

**West Suburban Special Recreation Association**

March 12, 2019

Meeting of the Board of Directors

Held at: WSSRA Office

2915 Maple St, Franklin Park 60131

**MINUTES**

I. Chairman Joe Modrich called the **meeting to order** at 4:08pm those present included:

Mike Sletten, River Forest Park District  
Katherine Porreca, Park District of Oak Park  
Jackie Iovinelli, Park District of Forest Park  
Joe Modrich, Park District of Franklin Park  
Mark Sladek, North Berwyn Park District  
Al Schmidt, Village of Elmwood Park  
Anna Wegrecki, Village of Harwood Heights

Larry Banks, Clyde Park District  
Dennis Raleigh, Hawthorne Park District  
Jeff Janda, Berwyn Park District  
Mark DeSalvo, Norridge Park District  
Ron Malchiodi, Village of Riverside  
Teresa Mrozik, Village of North Riverside

**Others in Attendance:**

WSSRA staff: Bob Foster, April Ryan, Chris Sturm, Marianne Birko

II. DeSalvo/Janda **moved to approve the agenda**. By Roll call vote the motion was unanimously approved.

III. A. DeSalvo/Janda **moved to approve the January 8, 2019 Regular Board Meeting minutes**. Roll call vote showed 13 yes votes. The motion was approved.

B. DeSalvo/Janda **moved to approve the December 11, 2018 Closed Board Meeting minutes**. Roll call vote showed 13 yes votes.

IV. A. Janda/DeSalvo **moved to accept the January & February 2019 Financial Report**. The motion was approved.

B. DeSalvo/Raleigh **moved to authorize payroll, prepaid disbursements #38596 and ending with check #38655 and authorizes payment of January & February 2019 payroll and disbursements debit charges and cash transfers totaling \$252,280.01 and authorizes payment of March 2019 To Be Paid disbursements #38657 and ending with check #38671 disbursements debit charges and cash transfers totaling \$3,560.17 pending the availability of funds**. Roll call vote showed 13 yes votes. The motion was approved.

V. **Public Comment** –Birko introduced April Ryan, WSSRA Staff Manager and future Superintendent of Recreation and Chris Sturm, WSSRA Inclusion Manager

VI. **Under the Foundation Report Margaret O'Rourke reported,**

Introduced herself as a longtime resident of River Forest and user of WSSRA services. She said her son has enjoyed many programs WSSRA provides and has been the Chairperson of the Foundation for many years as she wanted to find a way to give back. She shares the Foundation Board met in January for their Annual meeting to approve the 2019 budget which includes a \$58,000 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 2018 the Foundation's exceeded their goal by \$26,510 and raised \$69,910! We are so proud to be able to contribute an additional \$12,000 in funds to the Association as a result! The 2018-2019 Holiday Solicitation starts off our fundraising and this year we were successful in raising \$9,047 compared to \$4,643 in 2017-2018. A great start to the New Year! The Foundation will be kicking off the year's events with their Bowl-a-thon which is being held Saturday, March 23 from 12:30-3:00pm at Circle Bowl in Forest Park. Carol Milburn (Oak Park) and Chris Nakatsuka (Elmwood Park) are chairing 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 will be combining our Saturday Bowling participants, WSSRA families and members of public. We have added incentives like water bottles, hats and sweatshirts for those who fundraise

on our behalf. We hope these changes will increase the profits at this great family event. Call WSSRA if you are interested in being a part! No bowling experience is required! Plans are in the works for WSSRA's 2019 Annual Derby Gala event. The Foundation will sponsor the silent auction and Derby Gala raffle. Margaret O'Rourke is co-chairing the event with 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. We want to top our \$50,000 profit of this event in 2018! Mark your calendar for May 4, 2019 and be there! 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. Don't forget if you are purchasing anything on Amazon Smile go to: [smile.amazon.com](https://smile.amazon.com) link and WSSRF will earn a 0.5% commission for every sale. The funds raised will support the Foundation. Go to [smile.amazon.com](https://smile.amazon.com), select West Suburban Special Recreation Foundation as your charity the next time you make a purchase and WSSRF will benefit! Thank you always for your support.

VII. **Under Committee Reports**

A. **Finance Committee-** Birko reported Arnold led the Finance Committee in two meetings. Discussions have included a review of the WSSRA Share Formula and looking at ways to simplify and continue to be transparent. Staff are gathering more reporting material that compares WSSRA's information to other similar SRA's

VIII. **Unfinished Business**

- A. **Approval of Secretary and Attorney – DeSalvo/Janda motioned to** reappointment of Marianne Birko as the Board Secretary and Robbins Schwartz, Ltd. to serve as the Association's attorney. Birko reported WSSRA has recently received notice that Heidi Katz is retiring from Robbins Schwartz. **Roll call vote showed 13 yes votes. The motion was approved.**
- B. **No Other**

IX. **Under New Business:**

- A. **Approval of Executive Directors Goals** Janda/DeSalvo motioned to accept Birko' goals for 2019. There was no discussion, and all agreed to accept.
- B. **Retirement Resolution** Raleigh/Janda motioned to approve and Janda unanimously seconded **Resolution 2019-02** recognizing Mark DeSalvo for his retirement and for his dedication and support of WSSRA for the last 25 years. Roll call vote showed 12 yes votes DeSalvo abstained. The motion was approved.

