

West Suburban Special Recreation Association

March 14, 2017

Board of Directors

Held at: WSSRA Office

2915 Maple St, Franklin Park 60131

MINUTES

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

Pete Kuzmich, River Forest Park District
Jan Arnold, Park District of Oak Park attended
remotely
Steve Thomas, Park District of Forest Park
Joe Modrich, Park District of Franklin 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

Not in attendance:

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

Others in Attendance:

WSSRA staff: Bob Foster, Annie Hart, Nicole Walsh, Marianne Birko
WSSRF, Margaret O'Rourke
Andrew Doss, Park District of Forest Park intern

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

III. A. Raleigh/Banks **moved to approve the January 10, 2017 Regular Board Meeting minutes.** The motion was approved.

IV. A. DeSalvo/Thomas **moved to accept the January & February 2017 Financial Report.** The motion was approved.

B. DeSalvo/Raleigh **moved to authorize payroll, prepaid disbursements #36733 and ending with check #37045 and authorizes payment of January, February & March 2017 payroll and disbursements debit charges and cash transfers totaling \$647,037.39 and authorizes payment of March 2017 payroll and disbursements #37046 and ending with check #37071 disbursements debit charges and cash transfers totaling \$7,366.09 pending the availability of funds.** Roll call vote showed unanimous approval.

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

VI. **Under the Foundation Report O'Rourke reported,** The Foundation Board met in January for their Annual meeting to approve the 2017 budget which includes a \$41,000 commitment to WSSRA for programs and services. The Foundation is excited to increase their support based on the success of the funds they raise. In 2016 the Foundation's exceeded their goal by \$11,677 and raised \$50,227! The Foundation has kicked off the year with their Bowl-a-thon which was held this past Sunday, March 5 from 1:45-4:00pm at Circle Bowl in Forest Park. Carol Milburn (Oak Park) and Chris Nakatsuka (Elmwood Park) chaired the event. Volunteers and WSSRA support staff coordinated the snack bar and assisted with the raffle. Every Bowl-a-thon participant received a free lunch and 3 games. This year's event brought together 50 + bowlers who helped raise \$3,227 in profits.

Plans are in the works for WSSRA's 2017 Annual Derby Gala event. The Foundation will sponsor the silent auction and Derby Gala raffle. Margaret O'Rourke is co-chairing the event with Kevin Calkins 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 locations that we should solicit. **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. **O'Rourke reminded everyone to not forget if you are purchasing anything on Amazon Smile go to: smile.amazon.com** link and WSSRF will earn a 0.5% commission for every sale. The funds raised will support the Foundation.

VII. **Under Committee Reports**

A. **Finance Committee-** Modrich reported the committee met and reviewed the proposed Health Insurance rebate policy, discussed the possible membership of North Riverside Parks & Recreation, the impact of Workers Compensation claims in Inclusion programs, Partner Salary survey and WSSRA's fee review. Modrich emphasized the importance of partners completing the salary survey sent by Chairman Jeff Janda as the results will be more complete with everyone included. Those who still need to send in the survey results include the Village of Harwood Heights and North Berwyn Park District.

VIII. **Unfinished Business**

A. **None**

IX. **Under New Business:**

A. **WSSRA Health Insurance Opt Out Policy proposal-** Birko reported that the Finance Committee and board had discussed as part of the 2017 budget, WSSRA offering Full-time Employees a Health insurance **Opt Out** incentive. After review the Finance Committee recommends offering the **Opt Out** incentive at 50% the cost of the individual annual premium currently at the cost of \$2754/230 monthly. This would be given once the staff has proven insurance coverage and would be given the incentive as part of payroll in the first pay check of the month. DeSalvo questioned whether we would have too few to offer the insurance and Foster responded that our premium is based on the number of people the insurance is offered to not by how many take the insurance. Discussions showed full support.

DeSalvo/Thomas motioned to approve the proposed Health Insurance Opt Out policy as presented. The motion passed unanimously by roll call vote 9 yes votes and 0 no votes.

B. **Approval of the Executive Directors Goals-** Janda shared Birko's goals for 2017 and asked for board acknowledgment. DeSalvo/Thomas motioned to acknowledge Birko's 2017 goals and the board gave full acknowledgment.

