

SOUTHWEST SPECIAL RECREATION ASSOCIATION
12521 SOUTH KOSTNER
ALSIP, IL 60803

MINUTES OF REGULAR MEETING February 13, 2008

CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:07 a.m. by Director Gleason. The meeting was held at the Justice Park District, Justice, Illinois

ROLL CALL

Present at roll call were:

MIDLOTHIAN PARK DISTRICT	EVELYN GLEASON
ALSIP PARK DISTRICT	JEANNETTE HUBER
PALOS HEIGHTS RECREATION DEPT.	MIKE LEONARD
SUMMIT PARK DISTRICT	TOM SUHS
JUSTICE PARK DISTRICT	CALI DEBELLA

SWSRA STAFF PRESENT:

LORI CHESNA	EXECUTIVE DIRECTOR
MARGE COZZONE	BUSINESS MANAGER
ERIN LYNCH	SUPERINTENDENT OF RECREATION

ABSENT

POSEN PARK DISTRICT	REPRESENTATIVE
BLUE ISLAND PARK DISTRICT	DOMINIC COGAN
VILLAGE OF MERRIONETTE PARK	BRENDA DZIALLO

ADDITIONS OR REVISIONS TO THE AGENDA:

K. Palos Heights Half Marathon

CITIZENS TO BE HEARD –

APPROVAL OF MINUTES OF JANUARY 9, 2008

Motion made by Director Huber to approve Minutes of Regular Meeting held on January 9, 2008. Motion was seconded by Director DeBella. All Directors were in favor; none opposed.

APPROVAL OF TREASURER'S REPORT

The Treasurer's Report was presented by Director DeBella. Director Suhs made a motion to approve the Treasurer's Report with a combined ending balance of \$33,421.07 plus the Certificates of Deposit. Director DeBella seconded the motion. Question raised regarding the terms of the CDs which Lori explained are staggered expiration dates with both 3 and 6 month timeframes. Question raised regarding the scholarship disbursements. Lori explained that these are deducted annually and went on to explain the criteria for allocating

funds. The entire upcoming Half Marathon will be applied to the scholarship fund. It was agreed that the disbursements should be reflected semi-annually or quarterly rather than annually. Roll was called with all Directors voting yes. The motion carried, 5—0.

EXECUTIVE DIRECTOR'S REPORT

A. JANUARY HIGHLIGHTS

Executive Director Chesna reported that the Bingo Ice Cream Extravaganza and Pet Therapy took place in January. The Water Works Indoor Aquatics program was cancelled due to low enrollment. Lori said that she would go into the details of the Parent/Caregiver Support Group later in her report.

B. EMPLOYEE/VOLUNTEER OF THE MONTH

Executive Director Chesna announced that Marge Cozzone was named Employee of the Month. Lori said that Marge had been very helpful with the budget and other projects assigned to her recently.

C. PACE UPDATE

Lori had provided the board with a copy of a letter from PACE releasing the vehicle for \$1, but also containing new language that wasn't agreeable which they wanted signed. Both Director Gleason and Director Leonard said that they had received the same letter and do not plan to respond to it. It was agreed that we would do nothing.

D. NEW DAY CAMP PROGRAM ADDED: GET UP AND GO CAMP

Executive Director Chesna explained that this camp was initiated by Director Dziallo. This new camp would be for ages 18 and above who are higher functioning with self-help skills. The concept of the camp is to allow individuals who are more independent and not working in a sheltered workshop, but do work in the community, perhaps part time or on a flexible schedule, to attend this camp. We will offer the camp 3 days a week (Monday, Wednesday and Friday) OR clients can choose to go Monday through Friday. It will be held at the same location as Camp SWSRA, but this camp would be "on the go." Some of the goals of this camp are to help build or enhance potential job skills & training by doing activities that involve team work, planning and follow through. We plan to organize a community service project together from start to finish; working on improving self esteem; providing opportunities for socializing & networking with friends; participating in activities such as sports, swimming, cultural arts, crafts, activities, outings and more! This camp is for the person who is now all grown up and needs to cultivate friendships while having fun! Lori said that Director Dziallo wasn't keen on having the clients do community service projects. She felt that they can do them on their own and not have to pay for "camp." However, Lori said she explained to Brenda that this camp was not going to be based on just doing community service projects, but that will be a component of the camp for reasons stated above. Lori went on to say that she is excited about this new camp and she thinks the flexible schedule will allow individuals who do work to participate.

