



**BOARD OF DIRECTORS - REGULAR MEETING MINUTES – FEBRUARY 23, 2023 - 10:00 a.m.
POSEN PARK DISTRICT – Council Chambers @ Village Hall, 2440 Walter Zimney Drive**

I. CALL TO ORDER

The meeting was called to order at 10:04 a.m. by Director Whitcomb

II. ROLL CALL – PRESENT:

POSEN PARK DISTRICT	T. J. WHITCOMB, 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:

HICKORY HILLS PARK DISTRICT	JENNIFER FULLERTON, VICE PRESIDENT
VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS

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 –JANUARY 18, 2023
- B. Disbursements – JANUARY Totaling \$19,527.83
- C. Financial Reports – JANUARY - Treasurer’s Report and Income Statement
Dawn noted on the Income Statement the Period Revenue for Oasis and Programs are reversed; but overall YTD total is correct. Direct O’Shaughnessy noted Blue Island payment is showing under the Period. Dawn responded that is last month’s Income statement period total that should have been removed; period total \$0 is correct. Motion made by Director Fairbanks, seconded by Director Ruthenberg to Approve the Administrative Matters/Consent Agenda as presented. Roll was called with Director Whitcomb, Fairbanks, O’Shaughnessy, Jung, Ruthenberg and Huber voting Yes. Motion passed 6 – 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
 - A. January 2023 Donations/Sponsorships Received vs. January 2022 (**See attached**)
 - B. Recreation Report (**See attached**) – Marina Uher presented Report and it was placed on file
Marina added to her report: Oasis program has end of month check in with the parents to discuss the accomplishments on their participant’s monthly goals. One parent responded “she is having the time of her life, she never wants to miss and she loves bringing things home, I believe she feels like she’s contributing.”

C. Draft 2023-2024 Budget (**See attached 3 pages**) (*)

- Audit Report – Statement of Financial Position (**See attached**)
- Details of Fiscal Year Net Position Per Final Audit Reports – With Special Assessment Calculation if Needed (**See attached 2 pages**)
- Dawn distributed FY End April 30, 2023 Projection Income Statement to all noting it does not include Alsip Park District expansion expense as it is anticipated to be in FY23/24 budget year. Nicolette opened discussion on the Proposed Budget Draft stating this is based on our most educated estimates at this point; noting (\$135,895) deficit; would be (\$96,219) if EAV's were the same as last year and:

Capital Improvements – Alsip Park District expansion expense. Director Huber stated IF there was a chance this expense was to occur prior to May 1, they could invoice SWSRA after May 1.

Grant Funds – Still guaranteed \$10,000 but have \$15,000 under revenue in hope of additional \$5,000 in FY23/24. Board requested that Nicolette send the Board the tracking spreadsheet from Grant Staff.

Dawn reviewed the Audit Report document which shows the history of SWSRA's cash reserve dwindling down to cover budget deficit years 2014-current. Emphasizing we need to retain our Cash Reserve in order to invest in CD's and earn much needed interest revenue.

Discussion began on the Special Assessment Calculation document. History was referred to in FY 4/30/2019 when proposed budget was approved with a (\$157,959) deficit and cash reserve was dwindling and this was discussed then as an option to keep cash reserve intact for reinvestment for interest revenue. After audit it would be determined what the actual deficit is and special assessment would be based on that amount and invoiced to each member district in November or December.

Discussion occurred member districts talking to their boards for approval if this was decided by the board for 2023-2024 budget. Questions regarding Merrionette Park contact occurred. Director Ruthenberg mentioned possible contact at Merrionette Park to fill position as Representative for the Board Meetings.

Board President led further discussion from amongst board members on draft budget. Board President then asked Director O'Shaughnessy for his thoughts. Director O'Shaughnessy expressed his dissatisfaction with the presented draft. Director O'Shaughnessy pointed out areas with increases noting the main areas being Salaries, Professional development, and Program Supplies.

Hypothetically he noted that extreme measures would be taken by the Worth Park Districts' participation as a member of SWSRA should this first draft budget be approved.

Board President asked if reassigning a finance committee is needed as only member still present is Director O'Shaughnessy and himself; which as President he would remove himself. Nicolette agreed it's a good idea stating this is why we presented this draft now; we weren't expecting this proposed draft to be approved.

Discussion began among the Board regarding salary increases, and Nicolette noted the salaries presented were starting negotiation points.

Finance Committee was formed with Directors Fairbanks, Jung and Ruthenberg; Director O'Shaughnessy said he would remove himself also.

D. Worth FOP Pancake Breakfast benefiting SWSRA

Nicolette stated she and Dawn attended Worth Village meeting on Tuesday 2/21 and the Mayor did a wonderful job introducing SWSRA and noting what we are about. We then were presented with an \$1,800 check from Sgt. Cozzi/Fraternal Order Police Lodge 143, from the Pancake Breakfast & Bake Sale they held to benefit SWSRA. She noted Sgt. Cozzi has been very supportive, visiting our Oasis program with his "Pawfficer Louie".

E. Upcoming Events – See attached Rec. Report

B. Attorney Report – None

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

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

- A. Draft 2023-2024 Budget (**See attached**) (*) – Budget is going to Finance Committee for review.
- B. Board of Directors By-Law Review (**See attached**) (*)

Thank you was extended to Director O’Shaughnessy for his work on this.

Director O’Shaughnessy noted the following changes/modifications/areas for discussion:

- Decrease the number of officers on the Board currently; eliminating the Secretary position. The Secretary would be the Executive Director or a SWSRA employee which would need to be added into their job description.
- Executive Session Guidelines regarding “Remote Attendance” as optional
- Alternates and voting/approval authorization/role they have; especially in an Executive Session
- Advisory Board written as optional
- Spending Cap Limit \$7,500 or \$10,000

All Board Members were requested to express their comments to Nicolette before she sends to Attorney for his final review.

- C. Bus Lease (*) – Nicolette stated we are renewing the lease for 3 years as opposed to 2 years; noting only change was slight increase in yearly rate. Nicolette noted it went to corporate counsel for review and no changes were made. Nicolette added it is still being reviewed by PDRMA.

IX. BOARD OF DIRECTORS’ COMMENTS

Board Members shared happenings at their Agencies such as Damage to property, Summer Camp, Master Plan, Special Events, Sponsorship and Donations, Status on Grant Funds/Projects such as DCEO, Oslad etc., Advisory Board, Skate Park, New Grants to be announced on Monday, Gambling/Bingo licenses at Agency,

X. EXECUTIVE SESSION (if necessary)

XI. RECONVENE REGULAR MEETING

XII. ADJOURNMENT OF REGULAR MEETING

Motion made by Director Huber, seconded by Director Ruthenberg to adjourn the Regular Board Meeting at 11:30 a.m. Motion passed by voice vote 6 – 0.

Dawn Kehoe, Corresponding Secretary

Matt Fairbanks, Secretary