

**West Suburban Special Recreation Association**

March 10, 2015

Annual Meeting of the Board of Directors

Held at: Village of Harwood Heights

7300 W Wilson Ave, Harwood Heights, IL 60706,

**MINUTES**

I. Chairman Jeff Janda called the **meeting to order** at 5:05pm those present included:

Sandy Lentz, Park District of Oak Park  
Steve Thomas, Park District of Forest Park  
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  
Michael Gadzinski, Village of Harwood Heights  
Mark Dobrzycki, Village of Harwood Heights

**Not in Attendance:**

River Forest Park District- Excused Absence  
Park District of Franklin Park- Excused Absence  
North Berwyn Park District- Excused Absence

**Others in Attendance:**

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

**The Pledge of Allegiance was said by all present**

- II. DeSalvo/Gadzinski **moved to approve the agenda.** The motion was unanimously approved.
- III. DeSalvo/Raleigh **moved to approve the January 13, 2015 Regular Board Meeting minutes.** The motion was approved.
- IV. A. DeSalvo/Lentz **moved to accept the January & February 2015 Financial Report.** The motion was approved.  
B. DeSalvo/Gadzinski moved to **authorize payment of payroll, prepaid disbursements #35576 and ending with check #35638 and authorizes payment of January & February 2015 payroll and disbursements debit charges and cash transfers totaling \$412,115.19 and authorizes payment of March 2015 payroll and disbursements #35639 and ending with check #35656 disbursements debit charges and cash transfers totaling \$13,136.83 pending the availability of funds.** Roll call vote showed unanimous approval.
- V. **Public Comment** –Steve Thomas introduced Nicole Ginger, Fieldwork/Student intern from St Francis University. Birko introduced Village of Harwood Heights Mayor Jezierny and VHHTrustee, Therese Schuepfer. Mayor Jezierny took a moment to welcome everyone to the Village of Harwood Heights and commended the group for their tremendous work serving the participants of the Association and meeting their most important needs.
- VI. Under the **Foundation Report Kevin Calkins** introduced himself as a new member of the Foundation working in tandem with his wife Dora Calkins to share the representation on the Foundation board. He shared they are lifetime Oak Parkers and have utilized WSSRA services for many years with their son Max who is now attending college and his twin brother Henry has worked as a staff with the Association. He hopes everyone in his family will have the wonderful experiences that they have all had. Calkins reported The Foundation Board met on January 21 for their Annual meeting to approve the 2015 budget which includes a \$39,000 commitment to WSSRA for programs and services. The Foundation is excited to increase their support based on the success of the funds they raise. The Bowl-a-thon will be held on Saturday, March 22 from 1:45-4:00pm at Circle Bowl in Forest Park. Carol Milburn (Oak Park) and Chris Nakatsuka (Elmwood Park) are chairing the event and the Kurz family is coordinating the snack bar. Every Bowl-a-thon participant will receive a free lunch. The Foundation is still accepting donations for the raffle prizes. If you have anything to contribute contact Marianne Birko. Plans are in the works for WSSRA's 2015 Annual Derby Gala event. The Foundation will sponsor the silent auction and Derby Gala raffle. Margaret

O'Rourke is co-chairing the event with Sherry Scouffas for the Foundation. Letters have gone out to procure auction items. WSSRF welcomes donations from the WSSRA Board. Please contact Marianne at WSSRA about silent auction contributions or if you have ideas for solicitation sources. The Derby Gala raffle is all set. The top prize is \$500 cash, second prize is \$300 cash, and third prize is \$200 cash. Everyone is encouraged to support the raffle. In addition don't forget if you are purchasing anything on Amazon go the [Click here to visit Fundinco](#) link and WSSRF will earn a 1.5% commission for every sale. See the attached flier for more information. The funds raised will support the Lekotek Toy library inventory. Thank you for your support of the Foundation.

## VII. Under Committee Reports

A. **Finance Committee- Birko** reported the committee met and discussed the following.

- a. **Merit pool update-** Staff updated the Committee on the staff merit pool implementation. Staff reported all annual reviews have been completed and merits implemented with a balance of \$800 in the pool.
- b. **WSSRA Day Camp Scholarship Update-** Staff updated the Committee on the current state of scholarship grants for summer day camp. Staff will be giving out \$13,000 less in Day Camp scholarship funds due to not receiving the Berwyn CDBG funds this year. Staff are hoping to replace those funds with other donations.
- c. **Job Sharing Opportunity-** Staff informed the Committee WSSRA is pursuing a job sharing opportunity with Berwyn Park District for WSSRA's current Graphic Design position. Details of the position are still being considered.
- d. **WSSRA Fund Balance discussions-** Per the Committees direction Staff reviewed the creation of a separate Capitol Fund budget. Staff are working with the WSSRA Accountant on ways to implement for 2016.
- e. **WSSRA Office planning-** Staff reviewed with the Committee, how they would like to pursue future office planning for WSSRA. The Committee recommended a Task Force to explore options and develop a plan for the future of WSSRA.
- f. **Partner Facility Use-** Staff reviewed with the committee the ongoing challenges of access to partner facilities to fulfill WSSRA program needs. Further discussions will take place later in the agenda.