X. **Under Correspondence-** No comments

- XI. **Under Board Reports** Iovinelli reported the Park District of Forest Park reported they are busy working on the budget, preparing for summer and the upcoming Easter events. They recently received a \$100,000 grant from Cook County for new pathways and they are also joining 2019 National Fitness Campaign which includes putting in a fitness structure in the park. It will be delivered Monday and installed by May 1. They are looking for sponsors to help cover the expenses. **Mrozik reported the Village of North Riverside** is concluding their basketball season with tournaments this weekend. They too are working on their budget for a May 1 budget year. They hope to open their fields soon. They had a successful Daddy daughter dance with 220 guests. Coming up is the opening of the Beauty & the Beast production. This amazing theater group is also competing in a regional competition and hopes to win this year and move on to the state competition. Last year they were the runner up. Lots of Easter activities and Mother & Son dance coming up as well. **Sladek reported the North Berwyn Park District's** spring brochure is out and registration has started. They celebrated Dr. Seuss's birthday with 250 guests and their Easter Egg Hunt & Easter parade is coming up on April 19 & 20. Interviews have started for the "Best of Berwyn" which will take place on May 1. **Wegrecki reported the Village of Harwood Heights** is currently selling facility memberships and rentals in their new Recreation Center. The Youth Commission programs are wrapping up and they are hosting their Easter party on April 6th. **Janda reported the Berwyn Park District** is hosting the city-wide Easter Hunt. They are having a Live Auction for the first time, with Sports memorabilia at Liberty. They are hosting their first in-door soccer at Morton College and have had great reviews. They have hired the contractors for the Proksa Park bathroom renovations and the work is scheduled to begin shortly.

The board has agreed to not open the wading pool this summer as they have several repairs to complete and those costs & the cost to open made it unaffordable this year. **DeSalvo reported the Norridge Park District** is busy interviewing for the Directors position in hopes to have some overlap and training before my departure. They are currently fast tracking the budget in hopes to bring everyone up to speed prior to my May 3 retirement date. "Island in the City" is ready and the summer brochure is being completed. They are hoping to get a break in the weather to get the fields and playgrounds ready for the April 1 opening. **Schmidt reported for the Village of Elmwood Park** hosted their 4<sup>th</sup> Annual Fight Night which was another huge success with over 37 tables sold at \$1,000 each and over 500 persons in attendance. Their Winter Carnival also had 500 in attendance and was a success. They will be filling their pools at the end of April and are preparing for another summer. **Porreca reported the Park District of Oak Park's** summer day camp registration has opened and they are ahead in their registration compared to last year. They are still looking to hire a Rink Supervisor and bids are due for the Carroll Recreation Center expansion. PDOP is making it a passive/net generating building. Grant applications are pending. Next time you see Jan Arnold congratulate her and PDOP staff on meeting their 50/50 goal of earned revenue and tax revenue. They are at 51% and ahead of the 2020 scheduled goal. They are currently working on reaccreditation for Distinguished Agency which is due in April. They have three board seats up for election and four candidates. **Banks reported the Clyde Park District's** heavy into basketball with March Madness around the corner. They are preparing for summer and are securing lifeguards and doing safety checks on all 13 sites. All other programs are filled and doing well. They have several boxing matches coming up and of course they are getting ready for the Derby Gala. **Malchiodi reported for the Village of Riverside's** basketball season wraps up in 2 weeks and are also making final plans for the April Egg Hunt. New this year they are introducing the Riverside Ride. They will incorporate bike safety and a 150-mile club where participants will be recognized at their 150-year Anniversary celebration in Fall. The Village is busy working on their strategy and messaging to the residents related to the pending legalization of cannabis and the challenges of the minimum wage hike. **Raleigh** reported the Hawthorne Park District's I-Parks inspection is tomorrow. They are receiving a CDBG grant to re-do the Basketball courts on Ogden. They are also preparing the pool for the summer opening and there is no news on the merger. **Sletten reported the River Forest Park District** is deciding on whether to put in a synthetic field at Keystone Park. They are still in formal discussions of the collaborative 20-million-dollar facility. The feasibility study includes a 1,200 sq. space for WSSRA. Mary Dominguez retired and is working part-time. **Modrich reported the Park District of Franklin Park** is preparing for Ice Show in May. The Girls/Women's locker room is officially completed, and they are currently working hard to transition all of the new staff to their roles. Their budget work has begun and the Community Center renovations continue. They will let us know when the Open House will be.

