

West Suburban Special Recreation Association

July 12, 2016

Meeting of the Board of Directors

Held at: Park District of Forest Park

7501 Harrison, Forest Park, IL

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 5:10pm those present included:

Jan Arnold, Park District of Oak Park, 5:15pm
Steve Thomas, Park District of Forest Park
Mike Sletten, River Forest Park District, arrived
Mark Sladek, North Berwyn Park District

Al Schmidt, Village of Elmwood Park, 5:25
departure
Larry Banks, Clyde Park District
Dennis Raleigh, Hawthorne Park District
Jeff Janda, Berwyn Park District

Not in attendance:

Park District of Franklin Park, Excused Absence
Village of Harwood Heights, Excused Absence
Norridge Park District, Excused Absence

Others in Attendance:

WSSRF, Margaret O'Rourke
WSSRA staff: Gretchen Dennis, Bob Foster, Marianne Birko,
Public: None

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

III. A. Sletten/Thomas **moved to approve the May 10, 2016 Board Meeting minutes.** The motion was approved.
B. Other

IV. A. Sletten/Banks **moved to accept the May & June 2016 Financial Report.** The motion was approved.
B. Sletten/Raleigh **moved to authorize payroll, by roll call vote, prepaid disbursements #36358 and ending with check #36431 and authorizes payment of May & June 2016 payroll and disbursements debit charges and cash transfers totaling \$408,507.47 and authorizes payment of July 2016 payroll and disbursements #36432 and ending with check #36464 disbursements debit charges and cash transfers totaling \$20,279.47 pending the availability of funds.** Roll call vote showed unanimous approval.

V. **Public Comment** –None

VI. **Under the Foundation Report Margaret O'Rourke**, a long time resident of River Forest and parent of a son who uses WSSRA services and is Co-chairperson of the Foundation. O'Rourke reported the Foundation is pleased with **"FINAL"** numbers of the Derby Gala. After shared expenses were deducted, the Foundation is estimated to have raised a profit of **\$11,945**. The silent auction raised **\$7,081** and in tickets and cash donations **\$13,345**. The Derby Gala raffle raised **\$4,490**. It was a fun day with great participation! **Thank you all for your support. O'Rourke asked the board to mark their calendars for two events coming up: Bingo Night at Hamburger Mary's on Wednesday, August 31 where all the profits from the Bingo games will go to the Foundation.** She also reported the Foundation is excited about the opportunity to hold its annual Fall fundraiser "Fallin For Our Stars" at the Cheney Mansion this year and is once again grateful to the Park District of Oak Park for giving the Foundation this opportunity. Lisa Masucci, Karen Mullarkey Kerrins, Beth Kaplan, Margaret O'Rourke and Lisa Shanahan of Oak Park and River Forest as chairpersons of WSSRF's Fall fundraiser. O'Rourke noted this group of dedicated women are hard at work getting the details of the event finalized. This year the caterer is "Sweet Baby Rays" from True Cuisine Event Catering and guests will enjoy Beer, Bourbon & BBQ with beer Joseph Mullarkey Distributors & Revolution Beer + wine of course. Guests will enjoy Live Bluegrass music from the Wood Street Bloodhounds. The event will be held on **Friday, October 14, 7 – 11pm.** WSSRF hopes all WSSRA Board Members will attend!

VII. **Under Committee Reports**

- A. **Planning Committee-** Birko reported the committee will be scheduling a meeting in September to continue with Strategic planning.
- B. **Executive Committee-** Birko reported the Finance committee will meet this Thursday July 14 to continue with the survey review and begin the 2017 budget process.
- C. **None**

VIII. **Unfinished Business**

- A. **Acceptance of the 2015 Audit by Lauterbach & Amen**
Raleigh/Thomas moved to accept **the 2015 Annual audit as presented by Lauterbach & Amen**. Roll call vote showed unanimous approval.
- B. **Amend the 2016 budget**
Birko reviewed highlights of the proposed 2016 budget amendment to include a carryover of \$25,800 from the 2015 fund balance carry-over funds for a bus lease and on-line software. Sletten/Banks **motioned to amend the 2016 budget and allow the transfer of up to \$25,800 from 2015 carry over funds for a new vehicle lease and on-line registration software**. Roll call vote showed unanimous approval. (This vote included the 2/3's majority required by WSSRA By-laws.)
- C. **None**

