

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

MINUTES OF REGULAR MEETING JANUARY 15, 2020

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 at the Alsip Park District, Alsip, Illinois.

II. ROLL CALL - PRESENT:

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

ROLL CALL - ABSENT:

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| BLUE ISLAND PARK DISTRICT | TOM WOGAN, SECRETARY |
| PALOS HEIGHTS RECREATION DEPT. | MATT FAIRBANKS (<i>arrived at 10:06am after roll call</i>) |

SWSRA Team PRESENT:

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

III. VISITOR AND CITIZEN COMMENTS: None

Matt Fairbanks (arrived after roll call at 10:06 a.m.)

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA:

- A. Minutes of the Regular Board Meeting – DECEMBER 18, 2019
- B. Disbursements – DECEMBER Totaling \$6,035.06
- C. Financial Reports – DECEMBER - Treasurer's Report and Income Statement

Director O'Shaughnessy suggested to condense the December 18, 2019 minutes. Discussion began and Board consensus agreed to revise the minutes, keep them more general and continue same practice with future minutes.

ITEM A: Director Egizio asked for a motion to table the approval of December 18, 2019 minutes until revised for next board meeting. Motion made by Director Whitcomb, seconded by Director Fairbanks. Roll was called with Directors Egizio, Huber, Whitcomb, Fullerton, O'Shaughnessy, Fairbanks and Michelle Higgins voting yes.

Motion passed 7 – 0.

ITEM B: Motion made by Director Whitcomb, seconded by Director Huber to approve Item B. as presented. Roll was called with Directors Egizio, Huber, Whitcomb, Fullerton, O'Shaughnessy, Fairbanks and Michelle Higgins voting yes. Motion passed 7 – 0.

ITEM C: Motion made by Director Whitcomb, seconded by Director Huber to approve Item C. as presented. Roll was called with Directors Egizio, Huber, Whitcomb, Fullerton, O'Shaughnessy, Fairbanks and Michelle Higgins 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. Under Employee of the Month Lori recognized Paula Marr and distributed the Team Trivia Night Financial Summary of December 3, 2019 to all; noting that Paula organized as a fundraiser for SWSRA.

- B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.
 - A. December Donations/Sponsorships Received **(See attached)**
 - B. IAPD/IPRA Conference Travel Expense - Lori added that Brittany Izzo is attending but not listed on her report.
 - C. Call for more Member District PR/Marketing Assistance (Annual Reminder) – Director Fullerton requested that Susan contact Angel if we want promotion on any event and ask that it be put on HHPD marquis and on FB page.
 - D. 2020 Spring/Summer Brochure
 - E. 2020/2021 Budget Time Line
 - F. 2020-2021 Monthly Board Meeting Schedule* **(See attached)** - Board consensus was post schedule as is and if any conflict with meeting dates occur; address as needed.
 - G. Bi-Annual review of Executive Session Minutes***(to be reviewed at meeting)** - Lori distributed Attachment (A) of Resolution No. 2020-01 that will be addressed under New Business.
- C. Attorney Report – None

