



**BOARD OF DIRECTORS - REGULAR MEETING MINUTES – JANUARY 18, 2023 - 10:02 a.m.**  
**PALOS HEIGHTS REC. DEPARTMENT – 6601 West 127<sup>th</sup> Street, Palos Heights**

**I. CALL TO ORDER**

The meeting was called to order at 10:02 a.m. by Director Whitcomb

**II. ROLL CALL – PRESENT:**

POSEN PARK DISTRICT	T. J. WHITCOMB, PRESIDENT
HICKORY HILLS PARK DISTRICT	JENNIFER FULLERTON, VICE PRESIDENT
PALOS HEIGHTS RECREATION DEPT.	MATT FAIRBANKS, SECRETARY
WORTH PARK DISTRICT	ROBERT O’SHAUGHNESSY, TREASURER
MIDLOTHIAN PARK DISTRICT	ED JUNG
BLUE ISLAND PARK DISTRICT	TEDDY RUTHENBERG
ALSIP PARK DISTRICT	JEANNETTE HUBER

**ROLL CALL - ABSENT:**

VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS
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**SWSRA TEAM- PRESENT:**

NICOLETTE LAHMAN	EXECUTIVE DIRECTOR
DAWN KEHOE	BUSINESS MANAGER
MARINA UHER	SUPERINTENDENT OF RECREATION

**III. VISITOR AND CITIZEN COMMENTS - None**

**IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA**

- A. Minutes of the Regular Board Meeting –DECEMBER 14, 2022
- B. Disbursements – DECEMBER Totaling \$21,503.72
- C. Financial Reports – DECEMBER - Treasurer’s Report and Income Statement  
Director O’Shaughnessy asked questions on the Income Statement:  
Vehicle Repair & Maintenance: Total spent YTD is low even though Bus has been in for repairs?  
Response: No charge on those repairs because Bus is still covered under warranty under the lease agreement.  
Capital Improvement & Building Operation Fund: Total spent YTD is low, what are the plans?  
Response: Capital Improvement is funds budgeted for Alsip Park District Apollo Building expansion in this FY.  
Building Operation Fund: We still have 4 remaining months in this FY for Rent Payments to Alsip Park District, Worth Lease Agreement Invoices, and Public Storage rental to pay.  
Grant Expense – DCEO Goy: \$50,000 is also on the Revenue side, but those funds have not been received yet.  
Motion made by Director Huber, seconded by Director Fullerton to Approve the Administrative Matters/Consent Agenda as presented. Roll was called with Director Whitcomb, Fullerton, Fairbanks, O’Shaughnessy, Jung, Ruthenberg, Huber voting Yes. Motion passed 7 – 0.

**V. PRESIDENT’S REPORT**

- A. Correspondence - None
- B. Public Recognition – None

**VI. STAFF REPORTS**

- A. Executive Director Report, Nicolette Lahman – Report was placed on file  
Nicolette distributed copies of our Spring 2023 brochure to all.
  - A. December 2022 Donations/Sponsorships Received vs. December 2021 (See attached)

- B. Recreation Report (**See attached**) – Marina Uher presented Report and it was placed on file  
Marina added to her report:
- Both Interns (Chicago State, Western Illinois University) internship with SWSRA ended in December.
  - Winter Registration (programs start January) enrollment was Great! We had to cancel 1 in person program due to low enrollment; however, we moved it to a virtual program; others registered for.
  - Santa at Sensory Depot had 2 new youth families come from Chicago.
  - Feed the Hungry Dance extended a Thank You to Director Jung for stopping by and special appearance from the Grinch (LWSRA Keith Wallace).
  - Nicolette added the intern we offered the Recreation Specialist position started for us on January 7.  
Also, an intern from Moraine Valley is coming to do their 200-hour practicum with us this semester.
- C. 2023 Board Meeting Schedule (**See attached**)
- D. IPRF Scholarship Awards
- E. CD Investment – Director Fullerton informed all on the current process they did with their CD’s at HHPD.
- F. Business Manager (**See attached**) – Nicolette discussed some options for SWSRA with Dawn’s retirement.
- G. Budget Preparation for 2023-2024 – Nicolette stated we have been working on the budget and will be presenting it at our February meeting, noting the following:
- EAVS’s have dropped considerably, and we know we will be proposing a large deficit overall.
  - The new Business Manager’s salary will be part of our current proposed budget and overlap with current Business Manager’s salary for 1 month of training.
  - We have been looking at the salary surveys from SSPRPA and HR Source in comparison with other SRA’s salaries and SWSRA is at the low end in most positions. Our focus is to retain our current staff, so we have been working on a pool for salary increases to disburse in an effort to get all aligned accordingly within the salary ranges with other Agencies; rather than an even percentage rate for all.
  - We are working on increasing our Program Revenue by offering more programs/special events per season as well as program fee increases.
  - We will be revising our Scholarship program for Summer Camp to 50% max, not 75% noting many on scholarship missing days at Camp last year and fund depletion with less incoming donations. We will continue to have our Summer Camp Campaign to Sponsor a Camper or a General Fund Donation.
- H. Upcoming Events – Nicolette noted Double Good Popcorn Fundraiser is coming up February 6-10.  
Nicolette asked to schedule upcoming date for Board Members to visit Oasis Program (T&TH). Board Consensus was change April’s board date April 19, 2023, Wednesday to April 20, Thursday at Worth Park District at 10am.

B. Attorney Report – None

**VII. OLD BUSINESS (\*= Action or Approval Item) - None**

**VIII. NEW BUSINESS (\*=Action or Approval Item)**

**IX. BOARD OF DIRECTORS’ COMMENTS**

Board Members shared happenings at their Agencies such as Board Member/Staff changes, Budget, Pools, Registration/Program Fees, Audits, Special Events, Status on Grant Funds/Projects such as DCEO, Oslad etc.

**X. EXECUTIVE SESSION (if necessary)**

**XI. RECONVENE REGULAR MEETING**

**XII. ADJOURNMENT OF REGULAR MEETING**

Motion made by Director Huber, seconded by Director Fairbanks to adjourn the Regular Board Meeting at 11:04 a.m. Motion passed by voice vote 7 – 0.

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Dawn Kehoe, Corresponding Secretary

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Matt Fairbanks, Secretary