

SOUTH WEST SPECIAL RECREATION ASSOCIATION  
12521 SOUTH KOSTNER, ALSIP, IL 60803

MINUTES OF REGULAR MEETING NOVEMBER 20, 2019

**I. 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 Egizio. The meeting was held at the Alsip Park District, Alsip, Illinois.

**II. ROLL CALL - PRESENT:**

MIDLOTHIAN PARK DISTRICT	DOMINIC EGIZIO, PRESIDENT
ALSIP PARK DISTRICT	JEANNETTE HUBER, VICE PRESIDENT
POSEN PARK DISTRICT	T. J. WHITCOMB, TREASURER
HICKORY HILLS PARK DISTRICT	JENNIFER FULLERTON
WORTH PARK DISTRICT	ROBERT O'SHAUGHNESSY
PALOS HEIGHTS RECREATION DEPT.	MATT FAIRBANKS

**ROLL CALL - ABSENT:**

BLUE ISLAND PARK DISTRICT	TOM WOGAN, SECRETARY ( <i>arrived at 10:06am after roll call</i> )
VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS

**SWSRA Team PRESENT:**

LORI CHESNA	EXECUTIVE DIRECTOR
SUSAN PRIEBOY	SUPERINTENDENT OF RECREATION
DAWN KEHOE	BUSINESS MANAGER
PAULA MARR	PR MARKETING

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

**IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA:**

- A. Minutes of the Regular Board Meeting – OCTOBER 16, 2019
- B. Disbursements – OCTOBER Totaling \$13,780.03
- C. Financial Reports – OCTOBER - Treasurer's Report and Income Statement  
Motion made by Director Whitcomb, seconded by Director Fullerton to approve Administrative Matters/Consent Agenda as presented. Roll was called with Directors Egizio, Huber, Whitcomb, Fullerton, O'Shaughnessy, and Fairbanks voting yes. Motion passed 6 – 0.

**V. PRESIDENT'S REPORT:**

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

**VI. STAFF REPORTS:**

- A. Superintendent of Recreation Report, Susan Prieboy  
Susan presented report and it was placed on file. Under the Inclusion Item Director Fullerton requested that their billing invoice be created at the end of December 2019 and end of March 2020. Under the Employee of the Month naming both Marina Uher and Brittany Izzo; Lori added it was a smooth transition for both in covering the Recreation Department while Susan was off due in large part to Susan's leadership in training both of them.
- B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.
  - A. October Donations/Sponsorships Received (***See attached***)
  - B. Annual SWSRA Office Move

*TOM WOGAN (arrived after roll call at 10:10 a.m.)*

- C. 2020 Winter Brochure
- D. 2020 Spring Summer Brochure

E. PDRMA 2020 Contributions (*See attached*)

F. FY 20/21 Member District Contributions (*See attached spreadsheet*)

Lori noted she included this document in the packet as it shows the history of the pendulum swinging back and forth in regards to total member district contributions received each fiscal year. Lori added this document could be used as an introduction piece for conversation with each of your Boards for suggestions, opportunities of future plans to support SWSRA and get that pendulum swinging back; examples Worth's upcoming Trivia Night and possible Queen of Hearts with Alsip. Lori noted the minimum wage increase will be another obstacle for SWSRA and distributed a Letter from the Director regarding this that might go into our Spring/Summer 2020 brochure. Director Fullerton gave Lori the City of Hickory Hills raffle license in case the decision is to have them be a location for selling Queen of Hearts; noting currently only a catholic church in their area is selling tickets.

C. Attorney Report – Lori noted we are close to completing personnel manual; and stated with the laws ever-changing we will suggest referencing the law or statute instead of providing complete description in our manual.

**VII. UNFINISHED BUSINESS (\*= Action or Approval Item):**

A. Leased Vehicle Update

Lori noted more documentation came that the attorney had to review as it showed a 5year amortization schedule when we are only entering into a 3year lease; attorney said to strikethrough the schedule, sign and mail back. Lori added expected delivery date is February.

B. Final Audit FY18/19 Distribution of bound copy

C. Worth Park District Trivia Night – Flyer distribution

Paula Marr presented flyer with details on the event, invited all the member districts to come as well as advertise.

D. Health/Dental/Vision Insurance Update

Lori noted both her and Susan are on the insurance plan, and Dawn and Marina are waiving the insurance option.

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

A. Alsip Park District/SWSRA Seeking information about hosting a Queen of Hearts Raffle

Director Huber noted we need to apply for a license through the village. Paula Marr offered assistance if needed.

**IX. BOARD OF DIRECTORS' COMMENTS:**

Lori invited the Board to a holiday luncheon following after next month's meeting.

Director Huber noted they are preparing to submit a PARC grant for indoor walking track and extension of the building which would impact SWSRA office; therefore working with architect from Juris & Associates for options to relocate SWSRA.

Lori noted we are working with same architect firm for a proposal at the Helen Goy Center on the ramp indoor which is a priority, adding changing table to one of the bathrooms and the kitchen.

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

Director Egizio asked for a motion at 10:26 a.m. to move into **Executive Session** per Executive Director Lori Chesna's request to review contents of Executive Session Minutes dated October 16, 2019 for accuracy. The motion was made by Director Whitcomb, seconded by Director Wogan. Motion carried by voice vote 7 – 0.

**XI. RECONVENE REGULAR MEETING**

Director Egizio asked for a motion to return to **Open Session**. The motion was made by Director Huber, seconded by Director Fullerton. Motion carried by voice vote 7 – 0. The regular session of the Board Meeting reconvened at 10:28 a.m.

**XII. ADJOURNMENT OF REGULAR MEETING**

Motion made by Director Huber, seconded by Director Fullerton. Motion carried by voice vote 7 – 0. The meeting adjourned at 10:29 a.m.