

West Suburban Special Recreation Association

January 12, 2016

Annual Meeting of the Board of Directors

Held at: WSSRA Office

2915 Maple St, Franklin Park 60131

DRAFT MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 5:01pm those present included:

Mike Sletten, River Forest Park District
Katherine Porreca, Park District of Oak Park
Steve Thomas, Park District of Forest Park
Joe Modrich, Park District of Franklin Park arrived
5:05
Joe Vallez, North Berwyn Park District arrived 5:17

Larry Banks, Clyde Park District
Dennis Raleigh, Hawthorne Park District
Jeff Janda, Berwyn Park District
Mark DeSalvo, Norridge Park District, arrived 5:02

Not in attendance:

Village of Elmwood Park, Excused Absence
Village of Harwood Heights, Excused Absence

Others in Attendance:

WSSRF, Kevin Calkins
WSSRA staff: Bob Foster, Gretchen Dennis, Marianne Birko

II. Sletten/Raleigh **moved to approve the agenda.** The motion was unanimously approved.

III. A. Sletten/Raleigh **moved to approve the amended December 8, 2015 Regular Board Meeting minutes.**

Raleigh pointed out a date correction. The motion was approved.

B. Sletten/Raleigh **moved to approve the December 8, 2015 Closed Board Meeting minutes.** The motion was approved.

IV. A. Sletten/Banks **moved to accept the December 2015 Financial Report.** The motion was approved.

B. Sletten/Raleigh **moved to authorize payroll, prepaid disbursements #36119 and ending with check #36156, and authorizes payment of December 2015 payroll and disbursements debit charges and cash transfers totaling \$208,629.88 and authorizes payment of January 2016 payroll and disbursements #36158 and ending with check #36176 disbursements debit charges and cash transfers totaling \$17,144.54 pending the availability of funds.** Roll call vote showed unanimous approval.

V. **Public Comment** –No public present.

VI. Under the Foundation Report Kevin Calkins, a long time resident of Oak Park and parent of a son who has used WSSRA services. This year's holiday solicitation, highlighting WSSRF members' children, has been successful and has raised \$7,405 combining "Giving Tuesday" and the Holiday Solicitations and donations keep coming in! This is nearly \$2,000 more than 2014. WSSRF is very grateful for the generosity of so many supporters. Birko is meeting with Foundation leadership to assist them in establishing some goals for the 2016 fundraising events. This information will be shared with the entire board at the upcoming Annual meeting on Wednesday January 27. Lisa Shanahan will be hosting the WSSRF Annual budget planning meeting this Thursday and Margaret O'Rourke will host the combination meeting and social get together for Foundation Trustees. Board officers will approve the 2016 calendar of events and the 2016 budget will be voted on at this meeting. Plans are already in the works for the 2016 Bowl-a-thon. It will be held on Sunday, March 6 from 1:45pm to 4pm at Circle Bowl in Forest Park. Carol Milburn and Christine Nakatsuka are chairing that event. WSSRF Board Members wish all the members of the WSSRA Board of Directors a very healthy and happy 2016!

VII. Under **Committee Reports**

- A. **Executive Committee-** Janda reported the nominations committee has compiled the 2016 slate of officers to be reviewed and voted on shortly.
- B. **Executive Committee-** Janda reported the Executive Committee met to review personnel matters to be discussed in closed session.

VIII. **Unfinished Business**

- A. **Approval of 2016 Board Meeting Schedule– Raleigh/Banks moved to approve the 2016 meeting schedule as presented.** Janda noted Gadzinski, VHH requested the board reconsider the meeting time and change to 6:00pm so it was possible for Gadzinski to attend. Sletten stated it had already been discussed and the schedule remains as presented. The motion approved unanimously.
- B. **No Other**

IX. **Under New Business:**

- A. **Acceptance of Partner Appointments-** Sletten/Thomas motioned to approve partner appointments as presented. Motion approved
- B. **Election and Appointment of Officers**
 - a. **Approval of Board Chairman & Vice Chairman-** DeSalvo/Banks motioned to accept the nomination of Jeff Janda as Board Chairman and Joe Modrich as Vice Chairman for 2016. Motioned accepted
 - b. **Approval of Secretary and Attorney-** DeSalvo/Banks motioned to approve the appointments of Birko as Board Secretary and Katz as WSSRA's Attorney. Motioned approved
- C. **Approval of Committee Appointments for 2016-** Sletten/DeSalvo motioned to accept Committee Appointments as presented. Motion accepted
- D. **Approval of Committee Tasks for 2016-** Sletten/DeSalvo motioned to approve Committee Tasks as presented. Motion approved
- E. **Discussion and consideration of Approval of Resolution 2016-01 authorizing WSSRA to enter into a Bus Lease.** Foster reported WSSRA's ADA accessible Bus #3's lease expires May 16, 2016. Per the approved budget WSSRA will enter into a new 5 year lease for an accessible vehicle with Central States Bus Sales not to exceed \$12,000 per year. Sletten/Thomas motioned and second to approve the Master Lease Agreement whereby the Association will lease a bus as described in Resolution 2016-01 pending legal counsel review, a roll call vote showed Raleigh, Sletten, DeSalvo, Porreca, Vallez, Banks, Janda, Modrich and Thomas voted yes and no nays. The motion was approved.
- F. **Renewal of Safety Policy Statement-** DeSalvo/Sletten motioned to reconfirm the Associations commitment to safety by accepting the Associations Safety Policy Statement. Motion approved
- G. No Other

