

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

MINUTES OF REGULAR MEETING MARCH 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 10:02 a.m. by Director Huber. The meeting was held at the Alsip Park District, Alsip, Illinois.

II. ROLL CALL - PRESENT:

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|-----------------------------|---------------------------------|
| MIDLOTHIAN PARK DISTRICT | JEN YUSKA, Alternate |
| 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 |

ROLL CALL - ABSENT:

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| BLUE ISLAND PARK DISTRICT | TOM WOGAN, SECRETARY (<i>arrived after roll call at 10:12 a.m.</i>) |
| VILLAGE OF MERRIONETTE PARK | VACANT |
| PALOS HEIGHTS RECREATION DEPT. | ALTERNATE |

SWSRA Team PRESENT:

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

III. VISITOR AND CITIZEN COMMENTS: Susan introduced our Coyote Basketball Blue team noting they went to State last weekend and received 1st place. All were presented with a certificate.

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA:

- A. Minutes of the Regular Board Meeting – FEBRUARY 27, 2019
- B. Disbursements – FEBRUARY Totaling \$25,453.74
- C. Financial Reports – FEBRUARY - 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 Jen Yuska and Directors Huber, Whitcomb, Fullerton, and O'Shaughnessy voting yes. Motion passed 5 – 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. Lori added her appreciation for the find job Rec. Specialist Marina Uher did in organizing the ITRS basketball tournament. Susan added under Inclusion that Alsip has already scheduled her to come to their Day Camp Orientation and train their counselor on Inclusion, noting this training is typically 1-2hrs. but can be adjusted if needed. Susan noted if any other agencies would like to do the same at their orientation to please send her an email request.

DIRECTOR WOGAN ARRIVED TO MEETING AT THIS POINT

- B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.
 - A. February Donations/Sponsorships Received (***See attached***)

- B. GoFundMe: "State Tournament" Campaign
Lori noted that \$800 was raised and with the "restricted money" we had left from last year's campaign was enough to pay for the athlete's hotel rooms.
- C. COYOTES Basketball Team Blue
Lori noted last year Midlothian invited the team to their board meeting and presented us with a resolution; and stated if anyone is interested in doing the same this year please let her know as our athletes do love to show off their medals.
- D. Upcoming PR/Marketing Events
Lori noted we will have a booth at the Hickory Hills Park District Special Needs Carnival; so she will add that.
- E. Upcoming SWSRA Special Events
Lori noted no word from Cop on the Rooftop or Eastwood about possible upcoming May event dates yet.
- F. First Midwest Wealth Management-Investment of US Treasuries
Lori noted we are seeking approval to move forward on the investment options of a money market account.
- G. 2019 SWSRA Summer Day Camp
Lori noted we currently have a waitlist and have 31 registered. Lori noted we had 6 on our waitlist; but 4 have been placed into camp so only 2 remain on the waitlist at this time. Lori noted the final registered last year was 59. Lori added the reason is staffing and other SRA's have voiced the same concerns within their agencies. Director Fullerton asked how we advertise for counselors. Lori responded we paid for an ad in the Shared News Paper, it is on our website and the marquis, Susan emailed all the colleges, and high schools for the seniors and we are having a job fair next week with Alsip Park District. Director Fullerton stated that once they hire their staff by April at \$11/hr; they still have many more applications coming in so she will have Dan Maier send those to Susan. Lori noted we have allocated the \$7,600 SWSRA scholarship funds within the 2 days and still have others on a waitlist hoping for "sponsor a camper" funding. Lori noted the 2 Sponsorships flyers attached that we have mailed and emailed out in an attempt to raise funds and asked all to post at their Agencies if possible.
- H. Marsha Amraen Retirement-June 30

Lori added to her report the Main Office was rearranged to make it more inviting, and thanks to Alsip staff for moving the furniture for us. Lori noted paint, flooring and new furniture is part of the current proposed budget. Director Huber noted their recent lobby remodel; sharing that they purchased most from AMM Wholesale in Tinley Park at a very reasonable price.

C. Attorney Report – Lori stated the attorney acknowledged he has started on our Personnel Manual and this will be paid out of this year's budget and the Board Policy will be paid out of the FY19/20 budget.

