

West Suburban Special Recreation Association

January 9, 2018

Annual Meeting of the Board of Directors

Held at: WSSRA Office

2915 Maple St, Franklin Park 60131

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 4:00pm those present included:

Katherine Porreca, Park District of Oak Park
Larry Piekarz, Park District of Forest Park
Joe Modrich, Park District of Franklin Park
Joe Vallez, North Berwyn Park District
Teresa Mrozik, Village of North Riverside

Larry Banks, Clyde Park District
Dennis Raleigh, Hawthorne Park District
Jeff Janda, Berwyn Park District
Mark DeSalvo, Norridge Park District
Al Schmidt, Village of Elmwood Park
Anna Wegrecki, Village of Harwood Heights

Not in attendance:

River Forest Park District, Excused Absence

Others in Attendance:

WSSRA staff: Bob Foster, Annie Hart, Marianne Birko

II. Piekarz/DeSalvo moved **to approve the agenda**. The motion was unanimously approved.

III. A. Banks/Schmidt **moved to approve the amended December 12, 2017 Regular Board Meeting minutes**.

The motion was approved.

B. Arnold/Raleigh **moved to approve the December 12, 2017 Closed Board Meeting minutes**. The motion was approved.

IV. A. DeSalvo/Raleigh **moved to accept the December 2017 Financial Report**. The motion was approved

B. Banks/Raleigh **moved to authorize payroll, the board, by roll call vote, authorizes payroll, prepaid disbursements #37972 and ending with check #38029 and authorizes payment of December 2016 payroll and disbursements debit charges and cash transfers totaling \$154,346.22 and authorizes payment of January 2017 disbursements #38030 and ending with check #38047 disbursements debit charges and cash transfers totaling \$73,775.54 pending the availability of funds**. Roll call vote showed unanimous approval.

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

VI. Under the Foundation Report Birko reported this year's holiday solicitation, highlighting WSSRF members' children, has been successful and has raised \$5,200 combining "Giving Tuesday" and the Holiday Solicitations and donations keep coming in! The WSSRF is very grateful for the generosity of so many supporters. Birko is met with Foundation leadership to assist them in establishing some goals for the 2018 fundraising events. This information will be shared with the entire board at the upcoming Annual meeting on Wednesday January 17.

Board officers will approve the 2018 calendar of events and the 2018 budget will be voted on at this meeting. Plans are already in the works for the 2018 Bowl-a-thon. It will be held on Sunday, March 4 from 1:45pm to 4pm at Circle Bowl in Forest Park. Carol Milburn and Christine Nakatsuka are chairing that event. WSSRF Board Members thank the board for their continued support and wishes to you a very healthy and happy 2018!

VII. Under **Committee Reports**

A. **No report.**

VIII. **Unfinished Business**

A. **Janda noted there being no unfinished business “I thank the board for their support as he was Chairperson and noted it was one of his favorite jobs.” Janda passed the gavel to the new Board Chairperson, Joe Modrich**

IX. **Under New Business:**

A. **Acceptance of Partner Appointments- DeSalvo/Janda motioned to approve partner appointments as presented.** Roll call vote showed unanimous approval

B. **Approval of Secretary and Attorney- DeSalvo/Raleigh** motioned to approve the appointments of Birko as Board Secretary and Katz as WSSRA’s Attorney. Roll call vote showed unanimous approval

C. **Approval of Committee Appointments for 2018- Janda/DeSalvo motioned to accept Committee Appointments as presented.** Roll call vote showed unanimous approval

D. **Approval of Committee Tasks for 2018- DeSalvo/Raleigh motioned to approve Committee Tasks as presented.** Roll call vote showed unanimous approval

E. **Renewal of Safety Policy Statement- DeSalvo/Janda motioned to reconfirm** the Associations commitment to safety **by accepting the Associations Safety Policy Statement.** Roll call vote showed unanimous approval