IX. **Under New Business:**

- A. **New Photo permission policy to be implemented** Birko explained the current WSSRA photo permission policy restricts photos to be taken of participants who have given permission only. She noted this current policy is difficult to keep current especially when families change their minds. The SRA's have recently consulted with PDRMA which recommends the following policy: **"Say Cheese"** Photos and videos are periodically taken of people participating in WSSRA and Inclusive Partner District programs and activities. All persons registering for WSSRA and Partner Inclusion programs/activities thereby agrees that any photograph or videotape taken by the WSSRA may be used by WSSRA for promotional purposes including its electronic media, videotapes, brochures, flyers and other publications without additional, prior notice or permission and without compensation to the participant, rights to royalties or any other consideration now and in the future. **Birko noted the public will be notified of the policy change via notice in each seasonal brochure on the website and Face book**. Schmidt/Thomas **motioned to approve the implementation of the Photo permission policy as written**. Roll call vote showed unanimous approval
- B. **No other**

X. **Under Correspondence- No comments**

- XI. **Under Board Reports –** Sladek reported **North Berwyn Park District's** camps are going well. The splash pads are busy due to our warm weather. NBPD is hosting a cooperative Golf outing with School District 98 on August 8 at Arrowhead Golf Course. They will also be hosting the *Nuestras Raíces Back to School Fiesta* on August 20! Sletten reported all is good with the **River Forest Park District**. He thanked WSSRA for the support with the van and noted the Food Truck Rally is coming up on August 27. Banks reported the **Clyde Park District's** pools are busy. They had a great response for hiring of lifeguards this summer. Dance and Basketball classes going well also. Thomas reported the **Park District of Forest Park's** pool is seeing record numbers with attendance as well as with swim lessons and day camp. They will be hosting their annual No Glove Softball tournament August 28 – 31. Schmidt reported the **Village of Elmwood Park** is very thankful for the support of the Park District of Forest Park who helped provide and emergency training and certification for the 30 guards they hired. All is well during this busy summer season. Arnold reported the **Park District of Oak Park's** Austin Gardens Environmental Ecology Center's Grand opening went as scheduled on June 11 and the first Eco Ranger camp started this week. Pools are busy. Staff have begun the process of preparing the 2017 budget. She clarified the VOP's EAV dropped 3.5% impacting the Handicapped fund levy which is at its maximum. Enjoying the good news about OSLAD state funds being released. If this is true it will result in 1.2million dollars for the PDOP. The Board accepted the Feasibility study completed on the

Multi-use Recreation facility being considered. Arnold will begin the process of reviewing funding possibilities including naming rights of the facility. Maple Park Construction has begun. The playground was re-purposed with "Kids Around the World". A 9000 gallon citron has been installed at Longfellow Park which will re-circulate 21,000 gallons of water per week to re-purpose. Raleigh reported **Hawthorne Park District** hosted "Soccer made in America" soccer clinic with 70 children participating. HPD is waiting to begin the upgrades on the tennis courts. Raleigh noted the Town of Cicero is posting a ballot question to the Cicero residents of whether to consolidate the two Park District. Raleigh has announced his retirement in February of 2018. Janda reported the **Berwyn Park District** is hosting the Kiwanis Steak Fry this Friday 7/15. BPD is making plans for the October 1 Brew Fest. Frank Amaro has resigned from the BPD board and move to Kentucky. BPD has a Full-time maintenance position open as well as a seasonal position. Janda also resigned from the Berwyn Police Department after 22 1/2 years. He noted the BPD's EAV has dropped and is receiving less than the annual share to WSSRA. .

XII. Executive Director's Report- Birko reported

A. Derby Gala 2016 Birko reported was a great success with 209 guests, 2 Legislators and 4 Steering Committee members present supporting the event. This year we introduced a scholarship fund in memory of Senator Phil Rock and raised \$6,900. Shelia Rock graciously accepted the honor of his recognition and was a joy to have present. The current financial update confirming our successful day raising \$60,622 with a predicted profit of \$45,000. A special thanks to all of the partners who have supported the event through sponsorships or donations and all of the board members who attended and brought guests. This year's achievement is \$9,000 more than last year!