C. **North Riverside Parks & Recreation possible membership-** Birko reported that WSSRA was recently contacted by the Director of the North Riverside Parks & Recreation Association; NRPR, Teresa Mrozik, who requested information in regards to the possible membership in WSSRA. She reported that her & Janda met with her to review the Association services and costs involved. Birko shared preliminary shares information with Mrozik and she shared that NRPR is also having discussions with SEASPAR. Birko shared the Finance Committee discussed creating a gradual buy in policy as an incentive to attract new possible members such as NRPR. Arnold noted the committee has discussed finding ways to grow revenue as there is not a lot of opportunity and she believes this could be a great option. The board discussed the Pro & Cons and gave their full support to explore the option of a gradual buy in of a new partner further.

D. **No other**

X. **Under Correspondence-** No comments

XI. **Under Board Reports** – Thomas reported the **Park District of Forest Park's** building permit has been approved and the Ground breaking will take place at 10:00 on April 1. He noted the pool passes go on sale on April 3 and the it is 75 days until the pool opening. Raleigh reported the **Hawthorne Park District** board passed the ordinance for the merger with Clyde Park District which is expected to take place in May of 2018. Two candidates are running unopposed for 6 year terms. The merger includes a five member board. More details to come. Banks reported **Clyde Park District's** activities are listed in the flier shared. They just completed another very successful Boxing event with great attendance. Banks also made it point to welcome Modrich back. Said he was in his prayers regularly. Schmidt reported the **Village of Elmwood Park** just completed a very successful Mardi Gras festival with

great attendance. Summer camp registration is out. They are offering 10 weeks of camp from 7am – 6pm daily. This program raised \$100,000 in profit last summer! They are also getting the pool ready for opening. Modrich reported the **Park District of Franklin Park** renovations continue at the Ice Arena and the main offices. They are also installing their new registration system Max Galaxy/Active Network. Modrich extended a special thanks to the full board for all of their caring support. He said it truly made a difference in his recovery. Kuzmich reported the **River Forest Park District** also has two persons leaving the board and four persons running for two positions. The board recently approved moving forward with the two new paddle tennis courts. DeSalvo reported **Norridge Park District** completed the garage demolition and are working on the site renovations. They are looking at the opportunity for soccer field rotations. They are currently working on problem-solving baseball field drainage issues and sealing the parking lot. **Arnold reported** for the Park District of Oak Park is hosting their Grand Opening of Maple Park on April 8 along with their egg hunt and doggy egg hunts. Renovations on Euclid Park have begun which includes new tennis courts and playground. As they prepare for summer they will be hosting activities at the June 4th “Day in Our Village” and Concerts in the Park from June 4 – August 25. In addition Arnold announced the park district works hard at developing their affiliate partnerships and are benefitting from the AYSO’s donation of \$84,500 to pay for additional drainage of Taylor Park to help increase the playability of the park. Janda reported the **Berwyn Park District** is currently working on ADA curb cuts and getting the pond ready to go to bid for its renovation. As you know BPD won the WSSRA van bid and is currently having some work done on it. They recently hosted 500 persons at the Quincenera Expo and a very popular Nerf War where 28 teams competed.

