

SOUTHWEST SPECIAL RECREATION ASSOCIATION  
12521 SOUTH KOSTNER  
ALSIP, IL 60803

MINUTES OF REGULAR MEETING

July 21, 2010

CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:04 a.m. by Director Gleason. The meeting was held at Palos Heights Recreation Department, Palos Heights, Illinois

ROLL CALL

Present at roll call were:

POSEN PARK DISTRICT	TJ WHITCOMB
PALOS HEIGHTS RECREATION DEPT.	MIKE LEONARD
ALSIP PARK DISTRICT	JEANNETTE HUBER
MIDLOTHIAN PARK DISTRICT	EVELYN GLEASON
BLUE ISLAND PARK DISTRICT	JANE KAWANNA
WORTH PARK DISTRICT	ROBERT RUSSO (for Carlo Capalbo)

SWSRA STAFF PRESENT:

LORI CHESNA	EXECUTIVE DIRECTOR
MARGE COZZONE	BUSINESS MANAGER
ERIN LYNCH	SUPERINTENDENT
DENISE IWINSKI	MARKETING COORDINATOR

ABSENT:

JUSTICE PARK DISTRICT	JOE VALLEZ
SUMMIT PARK DISTRICT	TOM SUHS
VILLAGE OF MERRIONETTE PARK	BRENDA DZIALLO

ADDITIONS OR REVISIONS TO THE AGENDA – Executive Director Chesna requested to add to her report:

I—NEW HIRE  
J—WORTH STOVE  
K—LAW FIRM CHANGE

CITIZENS TO BE HEARD - None

APPROVAL OF MINUTES OF JUNE 16, 2010

Motion made by Director Huber to approve Minutes of Regular Meeting held on June 16, 2010. Motion was seconded by Director Whitcomb. Director Whitcomb corrected the spelling of the location of the last meeting to “Raday” Lodge. All Directors were in favor; none opposed.

APPROVAL OF TREASURER’S REPORT

The Treasurer’s Report was presented by Director Whitcomb in the absence of Director Capalbo. Director Leonard made a motion to approve the Treasurer’s Report with a combined ending balance of \$218,309.73 plus the \$248,000 C/D. Some discussion took place on the possibility of the interest on the C/D exceeding the insured limit of \$250,000. We will split the C/D into two smaller ones since the limit will revert back to

\$100,000 in December. The motion was seconded by Director Kawanna. Roll was called with all directors voting yes. The motion carried, 5—0.

Bob Russo, the alternate for Director Capalbo, arrived and introductions took place.

### EXECUTIVE DIRECTOR'S REPORT

- A. **ANDROMEDA/WORTH**  
Executive Director Chesna stated that the new phone has now been installed and is being tested. There was a slight glitch which we found could be corrected by pressing the “#” button. The phone bills (both local and long distance) are being reviewed. Director Gleason spoke about a number that she can give us where you can call to change your cell phone “router” number back to your own area code so calls aren't charged as long distance for going through another area code. A couple of Directors said they use Call One. Director Gleason said she only uses AT&T for one DSL line and she got rid of the line backer service.
- B. **IPDLAF P-CARD PROGRAM**  
Lori thanked the Board for approving this program. The resolution and necessary paperwork has been submitted. We are looking forward to using this program which should help us all to function more efficiently.
- C. **AUDIT**  
Executive Director Chesna told the Board that the audit will start tomorrow. Marge has sent most of the preliminary work over to them, so they won't have too much to do when they get here. The Department of Labor is still doing the park districts.
- D. **REC TRAC SOFTWARE**  
Lori advised the Board that we have found this new software to be more cumbersome than our old Park District USA software. Bob Russo from Worth and Director Kawanna both agreed that Rec Trac is not user friendly. Director Huber said that she has been using Rec Trac for many years and likes it.
- E. **NATIONAL PARK & RECREATION ASSOC. CONGRESS**  
This takes place from October 25<sup>th</sup> through the 29<sup>th</sup> in Minneapolis, Minnesota. We had thought we would take a bus and drive, but we got airfare for approximately \$100 round trip. Since we came in under budget, we were able to take Denise along with Erin and Will. If you sign up four, you get the fifth for free, so Director Huber asked if Alsip could use that spot.
- F. **OFFICE OF ATTORNEY GENERAL**  
Both Lori Chesna and Marge Cozzone completed the on-line training for the Freedom of Information Act and the Open Meetings Act. They received certificates for each subject.
- G. **KELLOGG'S NEIGHBORHOOD BUSINESS INITIATIVE (NBI)**  
Lori was contacted again by Kellogg's to submit a project for a team of their MBA students to commence in October. They provide strategic business solutions to non-profit organizations. If SWSRA is selected, we would have to provide a contact (Denise and myself) who will be committed to supporting the team for a minimum of 2 hours per week. Lori submitted a project to target market individuals with disabilities in our member districts. We will be notified by July 30<sup>th</sup> if we are selected.

