

SOUTHWEST SPECIAL RECREATION ASSOCIATION
12521 SOUTH KOSTNER
ALSIP, IL 60803

MINUTES OF REGULAR MEETING

March 11, 2009

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 Suhs. The meeting was held at the Justice Park District, Justice, Illinois.

ROLL CALL

Present at roll call were:

MIDLOTHIAN PARK DISTRICT

ALSIP PARK DISTRICT

PALOS HEIGHTS RECREATION DEPT.

SUMMIT PARK DISTRICT

JUSTICE PARK DISTRICT

BLUE ISLAND PARK DISTRICT

VILLAGE OF MERRIONETTE PARK

EVELYN GLEASON

JEANETTE HUBER

MIKE LEONARD

TOM SUHS

CALI DEBELLA

AUSTIN SANDUSKY (arrived at 10:10 a.m.)

BRENDA DZIALLO (arrived at 10:07 a.m.)

SWSRA STAFF PRESENT:

LORI CHESNA

MARGE COZZONE

ERIN LYNCH

EXECUTIVE DIRECTOR

BUSINESS MANAGER

SUPERINTENDENT

ABSENT

POSEN PARK DISTRICT

REPRESENTATIVE

GUESTS:

CARLO CAPALBO

WORTH PARK DISTRICT (arrived at 10:30 a.m.)

ADDITIONS OR REVISIONS TO THE AGENDA: O. EQUIP FOR EQUALITY

CITIZENS TO BE HEARD – None.

APPROVAL OF MINUTES OF FEBRUARY 11, 2009

Motion made by Director Gleason to approve Minutes of Regular Meeting held on February 11, 2009. 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 Leonard. Director Gleason made a motion to approve the Treasurer's Report with a combined ending balance of \$118,859.25 plus the two certificates of deposit. The motion was seconded by Director Huber. A question was asked about the status of Posen's member district payments. Marge Cozzone responded that Posen is currently one payment in arrears. Roll was called with all directors voting yes. The motion carried, 7—0.

EXECUTIVE DIRECTOR'S REPORT

A. FEBRUARY HIGHLIGHTS

Executive Director Chesna said that the following programs were scheduled for February— Valentine's Party, Petland's Pet Therapy, Valentine's Dance, Goofy Games & Silly Sports Saturday and the Mardi Gras Mambo.

B. EMPLOYEE/VOLUNTEER OF THE MONTH

Amy Mephram, a new part time staff, has been named Employee of the Month. Amy is a student at Chicago State University for Recreation Therapy and has been doing an outstanding job.

C. WALK/RUN/ROLL RACE

Lori advised that plans are continuing for this upcoming race on Sunday, May 3rd. We only have one person registered to date, but Lori is hoping to have between 30 and 60 people. Lori said that the site where our people will park and set up is perfect. There is no need for a ramp, etc. because it is right on 76th Avenue and Route 83 behind the start line. There is no curb so there is easy access for wheelchairs. Palos Heights Cable channel 4 did a half hour interview with Lori. This should air the week of March 9th. We are going to start contacting the group homes to get their people registered for the race. Please let all of your staff, friends and family know about this race and see if they may want to participate or volunteer. The forms can be downloaded from the website (www.palosbankhalfmarathon.com).

D. WORTH OPEN HOUSE

The Worth Open House will be held on May 30th with free activities such as games, music, food, face painting and more. We asked for registrations so we know how much food to buy. Carlo has been very supportive

E. WORTH PARK DISTRICT OFFERS SPACE FOR SWSRA!

Executive Director Chesna advised that Carlo invited her over to see the building. It is a building that they had intended to shut down. It's approximately 900 to 1,000 square feet. There is a big program space and the other side has enough space to put two to three cubicles with either temporary walls or cubicle type walls. It wasn't the direction that I was looking at which was to move all of SWSRA under one roof, so I had to rethink matters. The other thing that has been put in play is the situation that IPRA is currently in. We don't want to take on more than we can chew. We were looking at 3,000 square feet for about \$2,000 a month rent. Taking on a lease agreement did not make sense to me. We need more help in the area of new staff. We need to focus on the communities that we have been under-serving. We do need to have more space to accommodate people. This is very intriguing to me, and Worth would only charge us \$100 a month. We are estimating \$14,000 a year to run the building with heat, electric, etc. There would be start-up costs to purchase office equipment, copier, fax machine, phones. We discussed having a lease agreement. This idea makes more sense to me. Carlo said the maintenance crew will take care of snow removal and lawn maintenance, etc. They have a parks guy who is already in the building. Carlo told Lori that they will even take care of the garbage once a week. Lori said that she needs to secure the budget and see what direction we are going to take.

Lori will be putting anything that is tangible and over \$500 into the Capital account. We are going to buy the software program. Director Gleason said that the revenue from this budget could not support any building renovation to expand the building and put us all there. Lori said that the board is totally supportive of us being there. Director Leonard said that this space is a little raw. He thinks that a three year lease is good because it allows other districts some time in case anyone gets back on their feet and could provide a building. We could look at it from that respect. Lori read a list of pros and cons to the board that she had formulated. Lori suggests that we move forward with the basic essentials of what we need to go in there.

