

SOUTHWEST SPECIAL RECREATION ASSOCIATION
12521 SOUTH KOSTNER
ALSIP, IL 60803

MINUTES OF REGULAR MEETING October 8, 2008

CALL TO ORDER

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

ROLL CALL

Present at roll call were:

MIDLOTHIAN PARK DISTRICT	EVELYN GLEASON
ALSIP PARK DISTRICT	JEANETTE HUBER
PALOS HEIGHTS RECREATION DEPT.	MIKE LEONARD
JUSTICE PARK DISTRICT	CALI DEBELLA
BLUE ISLAND PARK DISTRICT	AUSTIN SANDUSKY (& MAUREEN EGAN)
VILLAGE OF MERRIONETTE PARK	BRENDA DZIALLO

SWSRA STAFF PRESENT:

LORI CHESNA	EXECUTIVE DIRECTOR
MARGE COZZONE	BUSINESS MANAGER
ERIN LYNCH	SUPERINTENDENT
RAE WOODARD	OFFICE CLERK
DENISE IWINSKI	MARKETING COORDINATOR
JENNIFER BELTER	MARKETING INTERN

ABSENT

POSEN PARK DISTRICT	REPRESENTATIVE
SUMMIT PARK DISTRICT	TOM SUHS

ADDITIONS OR REVISIONS TO THE AGENDA: None.

CITIZENS TO BE HEARD –

APPROVAL OF MINUTES OF SEPTEMBER 17, 2008

Motion made by Director Leonard to approve Minutes of Regular Meeting held on September 17, 2008. Motion was seconded by Director Huber. 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 \$151,782.38 plus the three certificates of deposit. The motion was seconded by Director Dziallo. Roll was called with all directors voting yes. The motion carried, 6—0.

EXECUTIVE DIRECTOR'S REPORT

A. INTRODUCTION OF NEW EMPLOYEES

Executive Director Chesna introduced the new Marketing Coordinator, Denise Iwinski. Denise will be working Monday, Wednesday and Friday. Marge Cozzone had been waiting for Denise's position to be filled to get input before she placed our software order with Tech Soup. Marge was able to get a terrific price on an Adobe Suite that includes everything that Denise wanted as well as website software. Lori explained that Alsip Park District had asked if we could order some software for them, but, unfortunately, due to several restrictions we weren't able to honor that request.

Lori then introduced Rae Woodard who works 15 hours per week as our office clerk. Rae has been with us for several years and is the glue that helps hold us together.

Jennifer Belter was the next introduction. Jenny is doing her internship in marketing and web design with SWSRA. Jenny has already made a template of our new stationery for us. We are very excited about all of these employees.

Executive Director Chesna thanked Austin Sandusky for the time he has spent serving on the SWSRA board and presented him with a plaque recognizing his contribution.

B. SEPTEMBER HIGHLIGHTS

Erin Lynch reported on programs and events that took place during the month of September including Viva Mexico and Discovering Nature. Bengston's Pumpkin Farm had to be cancelled due to low enrollment. Erin also talked about Parent's Night and the Eisenhower Leisure Ed program. She also mentioned that the date on the original flyer was wrong for Unified Volleyball—it should be October 21st. Lori reported on a forum that she attended for Advocates United in Orland Park for parents to speak to legislators about issues they encounter when their children get older. It was very crowded and Senator Maloney and Representative McCarthy were there.

C. EMPLOYEE/VOLUNTEER OF THE MONTH

Lori said that she wasn't able to publish the name of the recipient in advance because the award this month is being presented to Rae Woodard, and she may have noticed her name in the agenda. Rae does much more than answering phones, filing and making copies. She makes calls to promote registrations, and the recreation department depends on her to get programs to proceed by encouraging participants who we haven't heard from to register.