H. DIRECTOR TO TAKE TIME OFF IN AUGUST/SEPTEMBER

Lori is going to have a grandchild and will be taking time off to help her daughter when she does have the baby, but the date is uncertain.

I. NEW HIRE

We have hired Tammi Clemens to work Wednesdays and Fridays in the office. Tammi also works for Alsip Park District part time and was really excited to become part of SWSRA. She will be in the main office to answer phones, do filing, cross train to help with registrations, etc.

J. WORTH STOVE

We had gotten a couple of quotes to install the stove at Worth. The father of our day camp director, Amy Biedron, is an electrician. He has said that he will install our new stove at Worth for free. He will submit a quote and provide a certificate of insurance. Now we can have cooking classes, and it also makes the building more rentable if they wanted to rent it.

K. LAW FIRM CHANGE

Steve Bloomberg from TSM&P (Tressler) has left the firm to open a business with his son. Lori has asked if he will automatically be taking us with, but it is up to us. Steve Bloomberg has always only charged us a nominal retainer fee—currently \$166 per month. We don't know what the new firm would charge. Director Leonard said that if our relationship has always been with Bloomberg, then we should go with him. Lori said that she usually doesn't deal directly with him but to someone he assigns (Kathleen Elliott) and now she feels comfortable with her. The board suggested that Lori look into this further.

ATTORNEY'S REPORT - Received memorandum from Tressler regarding the recent extensive amendments to FOIA and the Open Meetings Act. Board members were given a copy.

CORRESPONDENCE – None.

COMMITTEE REPORTS

A. RECREATION

Erin Lynch reported that Special Olympics softball has had a few rainouts. Although some summer programs had a high enrollment, three out of nine programs had to be cancelled due to low enrollment. Norm Meyers Day was successful, and our 2 athletes who competed in the Special Olympics Summer Games both brought home a gold medal. The Parent's Support Group will resume in September. Regarding vehicle repairs in June, the new white bus and the old white bus needed work, but the other 3 vehicles were fine. Erin gave a short overview of day camp this season which went quite well, as well as a report on the car wash hosted by the older Alsip campers and our campers that collected over \$400.

Alison Kmiec who is the Site Director of the Get Up & Go Camp was named Employee of the Month. Although all day camp staff was excellent, Alison shines a little brighter.

B. FINANCE

1. Approval of Bills & Payroll

Motion made by Director Huber to approve bills for the month of June, 2010 in the amount of \$16,971.88 Motion was seconded by Director Leonard. Roll was called with all Directors voting yes. The motion passed 6 —0.

C. PLANNING & POLICY

D. PUBLIC RELATIONS

Denise Iwinski attended the part time-staff and volunteer meeting where she distributed some Welcome Packets. Denise is trying to plan ahead for the 30<sup>th</sup> Anniversary Party which will be held at Bourbon Street on September 9, 2011. The final logo has been chosen. She will be doing promotional materials to highlight the anniversary along with events and programs that we will offer. Denise is researching what other businesses are doing for their anniversary. The fall brochure is on schedule, and should be here today or tomorrow. We are planning to add advertising opportunities to our winter brochure. Director Whitcomb asked about day camp doing Spanish translation.

Denise has prepared two poster boards displaying Paralympics programs. She has one displayed in the Alsip lobby, and she plans to put the other one at the Worth building. This has also been on our web site and in press releases, and Denise is contacting Vet committees. Director Gleason said that her husband in on a committee, and she will see if Will can come and discuss what we are trying to do.

OLD BUSINESS - Lula Hermosillo has resigned from SWSRA. She has a family member with extensive medical issues. If and when she comes back, she will be able to reapply; and we hope that she does. We still need an Outreach Specialist, but we are currently re-evaluating the job description.

NEW BUSINESS - Director Whitcomb said that the August 18<sup>th</sup> meeting will be held at the Village Hall at 2440 Walter Zimmy Drive which is on Frontage Road off of 147<sup>th</sup> Street (turn on Cleveland to Frontage Road).

OPEN TO THE PUBLIC: None.

ADJOURNMENT

Motion was made by Director Huber to adjourn the meeting. Motion was seconded by Director Leonard. All Directors were in favor, none opposed. Meeting adjourned at 10:40 a.m.

---

Marge Cozzone, Corresponding Secretary

---

T.J. Whitcomb, Corporate Secretary