

SOUTHWEST SPECIAL RECREATION ASSOCIATION
12521 SOUTH KOSTNER
ALSIP, IL 60803

MINUTES OF REGULAR MEETING

July 11, 2007

CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:05 a.m. by Director Gleason. The meeting was held at the Palos Heights Recreation Department, Palos Heights, Illinois

ROLL CALL

Present at roll call were:

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

SWSRA STAFF PRESENT:

LORI CHESNA	EXECUTIVE DIRECTOR
MARGE COZZONE	BUSINESS MANAGER
ERIN LYNCH	SUPERINTENDENT

ABSENT

POSEN PARK DISTRICT	REPRESENTATIVE
BLUE ISLAND PARK DISTRICT	DOMINICK COGAN

ADDITIONS OR REVISIONS TO THE AGENDA:

Executive Director Chesna added the following items to the agenda:

- L. CHRISTMAS PARTY
- M. VAN ACCIDENT
- N. NEW SCHOLARSHIP
- O. PACE INCREASE
- P. CLIENT SITUATION (EXECUTIVE SESSION)

CITIZENS TO BE HEARD:

Director Huber introduced Mike Baiardo, the new Superintendent of Recreation, for Alsip Park District. Director Huber informed the board that Mike will also be her alternate for the SWSRA board meetings. Everyone present introduced themselves to Mike and welcomed him.

APPROVAL OF MINUTES OF JUNE 13, 2007

Motion made by Director Huber to approve Minutes of Regular Meeting held on June 13, 2007. Motion was seconded by Director DeBella. Correction noted that the meeting was called to order by Director Gleason and not Director Huber. All Directors were in favor; none opposed.

APPROVAL OF TREASURER'S REPORT

The Treasurer's Report was presented by Director DeBella. Director Leonard made a motion to approve the Treasurer's Report with a combined ending balance of \$123,845.35 plus the three Certificates of Deposit. Director Dziallo seconded the motion. Roll was called with all Directors voting yes. The motion carried, 6-0

EXECUTIVE DIRECTOR'S REPORT

A. JUNE HIGHLIGHTS

Executive Director Chesna told the Board about the events in June. Norm Meyers Day, Alsip Fun Fest, Beach Party Social, Fishing Tales Derby, Movie in the Park and Concert in the Park all were very successful.

B. EMPLOYEE/VOLUNTEER OF THE MONTH

Executive Director Chesna reported that she had not named any particular person this month. We have all worked hard. We hired Ryan Massengill who was getting married, so she was not here the first week of camp. It was a burden trying to manage day camp and orientation being short staffed. Lori said she wanted to compliment all of her staff.

C. PDRMA ACTION PLAN (see attached)

Executive Director Chesna informed the board that she had opted to continue to keep on task with PDRMA and continue regular reviews. The letter and plan of action had a few things in it that we will need to complete. The full-timers need to teach a class. There was one item about the vehicle lift and tie-down. We've always been doing this, but not exactly the way they wanted it done. We got partial credit. We are right on task.

D. ILLINOIS DEPARTMENT OF TRANSPORTATION

Executive Director Chesna advised that we have had the white lift van since 1997, and IDOT has never come out. We got a short notice that they were going to do an audit. Erin, Marge and Lori had to pull things together. We met with them and there were a few issues. They want driving tailored to what they want. Lori is looking into IDOT and Pace and revamping our procedures. They were satisfied with most of ours. The policy manual needs to be structured after their policy.

E. MICROSOFT SOFTWARE DONATION (see attached)

Lori told the board that we recently placed an order for software that had a retail cost of \$2,913. Since we are a 501©3 organization, we got it for next to nothing from a company called "Tech Soup."