B. FLSA Implementation

Birko reported WSSRA staff are working to align for compliance with the Fair Labor Standards Act changes going into affect December 1, 2016. This new ruling impacts four of the current Full-time staff who will change their status to Non-exempt salaried employees due to their current salary being below the new salary threshold of \$47,500. Supervisory staff will monitor staffs time records of which staff will need to have pre-approval for over-time hours to be worked. The biggest question that WSSRA has is the impact on staffs involvement professionally in committees and other professional groups. WSSRA planned for this FLSA change and set-aside staffing dollars for overtime as itemized in the 2016 budget. Staff will implement the procedural changes starting in September so as to work out any issues prior to the FLSA going into effect.

C. Program Fee Structure Survey

Per the request of the WSSRA Finance committee staff are conducting a survey of both WSSRA partners and SRA's to compare and contrast to determine what WSSRA might do differently to lower program subsidization. Please help us with this process by completing the survey that will be sent shortly.

D. WSSRA to update website information

WSSRA is currently in the process of updating the website to include Board Agendas, Board meeting minutes, a listing of meeting dates and locations, WSSRA's Strategic Plan, 2015 Financial report and the 2016 Compensation Disclosure will be available upon request.

E. WSSRA Grant Update

WSSRA was awarded \$5,000 scholarship grant from Berwyn 708 Community Mental Health Board grant. For the first time in a long time WSSRA did not receive the \$5,000 from the OPRF Community Foundation Philanthropy grant due to the great demand and limited dollars available. Pending grant include a recently submitted grant to the Oak Park 708 Community Mental Health Board for \$4,200 for Lekotek funding for an electronic scanning system. In addition WSSRA is submitting a programming grant with the Berwyn Community Development Corporation.

F. 40th Anniversary Splish Splash Summer Bash & WQDS campaign underway

Birko reported plans are being finalized for the upcoming 40th Anniversary celebration at the Splish Splash Summer Bash pool party and Wacky Quacky Duck Splash taking place on Thursday, July 21 from 6:15 – 9:30pm at the Park District of Forest Park pool. Food, Music and Pool Fun are planned for the evening. Plan to join us for the event. Don't forget to sponsor your ducks! You could be the lucky duck!!

G. Staff Report: Dennis reported

1. **Inclusion Support** in Partner Agencies Approximately 78 children are currently being supported in 145 partner agency programs to date assisted by 40 WSSRA partner staff. Some camps are well into their 8th week, with new requests continuing to come in.
2. **Summer Programs** Programs are well underway. All is going well and programs are full. We've been to a Sox Game, golfing, and lots of swimming. Fall brochure planning is happening as well.
3. **WSSRA is hosted the ITRS Softball tournament** on Sunday, July 10. Approximately 165 Special Olympic Athletes participating on ten teams will be competing. A special thanks to the Forest Park for their support in a very successful day.
4. **WSSRA Day Camp gets underway** with 185 campers attending. WSSRA is operating 12 sites within 9 facilities in our partner communities. Additionally, WSSRA camps are using 6 community pools.
5. **Overnight Trip planning underway** In the midst of day camp & programs, WSSRA is busy finalizing details for our upcoming overnight trips. In August we'll be heading to Bradford Woods, outside of Bloomington, IN for a 5-day and 3-day wilderness excursion; Big Foot Beach State Park, Lake Geneva, WI for a 3-day camping trip; 2--day, 1-night tour of Southwest Michigan; and San Francisco-departs August 31.
6. **Staffing** Jenna Daniels was hired into the full-time Recreation Specialist position in late May. The Regular, Part-time Recreation Specialist position is currently posted and we are accepting applications with the intent to fill the position prior to the Fall program season.
7. **Partner & Community Events** WSSRA Staff & participants also participated in the River Forest Memorial Day Parade & Oak Park 4th of July Parade. WSSRA staff plan to be in attendance at: the Village of Harwood Heights Summer Fest, School District 100 & Berwyn Park District Back to School Picnic, the School District 98 & North Berwyn Park District Back to School Fiesta, along with other community health & wellness fairs throughout the month of August.

G. Staff Report: Bob Foster, Superintendent of Safety and Operations reported

1. **Day Camp Transportation** Day camp has begun as well as coordinating transportation for over 120 participants. After the usual rough first day, things have gone fairly well. Issues continue to dealing with the different dates of summer school and all the constant changes that go along with them.
2. **Office** We are still recovering from the great flood of 2016. Carpets are repaired and new cove was added today. We still need furniture moved back to its original place and the Managers office will need to be kept closed until the asbestos has been removed and new carpeting installed. We are hoping for it to be done over a weekend.

XV. Sletten/Thomas **moved to adjourn** the meeting at 5:52pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ may 16 minutes