

West Suburban Special Recreation Association

August 15, 2017

Board of Directors Meeting

Held at: WSSRA

MINUTES

I. Chairman Joe Modrich called the **meeting to order** at 4:01pm those present included:

Mike Sletten, River Forest Park District arrived
4:03pm
Kassica Porreca, Park District of Oak Park
Steve Thomas, Park District of Forest Park
Joe Modrich, Park District of Franklin Park

Dennis Raleigh, Hawthorne Park District
Mark DeSalvo, Norridge Park District
Al Schmidt, Village of Elmwood Park
Mark Sladek, North Berwyn Park District
Larry Banks, Clyde Park District

Not in Attendance:

Berwyn Park District Excused Absence
Village of Harwood Heights, Excused Absence

Others in Attendance:

WSSRA staff: Bob Foster, Annie Hart, Marianne Birko
WSSRF, Anne Marie Casas

II. DeSalvo/Raleigh **moved to approve the agenda**. Modrich asked the board to accept the corrected agenda adding the acceptance of the new Village of Harwood Heights representatives. The motion was unanimously approved.

III. A. Raleigh/Banks **moved to approve the May 9, 2017 Regular Board Meeting minutes**. The motion was approved.

IV. A. Banks/Thomas **moved to accept the May, June & July 2017 Financial Report**. The motion was approved.

B. Sletten/Banks **moved to authorize payroll, prepaid disbursements #37162 and ending with check #37334 and authorizes payment of May, June & July 2017 payroll and disbursements debit charges and cash transfers totaling \$643,406.04 and authorizes payment of August 2017 payroll and disbursements #37760 and ending with check # 37792 disbursements debit charges and cash transfers totaling \$117,415.78 pending the availability of funds as presented at the meeting.**
Roll call vote showed unanimous approval.

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

VI. **Under the Foundation Report Anne Marie Casas 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 **\$11,114**. The silent auction raised **\$6,630** and in tickets and cash donations **\$11,095**. The Derby Gala raffle raised **\$2,650**. It was a fun day with great participation! **She thanked everyone for their support**. At the July 19th Foundation meeting the Foundation awarded the Association an additional \$10,000. These funds will be used to purchase a Wide Format printer so the Association can do most large format printing including posters, banners, and yard signs and much more in-house at a significant savings. This also includes the opportunity to incorporate \$2,500 dollars in program development and \$2,500 to close the gap for Bobcat Team Uniform expenses. The Foundation also hosted Charise William from the Illinois State Treasurer's office who spoke to our Foundation members about the Illinois Able, a savings program for families of persons with disabilities. In addition Casas noted to mark their calendars for the two Foundation events coming up: Bingo Night at **Hamburger Mary's on Tuesday, August 29**. All the profits from the Bingo games will go to the Foundation. Join us for a fun night of good food, games and prizes. 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. This group of dedicated women are hard at work getting the details of the event finalized. This year the caterer is "Angie's Pantry" from

River Forest. This year guests will enjoy a "Taco's and Tequila" theme with Beer, Wine and Margarita's served. Guests will also enjoy Live Flamingo music from Hector Fernandez, a local classical guitarist. The event will be held on **Friday, September 22, 2017, 7 – 11pm**. Note there are also opportunities for sponsorship. Casas requested support if you know a business that might come aboard as a sponsor. WSSRF hopes all WSSRA Board Members will mark their calendars and attend one or both of these fun events. Casas closed with sharing how much she and her family loved WSSRA and the partnership with Franklin Park. All of the services give her family tremendous support and they are so grateful for it!

VII. **Under Committee Reports-: Birko reported the**

- A. **Planning Committee-** Planning Committee will be meeting in September to review and update the Strategic Plan.
- B. **Finance Committee-**Met on June 30 and July 19 and is scheduled to meet September 12 from 2:30 - 4 at WSSRA to continue Finance discussions and 2018 budget planning.
- C. **Policy Committee-** Policy Committee will be meeting in September to review the current salary ranges and personnel policies and make any recommendations for change. **Finance Committee-** Birko reported the committee met the Finance committee met to review the audit and the proposed Articles revisions to be discussed later in the agenda.
- D. No Other

VIII. **Unfinished Business**

- A. **Acceptance of the 2016 Audit by Lauterbach & Amen- Raleigh/Thomas moved to accept** the 2016 Annual audit as presented by Lauterbach & Amen. Roll call vote showed unanimous approval.
- B. **North Riverside Parks & Recreation Partnership- Birko reported** WSSRA has had continued discussions with the Director of the North Riverside Parks & Recreation Association; NRPR, Teresa Mrozik. She has included WSSRA in their 2017-2018 budget process and presented it to the Village Board. She stated the Mayor and the board are in support of this joint partnership. Mrozik is also in the process of securing additional funding from the North Riverside Mental Health board. Birko clarified with her that regardless of other possible funding sources in the end they are still responsible for their required share annually. Mrozik stated she understood this. Mrozik also noted she believes they are still on target for a January 1, 2018 start.
- C. **No other**

