

SOUTHWEST SPECIAL RECREATION ASSOCIATION  
12521 SOUTH KOSTNER  
ALSIP, IL 60803

MINUTES OF REGULAR MEETING

April 20, 2011

CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:00 a.m. by Director Gleason. The meeting was held at the Palos Heights Recreation Department, Palos Heights, IL.

Present at roll call were:

MIDLOTHIAN PARK DISTRICT

EVELYN GLEASON

ALSIP PARK DISTRICT

MIKE BAIARDO (alternate)

SUMMIT PARK DISTRICT

TOM SUHS

WORTH PARK DISTRICT

CARLO CAPALBO

VILLAGE OF MERRIONETTE PARK

BRENDA DZIALLO

JUSTICE PARK DISTRICT

LUIS FRANCO

PALOS HEIGHTS RECREATION DEPT.

MIKE LEONARD

SWSRA STAFF PRESENT:

LORI CHESNA

EXECUTIVE DIRECTOR

MARGE COZZONE

BUSINESS MANAGER

ERIN LYNCH

SUPERINTENDENT

DENISE IWINSKI

MARKETING COORDINATOR

ABSENT:

POSEN PARK DISTRICT

TJ WHITCOMB

BLUE ISLAND PARK DISTRICT

JANE KAWANNA

ADDITIONS OR REVISIONS TO THE AGENDA

Director Gleason stated that a closed session will be added to the agenda before the meeting is adjourned.

CITIZENS TO BE HEARD – None.

APPROVAL OF MINUTES OF March 16, 2011

Motion made by Director Capalbo to approve Minutes of the regularly scheduled meeting on March 16<sup>th</sup>.

Motion was seconded by Director Suhs. All Directors were in favor; none opposed.

APPROVAL OF TREASURER'S REPORT

The Treasurer's Report was presented by Director Capalbo. Director Leonard made a motion to approve the Treasurer's Report with a combined ending balance of \$173,111.38 plus the \$280,000 C/Ds. The motion was seconded by Director Dziallo. Roll was called with all directors voting yes. The motion carried 7—0.

EXECUTIVE DIRECTOR'S REPORT -

A. PART TIME PERSONNEL POLICY MANUAL

Executive Director Chesna advised that Laner-Muchen had wanted \$3,500 to update the personnel manual. Although they are great with employment law, we decided to go ahead with the PDRMA version. We have downloaded their manual and are reviewing it page by page to make sure that everything is pertinent that we extract. Marge has done a great job on this. We will have the final copy reviewed by Steve Bloomberg to make sure we have included all up-to-date policies.

B. SAFETY MANUAL UPDATE

Lori advised that this manual also needs to be updated, but we are waiting on PDRMA to finalize revisions on all of their safety policies, etc. Section 2 is specifically geared toward program leaders and this part will be done before the summer for the purpose of training staff who have not been with us before.

C. BLUE CROSS INSURANCE UPDATE

We were advised by Frank Smith from Business Insurance Underwriters about two new updates. The first one requires that the member or a family member call for pre-certification by the hospital, or within 48 hours for emergency visits. The other states that Blue Cross will automatically audit 10% of all renewals.

D. CREDIT CARDS? ON-LINE REGISTRATION?

Lori advised that we are looking into credit cards and on-line registration. Five years ago we did a survey, and out of the 37 people who responded, 20 responded "yes." However, 95% of our clients are from group homes, and those responding were, most likely, the residential clients, so we didn't proceed at that time. Customer service is our number one priority, so we plan to pursue it now. The board members who were familiar with credit card processing discussed what they felt are the best methods to use. As far as on-line registration, after getting quotes from RecTrac, it appears that the cost is prohibitive at this time.

E. APPROVAL OF 2011-2012 BUDGET

After some discussion, Director Gleason asked if there were any additional questions about the budget and then called for a motion. Director Suhs made a motion to approve the 2011-2012 budget as presented. The motion was seconded by Director Capalbo. The board discussed whether the budget should be approved prior to the closed session regarding salaries. It was decided that the motion could always be amended, if necessary. Roll was called with all directors voting yes—the motion carried 7—0.

ATTORNEY'S REPORT – None.

CORRESPONDENCE – None.

## COMMITTEE REPORTS

- A. RECREATION: Erin Lynch distributed the recreation report to the Board. Tammi Clemens was asked to deliver some material to the board meeting for the purpose of surprising her by presenting her with the Employee of the Month award. Tammi also works part time for the Alsip Park District and has worked part time in the SWSRA office since last July. Tammi has made a great addition to our office staff, and we appreciate her hard work.
- B. APPROVAL OF BILLS  
Motion was made by Director Capalbo to approve bills for the month of March, 2011 in the amount of \$15,106.61. Motion was seconded by Director Leonard. All Directors were in favor; none opposed.
- C. PLANNING & POLICY
- D. PUBLIC RELATIONS: Report previously distributed to the Board was presented by Denise Iwinski.

At 11:00 a.m. a motion was made by Director Capalbo to go into closed session to discuss salaries and the executive director's contract. The motion was seconded by Director Suhs. All board members were in favor; none opposed.

The regular board meeting resumed at 11:45 a.m.

## OLD BUSINESS -

NEW BUSINESS - Executive Director Chesna presented Director Gleason with a plaque commemorating her service to SWSRA for the past year as president.

The new officers for the 2011-2012 fiscal year starting May 1<sup>st</sup> were installed. They are: President, Jeannette Huber (in absentia); Vice President, Carlo Capalbo; Treasurer, Mike Leonard; and Secretary, Jane Kawanna (in absentia).

## ADJOURNMENT

Motion was made by Director Suhs to adjourn the meeting. Motion was seconded by Director Leonard. All Directors were in favor; none opposed. Meeting adjourned at 11:55 a.m.

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Marge Cozzone, Corresponding Secretary

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Jane Kawanna, Corporate Secretary