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

- A. Leased Vehicle Update – Lori noted no update at this time
- B. Worth Park District Trivia Night Update – Lori noted this update was given under Superintendent Report
- C. Alsip Park District Parc Grant Update – Director Huber gave update. Lori noted SWSRA will have approximately \$22,000 in expenses with rebuilding/reconfiguring the current room space for SWSRA; as this is not part of the grant.
- D. Alsip/SWSRA Queen of Hearts Raffle Update – Lori noted she is not comfortable pursuing this raffle option based on recommendation from corporate attorney; risk of losing our 501(c)(3) status, as well as the consideration of risks involved that PDRMA does not cover. Discussion began and general consensus was to continue exploring in its entirety and some Board Members were going to check with their respective attorneys before a decision is made to give up on this raffle option.
- E. Capitol Grant Update* **(See attached)** - Lori noted the attached agreement dated December 30, 2019 for \$2,875 due within sixty (60) days for all 3 schematic design plans due. Director O’Shaughnessy noted Worth Park District will contribute a minimum of \$1,000 as this is beneficial for them to have a copy of these drawing for their building.
- F. Personnel Policy Manual Update – Lori noted we have a phone call with Attorney tomorrow to finalize things. Discussion began regarding Statement of Economic Interest as well as PDRMA’s 3 revised policies - Anti-Harassment, Vessa and Equal Opportunity. Lori noted our attorney advised that the Statement of Economic Interest is strictly for elected officials and doesn’t apply to SWSRA. Others noted they consulted with their attorneys on PDRMA’s 3 revised policies and were told don’t change a thing at this time until the criteria/rules are given.
- G. SWSRA Financial Situation Update – Lori distributed 4 documents to review and discuss
 1. Member District Contributions Analysis from FY13/14 thru FY20/21: Dawn noted this FY20/21 we will be receiving -\$14,149 (less) than we received in member district contributions in FY19/20.
 2. Member District Contribution Trends: Dawn noted this document is comparing the fluctuating EAV’s.
 3. Special Recreation Levy Authority: Dawn noted this document shows that in 1973 levy was up to \$0.02 and in 1987 they increased the tax rate to levy from .02% to .04%.
 4. Fiscal Year Net Position Per Final Audit Reports: Dawn noted this same document was given at last meeting but was revised to show options previously discussed such as “special assessments” or “raise contribution rate” to assist SWSRA with current financial situation of continued operating loss since FY ending 4/20/2013 in which we have relied on our reserve fund balance of \$600,000 at that time (intent was for SWSRA’s own building in the future) per the Board which is now close to being depleted. The focus on document is our current completed audit FY ending 04/30/2019 showing SWSRA’s operating Loss was -\$57,080. It compares possible special assessment dollar amount for each member district on a weighted floating scale and compares what that would equate to if a fixed percentage rate of 2.3097% vs the current 2% given. It was proposed we hold a special meeting following February’s meeting once FY20/21 budget draft is presented to continue discussion and we can arrange lunch for all.

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

A. Bi-Annual review of Executive Session Minutes – Resolution No. 2020-01* (*See attached*)

Motion made by Director Huber, seconded by Director Whitcomb to approved Resolution No. 2020-01 with Attachment (A) highlighted list *revised to reflect only minutes dated November 20, 2019 to be released*. Roll was called with Directors Egizio, Huber, Whitcomb, Fullerton, O’Shaughnessy, Fairbanks and Michelle Higgins voting yes. Motion passed 7 – 0.

B. 2020-2021 Monthly Board Meeting Schedule*

Motion made by Director Huber, seconded by Director Fullerton to approve as presented. Roll was called with Directors Egizio, Huber, Whitcomb, Fullerton, O’Shaughnessy, Fairbanks and Michelle Higgins voting yes. Motion passed 7 – 0.

- IX. **BOARD OF DIRECTORS’ COMMENTS:** Director Whitcomb noted it looks like they are likely to avoid the strike in District #228.

- X. **EXECUTIVE SESSION (if necessary)** - Director Egizio asked for a motion at 11:42 a.m. to move into Executive Session for Bi-Annual review of Executive Session Minutes. Motion made by Director Whitcomb, seconded by Director Fullerton. Motion carried by voice vote 7 – 0.

- XI. **RECONVENE REGULAR MEETING** - Director Egizio asked for a motion at 11:44 a.m. to return to Open Meeting. Motion made by Director Huber, seconded by Director Fullerton. Motion carried by voice vote 7 – 0.

- XII. **ADJOURNMENT OF REGULAR MEETING** - Motion made by Director Whitcomb, seconded by Director Fairbanks. Motion carried by voice vote 7 – 0. The meeting adjourned at 11:46 a.m.

Dawn Kehoe, Corresponding Secretary

Tom Wogan, Corporate Secretary