IX. **Under New Business:**

- A. **WSSRA Proposed Articles Revision- Birko presented** the marked copy of the current (2013) Amended and Restated Articles, with Article VIII.A ("Admission of New Partners") marked in bold italics to show proposed revisions to authorize the Board of Directors to admit a new partner on specified conditions relating to a "gradual buy-in" of a potential new partner that the Board may wish to extend to North Riverside. She reviewed the following timeline for discussion:
 - 1. Final approval of these Amended Restated Articles is expected at the September meeting. This should satisfy the protocols in Article X ("Amendment of Articles)
 - 2. Formal start date for North Riverside is tentatively January 1, 2018These Articles changes will be voted on at the September 12, 2017 Board meeting. Birko clarified North Riverside will be formally added to the Articles via a resolution once they have vetted their process in joining the Association. There was no further discussion.
- B. **Approval of Resolution 2017-01 WSSRA Statement on Diversity-Raleigh/Banks motioned to approve Resolution 2017-01 WSSRA's formal Statement on Diversity.** Roll call vote showed unanimous approval.
- C. **Approve New Village of Harwood Heights Board Representatives- Sletten/Raleigh motioned to approve Anna Wegrecki as the Village of Harwood Heights Board Representative and Giuseppe "Joe" Zerillo as the Alternate Representative.** Roll call vote showed unanimous approval.
- D. No other

X. **Under Correspondence-** No comments

XI. **Under Board Reports – Raleigh reported the Hawthorne Park District's** the pool is closed and is set to be repaired so it will be ready for next year's opening. Staff put up new Basketball hoops in several locations and Fall soccer is set to start with 91 kids already registered. **Sletten reported the River Forest Park District** has agreed

to participate in an exploratory process for a joint 38 – 44 million dollar Community Recreation Center with the PDOP and School District 200. Several possible sites being considered are in Oak Park. The two new paddle tennis courts are set to open for the new Paddle Tennis season and the Depot's six month \$800,000 rehab project will be underway shortly. RFPD's temporary offices will be located across the parking lot in the local apartment building. **Schmidt reported the Village of Elmwood Park** just completed a very successful summer day camp session with a \$110,000 profit. He noted it has been a difficult summer with many sexual harassment and staffing issues that have come up. The pool will close shortly and repair work will begin immediately on a leak. **Banks reported Clyde Park District** just signed another four year contract with the Boxing Federation. Staff are excited for the opportunities that are afforded with this partnership. CPD had a great summer with swim and summer programs going very well. Staff are working on a big Fall season ahead. **Thomas reported the Park District of Forest Park's** summer pool hours will be scaled back once school starts with the pool closing Memorial day. They too had a great summer camp with 130 day campers participating until this Friday. The Roos project has begun! The concrete footings are in and the steel framework for the gym is up. The building is moving along schedule for a target opening in early June 2018. **DeSalvo reported Norridge Park District** concurs that it has been a difficult summer as they recently experienced a tragic loss when a two year old pool patron choked and died on a peanut that his mother had given him while on the pool deck. Staff's emergency response was accurate and immediate but they were not able to save his life. DeSalvo has shared that this incident has had a devastating effect on the young pool staff and the community. It has been an emotional rollercoaster but he is proud of his staff's heroic efforts and the board plans to recognize them at an upcoming board meeting. The NPD is also making changes with their day care program as the school district re-organized and moved their day care location and downsized them from 13 to 10 classrooms. All this has been done while they are still running their summer programs. **Sladek reported North Berwyn Park District's** summer camps have ended. They too had great numbers with two new camps offered; a theatre camp and an arts camp. This weekend NBPD will host the "Back to School Fiesta" for kids and their families returning to school. **Porreca reported most of the Park District of Oak Park's** summer camps wrapped up last Friday with limited space in the Passport camp offered until school starts. Both pools will remain open until Labor Day at reduced hours. The Ridgeland Common Recreation Center's ice rink is closed for annual maintenance. As reported by RFPD the PDOP, RFPD and District 200 are working on a potential collaborative Community Recreation Center project. Decisions on the project are expected by end of the year. OP extended its concerts in the Park by two weeks and it ends this Sunday, August 20. Staff are currently working on the 2018 budget to be presented to the board in October. Euclid Park's grand opening will take place on September 9th and this is the last OSLAD funded project for OP. Pickleball is taking off in Oak Park and they are hosting nine courts in three parks. The courts are multi-use for both tennis and pickleball. Lastly, the PDOP is working with the community in opposition, on a proposed building to be built on the south end of Austin Gardens. The proposed building site is zoned for 80' and the proposed building would be 199'. The proposed building would have a devastating effect on all of the vegetation and the recent Environmental Center built. **Modrich reported the Park District of Franklin Park** also had record numbers in their day camp programs. The teen camp specifically doubled in the number of participants registered. The Maple Park project is complete and open. The Ice Arena is also down for annual repairs and staff are preparing for a busy fall ahead.

