

West Suburban Special Recreation Association

March 13, 2018

Board of Directors

Held at: WSSRA Office

2915 Maple St, Franklin Park 60131

MINUTES

I. Chairman Joe Modrich called the **meeting to order** at 4:05pm those present included:

Mike Sletten, River Forest Park District
Jan Arnold, Park District of Oak Park attended
remotely
Joe Modrich, Park District of Franklin Park
Mark Sladek, 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 arrived 4:11
Al Schmidt, Village of Elmwood Park

Not in attendance:

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

Others in Attendance:

WSSRA staff: Bob Foster, Annie Hart, Marianne Birko
WSSRF, Carol Milburn

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

III. A. Janda/Raleigh **moved to approve the January 9, 2018 Regular Board Meeting minutes.** The motion was approved.

IV. A. Janda/Schmidt **moved to accept the January & February 2018 Financial Report.** The motion was approved.
B. DeSalvo/Raleigh **moved to authorize payroll, prepaid disbursements #38048 and ending with check #38110 and authorizes payment of January & February 2018 payroll and disbursements debit charges and cash transfers totaling \$205,911.96 and authorizes payment of March 2018 payroll and disbursements #338111 and ending with check #38127 disbursements debit charges and cash transfers totaling \$53,856.65 pending the availability of funds.** Roll call vote showed unanimous approval.

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

VI. **Under the Foundation Report Milburn reported,**

The Foundation Board met in January for their Annual meeting to approve the 2018 budget which includes a \$46,000 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 2017 the Foundation's exceeded their goal by \$7,859 and raised \$47,257! We are so proud to be able to contribute an additional \$10,000 in funds to the Association as a result! The Foundation has kicked off the year with their Bowl-a-thon which was held this past Sunday, March 4 at Circle Bowl in Forest Park. myself 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 39 bowlers and 40 + guests who helped raise \$3,075 in profits. Plans are in the works for WSSRA's 2018 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.

VII. *Under Committee Reports*
A. *No Committee reports*

VIII. *Unfinished Business*
A. *None*

IX. *Under New Business:*

A. **Award Day Camp Bid for Transportation** – Foster reported after requesting bids from three carriers and posting notice in the 2/16 Chicago Tribune, WSSRA received one bid for day camp transportation for the 2018, 2019 and 2020 Summer Day Camps. Compass Transportation and Davidsmeyer Bus Services inquired but never sent in a bid. Foster clarified this is the third time we have gone out to bid for three years. He noted RichLee's bid reflects a 5.7% increase for busses, 5.7% increase for Field Trips and 6.6% increase in aides. WSSRA has worked with RichLee for many years and is comfortable with their current bid as a result. **DeSalvo/Schmidt motioned to authorize staff to accept the bid from RichLee Vans for Summer Day Camp transportation for 2018, 2019 & 2020 as the bid indicates. The motion passed unanimously by roll call vote 10 yes votes and 0 no votes.**

B. **Approval of the Executive Directors Goals-** Birko shared her goals for 2018 and asked for board acknowledgment. Janda/DeSalvo motioned to acknowledge Birko's 2018 goals and the board gave full acknowledgment.

C. **Village of Riverside's possible partnership-** Birko reported WSSRA has been in discussions with the Village of Riverside's staff since last October. She noted since the joining of the Village of North Riverside many local parents have been gathering information to encourage the Recreation and Village board of Riverside to consider a partnership with an SRA. She has responded to many requests for information by both parents and Village staff. She was asked to attend the Village Board meeting on February 15 and again on March 1. Birko reported she provided a detailed packet of information and presented it to the board. She noted most of the discussions centered around which SRA would be the best choice for the residents of the Village of Riverside, WSSRA, SEASPAR or GATEWAY. She explained that the Village of Riverside voted to join WSSRA at the March 1 meeting. Birko shared the letter of intent that arrived on March 12th. Birko shared a projected timeline for Riverside's potential partnership. She reported that Maywood Park District is still considering joining but has not sent in a letter of intent. Board discussions evolved around developing guidelines to be considered with future partnerships and what start dates make sense based on the review of the guidelines. The board agreed to send it to the Finance Committee for review. The board also agreed to adding an April 10 board meeting to discuss this further.

X. *Under Correspondence- No comments*

XI. *Under Board Reports* – Schmidt reported the **Village of Elmwood Park's Annual Fight Night** was a success and is expected to make a profit! They are busy preparing for summer. Bocce Ball league is sold out with 72 teams for spring and summer. He reported VEP is currently doing a lifeguard training in hopes of building their pool of guards for summer. Janda reported the **Berwyn Park District** is appointing James Woywod a new board member to replace the vacated position. The district is anxiously awaiting the results for the limited rate increase referendum. They are hoping for positive results. Raleigh reported **Hawthorne Park District's** registration is ongoing for the upcoming softball and youth soccer. Their seasons begin in April. Arnold reported the **Park District of Oak Park** has 500 kids participating in their basketball leagues. Day Camp and swim program registration has begun. This is the first summer to introduce a Rocks & Fossils camp that sold out! This weekend is the 50th Anniversary Ice Show and they are currently hiring for two full time positions a maintenance staff for revenue facilities and risk management staff person. Lastly they are working on the roof replacement on Pleasant Home. DeSalvo reported the **Norridge Park District** recently replaced their Risk Manager with Roxanne who is being oriented in an accreditation year. They are also hiring a Superintendent of Maintenance and Superintendent of Early Childhood Care. Chris their long term Superintendent is retiring in May. They are also working closely with District 80 who is going through many changes due to financial challenges. Banks reported the **Clyde Park District's** boxing program went well! Basketball continues to go well and they are busy planning for summer soccer and swimming. Sletten reported the

