

# SWAN BOARD MEETING MINUTES

May 23, 2025, 9:30 a.m.  
Palos Heights Public Library  
12501 South 71<sup>st</sup> St.  
Palos Heights, IL 60463

## 1. Call to Order, Roll Call

President Cottrill called the meeting to order at 9:34 a.m. The following Board members were present to establish a quorum.

Jesse Blazek  
Dawn Bussey  
Jennifer Cottrill  
Samantha Johnson  
Zach Musil  
Colleen Waltman  
Anna Wassenaar (arrived at 9:39 am)

## 2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director  
Ginny Blake, SWAN Business Manager  
Scott Brandwein, SWAN Assistant Director  
Lexii Klopp, SWAN Network Security Administrator, Information Technology & Systems Support

There was no public comment.

## 3. Action Item

Acceptance of May 23, 2025, SWAN Board Meeting Agenda

Bussey moved, seconded by Waltman that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE MAY 23, 2025, SWAN BOARD  
MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

## 4. Action Item

Approval of the SWAN Financials, April 2025

Johnson moved, seconded by Waltman that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR APRIL 1,  
2025, THROUGH APRIL 30, 2025, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF  
EXPENDITURES FOR APRIL 2025

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bussey, Cottrill, Johnson, Musil, Wassenaar, Waltman

**5. Action Item**

Acceptance of April 18, 2025, SWAN Board Meeting Minutes

Blazek moved, seconded by Bussey that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE APRIL 18, 2025, SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

**6. Action Item**

Acceptance of April 28, 2025, SWAN Special Board Meeting Minutes

Musil moved, seconded by Waltman that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE APRIL 28, 2025, SWAN SPECIAL BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

**7. Reports**

**a. Board President Report**

Cottrill will send out the evaluation form to board members to fill out along with the deadline for the Executive Director. Skog will also do self-evaluation.

**b. Executive Report**

Skog reviewed the Executive Director Report as reported in the board packet.

**Operations Report**

Brandwein gave an overview of Operations as reported in the board packet.

**c. Treasurers Report**

None

**d. Board Calendar**

The Board calendar was reviewed. At the June Board meeting the dates and location of FY26 meetings will be discussed.

**8. Action Item – Write off doubtful accounts**

Recommendation for total invoices in Allowance for Doubtful Accounts to be written off: \$25.00

Waltman moved, seconded by Bussey that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE WRITE-OFF ALLOWANCE FOR DOUBTFUL ACCOUNTS TO THE AMOUNT OF \$25.00.

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bussey, Cottrill, Johnson, Musil, Wassenaar, Waltman

9. **Adjournment**

Cottrill adjourned the meeting at 10:37 a.m.