F. SPECIAL RECREATION ASSOCIATION JOINT WEBSITE (see attached)

Executive Director Chesna told the Board that the SRAs are asking for a fee of \$500 to be able to host a website for all special recreation associations. The annual maintenance fee will decrease below the \$500 after the initial creation of the site. Lori recommends that SWSRA participate in this website. The board discussed a negative aspect of a website that occurred on the SSPRPA site. Director Leonard asked how much updating the site would require and how often it would be updated. Lori said that she would know more after her meeting tomorrow where they are going to introduce the video and talk about it. Director Leonard made a motion to pay the \$500 for the development of the website. The motion was seconded by Director Huber. Roll was called and all directors were in favor. Director Leonard added that maintenance would be another issue.

G. DAY CAMP UPDATE

Erin Lynch reported that everything is going good. About half of the counselors are new and the other half are returning. We lost one of the leaders who didn't work out. We have a great staff that is really

caring. It is a good year with no major problems. We did switch schools. We are now at Lane School. We don't have air conditioning, but there are rooms with air for those with heat sensitivity.

H. GREAT LAKES REGIONAL COUNCIL MEETING

The GLRC meeting is in Springfield on July 13th and 14th. Lori is the representative for Illinois and plans to attend. July 13th is also the LPGO Golf Outing and Lori plans to make an appearance. Lori was going to golf, but now Mike Leonard is going to take her place. SWSRA has no involvement in running the event—there is a whole group who do that. Erin and Marge will be there as well as Ryan. Lori purchased some gifts for the two ladies in charge from Baudeville to be presented at the event.

I. NRPA CONGRESS

Lori informed the Board that she and Erin Lynch will be attending the NRPA Conference in Indianapolis from September 25 through 29, 2007. Lori has reserved two rooms. Erin usually goes to the NIRI Conference, but there wasn't that much being offered, so she will attend this one. Director Huber made a motion to accept the Executive Director's Report; seconded by Director DeBella. All directors were in favor; none opposed.

J. CANDLELIGHT BOWL FUNDRAISER

The annual Candlelight Bowl will be held this year on Saturday, November 3rd. Lori encouraged the board members to get a group of friends and family together and reserve a lane. We have a lot of fun, and we have a lot of nice prizes. We depend on all of the member districts to help us with this. Lori went over the assignments she had made for each board member to donate to this event. These are just suggestions, and each district can do whatever they want if they have other ideas. Lori asked if these could be brought to upcoming board meetings, and we will assemble the baskets with everything.

K. 12-2 WHEELCHAIR PASSENGER BUS (see attached)

Lori said that this is only a bus, but she is excited about it. It came in cheaper than she thought with all of the bells and whistles. We anticipate delivery in September after Day Camp, but it will help us out in other ways. We are thinking of having a "21 and older" day camp next year. They would be more of the higher functioning group that can participate in activities that age group would want.

L. CHRISTMAS PARTY

Executive Director Chesna said that last year we had the party at the House of Hughes for the special 25th birthday, but it worked out nicely for other reasons. Our staff does appreciate the awards. It works out with regard to liability also. We had a two drink minimum that SWSRA paid for. This year the Alsip Chamber of Commerce puts on an all inclusive group party at the Ramada Inn in Alsip. SWSRA could order three tables. They have a DJ, appetizers, open bar from 6:00 p.m. to 10 p.m. and all the food you can eat served buffet style. The cost of this is \$45 per person. That is a little higher than last year, but Lori is looking to do this. Lori did budget for this party. She said that we could do the awards party that we do, but we wouldn't give out all the candy or other gifts. We would not pay for spouses. Last year we paid for full-time staff spouses, but not for part-time staff. This year we should have everyone pay for their spouses. Lori has it budgeted if anyone has a comment or suggestion. It would be nice to be around other people also.

M. VAN ACCIDENT

Our vehicle was parked in the driveway of a camper, and the pool worker who was doing maintenance, jumped into his vehicle and backed into the front of ours. The owner of All Seasons Pools asked Lori if they could settle it without involving the insurance company. SWSRA has a \$1,000 deductible anyway, and the cost was \$200. The check is in the mail.