River Forest Park District's Depot project is going slow due to unforeseen structural issues. They are working on new Strategic Plans and all of the local municipalities are looking at creating a new Community Recreation Facility through an intergovernmental agreement. Mrozik reported the Village of North Riverside just completed a series of events including the Daddy daughter dance, Mother and son's night and the seniors St. Patrick's Day luncheon. She noted their day camp registration is coming in slowly which is highly unusual. They are wrapping up a successful Tiny towns basketball season with 44 teams. Sladek reported the North Berwyn Park District's spring registration is currently happening. They just celebrated Dr. Seuss's birthday and had over 500 guests. Coming up is their Easter Hunt and parade on March 31 and they are still anticipating the closing on the VFW Hall shortly. Modrich reported the Park District of Franklin Park is currently completing two projects, they are re-bidding on the girls lockerroom at the ice arena and the community center renovation is currently going out to bid.

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

- A. **2017 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 8, 2018 Board meeting.
- B. **Legislative Breakfast Report-** WSSRA was set to Co-host this years Legislative Breakfast with the Park District of Oak Park but as luck would have it the Winter storm of the season forced a cancellation of the event. Unfortunately, due to our Legislators scheduling conflicts the event will not be rescheduled for this year. A special thanks to Jan Arnold and the staff from the Park District of Oak Park for their efforts to assist in the coordination of this event.
- 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 conference sessions they attended.
- D. **Grant Update- Birko reported the recently submitted grant proposals** and will report the results as they are made available.
- E. **Derby Gala 2018-** 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 5, 2018 from 3:00 – 7:00pm. Please 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 Andrew Doss, Park District of Forest Park's Board Alternate, Bryant Rouleau, Village of North Riverside's Board Alternate and Mike Gianatasio, 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 2018 Annual visits tour presenting highlights of 2017. Presentations will begin with the Park District of Oak Park on March 15. Book your date now for her visit this year.
- H. **Birko Represents WSSRA-** Birko attended President Saviano's March fundraiser and met several new potential participants in the Derby Gala. Birko recently joined the O'Hare Chamber of Commerce and attended its first function in February. Birko also attended the Thumbuddy Special fundraiser on behalf of WSSRA.
- J. **Staff Report: Hart reported:**
 - 1. **Bobcats Gold Win Gold!** The Bobcats Gold Basketball team brought home first place from the District tournament which advances them to the State tournament in March 17 & 18. We send them the luck of the Irish for the weekend. The Bobcats Blue and White Teams also had a great showing winning second and third in their divisions.

2. **Bobcats Swim Team:** 11 Athletes competed in the District Aquatics competition on March 7th. 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 15th.
3. **Winter Programs** Hart reported 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. Currently we have 7 participants registered from the Village of North Riverside for 30 different program opportunities.
4. **WSSRA Recognition Banquet** on Saturday, February 10, 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	Christina Fernandez
Athlete of the Year	Jackie Beasley
Spirit Award	Fernando Serrano
Rising Star	Eddie Sitzman
Shining Star	Nick Connor

5. **OPRFCF Future Philanthropists** WSSRA submitted grant proposal to the Foundation to fund "Let's Go Ride a Bike" program for Day Camp. Birko and Hart were interviewed by Future Philanthropist program members. We will know by April if we are selected for funding.
6. **Day Camp 2018** lottery deadline was, February 16. 106 persons are in day camp and Community Cruisers with 40 -70 openings still available. Program Manager, Carlos Marroquin is finalizing the facility space to house our sites. Staff information has gone out. All day camp supervisors have committed to return this summer.

K. **Staff Report: Foster reported:**

1. **PDRMA-** Foster reported his attendance at the PDRMA Risk Management Committee, which he chairs and also met with PDRMA staff member Jesse to begin the Loss Control Review Form. Included in the review process will be the WSSRA Safety Committee members, Kelly Baran and Chris Sturm.
2. **IPRA-** Foster reported his attendance at the Annual IAPD/IPRA Conference on Friday and presented as part of a panel on Saturday discussing leadership.
3. **On-line Registration System Update-** WSSRA went live for the first time with its registration software implementation of Max Galaxy/Active Network in December. Staff have been working closely with our families and staff as they make this transition. Staff estimate 50% of the current households registered created their accounts and log-in independent of WSSRA. Which is much higher than anticipated.
4. **Lastly Foster announced his retirement** which is anticipated in May of 2019. Birko noted staff are working on a plan for cross training.

XIII. Sletten/Janda **moved to adjourn** the meeting at 5:25pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ March18 minutes