IDNR limits). For safety, the Bluff site would be completely closed to visitors during the entire month of October and again December 16-31. With an overall positive past IRAP experience and large investment of tree plantings in 2022, staff recommends proceeding with this contract for hunting at Warbler Bluff.

## Treasurer's Reports; Ed Wilhite

### Notes on GPF Income Statement, December, 2021

If you glance at the Income Statement in this packet, you will see that we made a profit of \$1,158,756. Well, we did not. We had a “perfect storm” of events near the end of 2021: everyone sent us money for work that we are going to do in 2022. Or in 2030. Or in 2050. Plus we bought the Burnett property which does not show up as an expense – it is on the Balance Sheet – but the grants for it do show up as income.

Please make the following mental adjustments to our bottom line:

Burnett Purchase	subtract	\$562,536
Two Electric Fences	subtract	34,728
Receivables	subtract	21,284 (these would normally be income in 2022)
Unspent Grants	subtract	431,224 offset by
Unspent Grants, 12/20	add	15,783
Investment Income	subtract	19,703 (added to endowments)

In addition, we received \$18,725 from APEX to ‘hold’ 75 acres for them to possibly use in future mitigation efforts. This is ‘rent’ for almost all of 2022. And at least \$30,000 of the Admin Fees is payment in advance for monitoring and reporting that we will do for the next 30 years.

Note, the Unspent Grant total (\$431,224) includes \$80,000 of long-term stewardship money that, possibly, we will never spend. We hope to use those funds to start the perpetual stewardship fund that the Land Trust Alliance requires us to have for accreditation.

And, not forgetting, if we don’t acquire Prospect Prairie by March 1, we have to send \$90,000 back to two grantors, which was income for 2021 but will look like a loss for 2022.

Anyway, making the adjustments that we know about and can stand behind, our true bottom line was about \$56,339. Not a million, but quite nice.

Donations continue to grow:

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Total donations	\$34,424	\$53,155	\$88,647	\$115,872	\$132,557
Donors	197	245	258	324	350





Grand Prairie Friends  
Income Statement: Current Month v. Year  
for the period of 01/01/2021 to 12/31/2021

Account Number	Account Name	YTD Amount	Current Month
<b>Income</b>			
40000	Membership Dues	\$23,419.27	\$4,962.40
40075	Blazing Star Membership	\$90,528.85	\$22,019.58
40100	Appeal Campaigns	\$400.00	\$25.00
41140	Other Designated Donations	\$4,000.00	\$1,000.00
41220	Stewardship Endowment Donations	\$103.40	\$103.40
41310	General Donations	\$11,067.00	\$3,050.71
41330	In Honor Of / On Behalf Of	\$5,203.54	\$1,545.07
42020	Unrestricted Interest	\$2,003.85	\$127.11
42400	Investment Capital Gain/Loss	\$19,702.91	\$8,395.38
50000	Technical Services	\$5,048.75	\$270.00
51000	Stewardship Income	\$73,663.00	\$25,110.50
50500	Admin Fees for Grants & Projects	\$43,912.91	\$23,318.16
52110	RSM Entry Fees	\$9,707.50	\$0.00
52120	RSM Sponsorship Donations	\$3,520.00	\$0.00
52210	Plant Sale Income	\$24,529.86	\$0.00
52220	Rental Income (Warbler Crossing House)	\$1,499.12	\$325.00
52240	Other Merchandise Sales Income	\$388.00	\$0.00
52250	Nature is Calling	\$611.07	\$0.00
56300	Grants	\$1,217,268.34	\$913,371.22
56500	Gain from Sale of Assets	\$1,777.00	\$0.00
<b>Total Income</b>		<b>\$1,538,354.37</b>	<b>\$1,003,623.53</b>
<b>Expense</b>			
60140	Taxes	\$4,544.92	\$-1,749.94
60150	Business Fees	\$278.81	\$84.81
60170	Contribution Trans. Fee	\$845.55	\$166.66
60200	Administrative Expenses	\$1,126.18	\$142.50
60220	Software Expenses	\$2,778.08	\$125.99
60300	Insurance (not vehicle)	\$12,216.00	\$0.00
60400	Copying/Printing	\$903.95	\$0.00
60500	Postage (not solicitation)	\$915.80	\$32.77
60600	Dues (other organizations)	\$2,795.00	\$250.00
60800	Administrative Supplies	\$252.16	\$38.97
60185	Admin Salaries / Hourly	\$872.12	\$872.12
60190	Executive Director Salaries	\$50,301.23	\$4,191.42
60210	Bookkeeper Pay	\$11,560.00	\$1,430.00
60231	Audit	\$5,315.00	\$5,315.00
60232	Legal Fees	\$572.00	\$1,534.00
60233	Appraisal Fees	\$1,900.00	\$0.00
60245	HRA Management	\$245.00	\$0.00
60250	Professional Development Expenses	\$1,954.24	\$994.12
60275	Employee Clothing Allowance	\$404.94	\$188.97
61000	Depreciation Expense	\$29,841.97	\$29,841.97
62400	General Merchandise Expenses	\$761.50	\$0.00
71200	Vehicle Expenses	\$8,497.64	\$736.37

