

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

MINUTES OF REGULAR MEETING NOVEMBER 18, 2020

NOTICE IS HEREBY GIVEN that the NOVEMBER 18, 2020 Regular Meeting of the South West Special Recreation Association Board of Directors WAS held via video/teleconference as permitted by the Open Meetings Act Changes Signed into Law SB 2135. The new law amends the Open Meetings Act and sets new statutory rules for how an open meeting may be conducted by audio or video conference, without the physical presence of a quorum of the members, during certain disaster declarations. All statutory rules were followed in conducting this meeting; including Lori Chesna, SWSRA Executive Director physically present at the regular meeting location.

I. CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:04 a.m. by Director Egizio. The meeting was held via video/teleconference with Board Members/SWSRA Team and Lori Chesna, SWSRA Executive Director was physically present at the regular meeting location of 12521 South Kostner, Alsip, IL. 60803.

II. ROLL CALL WAS CALLED WITH ALL STATING – “PRESENT”:

MIDLOTHIAN PARK DISTRICT	DOMINIC EGIZIO, PRESIDENT
ALSIP PARK DISTRICT	JEANETTE 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.	LAUREN MARINO for Matt Fairbanks

ROLL CALL - ABSENT:

VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS
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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 –OCTOBER 21, 2020
- B. Disbursements – OCTOBER Totaling \$13,442.10
- C. Financial Reports – OCTOBER - Treasurer’s Report and Income Statement
Motion made by Director Huber, seconded by Director Whitcomb to approve Administrative Matters/Consent Agenda as presented. Roll was called with Directors Egizio, Huber, Wogan, Whitcomb, Fullerton, O’Shaughnessy and Lauren Marino voting yes. Motion passed 7 – 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. Susan noted a change under SWSRA Events that the December 8th Holiday Drive through event has been changed to a virtual program due to the latest COVID-19 Guideline changes.
- B. **Executive Director Report, Lori Chesna** – Lori presented report and it was placed on file.
 - A. October Donations/Sponsorships Received (**See attached**)
 - B. Applied for Walmart Grant
Lori stated she submitted SWSRA’s application for \$5,000 basing it on virtual programming.

- C. Fundraising Ideas: 2021 Will be SWSRA's 40th Anniversary
Lori noted current ideas in her report and discussed more details on each of them that we have at this time.
- D. Creating SWSRA Operation Manual
Lori stated she is working on this manual to include day to day processes functions etc. that are not necessarily Manual etc. which is always ongoing to keep current.
- E. Resolution 2020-03 to Surplus 2007 Chevrolet Bus (*See attached*)*
Lori stated this bus and our lift passenger van are not working right now. Lori noted we are not offering transportation at this time and our vehicles are sitting idle. Discussion began about the safety of operating these older vehicles once we resume in person programming as well as possibilities of renting through Budget which we have done in the past or using another agencies vehicles if possible. Lori noted we have 5 vehicles in our fleet and we are proposing to sell 3 total, leaving us with our Mini Van and Leased white bus.
- C. **Attorney Report** – None

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

- A. Paycheck Protection Program Loan Update
Lori noted Dawn submitted online yesterday the EZ form forgiveness application on the US Bank portal. Lori added that Dawn stated she was 99.5% confident in doing so without waiting for Audit Firm representative's assistance as he has been off sick and unavailable.
- B. Alsip/SWSRA Lease Agreement Update
Lori noted we did not submit Alsip Park District rental expense on our PPP Loan application because we don't have a formal agreement which is required to support expense; noting this expense has very little impact overall.
- C. Surplus Property 2003 Passenger Van Update
Lori stated she has placed this vehicle on govdeals.com website auction which starts November 30 for 7 days. Lori stated Director Huber suggested looking into this and Lori followed up with contacting other agencies who have used this and they recommended it as well. Lori noted it was a fairly easy process with govdeals.
- D. FY 20-21 Review Budget Update*
 - a. Virtual program revenue Update
Lori noted October was \$1881.00 which includes Oasis. Lori added that we are going back to our regular schedule with some seasonal breaks which we haven't had up to this point
 - b. PPE expense update
Lori stated October expense is \$1,130.95 for purchase of Hepa Air Purifiers for the offices, noting an error in receiving 2 extra which we returned for credit to post next month. Lori noted to date total is \$4,132.91.

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

- A. Resolution 2020-03 to Surplus 2007 Chevrolet Bus*
Motion made by Director Fullerton, seconded by Director Whitcomb to approve Resolution 2020-03 to Surplus 2007 Chevrolet Bus as presented. Roll was called with Directors Egizio, Huber, Wogan, Whitcomb, Fullerton, O'Shaughnessy and Lauren Marino voting yes. Motion passed 7 – 0.

IX. BOARD OF DIRECTORS' COMMENTS:

Group discussion began about what each Agencies is currently doing in regards to preschool, after school programs etc. with the recent Executive Order & Tier 3 Mitigation about to go into effect on November 20.

X. EXECUTIVE SESSION (if necessary)

XI. RECONVENE REGULAR MEETING

XII. ADJOURNMENT OF REGULAR MEETING

Motion made by Director Huber, seconded by Director Fullerton to adjourn the meeting at 10:55 a.m. Roll was called with Directors Egizio, Huber, Wogan, Whitcomb, Fullerton, O'Shaughnessy and Lauren Marino voting yes. Motion passed 7 – 0.