X. Under **Correspondence-** No comments

XI. Under **Board Reports** –Porreca reported the **Park District of Oak Park** Construction is progressing on our Austin Gardens Environmental Education Center that is being built as Platinum LEED. The building is scheduled to open in the summer of 2016. This facility will be the home to a preschool program, day camp programs as well as adult and youth education. PDOP is partnering with its sister agencies to conduct a feasibility study for a Community Recreation Center. **Sink Combs** was selected to lead this project and work will begin this month and concludes in the summer. Deliverables include: facility amenities; site location and probable cost. As you can imagine, location is what we believe will be the most difficult. Park District will begin work on Maple Park in summer 2016 which will include ball fields, playground, restroom, pavilion, walking paths and pickle ball stripping on tennis courts. PDOP's youth basketball league began its season on Sunday, January 10. Day Camp Registration begins Saturday, February 6. PDOP eliminated the lottery in 2015 and saw a 14% increase in enrollment. PDOP has 35 staff attending at least one day of IPRA Conference. OP is in full swing of summer hiring for camps, pools, landscaping,

etc. If you know folks, please direct them to the PDOP website. Banks reported the **Clyde Park District's** youth basketball program has record numbers of over 800 participants. Indoor soccer is going well and all is good. Modrich reported the **Park District of Franklin Park's** ice arena is busy. They have installed 4 new alarm systems and staff are busy working on the budget. Vallez reported the **North Berwyn Park District's** all is good and there is nothing new to report. Sletten reported the **River Forest Park District's** two new paddle courts and hut are underway. The gym project is taking a backseat until April and May. Raleigh reported **Hawthorne Park District** is updating their tennis courts at an estimated cost of \$89,000. February 1 spring soccer and summer softball registration begins. Thomas reported the **Park District of Forest Park** is currently bidding the Roos property grading project and staff are working Executive Service Corps of Chicago to complete the Community survey. It will go out to the community the end of January through the end of February. DeSalvo reported the **Norridge Park District's** new building renovation is 30 days from completion. Staff are busy planning for the transition and the new space now made available as a result allowing for new program expansion. NPD recently started a pre-school drop-in which is seeing great success. Over 30 registrants already. Janda reported the **Berwyn Park District** received the CDBG funding for a back up generator. "**Positively Pasta**" dinner is this Saturday and it is sold out! Bids for the demolition of a recently purchased property came in under bid.

XII. **Executive Director's Report-**

- A. **Board Responsibilities and Expectations** –Birko asked the Board of Directors and Alternates to renew their commitment to support the Association by signing the Responsibilities and Expectations form.
- B. **Birko reported Staff will attend the IPRA Annual Conference** January 28 - 30.
- C. **Birko reported WSSRA will be Co-hosting the Legislative Breakfast with Park District of Franklin Park** – Mark your calendars and plan to attend the Annual Legislative Breakfast for Friday, February 19 from 8:30 – 10:00am at the Centre at North Park located at 10040 W. Addison Avenue, Franklin Park, Illinois 60131. A formal invite will be sent via e-mail to local Legislators. Please extend this invitation to your board members and RSVP your attendance to Birko.
- D. **Special Events to Attend in 2016** – Birko provided the board with a list of 2015 events to attend. Board members were encouraged to select one and join the Association. WSSRA will kick off the 40th Anniversary off Recognition Banquet on Saturday, February 27 from 6-9pm at the Centre at North Park in Franklin Park. Please plan to join us.
- E. **Winter/Spring 2016 Program Schedule** – Birko provided a Winter/Spring program schedule and invited board members to visit. Birko reminded board members to confirm their attendance to be sure the program information was up to date.
- F. **Staff Report: Dennis reported:**
 1. **Winter/Spring Registration is underway. Programs begin February 2.** Registration is underway and Recreation Staff are beginning work on detailed program plans for the upcoming seasons.
 2. **Day Camp Registration is open and lottery deadline is Friday, February 12.** Manager, April Ryan, already has secured a number of camp sites through School District 97, 98, 100. New this year are **Day Camp Registration Nights** being held on Wednesday, January 20 at Cicero Stadium from 4:30 – 6:30pm and Monday January 25 at the Park District of Forest Park from 5:30 – 7:00pm.
 3. **WSSRA has hired for the vacated Regular Part-Time Recreation Specialist position.** We are excited to have Jenna Daniels join our team as of January 5. Jenna is coming fresh out of grad school with a Masters in Kinesiology and Physical Education with a specialization in adapted physical activity. Jenna has worked part-time at Fox Valley Special Recreation Association as a personal trainer and program assistant
 4. **2015 Holiday Hullabaloo events were a success.** Unfortunately we had to cancel one event on 12/28 due to the winter storm, all other events ran smoothly. School District 100 hosted all 3 age groups at Heritage School for all 18 events. The custodial staff were incredibly helpful and supportive of all of the WSSRA staff and participants.
 5. **Recreation Staff are getting ready for IPRA/IAPD conference.** All are attending at least 1 pre-conference session and session attendance through Saturday.

G. **Staff Report: Foster reported:**

1. **Driver-** A driver is leaving and WSSRA is hiring a new PT driver to work about 10-15 hours per week during program season. Contact Bob for more information.
2. **Open House-** He attended the Open House for Menta Academy in Oak Park. It is a new alternative high school for students from surrounding school districts. We will be talking about potentially getting together to offer programs and using their students as volunteers and/or staff.

XIII. Sletten/Raleigh motioned at 5:31pm to go into **Closed Session – Under Section 2(c)(1) of the Open meetings Act to discuss personnel.** Motion passed. Raleigh/Sletten motioned at 5:35pm to go out of closed session. Motion passed.

XIV. No action was taken following closed session.

XV. Sletten/Raleigh **moved to adjourn** the meeting at 5:36pm. The motion was unanimously approved.

Respectfully submitted,

Marianne Birko
Executive Director
mb/ Jan16 draftminutes