## VIII. Unfinished Business

A. **No**

## IX. Under New Business:

- A. **Norridge Park District's Acknowledgement of use of SRA levy-** DeSalvo described the Norridge Park District's request for the WSSRA Board of Director's acknowledgement of the use of the SRA levy to fund a portion of the ADA improvement of the Norridge Park District Aquatic Facility. These improvements include the installation of a new ADA stair/ladder for their Aquatic facility of which WSSRA programs and community constituents will benefit. The Norridge Park District plans to use \$8,000 from the SRA fund to pay for the ADA improvements at the Aquatic facility. There was no discussion and the board acknowledged this request.
- B. **Acceptance of Executive Director 2015 goals- Lentz/Thomas motioned to accept** Birko's 2015 goals as presented. The motion was accepted.
- C. **Facility Challenges- Birko reported** WSSRA staff find securing facilities for regular program use an ongoing challenge. She stated that although we have access to all of our partner facilities we are often the last priority to access and it is not unusual to be bumped. Staff would like to discuss options for partners to consider for future facility access. Some considerations would include a commitment from partners to dedicate space to WSSRA during prime time hours, consideration not to be bumped and access to revenue facilities during prime time as well. DeSalvo likened the commitment to that of Affiliate groups. Birko suggested a Task Force of partner staff who can respond to facility requests and questions and assist in creating a plan to present to the Planning Committee. The Planning Committee will then report back to the board. The board agreed to move forward with the Task Force.
- D. **Office Facility Task Force-** As part of the WSSRA Strategic Plan, staff are charged with exploring future facility options for WSSRA offices. The Finance Committee recommends a Task Force be charged with the exploration process. The board agreed to a Task Force to explore facility options for WSSRA. Committee members thus far are Mike Sletten, Sandy Lentz, Jeff Janda and Steve Thomas. Anyone interested in being on the committee should contact Birko. The Committee will report back to the Finance Committee.

## E. Other

X. Under **Correspondence**- No comments shared.

XI. Under **Board Reports** – Gadzinski reported the **Village of Harwood Heights** welcomes everyone once again to the Village Hall. He invited everyone to enjoy the pizza and desserts provided. Gadzinski reported all is going smoothly with the Village. Spring programs are starting including a big soccer season coming up. Dobrzycki also reported the Village Board approved Gadzinski and Dobrzycki to continue as the WSSRA Board representatives for 2015. Thomas reported the **Park District of Forest Park** is in the process of securing permits for the Roos project. The latest OSLAD news will definitely affect their project going forward. The gates opened to the soccer field today and preparations are underway for the spring season starting. Lentz reported the **Park District of Oak Park is feeling the OSLAD pinch** as well. Staff are currently working on field use planning with District 97 and Affiliates to incorporate turf fields at the two Middle School locations increasing accessibility for all levels of use. PDOP staff hope to be moving back into the newly renovated Administrative Offices with the renovation wrapping up by the end of the month. Outdoor field use will resume soon depending on the weather and field conditions. Banks reported the **Clyde Park District's** winter programs are ending with a heavy basketball season and just completed the Boxing session as well. Staff are gearing up for a big Spring Soccer session with over #1000 signed up already. Raleigh reported the **Hawthorne Park District** is wrapping up their indoor soccer session with over 60 kids enrolled. Getting ready for a very busy soccer session with many requests including a contract with Riverside Brookfield High School women's soccer team for field use while their fields are under construction. They also have contracts with OP women's traveling soccer club and Morton College will start their baseball season soon. Schmidt reported the **Village of Elmwood Park** hosted their second Fight Night of amateur boxing. a huge success. It could become an annual event. Upcoming events include a Mardi Gras celebration this Saturday for all kids and Teen Night every Saturday night. Staff are currently working on updating the pool projects and baseball season around the corner. DeSalvo reported the **Norridge Park District** has just hired a new Recreation Supervisor, Colleen Conroy. She comes with a strong aquatics background. Mary Unger a 25 year dedicated employee is retiring at the end of the month. So the hiring continues. Staff are busy wrapping the March Madness basketball season and preparing the fields for spring baseball and soccer. Janda reported the **Berwyn Park District** just received notice today about their two OSLAD projects that are being suspended due to funding. Staff just installed the new Smart Board for the pre-school program which was donated through the School District #100 grant. The district just completed a T- Mobile Cell Tower. Staff are planning for the Easter Egg Hunt, Wellness Fair and the Berwyn Arts and Music events this summer. Staff are also recognizing the loss of Softball Coach Chris Boike. A fundraiser is being planned.