At this point, Carlo Capalbo arrived and the discussion continued. Director Suhs suggested that Nextel phones might be a good way to communicate between offices. Carlo advised that the multipurpose room was an addition, and they added on a concession which is fairly new. The original building was built in 1974, and the rest is all add-ons. There is no asbestos in the building. The concession was remodeled four years ago, and all the wiring was redone at that time. Lori asked Carlo if we could reschedule our next board meeting and have it at the building in Worth. Carlo replied that this would be fine and commented that the building will be available after April 1st. Director Leonard said this is a great opportunity that has been dropped in our lap. The address of the building is 10707 Oak Park Avenue.

F. SWSRA GOES GREEN

Our marketing intern, Jenny, took the initiative and listed some ideas on how SWSRA can go green. Jenny is very talented and will be looking for full time employment. Director Suhs asked how many people have a laptop computer. He suggested that we could bring them to the meeting and get rid of the paperwork. It was decided that not everyone would be in a position to do this.

G. PDRMA “BE SAFE AT WORK AND PLAY” CAMPAIGN CHALLENGE

Jenny created a DVD about the work we have done on this challenge. It is humorous; and, hopefully, we could win a \$3,500 contract with a studio to develop a professional DVD for SWSRA. Our main theme is caring about our employees’ health and changing the way we promote ourselves to make things healthy.

H. RESOLUTION TO TERMINATE 403(b) PLAN

Lori advised that years ago SWSRA offered a 403(b) Plan to employees. It was funded 100% by employees. Lori was told this January that you can’t have both a 457 and a 403(b) plan. We need to terminate the 403(b) plan even though we don’t contribute any more. Five people will have to make a choice. They have been notified. Director Leonard made a motion to terminate the 403(b) plan. The motion was seconded by Director Gleason. All Directors were in favor; none opposed.

I. PARENTS SUPPORT GROUP

Executive Director Chesna said that we are also starting a new Summit support group this Thursday. We offer free babysitting at these group meetings. Everything is free—the staff, snacks and the speaker. Lori asked Director Dziallo if she had any suggestions for improvement or any changes she would suggest. Director Dziallo thought the meetings have been good and asked if the two new ladies were from Worth. Director Dziallo also said that she thinks Senator Maloney saw what a sense of helplessness there is out there.

J. **MARKETING & PR**

Lori said that the media seems to like us because they are printing a lot of our press releases. We had a booth at the Alsip Chamber Community day, and the theme was “go green.” We handed out a lot of our new shopping bags, and they were very popular.

K. **IPRA SUPPORT FOR SERVICE MEMBERS & THEIR FAMILIES IN THE U.S. ARMED FORCES**

The purpose of this group is to reach out to Illinois service members and their families to find out what our service members are doing if they lose a limb or get mental trauma. We need to have the knowledge and education to be ready to handle these individuals. Director Huber said that a couple of years ago Alsip started offering free classes to servicemen. This might be something for us to consider. There is also an organization that tries to help place them and tell them what programs are out there. Lori will keep everyone posted on this.

L. **ALSIP, SERTOMA, SWSRA “CELEBRI-TEE” GOLF OUTING**

August 21st is the date of this golf outing. It’s really hard to raise money with this economy so we are working together. We have monthly meetings. We have our PR people involved coming up with these slogans. We need to get celebrities to come out and we will bid on them. Lori asked if anyone knew of any celebrities, to please let her know. Director Suhs suggested that we have our Special Olympics participants come out to be the caddies.

M. **UPCOMING EVENTS YOU DON’T WANT TO MISS**

Lori reviewed some upcoming dates for events that the board may want to come to. Lori knows everyone is busy with their own events, but she encouraged the board to come to the Worth Open House.

N. **BUDGET**

Lori reviewed some of the budget items with the board. She pointed out that she has left Denise in the budget as a full time position. Lori sat with Erin and they went through each line item and cut where we could cut to reduce the budget. Lori was asked to check what other similar SRAs were paying their PR person. Lori requested the board to email them if they had any questions. Lori will be asking the board for their approval of the budget in April. In response to a question, Lori pointed out that Business Support and Maintenance would cover the copier contract and such. Anything to do with the building would be in the new Building Operation Fund. Lori was asked to break out the bottom line for the new building alone—break out the cost of the phone system, etc.

O. **MEDICATION POLICY**

Crystal Lake is being sued by Equip for Equality. They are suing them because they refused to take a client that required the diazepam gel. This organization may start investigating SRAs and asking us what we are doing. At one point we did administer the gel and PDRMA became aware of it. They did a survey to see how many were administering and told us not to be doing that. PDRMA has our backs. We are doing whatever they say we should be doing. We have several people on this gel. We still take these participants, but we don’t administer. We have them sign a waiver and the protocol is that we dial 911. We carry the medication and give it to the paramedics, but not all of them will do it. Only those trained in advanced life support will do it. If anything requires medical judgment, we need to determine how to proceed, and PDRMA has set up guidelines.

ATTORNEY'S REPORT - None.

CORRESPONDENCE –

COMMITTEE REPORTS

A. RECREATION - No report.

B. FINANCE

1. Approval of Bills & Payroll

Motion made by Director Gleason to approve bills for the month of February, 2009 in the amount of \$18,949.31. Motion was seconded by Director Dziallo. Roll was called with all Directors voting yes. The motion passed 7—0.

C. PLANNING & POLICY – No report

D. PUBLIC RELATIONS - No report

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

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

Marge Cozzone, Corresponding Secretary

Austin Sandusky, Corporate Secretary