Account Number	Account Name	YTD Amount	Current Month
71000	Natural Areas Salaries	\$37,749.68	\$5,385.97
71300	Other Stewardship Pay & Expenses	\$4,996.83	\$0.00
71330	Lake Land Student Opportunity Program (SOE)	\$-961.13	\$0.00
71350	Stewardship Equipment	\$2,744.72	\$0.00
71360	Stewardship Supplies	\$2,379.87	\$233.09
71370	Volunteer Expenses	\$586.51	\$0.00
76000	Property Maintenance Expenses	\$9,615.09	\$390.57
76700	Property Amenities	\$2,438.35	\$54.51
62100	RSM Expenses	\$1,323.17	\$-200.00
62300	Plant Sale Expenses	\$8,771.27	\$2,900.00
62200	Fundraising Expenses	\$1,263.84	\$0.00
62275	Fundraising Events	\$2,776.59	\$0.00
72100	GPF Meeting Expenses	\$632.31	\$0.00
72200	Outreach Expenses (Public Events)	\$1,278.07	\$575.00
72300	Signage	\$955.00	\$0.00
71500	BL Grant Ambraw Woods Stewardship	\$124.62	\$0.00
71560	LFF WBS & WB	\$4,295.07	\$622.07
71570	TCF WBS Acquisition & WR 2017-2021	\$12,025.91	\$0.00
71590	TCF WBS Restoration & Stewardship 2017-2021	\$14,140.35	\$0.00
71610	Hoopeston Mitigation Project 2018-21	\$55,460.35	\$-34,288.47
71640	ICECF Amenities Grant WR (2019 +)	\$2,626.08	\$0.00
71675	IDNR - Contractor Stewardship Pay (Kaleb)	\$1,085.00	\$0.00
71700	LFF - Warbler Crossing Infrastructure Expenses	\$3,881.90	\$0.00
71710	ICECF - Frantz / Eads Restoration Expenses	\$10,000.00	\$0.00
71725	Warbler Bluff Frantz Restoration	\$26,990.98	\$19,040.37
71730	IDNR NAAF Staff Pay & Volunteers	\$6,939.00	\$776.25
71735	ICECF Capacity Building Land Trust	\$4,000.00	\$0.00
71750	NRCS Warbler Ridge EQIP Grant	\$4,909.34	\$0.00
71760	IDNR NASA Grant	\$17,686.97	\$8,999.72
Total Expense		\$379,597.83	\$48,684.81
<b>Net Income (Loss)</b>		\$1,158,756.54	\$954,938.72



