

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

REVISED MINUTES OF REGULAR MEETING DECEMBER 18, 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 10:14 a.m. by Director Huber. The meeting was held at the Alsip Park District, Alsip, Illinois.

II. ROLL CALL - PRESENT:

ALSIP PARK DISTRICT	JEANNETTE HUBER, VICE PRESIDENT
BLUE ISLAND PARK DISTRICT	TOM WOGAN, SECRETARY
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:

MIDLOTHIAN PARK DISTRICT	DOMINIC EGIZIO, PRESIDENT
VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS

SWSRA Team PRESENT:

LORI CHESNA	EXECUTIVE DIRECTOR
SUSAN PRIEBOY	SUPERINTENDENT OF RECREATION
DAWN KEHOE	BUSINESS MANAGER

III. VISITOR AND CITIZEN COMMENTS: None

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA:

- A. Minutes of the Regular Board Meeting – NOVEMBER 20, 2019
- B. Disbursements – NOVEMBER Totaling \$24,169.47
- C. Financial Reports – NOVEMBER - Treasurer's Report and Income Statement

Motion made by Director Fullerton, seconded by Director Whitcomb to approve Administrative Matters/Consent Agenda as presented. Roll was called with Directors Huber, Wogan, 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 Employee of the Month Susan recognized and read write up about Patricia Shaughnessy. Dawn Kehoe invited Patti Swiney to the Board meeting, recognized and presented her as our second Employee of the Month.
- B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.
 - A. November Donations/Sponsorships Received (***See attached***)
 - B. PR/Outreach Events
 - C. 2020/2021 Budget Timeline
 - D. PDRMA Risk Management Cash Award (***See attached***)
 - E. Roundtable meeting with Village of Alsip Mayor John Ryan
Lori noted she was invited and was there with local businesses GC America Inc. and Allegra Marketing. Lori added she plans to continue to attend functions such as these as it is vital for SWSRA exposure.

F. IAPD/IPRA Conference 2020: January 23-26, 2020

Lori noted she, Dawn, Marina and Paula will be attending. Lori added she was invited and accepted Director Egizio's invite to sit at the roundtable with Representative Will Davis.

C. Attorney Report – None

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

A. Leased Vehicle Update

Lori noted Midwest Transit said once the chassis arrives they will be able to a better idea of delivery date; noting original date given was February 2020.

B. Worth Park District Trivia Night Update

Lori noted it was hosted by Worth Park District and organized by Paula Marr. Director O'Shaughnessy reported they expected 50 participants as the reservations were coming in and it ended up being 85 which was awesome. He noted they had raffle tickets, split the pot, concession stand with beer, wine and food. He added that 80% of the proceeds will go to SWSRA and concession funds went to Worth Park Foundation. He noted the next date scheduled to run this event again is Friday, February 28, 2020.

C. Alsip Park District Parc Grant Update

Director Huber gave the report, noting this is for an indoor walking track which will mean relocating SWSRA offices and their intent is to include SWSRA in the architectural plans for office space and make them more visible. She noted the guidelines of the Grant has limitations and rules they will need to follow in order to incorporate SWSRA office space in the build. Lori noted she is most excited about the possibility of "shared space" with our Main Office and Alsip's Main office; for more visibility.

D. Alsip/SWSRA Queen of Hearts Raffle Update

Lori noted she talked with our Corporate Attorney who advised the following: 1. Obtain a license, 2. Meet with Alsip Park District regarding an agreement about the rights and responsibilities of each agency, 3. Make sure Board approval, 4. Concern we don't have enough staff if it grows to be as large as McHenry had been, 4. Contact PDRMA that they will insure this, and 5. Contact Auditor. Lori noted that she did contact PDRMA who wrote back they will be in touch next week because even though your question is straightforward it has led to many concerns regarding coverage, legal issues, risk management issues, etc. Board discussion began.

E. Capitol Grant Update*

Lori noted she met with Jonathon of Robert Juris & Associates to discuss quote for use of the ADA \$50,000 funds for remodel at our office space at Helen Goy for inside ramp to make to code, kitchen remodel for lower countertops for cooking classes and bathroom expansion. He stated \$2,875 for all 3 schematic design plans and could float the fee to SWSRA if necessary.

F. Personnel Policy Manual Update

Lori noted Attorney is working on it and we will touch base this month. Director O'Shaughnessy noted you will need to update Drug & Alcohol Abuse Policy and Sexual Harassment Policy. Lori noted Attorney mentioned not stating all these laws; but instead state reference to current policy/statute.

G. Safety Manual Update

Lori noted she, Susan and Marina reviewed and finalized our current version of our Safety Manual.

H. SWSRA Financial Situation Update

Lori noted Dawn Kehoe will discuss the "Fiscal Year Net Position Per Final Audit Report" document that was distributed. Lori led a discussion on SWSRA's Financial Situation Update. Board consensus was the time has come to start these discussions with our own Boards and keep the discussion going at our meetings.

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

A. Special Recognition

Lori recognized each board member for their years of service on the SWSRA Board: Jeannette Huber (15 years), TJ Whitcomb (10 years), Robert O'Shaughnessy (5 years), Jennifer Fullerton (1 year)

B. Capitol Grant*

Board consensus agreed to move forward with the architects 3 plans at \$2,875 with funds already available and approved within our current fiscal year budget under capitol projects.

C. Effect of transportation changes

Lori noted that several parents have voiced the hardship of this change; such as their own safety issues when they are sitting in the parking lot waiting for the SWSRA vehicle to return; or their own medical issues that prevent them from being able to pick up their child.

IX. **BOARD OF DIRECTORS' COMMENTS:** None

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

XI. **RECONVENE REGULAR MEETING**

XII. **ADJOURNMENT OF REGULAR MEETING**

Motion made by Director Whitcomb, seconded by Director Fullerton. Motion carried by voice vote 6 – 0. The meeting adjourned at 11:47 a.m.

Dawn Kehoe, Corresponding Secretary

Tom Wogan, Corporate Secretary