D. WORTH PARK DISTRICT PETITIONS FOR SWSRA MEMBERSHIP

Carlo Capalbo from Worth contacted us and wanted us to come out and present our agency to the board. Lori gave a presentation in front of three board members. They submitted a letter of intent afterwards of which you should have a copy. We want to make sure that they are fiscally sound which would be one of the reasons that we would not want them to come in, or, for instance, if the area was too far. Actually, this is a good opportunity for SWSRA to bridge the gap between districts. We are very excited about the fact that they may join us. Director Leonard made a motion to pursue Worth Park District's membership in SWSRA pending the review of counsel. The motion was seconded by Director Gleason. Lori added that if they join now, they wouldn't actually come in until May 1st which would be after spring programs start. Lori suggested that they be allowed to participate in those at an in-district rate regardless. It was also agreed that Carlo Capalbo could be invited to board meetings prior to that date. Lori asked the board to keep this information "under their hat" because she doesn't want it getting out prematurely. Roll was called with all directors voting yes. The motion carried 6—0.

E. PDRMA 2008 RISK MANAGEMENT PROJECT GRANT PROGRAM

Lori plans to submit the Top Safety newsletter that we send out as our grant program project. PDRMA wants us to have monthly safety meetings, but it has been hard for us to get our staff to attend. Most of them are teachers or have full-time jobs and could not get to the meetings. It wasn't working and we weren't getting our training done. Now that we do the monthly newsletter, we have quarterly meetings that are better attended, and then we cover those things that we need to address. We plan to add our logo to the newsletter which is expensive and maybe we will have prizes for the safety quiz that we plan to do at the meetings based on the information in the newsletters. Lori has requested \$1500.

F. MARKETING UPDATE

Lori reported that she was interviewed by channel 4 recently. She also told the board about the recent staff meeting to get input for an annual marketing plan. All staff was invited to throw out their ideas on how to make SWSRA grow. We prioritized them and will divide them up between Jennifer and Denise. There were some good ideas including publishing in church bulletins, having a tri-fold for inclusion as well as a general tri-fold. Lori asked the board that if they had any thoughts about this, to let her know. Lori intends to write grant with Jeanette to get a scrolling sign for Alsip Park District. Director Gleason added that a scrolling sign run about \$30,000. Director Leonard suggested that we have something in the lobby of each member district. Lori responded that we do have a free standing banner at Alsip and Summit. Director Leonard said that the member districts could budget something like this out of their accessibility money and buy them in bulk. Lori will be attending the Mayor's Gala on October 10th. She will be doing this at her own expense even though she is representing SWSRA. The board was reminded to think of SWSRA is they are having any events in their communities so that we can get a booth, etc.

G. CANDELLIGHT BOWL

Additional flyers for the Candlelight Bowl were distributed to the board so they can make them available in their building. Lori reminded the board about the raffle prize donation that had been requested. Director DeBella brought her Spa Gift Basket with her today. It had been suggested that Director Dziallo could bring some wine so we could make a gift basket, but she said that she actually has something that she has hand carved which she could donate.

ATTORNEY'S REPORT – None.

CORRESPONDENCE –

COMMITTEE REPORTS

A. RECREATION - No report.

B. FINANCE

1. Approval of Bills & Payroll

Motion made by Director Huber to approve bills for the month of September, 2008 in the amount of \$13,561.34. Motion was seconded by Director Dziallo. Executive Director Chesna informed the Board that she renewed our insurance with the same company (Blue Cross Blue Shield) since it decreased by 14%. Roll was called with all Directors voting yes. The motion passed 6—0.

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C. PLANNING & POLICY – No report

D. PUBLIC RELATIONS - No report

OLD BUSINESS -

NEW BUSINESS –

Director Sandusky informed the Board that he will be resigning as Secretary. The Board discussed whether Austin's replacement at Blue Island should fill his position on the SWSRA Board since she had no previous experience. It was decided that there would be enough time for her to gain experience in the interim. Maureen Egan accepted the appointment.

ADJOURNMENT

Motion was made by Director Gleason to adjourn the meeting. Motion was seconded by Director Sandusky. All Directors were in favor, none opposed. Meeting adjourned at 10:45 a.m.

Marge Cozzone, Corresponding Secretary

Austin Sandusky, Corporate Secretary