## Grand Prairie Friends

Balance Sheet  
as of 12/31/2021

Account Number	Account Name	Amount
<b>Assets</b>		
12210	Vanguard Funds	\$122,932.06
13000	US Bank CDs (was SF Bank)	\$44,208.51
13040	Prospect Bank Accounts	\$343,691.90
14000	GPF Properties	\$4,038,351.74
15000	WePay	\$984.70
15010	GPF Checking	\$449,275.32
15450	Warbler Crossing Damage Deposit	\$-325.00
16100	Vehicles & Asset Equipment	\$16,066.00
16220	Land Improvements	\$295,137.54
19020	Accumulated Depreciation	\$-55,866.25
18000	Receivables	\$21,284.72
<b>Total Assets</b>		<b>\$5,275,741.24</b>
<b>Liabilities</b>		
<b>Total Liabilities</b>		<b>\$0.00</b>
<b>Equity</b>		
31000	Unrestricted Net Assets	\$410,535.65
33000	Real Estate Net Assets	\$4,038,351.74
33500	Other Net Assets	\$255,337.29
34450	Stewardship Staffing Unrestricted (25k)	\$23,443.17
34010	General Fund Endowment	\$74,282.17
34020	Stewardship Fund Endowment	\$43,355.58
34025	Stewardship Fund Endowment (pending)	\$100.00
34140	.Other Designated Funds.	\$1,000.00
34150	WR Stewardship Restricted	\$2,174.61
34200	Ambrow Woods Stewardship (BL)	\$7,676.58
34260	WBS Acquisition & WB Restoration/ Stewardship (LFF)	\$77.97
34360	Hoopston Mitigation Project	\$4,006.48
34460	Dolan Acquisition	\$529.84
34570	Warbler Crossing (Eads) Infrastructure (LFF)	\$6,586.48
34640	Warbler Bluff (Frantz) Restoration (California Ridge)	\$49,614.02
34660	Capacity Building Grant 2021-23 (ICECF)	\$10,232.00
34670	Prospect Prairie (Cargill)	\$20,000.00
34690	EQIP NRCS 2021-24 (IDNR)	\$-4,909.34
34730	Loda Restricted Donations (Morgan)	\$1,000.00
34760	Burnett Acquisition (Brookfield)	\$2,439.00
34780	Burnett Restoration (Brookfield)	\$249,908.00
34790	Burnett Restoration (ICECF)	\$10,000.00
34800	Prospect Prairie (Ford Ridge)	\$70,000.00
<b>Total Equity</b>		<b>\$5,275,741.24</b>
<b>Total Liabilities + Total Equity</b>		<b>\$5,275,741.24</b>

## DECEMBER CHECKS

Checks	Amount mostly Paid by:		
	Grant	GPF	
1226 Turnstone Strategies		500.00	Invest in Stump movie
1227 Forest Resources	440.00		Plant pollinator
1228 Eco Logic	17,725.37		Tree planting Wbluff
1229 Meyer Capel		1,524.00	Legal Fees
1230 Cardno		2,900.00	Deposit for 2022 plant
1231 Il Dept of Agriculture		60.00	Applicator License - Jill
1232 Il Charity Bureau		100.00	AG990 late fee
1233 PSCC		75.00	Hike App License
1234 Mtech	7,201.00		Fire Equipment
1235 Feller & Kuester		5,315.00	Audit
1236 Copperhead Environ.	1,315.00		Brandenbark
1237 PSCC		250.00	Dues
<b>Paid On-line</b>			
Casey's		572.83	Fuel
Visa		1,524.71	Ee Development, stew
Harrelson Plumbing		95.00	Porta-potty
<b>Paid via 1099 Payroll</b>			
Nancy Mickenbecker		1,430.00	Bookkeeping, Payroll S
Totals	26,681.37	14,346.54	

Grand Prairie Friends  
Proposed Budget for 2022

The spreadsheet included with this memo is the budget that Sarah and I have hammered out for 2022. There are 3 sets of numbers – separated by yellow dividers. The leftmost set is our performance for the first 10 months of 2021. This is to give you a feel for where our money comes from and where it goes.