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

- A. **2014 Audit Update**- The WSSRA Audit field work was completed in January & February by Lauterbach & Amen. The Audit draft has been sent, reviewed and corrections made. A final report is pending the IMRF information being sent. Lauterbach and Amen will present the final audit at the May 12 Board meeting.
- B. **Legislative Breakfast Report**- WSSRA Co-hosted another successful Legislative Breakfast with Berwyn Park District on Tuesday, February 10 at Berwyn Park District's Liberty Cultural Center. A special thanks to the Berwyn Park District staff who served a delicious breakfast to 27 guests including Seven Legislators. Good discussions took place with an emphasis on the looming budget cuts. Senator Harmon encouraged Park Districts to continue to have a presence in Springfield and bring forth ideas promoting partnerships and cooperative opportunities.
- C. **Staff attends IPRA Annual Conference** -WSSRA Full Time & Regular Part Time staff attended the IPRA Annual conference in January. Included in the correspondence file are staffs session summaries of sessions they attended. Also included was a schedule of workshops to share information through the All Team Meeting, Management meetings and Brown bag lunch opportunities.
- D. **Staff Celebrate 20 & 30 Anniversary Recognition**-Larry Feldt, a dedicated driver for WSSRA is celebrating his 20 year anniversary and Lisa Gershak WSSRA's Finance Manager, is celebrating 30 years of keeping meticulous track of the agency finances. We are very fortunate to have their dedication and commitment to

the Association participants, families and staff all of these years. Both will be recognized at a lunch on Thursday March 12. Let me know if you care to join in the celebration.

- E. **Grant Update-** WSSRA has finalized reports for the OPRFCF Future Philanthropist grant from 2014 and submitted a grant proposal for 2015. The Future Philanthropist grant committee has interviewed the staff for both the final report and the new grant request for sensory equipment for WSSRA's summer day camp. Staff has also completed the final report for the Berwyn 708 Mental Health Board Mini grant and hopes to have the opportunity to apply for this grant again this year. WSSRA is submitting a 2015 Champion Grant proposal with Community Bank and CDBG grants for Berwyn and Cicero in the next two months.
- F. **Derby Gala 2015-** Donation requests are out, invites are at the printer and the event date and contract secured with Hawthorne Race Course. It would be great for each of our Partners to have a presence at the event. Mark your calendars for Saturday May 2, 2015 from 3:00 – 7:00pm. Help us fill the room, sponsor a table, make a donation or buy an Ad. Promote your agencies facilities and programs through this opportunity. Thank you in advance for your support.
- G. **Pro-Connect Participation-** Birko reported three WSSRA staff, Matt Barber, Annie Hart and I participated in the IPRA sponsored Pro-connect program which offered an organized mentor and mentee relationship building experience. Each had very different experiences and enjoyed the benefits the program offered. As a Committee member, Joe Modrich was involved in the development of the program and requested my involvement on the committee going forward. I have accepted this new opportunity to be involved with IPRA.
- H. **Annual Visits-** Birko is completing her 2014 Annual visits and has begun the 2015 presentations with the Village of Elmwood Park and Park District of Oak Park. Book your date now for her visit this year.

I. **Staff Report: Dennis reported:**

- 1. **Staff are working with Rec Trac** to pull additional reports for statistical purposes.
- 2. **Summer planning begins-** Staff have begun the organization and planning of the summer program calendar and brochure materials.
- 3. **Winter programs are nearly complete** with a full session of Spring programs to follow. Some very popular new program collaborative begin including the at Morton West High School and the Strider Bike program which will make its debut at Liberty Center in March.
- 4. **WSSRA's SO Basketball Teams** finished their successful season of Team play. The Gold Team will compete in State Tournament coming up the weekend of March 14 & 15 and they also had the opportunity to play the Elmwood Park HS Booster Club. There was a great turnout on behalf of EPHS students to compete and show their support.
- 5. **Day camp coordination well under way-** The lottery was held and we currently have 144 participants enrolled in camp with room for more participants. Staff request forms have been sent out to potential returning staff and Job descriptions for Site Supervisors, Activity Specialist and Day Camp Coordinator have been posted. All sites are confirmed except for Forest Park Middle School and North School in Franklin Park. This year's sites are as follows:
  - a. District 97: Julian Middle School, Hatch Elementary
  - b. Oak Park: Cheney Mansion
  - c. District 100: Freedom Middle School, Heritage
  - d. District 98: Jefferson Elementary School
  - e. District 99: Unity Jr. High

J. **Staff Report: Foster reported:**

- 1. **Staff Hired a new PT driver** who has both experience driving buses and working with persons with disabilities. With her experience Patti Lund is a great addition to the WSSRA Team.
- 2. **Staff have completed disseminating the DC scholarships.** All available scholarship dollars were given to #106 individuals at a value of \$66,969. WSSRA will keep a wait list for additional requests. Letters to enrolled campers updating them on their scholarship and payment information went out last week.
- 3. **Staff met with representatives from Premier Services** and are considering their credit card proposal which

will reduce our fees by 9.3%. Janda requested the policy committee review our Credit Card (PCI) Data Security Policy and procedures to be sure it meets the required standards.

XIII. DeSalvo/Banks **moved to adjourn** the meeting at 6:15pm. The motion was unanimously approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marianne Birko".

Marianne Birko  
Executive Director

*mb/ march min*