E. SPRING SUMMER BROCHURE

Lori reported that the brochure is due back from the printer any day now; and, hopefully, we will get it to the post office on Friday. The schools are closed on Monday, so deliveries will start on Tuesday.

F. PR & MARKETING JOB DESCRIPTION

The board discussed the job requirements and whether a bachelor's degree should be required or preferred. Director Suhs thought this might discourage potential applicants who had experience but no degree. It was suggested that an associate's degree might be enough. Director Gleason didn't feel that anyone with a bachelor's degree would accept a part time position with the money we are offering. An

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intern who was still in school might be able to fill the position or perhaps a mom who had previous experience in the field and wanted to work part time.

G. PART TIME RECREATION SPECIALIST JOB DESCRIPTION

The board discussed this position along with the PR & Marketing position and addressed some of the same issues regarding a degree. Director Gleason asked if this position was really a community liaison rather than a recreation specialist. Is this more of an outreach person? Director Leonard suggested that we could offer to pay for classes in the field if someone committed to SWSRA. Lori said that we currently have tuition reimbursement for full-time staff.

H. PARENTS/CAREGIVERS SUPPORT GROUP

Executive Director Chesna reported that we had fourteen people attend the first meeting and a little less attend the second meeting. We have a speaker scheduled to come in next month from Suburban Access. Director Suhs inquired if we had an email list for these people, and Lori replied that we did for those who have email.

I. INFORMATION ON DIVERSITY

A copy of "10 Strategies for Attracting New Cultural Groups to Park District Programs" had been given to the Board previously to review.

J. 2008-2009 BUDGET DRAFT

Lori reviewed several points on the budget draft with the Board. She explained that she intends to present the final version of the budget to the Board in March with the expectation of getting approval in April.

K. PALOS HEIGHTS HALF MARATHON

Lori explained that she will need 400 people to volunteer for this event. Director Leonard said that they already have over 500 registered and some are from out of state. He said that this could potentially be \$5,000 revenue for SWSRA annually.

Director Leonard made a motion to accept the Executive Director's Report; seconded by Director DeBella. All Directors were in favor; none opposed.

ATTORNEY'S REPORT – None.

CORRESPONDENCE – None.

COMMITTEE REPORTS

A. RECREATION - No report.

B. FINANCE

1. Approval of Bills & Payroll

Motion made by Director Suhs to approve bills for the month of February, 2008 in the amount of \$13,579.88. Motion was seconded by Director Leonard. Director Huber questioned the amount paid to AFLAC and who pays for this. Lori replied that it is deducted from the employees' checks. Roll was called with all Directors voting yes. The motion passed 5—0.

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C. PLANNING & POLICY – No report

D. PUBLIC RELATIONS - No report

OLD BUSINESS - Director Suhs inquired if any progress had been made on the new SWSRA logo. Bryan Nolan who did the logo for Alsip Park District is starting to work on it.

NEW BUSINESS

Director Leonard made a motion to approve the job description presented for the new public relations coordinator incorporating the changes made earlier in the meeting. The motion was seconded by Director Suhs. Roll was called with all Directors voting yes. The motion passed 5—0.

The Board was reminded that the next meeting will take place on March 19th (the third Wednesday of the month) at the Palos Heights Recreation Department.

OPEN TO THE PUBLIC - None

ADJOURNMENT

Motion was made by Director Gleason to adjourn the meeting. Motion was seconded by Director DeBella. All Directors were in favor, none opposed. Meeting adjourned at 11:05 a.m.

Marge Cozzone, Corresponding Secretary

Mike Leonard, Corporate Secretary