The middle two columns (E and F) is the budget from last year. Of these two columns, the left basically represents Unrestricted money. The top section is money we earn or receive with no strings attached – for instance, memberships, plant sale revenue, or money from hunting leases. The bottom section includes expenses we incur that are paid with Unrestricted money – Sarah’s salary, postage, vehicle expense, etc.

Column F is Restricted money. Income is from grants. Expenses are how we will spend those grants.

The two columns on the right (H and I) are this year’s budget as we see it now. Again, the left column is Unrestricted, and right column is Restricted. The largest number on the whole spreadsheet is in this Restricted column – line 27, the 2022 portion of grants that we have either received or are guaranteed. Anything that is uncertain is not included in this budget.

The Expense portion of H and I are the most interesting. How are we planning to spend the money we collected at the top. As usual, each of these numbers is a guess. But once we have approved a budget, each of these numbers becomes a target for Sarah as we are progressing through the year. It is expected that she will weigh spending decisions with our budget in mind. And it is pretty much guaranteed that she and we will make decisions that will make portions of this budget obsolete. For instance, there is nothing included here regarding possible acquisitions (including Prospect Prairie) or a possible greenhouse or a company car for the Treasurer. Any of these things are feasible, but this budget does not account for them.

Approving a budget will be on the agenda for the January meeting. Please be ready to discuss it at that time. If you have any questions, do not hesitate to contact Sarah or me.

- Ed

# Grand Prairie Friends Proposed Budget 2022 vs. Actual 2021

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
<b>Income</b>			
<u>Income Accounts - Donations</u>			
40000 - Membership Dues			14,000.00
40005 - Membership Dues: New Members	3,000.00	4,300.54	
40010 - Membership Dues: Renewals	8,000.00	19,118.73	
40075 - Blazing Star Membership	55,000.00	90,528.85	65,000.00
40100 - Appeal Campaigns	25,000.00		12,000.00
40108 - Appeal 2020		225.00	
40109 - Appeal 2021		175.00	
41140 - Other Designated Donations	5,000.00	4,000.00	5,000.00
41220 - Stewardship Endowment Donations		103.40	
41310 - General Donations	5,000.00	11,067.00	6,000.00
41330 - In Honor Of / On Behalf Of		5,203.54	
41350 - Bequest			
<u>Income Accounts</u>			
42010 - Restricted Interest			
42020 - Unrestricted Interest	1,000.00	2,003.85	1,000.00

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
42400 - Investment Capital Gain/ Loss		19,702.91	
50000 - Technical Services			
50005 - NAAF Volunteers		4,488.75	3,000.00
50010 - TCF Volunteers		560.00	
50045 - Technical Services Volunteers (Other)			
50050 - Technical Services Staff (Other)			
50055 - EQIP NRCS 1 - Brush 15 acres			
50060 - EQIP NRCS 2 - Brush 45 acres			
50065 - EQIP NRCS 3 - Forest Stand 75 acres			
50070 - EQIP NRCS 4 - Forest Stand 45 acres			
50075 - EQIP NRCS 5 - Burn 75 acres			
51000 - Stewardship Income			51,525.00
51025 - Stewardship Income (Farm)	47,500.00	54,938.00	
51050 - Stewardship Income (Land)		18,725.00	

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
<u>Admin Fees</u>			
50500 - Admin Fees for Grants & Projects			10,000.00
50502 - Admin Fees - Hoopeston/APEX 2021		5,255.00	
50551 - Ambraw / Ben Lumpin 2020			
50552 - Admin Fees - Ambraw / Ben Lumpin 2021			
50553 - Admin Fees - Ambraw / Ben Lumpin 2022			
50554 - Admin Fees - CA Ridge 2021		485.00	
50555 - Admin Fees - CA Ridge 2022		485.00	
50556 - Admin Fees - CA Ridge 2023		485.00	
50557 - Admin Fees - CA Ridge 2024		485.00	
50558 - Admin Fees - CA Ridge 2025 - 2054		12,610.00	
50600 - Admin Fees - NASA (IDNR) 2021		1,607.91	



Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
50601 - Admin Fees - NASA (IDNR) 2022			
50602 - Admin Fees - NASA (IDNR) 2023			
50700 - Admin Fees - Brookfield Burnett Administration 2022		750.00	
50701 - Admin Fees - Brookfield Burnett Administration 2023		750.00	
50702 - Admin Fees - Brookfield Burnett Administration 2024		750.00	
50703 - Admin Fees - Brookfield Burnett Administration 2025-?		20,250.00	
50800 - Admin Fees - Apex 17.1 Mitigation 2022			
50801 - Admin Fees - Apex 171. Mitigation 2023			
50802 - Admin Fees - Apex 17.1 Mitigation 2024			
50803 - Admin Fees - Apex 17.1 Mitigation 2025-51			
<u>Income Accounts - Fundraising</u>			
52110 - RSM Entry Fees	6,000.00	9,707.50	9,000.00
52120 - RSM Sponsorship Donations	2,500.00	3,520.00	3,700.00

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
52135 - Rattlesnake Run Meters			
52210 - Plant Sale Income	21,000.00	24,529.86	25,000.00
52220 - Rental Income (Warbler Crossing House)		1,499.12	3,600.00
52240 - Other Merchandise Sales Income		388.00	
52250 - Nature is Calling		611.07	
56300 - Grants	200,900.00	1,192,642.37	390,700.00
56330 - IDNR NAAF Grant		6,939.00	
56335 - NASA Fire & Invasive Mgmt (Oct 2021-Sept 2024)		17,686.97	
56340 - EQIP NRCS Grant (Aug 2021-May 2024)			
56500 - Gain from Sale of Assets		1,777.00	
<u>Placeholder Accounts - Income</u>			
77777 - Placeholder ! (Income)			
<b>Total Income</b>	<b>379,900.00</b>	<b>1,538,354.37</b>	<b>599,525.00</b>
Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
<b>Expense</b>			
<u>Operating Expenses</u>			
60140 - Taxes	8,000.00	4,544.92	8,000.00
60150 - Business Fees	500.00	278.81	500.00
60170 - Contribution Trans. Fee	500.00	845.55	600.00
60200 - Administrative Expenses		1,126.18	800.00

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
60220 - Software Expenses	3,000.00	2,778.08	3,000.00
60300 - Insurance (not vehicle)	10,000.00	12,216.00	17,200.00
60400 - Copying/Printing	500.00	903.95	1,000.00
60500 - Postage (not solicitation)	500.00	915.80	1,000.00
60600 - Dues (other organizations)	2,000.00	2,795.00	2,500.00
60800 - Administrative Supplies	1,000.00	252.16	1,000.00
<u>Administrative Hourly &amp; Salaries</u>			
60185 - Admin Salaries / Hourly			25,000.00
60186 - Other Admin Salaries / Hourly		961.00	
60187 - Other Admin Withholding			
60188 - Other Admin Misc Payroll Expenses			
60189 - Other Admin Payroll Taxes Paid		-88.88	1,530.00
60190 - Executive Director Salaries			
60191 - Executive Director Salary	46,000.00	46,500.11	52,000.00
60192 - Executive Director Withholding		-7,676.70	
60194 - Executive Director Misc Payroll Expenses	500.00	240.00	500.00
60195 - Executive Director Payroll Taxes Paid	6,000.00	11,237.82	3,978.00

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
<u>Professional Services</u>			
60210 - Bookkeeper Pay	10,000.00	11,560.00	15,000.00
60230 - Professional Fees			
60231 - Audit	5,300.00	5,315.00	5,700.00
60232 - Legal Fees	6,000.00	572.00	2,000.00
60233 - Appraisal Fees		1,900.00	2,000.00
60240 - Fundraising Consulting			
60241 - Branding Consulting	300.00		
60245 - HRA Management	1,200.00	245.00	
<u>Professional Development Expenses</u>			
60250 - Professional Development Expenses			
60251 - Executive Director Development	600.00	229.67	600.00
60252 - Natural Areas Mgr Development	1,200.00	237.24	1,200.00
60253 - Board Development	600.00	218.68	800.00
60254 - Volunteer Development	200.00		400.00
60255 - Hourly Employee Development		428.00	
60256 - Natural Areas Staff Development		840.65	
<u>Employee Clothing Allowance</u>			