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


- A. **Derby Gala 2017** Was another successful year of the 16 years of running the event with 170 guests, 3 Legislators, 4 Steering Committee members and 7 WSSRA Board members present supporting the event. The financial update confirms the predicted profit of \$36,000. 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. It was our second highest year in profits.
- B. **WSSRA Grant Update** Staff has submitted grants for Berwyn and Cicero CDBG funds for 2017-2018 and most recently a capacity building grant with the Oak Park River Forest Community Foundation for \$10,000. We hope for a successful outcome. We recently received confirmation of a \$5,800 grant with the Berwyn 708 Mental Health Board for a Wonderworks grant, and also received a \$1,000 Bike grant from Evanston Bike Club. **Splish Splash Summer Bash & Wacky Quacky Duck Splash** This annual celebration was held on Thursday, July 20th from 6:30 – 9:30pm generously hosted by the Park District of Forest Park. 350 guests enjoyed a beautiful

evening of exciting water activities, games, music and special this year a special Thomas the Train raffle was held to raise funds for toys for Lekotek. With the help of our staff and friends we sold 1206 ducks for the event and raised nearly \$7,000 in funds.

- D. **WSSRF Updates** The Foundation is planning for the "Fall in for Our Stars" event taking place on September 22. This year's theme is "Tacos & Tequila". Sponsorship solicitations are out and responses are coming in. The formal invite will go out soon. In addition the Foundation is bringing back the popular "Bingo Night" at Hamburger Mary's which will take place on Tuesday, August 29. Plan to join us for these fun events...
- E. **Day Camp & Social Media** Per the email sent on Thursday, July 27 to all of you, WSSRA had its first taste of negative postings going viral. An incident involving a WSSRA participant and WSSRA staff was witnessed by a concerned citizen at the park who chose to post it on facebook and not bring it to the supervisor's attention. WSSRA was notified by several concerned persons and staff who immediately addressed the incident with staff, the parent was contacted and communications managed including contacting the person posting it. The supervisory staff and staff involved, met with the parent to clarify further our role and responsibility in said incident. We apologized for any misunderstanding and further confirmed the care of their child was our number one priority. Porreca commented she is very familiar with social media issues through her work and the park district. She said WSSRA did everything correctly. It is unfortunate that you cannot control the responses. Modrich suggested in the future consider addressing social media in the day camp letter to parents/guardians. Remind them that social media posts may contain less than all of the facts and encourage them to contact WSSRA with any questions or concerns.
- G. **Staff Report: Hart reported**
1. **Summer Programs** Summer programs wrapped up this past week. We have 2 Summer Specials coming up next week; one to Independence Grove in Libertyville and one to Millennium Park. We have 5 overnight trips scheduled over the next 4 weeks with a total of 44 participants attending. Our Program Manager is starting to plan for another trip to Disney World this coming January. The Fall brochure is currently being distributed.
 2. **Day Camp 2017 is complete!** Great summer, great fun! 178 persons are in day camp and Community Cruisers. Planning for next year's camp is already underway.
 3. **STAFF** We have 102 staff in Camp this summer, 58 of which are returning staff, as well as 18 returning Supervisors and Activity Specialists. Our staff manager is getting ready to do more interviews and hire a few more staff for the fall. All 3 managers are starting to plan our Fall training.
 4. **Inclusion Summer 2017** WSSRA's Inclusion Manager, Chris Sturm has had a very successful summer and continues to be busy filling inclusion shifts for several summer programs as staff head off to college. As the summer ends in some communities, Chris is working hard to fill any late summer shifts as well as get prepared for Fall. WSSRA has served 98 participants in 189 inclusive programs with the support of 43 staff.
- H. **Staff Report: Foster reported**
1. **Lekotek-** We have recently received word that the National Lekotek will be closing. The Anixter Center will no longer be supporting children's services. We see this as an opportunity to rebrand our current program and will be meeting regarding this soon.
 2. **Office-** We recently purchased Quick Books to replace our Finance Software, replacing Sage. We also recently met with our rep from Pay Com to discuss the implementation of our new Time and Attendance system, a method to record employees hours. We expect to have this up and running for Fall. We also had another conference call with our rep from Max Galaxy, as we get ready to launch our new Registration system. It is due to be up December

XIII. **Adjournment** Sletten/Raleigh moved to adjourn the meeting at 4:57pm. The motion was unanimously approved.

Respectfully submitted,
Marianne Birko,



Executive Director
mb/ August 17 minutes