F. No Other

X. Under **Correspondence-** No comments

XI. Under **Board Reports** – Janda reported the **Berwyn Park District** sold out of the “**Positively Pasta**” before Christmas! The dinner is this Saturday. Staff look forward to a successful evening. All busy fighting the cold weather. Vallez reported the **North Berwyn Park District** is finalizing the purchase of the VFW property on 15th & Harlem. They hope to have the Arts Center project complete by December 2018. Wegrecki reported that all is calm with the **Village of Harwood Heights**. Nothing more to report. Piekarcz reported the **Park District of Forest Park’s** Roos Recreation Center project continues to take shape. The project is expected to be completed in April with a May 26 Grand Opening. Banks reported the **Clyde Park District’s** Basketball, Soccer and Boxing programs are going well. Participation is up for all the programs. Schmidt reported the Village of Elmwood Park’s basketball program is going well and very busy. They just completed the winter pool tune-up correcting a nagging problem with a clogged line. Hoping for good results next pool season. Staff are gearing up for their annual “Fight Night” in February. Arnold reported the **Park District of Oak Park’s** three outdoor ice rinks are up. Winterfest is coming up on January 27th. Basketball started earlier and is at full capacity. The Community Recreation Center discussions with School District 200 and River Forest Park District are on hold until summer. DeSalvo reported the **Norridge Park District** staff are taking the time to regroup and plan for 2018. Raleigh reported the **Hawthorne Park District** is going to bid for rehab of the Duck Pond and sports complex expecting a \$70,000 project. Mrozik reported the North Riverside Parks and Recreation has its WSSRA Open House Wednesday January 10. Their Basketball season is huge with 44 teams. They are beginning plans for day camp and they are also regrouping and planning for the years programs. Modrich reported the **Park District of Franklin Park** also has outdoor ice-skating as well. The Park District hosted their Annual Special Olympics Ice Skating event featuring sled hockey, figure skating and speed skating competition and a hockey game with Hearing Impaired hockey team.

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

- 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 18 -20.
- C. **Birko reported WSSRA will be Co-hosting the Legislative Breakfast with Park District of Oak Park** – Mark your calendars and plan to attend the Annual Legislative Breakfast for Friday, February 9 from 8:30 – 10:00am at the Cheney Mansion in Oak Park. 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 2018** – Birko provided the board with a list of 2018 events to attend. Board members were encouraged to select one and join the Association. WSSRA will kick off the year with the Annual Recognition Banquet on Saturday, February 10 from 6-9pm at the Centre at North Park in Franklin Park. Please plan to join us.
- E. **Winter/Spring 2018 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: Hart reported:**
 - 1. **Programs:** WSSRA's new online registration system is live and winter registration is underway. As our front office staff gets more comfortable they seem to really like what it's offering. We are starting to get phone calls with invitations to speak at schools and various events to start promoting summer camp. If you can think of any events we should be present at, please let us know. We are always looking for opportunities to promote our services. Our Program Manager, Carlos Marroquin, is set to go on paternity leave in mid-January and will return in April.
 - 2. **STAFF** Our Staff Manager, April Ryan, is currently hiring additional staff to start in our winter season, as well as plan to meet the growing needs with the addition of NRPRD.
 - 3. **Inclusion:** Inclusion Manager, Chris Sturm has been busy getting prepared for winter. Chris planned for 9 participants in 15 winter break camps and programs. There are currently 49 participants in 63 programs.
 - 4. **Special Events:** We had 142 registrations for our Holiday Hullabaloo events over winter break, 73 for our younger group and 96 for our older group. WSSRA is getting ready for our annual Recognition Banquet at The Center at North Park, in Franklin Park on February 10th from 6:30p-9:00p.
- G. **Staff Report: Foster reported:**
 - 1. **Summer Transportation Bid to be sent-** WSSRA will be sending out two-year Bid Requests for summer Day Camp transportation. The formal bid opening will be by March 2. WSSRA will make its recommendation based on the bid process for the March 13 board meeting. Contact Bob if you have any questions in this regard.
 - 2. **Office-** We have officially parted ways with ServiceMaster and office cleaning will now be done in-house. The school district will take care of the hallway tile. Also, I met with the new Superintendent of Building and Grounds for the district as well as attending the farewell party for the retiring one.
 - 3. **Staff-**I have been working on completing staff evaluations. I should have complete by 1/12, as there are staff on vacation.

XIII. Schmidt/Arnold **moved to adjourn** the meeting at 4:25pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director