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
60275 - Employee Clothing Allowance			
60276 - Peyton Clothing Allowance		261.96	150.00
60277 - Livesay Clothing Allowance			
60278 - Maes Clothing Allowance		142.98	150.00
<u>Depreciation</u>			
61000 - Depreciation Expense	12,000.00	29,841.97	
<u>Other Stray Expenses</u>			
62400 - General Merchandise Expenses		761.50	
65000 - Donations (other organizations)			
<u>Vehicle</u>			
71200 - Vehicle Expenses			
71201 - Truck Expense	6,000.00	10,619.86	8,000.00
71202 - Tractor Expense		-2,102.88	
71203 - UTV Expense		-140.00	
71204 - Trailer Expense		120.66	
<u>Natural Areas Salaries</u>			
71000 - Natural Areas Salaries		13,617.97	
71001 - Natural Areas Salary	70,000.00	19,276.94	76,000.00

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
71002 - Employee Withholding		-12,300.68	
71003 - Charge Out Credits	42,000.00		-43,200.00
71004 - Misc Payroll Expenses	800.00	320.00	
71005 - Payroll Taxes Paid	7,400.00	16,355.45	7,300.00
71006 - Bonus (Differential Pay)			
71007 - Health Benefits (HRA)	1,500.00	480.00	
<u>Natural Areas Expenses</u>			
71300 - Other Stewardship Pay & Expenses			
71301 - Other Stewardship - Pay (Grants)		2,990.00	20,000.00
71302 - Other Stewardship - Expenses		450.00	
71325 - Stewardship Staffing (Unrestricted)	25,000.00	1,556.83	5,000.00
71330 - Lake Land Student Opportunity Program (SOE)		-961.13	
71350 - Stewardship Equipment	2,000.00	2,744.72	2,000.00
71360 - Stewardship Supplies	3,000.00	2,379.87	3,000.00
71370 - Volunteer Expenses	500.00	586.51	500.00
<u>Property Maintenance</u>			
76000 - Property Maintenance Expenses			

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
76100 - Warbler Ridges Maintenance (ER & WRCA)	5,000.00	7,317.17	1,600.00
76200 - Warbler Crossing Maintenance	2,000.00	2,297.92	1,600.00
76700 - Property Amenities		2,438.35	
<u>Public Fundraising Events</u>			
62100 - RSM Expenses	2,000.00	1,323.17	2,500.00
62300 - Plant Sale Expenses	5,500.00	8,771.27	6,000.00
<u>Fundraising</u>			
62200 - Fundraising Expenses	2,000.00		2,000.00
62201 - Fundraising Exp. Future, Unknown			
62216 - Fundraising Exp. Fall Appeal 2021		1,263.84	
62275 - Fundraising Events	1,000.00		3,000.00
62279 - Blazing Star Events 2021		2,776.59	
<u>Volunteers, Meeting, Outreach</u>			
72100 - GPF Meeting Expenses	500.00	632.31	500.00
72200 - Outreach Expenses (Public Events)	500.00	1,278.07	800.00
72300 - Signage	1,000.00	955.00	1,000.00
<u>Program Grants</u>			

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
71500 - BL Grant Ambraw Woods Stewardship			
71501 - Ambraw Woods Stewardship Pay		124.62	
71502 - Ambraw Woods Stewardship Expenses			
71560 - LFF WBS & WB			1,600.00
71563 - LFF WB Stewardship Pay		4,295.07	
71564 - LFF WB Stewardship Expenses			
71570 - TCF WBS Acquisition & WR 2017-2021			
71584 - TCF WR Stewardship Pay 2020			
71586 - TCF WR Stewardship Pay 2021		11,145.91	
71587 - TCF WR Stewardship Expenses 2021		880.00	
71590 - TCF WBS Restoration & Stewardship 2017-2021			
71597 - TCF WBS Stewardship & Restore Pay 2020			
71599 - TCF WBS Equipment Lease 2021		14,140.35	



Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
71610 - Hoopeston Mitigation Project 2018-21			44,000.00
71617 - Hoopeston Mitigation Stewardship Pay 2021		5,898.32	
71618 - Hoopeston Mitigation Expenses 2021		49,562.03	
71640 - ICECF Amenities Grant WR (2019 +)			
71645 - WR Interpretive Signs Project Pay (2019)			
71646 - WR Interpretive Signs Project Expenses (2019)		2,467.00	
71647 - WR Chamber of Commerce Interpretive Signs Event (2021)		159.08	
71700 - LFF - Warbler Crossing Infrastructure Expenses		3,881.90	
71725 - Warbler Bluff Frantz Restoration			66,000.00
71726 - Warbler Bluff Restoration Pay		61.36	
71727 - Warbler Bluff Restoration Expenses		26,929.62	

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
71730 - IDNR NAAF Staff Pay & Volunteers			12,000.00
71731 - IDNR - NAAF Stewardship Staff Pay		2,450.25	
71732 - IDNR - NAAF Stewardship Volunteer Hours		4,488.75	
71735 - ICECF Capacity Building Land Trust			
71736 - Land Trust Consultant		4,000.00	
71737 - Land Trust Employee Time			
71738 - Land Trust Fees			
71740 - Cargill Grant Prospect Prairie			
71741 - Prospect Prairie Purchase			
71742 - Prospect Prairie Stewardship Pay			
71743 - Prospect Prairie Stewardship Expenses			
71750 - NRCS Warbler Ridge EQIP Grant			
71751 - EQIP 1 - Brush 15 acres (2022)		4,909.34	

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
71752 - EQIP 2 - Brush 45 acres (2023)			
71753 - EQIP 3 - Forest Stand 75 acres (2023)			
71754 - EQIP 4 - Forest Stand 25 acres (2024)			
71755 - EQIP 5 - Burn 75 acres (2024)			
71760 - IDNR NASA Grant			
71761 - IDNR NASA Equipment		12,469.67	
71762 - IDNR NASA Staff		2,627.14	
71763 - IDNR NASA Supplies		982.25	
71764 - IDNR NASA Indirect Costs		1,607.91	
71770 - ICECF Amenities Warbler Loop Trail (2021-23)			
71771 - ICECF Warbler Loop Trail Expenses			
71772 - ICECF Warbler Loop Trail Event			
71780 - Apex 17.1 30-year Contract			1,400.00
71781 - Apex 17.1 Pay			
71782 - Apex 17.1 Contractors			

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
71783 - Apex 17.1 Expenses			
71784 - Apex 17.1 Equipment Use			
71800 - Hoopeston Mitigation Project 2022-24			44,000.00
71801 - Hoopeston Mitigation Stewardship Pay 2022			
71802 - Hoopeston Mitigation Contractors 2022			
71803 - Hoopeston Mitigation Expenses 2022			
71804 - Hoopeston Mitigation Equipment Use 2022			
72000 - Brookfield Burnett Acquisition & Closing			
72010 - ICECF Burnett Acquisition & Closing			
72020 - ICECF Burnett Restoration (\$10,000)			10,000.00
72021 - ICECF Contractors			
72030 - Brookfield Burnett Restoration			150,000.00
72031 - Brookfield Burnett Pay			
72032 - Brookfield Burnett Expenses			

Account	Last Year Budget (2021)	Last Year Actuals (2021)	2022 Budget
72033 - Brookfield Burnett Contractors (\$29,807)			
72034 - Broofield Burnett Equipment Use			
<u>Placeholder Accounts</u>			
99999 - Placeholder !			
<b>Total Expense</b>	<b>293,600.00</b>	<b>368,512.83</b>	<b>573,208.00</b>
<b>Net Income</b>	<b>86,300.00</b>	<b>1,169,841.54</b>	<b>26,317.00</b>