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

- A. **2016 Audit Update-** The WSSRA Audit field work was completed in January & February by Lauterbach & Amen. The Audit draft has been sent and is currently being reviewed. A final report is pending the IMRF information being sent. Lauterbach and Amen will present the final audit at the May 9, 2017 Board meeting.
- B. **Legislative Breakfast Report-** WSSRA Co-hosted another successful Legislative Breakfast with the Park District of Forest Park on Thursday, February 2. A special thanks to Larry Piekarz and the Park District of Forest Park staff who served a delicious breakfast to 38 guests including Six Legislators. Good discussions took place with an emphasis on the challenges of the budget stalemate. Legislators 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.
- D. **Grant Update-** WSSRA has submitted grant proposals for the following grants:
 1. OPRFCF Future Philanthropist grant for sensory equipment for WSSRA’s summer day camp.
 2. Berwyn 708 Mental Health Board programming grant for \$5,000 for a new Early Childhood program.
 3. Berwyn City Development Corp \$2,500 grant to increase the Lekotek toy inventory.
 4. Oak Park Rotary grant for \$5,000 for iPad’s for Inclusion participants.
 5. Evanston Bike Club grant to fund the Strider Bikes for this summer’s Strider Bike program.Grant updates will be given as we hear about the results.
- E. **Derby Gala 2017-** 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 6, 2017 from 3:00 – 7:00pm. and will extend the invite to past board members and staff. **Help us fill the room, sponsor a table, make a donation and/or buy an Ad.** Promote your agencies facilities and programs through this opportunity. Thank you in advance for your support.
- F. **WSSRA New Board Members Oriented-** Birko oriented Pete Kuzmich, River Forest Park District’s Board Alternate and Conor Cahill, Berwyn Park District’s Board Alternate to WSSRA’s policies and procedures as a Board. They will be great additions for each respective partner.
- G. **Annual Visits-** Birko has begun her 2017 Annual visits tour presenting highlights of 2016. Presentations will begin with the Park District of Oak Park on March 16. Book your date now for her visit this year.
- H. **Public Relations Coordinator Hired-** Staff have interviewed and hired Nicole Walsh for the Public Relations Coordinator position. She comes with 20 years of experience most recently working part-time with the Oak

- I. *Lawn Park District. Nicole started her work with us on March 1 and has already made her mark. A special thanks to Diane Stanke, Director of Marketing & Customer Service from the Park District of Oak Park who assisted in the interview process. Her expertise was critical in our decision making process!*
- J. **Staff Report: Hart reported:**
1. *Bobcats Gold wins Gold! The Bobcats Gold team brought home first place from the District tournament which advances them to the State tournament in March 11 & 12.*
 2. *Stingray Swim Team: 7 Athletes competed in the District Aquatics competition on March 9th. 4 Athletes won gold in individual races and our relay won gold as well. All gold medal winners have qualified to compete in the Summer State Games the weekend of June 9th.*
 3. *Winter Programs We are well into winter programs, and all is going well. The Staff Manager reviews waitlists on an ongoing basis, and adds to programs whenever possible.*
 4. *WSSRA Recognition Banquet On Saturday, February 11, WSSRA kicked off the year with a recognition banquet. 110 guests enjoyed dinner, dancing and celebrating participants, families, and community members. Those awarded were:*

Staff of the Year	Arturo Rodriguez
Athlete of the Year	Ricky Smith
Spirit Award	HD Fulton
Rising Star	Josue Moreno
Shining Star	Tefik B.
 5. *OPRFCF Future Philanthropists WSSRA submitted grant proposal to the Foundation to fund sensory items for Day Camp and summer programs. April Ryan, Staff Manager and Carlos Marroquin, Program Manager were interviewed by Future Philanthropist program members. We will know by April if we are selected for funding.*
 6. *Day Camp 2017 lottery deadline was, February 11. 136 persons are in day camp and Community Cruisers with 30 - 50 openings still available. Program Manager, Carlos Marroquin is finalizing the facility space to house our sites. Staff information has gone out.*
 7. *WSSRA posts Recreation Specialist position for the vacancy left by Aaron Glickson. Aaron was our Aquatics Specialist who recently accepted a position with Glenview Park District. He will be sorely missed as he did great work developing the Associations aquatics programs.*
- K. **Staff Report: Foster reported:**
1. *WSSRA's last vehicle was sold to the Berwyn Park District who submitted the only bid.*
 2. *Office- WSSRA has re-hired Karina Marroquin for the position of Part-Time Receptionist who left two years ago after having her son. She speaks Spanish fluently and will work 20 hours per week.*
 3. *Comcast phones installed- The new phones were installed in late January with a smooth transition as everyone learns the new system.*
 4. *Registration software being reviewed- Staff is in midst of looking at three different registration systems to determine what will be the best fit to replace RecTrac.*
- XIII. *DeSalvo/Banks moved to adjourn the meeting at 5:03pm. The motion was unanimously approved.*

Respectfully submitted,



Marianne Birko
Executive Director
mb/ March17 minutes