

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

MINUTES OF REGULAR MEETING AUGUST 19, 2020

**NOTICE IS HEREBY GIVEN** that the AUGUST 19, 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.

**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 via video/teleconference with Board Members/SWSRA Team and Lori Chesna, SWSRA Executive Director physically present at the regular meeting location of 12521 South Kostner, Alsip, IL. 60803.

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

MIDLOTHIAN PARK DISTRICT	DOMINIC EGIZIO, PRESIDENT
ALSIP PARK DISTRICT	GREG HOOPER alternate for 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
VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS

**SWSRA Team PRESENT:**

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

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

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

- A. Minutes of the Regular Board Meeting – JULY 15, 2020
  - B. Disbursements – JULY Totaling \$19,492.31
  - C. Financial Reports – JULY - 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, Whitcomb, Fullerton, Fairbanks and O’Shaughnessy, and alternate for Alsip Park District Greg Hooper voting yes. Motion passed 6 – 0.

**IV. PRESIDENT’S REPORT:**

- A. Correspondence – Director Egizio noted their new building is ready to host next Board Meeting when possible.
- B. Public Recognition – None

**STAFF REPORTS:**

- A. Superintendent of Recreation Report, Susan Prieboy – Susan presented report and it was placed on file.

***Director Wogan joined the Zoom meeting at 10:09 a.m. during this report.***

B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.

A. July Donations/Sponsorships Received (*See attached*)

B. Member District FY2021-2022 Contributions (*See attached*)

C. Capital Asset Policy (*See attached*)\*

Lori added to her report – Susan Prieboy, July Employee of the Month. Lori recognized Susan stating she is a true asset for SWSRA during this time. Her calming nature and her leadership with the team is amazing. Not only does she lead the Recreation Team and keep them motivated, but also the rest of the Team by sending us a daily motivational message. Susan was instrumental in starting up our Popcorn Fundraiser and now the same holds true with her idea for our Virtual Race Fundraiser. Kudos to You, Susan!

C. Attorney Report – None

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

A. FY 20-21 Review Budget Update\*

a. Virtual program revenue Update (*See 4 attachments*) - Lori noted total for July was \$670

b. PPE expense Update – Lori noted July expenses \$737.77 and total to date this fiscal year \$2,603.96. Lori extended her Appreciation and Thanks to the Alsip Park District maintenance department for hanging some of our hand sanitizer machines as well as creating a protective shield for our main office clerk desk.

B. Personnel Policy Manual Update - Lori noted it should be ready by next month's meeting.

C. Personal Paycheck Protection Loan Update - Lori noted the following: There is a lot going on with the PPP program and it's tied to the unemployment extension bill. They are changing the rules again. There is one provision that would benefit SWSRA if it passes. Any PPP loan under \$150,000 would be considered a grant, noting our loan amount was \$57,502. SWSRA was not able to submit an application by the deadline date of August 8 for the second round of PPP Loan because it is offered one time only for each Business tax ID#.

D. ALSIP/SWSRA Lease Agreement Update - Lori noted this formal agreement (had been a "handshake" up to now) is still to be reviewed by Director Huber but not a priority at this time since our Gata/Sam/Duns letter has been Approved.

E. DCEO Grant Update (*See 2 attachments*) - Lori noted architect drawings attached are 2 different options with the focus on one for the kitchen/cooking area, and other accessibility/ramp and bathroom additions for changing tables.

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

A. Capital Asset Policy (*See attached*)\*

Motion made by Director Fullerton, seconded by Director Whitcomb to approve the Capital Asset Policy as presented. Roll was called with Directors Egizio, Wogan, Whitcomb, Fullerton, Fairbanks and O'Shaughnessy, and alternate for Alsip Park District Greg Hooper voting yes. Motion passed 7 – 0.

**BOARD OF DIRECTORS' COMMENTS:**

**Director Egizio:** On behalf of the Board extended their condolences to Director O'Shaughnessy on the loss of his Sister.

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

**VIII. RECONVENE REGULAR MEETING**

**IX. ADJOURNMENT OF REGULAR MEETING**

Motion made by Director Whitcomb, seconded by Director Fullerton to adjourn the meeting at 10:40 a.m. Roll was called with Directors Egizio, Wogan, Whitcomb, Fullerton, Fairbanks and O'Shaughnessy, and alternate for Alsip Park District Greg Hooper voting yes. Motion passed 7 – 0.

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Dawn Kehoe, Corresponding Secretary

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Tom Wogan, Corporate Secretary