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

- A. FY2019-2020 REVISED Budget Draft (*See attached 3 pages*)
Lori noted the revision(s) that were made since last month when we presented the proposed budget. Dawn noted the Day Camp Revenue was decreased due to a portion of the program fees and transportation fees are raised by Marsha Amraen and recorded under Sponsorship. Also, PR Marketing position; the salary was increased to include working an additional day each week. Dawn noted the current actuals have been adjusted to show as of 2/28/19. Director Fullerton asked for clarification that we will be seeking approval on the (\$103,692) deficit which includes the Actual cost of the Health Insurance for those employees and their dependents opting for coverage this fiscal year budget. Lori responded Yes. Director O'Shaughnessy questioned G/L line item 4062 ATP. Lori explained that ATP is not renewing this upcoming school year and this was discussed at last meeting when you were not present. Director Huber suggested Lori contact past board member Evelyn Gleason about the possibility to initiate this program at Bremen as she is on their School Board. Another possibility was reaching out to School district 117 and 230 which are in Hickory Hills. Director O'Shaughnessy asked what the potential new member district's contribution (Burbank Park District) would be if joining SWSRA. Lori responded approximately \$107,000. Lori stated looking for approval at next meeting.
- B. Update on Potential "New" Member Districts
Lori noted we attended Burbank Park District board on March 13; showed a short video from 2009 that was developed by ITRS about why agencies should join a SRA and each SWSRA staff spoke about 3 minutes each.

Lori added that Director Huber offered to attend with us and spoke as well. Lori added that Bill Olson had us on the agenda for 20 minutes but because the Board members were asking us questions we were there for about 40 minutes. Lori noted she feels it went well. Director Huber noted she did talk with their attorney prior regarding any questions they may have and stated she feels they seemed interested and that it went well also. Director Huber added she feels their attorney will encourage them to keep it on their agenda. Discussion concluded with it being noted if they do join it would be in our FY2020-2021.

C. Bi-Annual review of Executive Session Minutes*

Director Huber stated she tabled this from last month's meeting because 2 Directors were absent who had questions originally on these. Lori distributed a table of contents list of the 45 Executive Session Meeting Minutes with those highlighted in yellow she recommends to release. Lori read a statement from the attorney regarding this list of minutes and sent a Resolution to Release the minutes that Lori has highlighted. Lori stated those not highlighted are because of confidentiality, due to employees or participants being named, medical issues, legal issues, etc. Discussion began and questions regarding content of those minutes not highlighted. It was noted the Resolution was not on the Agenda for approval; therefore, it must be on next month's Agenda for approval.

D. Summer Raffle Donations

Lori noted all Board Members have received an envelope to assist us in selling our raffle tickets at their agencies.

E. Vehicle Replacement Policy Update

Lori stated our policy noted in our Audit states 5-7years. Lori added this has been on our agenda for the past few meetings discussing replacement, leasing options, etc. Lori noted that Matt Corsi surveyed the SRA's and majority of them are changing their length of time to keep their vehicles to 8-9years and minivans 10years because they just don't have the budgets to do otherwise. Lori stated she will be talking about this in the future and recommending a revision to our policy.

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

A. IAPD Legislative Conference w/Parks Day at the Capitol*

Lori noted the per diem rates. Board stated approval was not required for her; only elected officials.

B. First Midwest Wealth Management-Investment Recommendation*

Motion made by Director Whitcomb, seconded by Director Wogan to approve the recommendation from First Midwest Wealth Management to open a Small Business Money Market Account that yields 1.85% with no fees and money available at any time. Roll was called with Jen Yuska and Directors Huber, Wogan, Whitcomb, Fullerton, and O'Shaughnessy voting yes. Motion passed 6 – 0.

IX. BOARD OF DIRECTORS' COMMENTS:

X. EXECUTIVE SESSION (if necessary)

Director Huber asked for a motion at 11:10 a.m. to move into Executive Session per Executive Director Lori Chesna's request for the purpose of discussing personnel. The motion was made by Director Whitcomb, seconded by Director Fullerton. Roll was called with Jen Yuska and Directors Huber, Wogan, Whitcomb, Fullerton, and O'Shaughnessy voting yes. Motion passed 6 – 0.

XI. RECONVENE REGULAR MEETING

Director Huber asked for a motion at 11:35 a.m. to return to Open Session. The motion was made by Director Whitcomb, seconded by Director Wogan. Motion carried by voice vote 6 – 0

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 11:36 a.m.