N. NEW SCHOLARSHIP

Paul Sandberg passed away in 2001. Erin ran into the sister recently, and the next week we got a phone call saying that she wants to start a \$1,000 scholarship in his memory. Lori doesn't want to have a bunch of scholarships in everyone's memory. Our brochure is going out, so Lori asked her who she wanted to give the money to. Since Paul was in a CILA, Louise told Lori that she would like to set up a policy that the money would fund a needy person in a CILA. We currently fund the Jeffrey Hickman Fund with 20% of any general donations that we receive. If we get a check for \$100, we put \$20 into the Hickman Fund. This fund will be for \$1,000, and she will repeat it each year that she can. For instance, we could set up ten \$100 scholarships specifically for individuals who live in a CILA or a group home that have no contact with parents or guardians and who have no one to look out for them. The sister set up loose criteria, and we can administer it after that. Director Huber said that should help us with the group homes since we have so many.

O. PACE INCREASE

Lori reported that we got a notice that the Pace Vanpool wants to increase out payment by 20%. This is not in my budget. A board member commented that this is a revenue program for Pace, as opposed to a service program. Lori will attend a meeting on July 17th in Blue Island to discuss this. Director Gleason asked what the point was of a contract, if it is increased. If you lease a car, they can't change the rate. Lori went on to say that SWSRA still doesn't have the title to the Pace minivan that we were to purchase for \$1.

P. CLIENT SITUATION

Deferred to Executive Session.

Director DeBella made a motion to approve the Executive Director's report. The motion was seconded by Director Dziallo. All board members were in favor; none opposed.

ATTORNEY'S REPORT

Lori consulted with our attorney verbally regarding the hours that we are required to pay part-time help for events and away trips. The attorney said we should pay them 16 hours per day if they sleep. Not all SRAs follow this advice. You have to pay them what they make, but it is still reasonable to deduct their sleeping time. If we had three staff going, we could have one "on call" at night and the other two could sleep and have time deducted. Lori will get another attorney's opinion on this. The Board members suggested that maybe we could put them on a salary, giving them comp time or asking them to volunteer the extra hours. Lori will look into it.

CORRESPONDENCE - None.

COMMITTEE REPORTS

A. RECREATION - No report.

B. FINANCE

1. Approval of Bills

Motion made by Director Huber to approve bills for the month of June, 2007 in the amount of \$19,620.25. Motion was seconded by Director Leonard. Roll was called with all Directors voting yes. Motion carried, 6—0.

C. PLANNING & POLICY

Lori received a call from Tod Stanton regarding the 5-Year Plan. He wanted to know where we are at with it. We have to wrap things up, but it should not be in the middle of summer. Lori asked the board if they would be able to commit to an extra hour in August. Lori feels that Tod should come up with some other things. Much of what he said was things that we are already doing. The board agreed to spend some extra time at the August 8th meeting which is at the Midlothian Park District.

D. PUBLIC RELATIONS - No report.EXECUTIVE SESSION

Director DeBella made a motion at 10:45 a.m. to go into Executive Session. The motion was seconded by Director Huber. All board members were in favor; none opposed.

Director Leonard made a motion to return to open session at 11:00 a.m. The motion was seconded by Director DeBella. All board members were in favor; none opposed.

OLD BUSINESS –

Director Huber asked Lori if there was anything new with Blue Island or Posen. Lori said that she sent a board report to Dominick Cogan who is the new Director. Director Gleason asked if Posen had paid. Lori will call Don Jacobs about the outstanding bill.

NEW BUSINESS

Executive Director Chesna reported that we have a staff member who has cancer, and they are doing a benefit for him. His family and friends are hosting this benefit. He has already been through three bouts of chemo. He had student insurance for \$25,000 and his medical bills are over \$500,000. The date of this event is Sunday, November 18th.

OPEN TO THE PUBLIC - NoneADJOURNMENT

Motion was made by Director Huber 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