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

- A. **2018 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 14, 2019 Board meeting.
- B. **Legislative Breakfast Report** WSSRA Co-hosted this year's Legislative Breakfast with the Berwyn Park District on Friday, February 22. We had 31 guests in attendance including Senator Mulroe, Representatives Welch and Hernandez. All shared an optimistic view of the activities moving forward in Springfield. A special thanks to Jeff and the Berwyn Park District staff for co-hosting the event. A summary of the event is in the correspondence file.
- 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. **Congratulations to Bob Foster for being recognized as the ITRS Distinguished Professional of 2019** The award was presented at the Annual ITRS meeting where Birko and a fellow professional presented the award. Staff hosted a reception recognizing his award and launched his "Farewell Tour at WSSRA". Bob's final day at work prior to retirement is May 29. We will be hosting a retirement Open House on Thursday, May 23 from 4:30 – 7:00pm at the Park District of Forest Park. Mark your calendars and plan to attend!

E. **Grant Update-** WSSRA has submitted grant proposals for the following grants:

1. OPRFCF Future Philanthropist \$4,379 grant for "Fueling Fun Fitness" program for WSSRA's summer day camp.
2. Berwyn 708 Mental Health Board programming grant for \$8,919 for a Sibshops program. A mental health program for siblings of kids with disabilities. This is the second round submitting this grant as we were encouraged to do so. We will be presenting before the board next week.
3. Berwyn CDBG awarded WSSRA \$15,000 in scholarship funds for seasonal programs and summer day camp for 2018 – 2019 and the 2019-2020 CDBG grant will be submitted shortly.
4. Thumbuddy Special Scholarship fund- Birko represented WSSRA at Thumbuddy Specials most recent Fundraiser and received \$10,000 in scholarship dollars for summer day camp.
5. The Childrens Foundation Grant; TCF WSSRA submitted a grant to fund WSSRA's extended day camp for \$23,871 dollars. The grant was not funded.

Grant updates will be given as we hear about the results.

F. **Derby Gala 2019-** 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 4, 2019 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.

G. **Annual Visits-** Birko has begun her 2019 Annual visits tour presenting highlights of 2018. Presentations will begin with the Park District of Oak Park on March 21. Book your date now for her visit this year.

H. **Staff Report: Prepared by April Ryan, Staff Manager**

1. **Programs** Winter season is underway; Spring season begins on April 8. All social club groups enjoyed a trip the Chicago Bulls game on March 3, we had 50 staff and participants attend. **Spring Programs** We are offering Cross-Fit again in the spring. Angelo Sisco, owner of O'Hare Cross-fit, has been extremely supportive of WSSRA and does a wonderful job accommodating our group. We are also offering 2 gymnastic classes this spring, thank you for the support from PDOP staff, Bill Hamilton and Jamie Lapke.
2. **Day Camp Registration** We currently have 67 participants registered for camp, 39 registered for extended camp, 16 participants registered for Community Cruisers and 3 participants registered for Extreme Summer Fun camp. Program Manager, Carlos Marroquin, has several recruitment presentations scheduled over the next few weeks. The day camp lottery deadline is Friday, March 15<sup>th</sup>.
3. **Hiring** We are currently hiring for the recently vacated Recreation Specialist position, interviews are being conducted on March 11-12. The Staff Manager position that will be vacated in transition of Bob's retirement, will be posted on Monday, March 11 and closing on Friday, April 5. Staff are also beginning to hire for seasonal summer day camp positions.
4. **Special Events** WSSRA's Flap Jack Bunny Hop event is being held at the Village of North Riverside on Saturday, April 6 from 9:00am-11:00am. WSSRA will once again be collaborating with the PDOP for **Sensory Sensitive Sweets & Tea with the Bunny** on Sunday, April 14 at the Cheney Mansion thanks to the success of **Cookies with Santa** offered in December. Staff are also preparing for the spring overnight trip, we have 7 participants going to Timber Pointe Outdoor Center on March 29-31.
5. **Summer Brochure** Recreation Staff are busy working on summer brochure copy and preparing for the spring season.

I. **Staff Report: Foster reported:**

1. **PDRMA** I was invited to participate in the PDRMA Strategic Plan. There were 16 members, several PDRMA staff and a facilitator from a California Risk Pool. It lasted all day and was very informative and well run.
2. **Office** We are back to taking applications and interviewing for the PT Receptionist position. The woman we hired was offered a full-time position and left after 5 days.

J. **No Other**

XIII. DeSalvo/Janda **moved to adjourn** the meeting at 4:55pm. The motion was unanimously approved.

Respectfully submitted,

A handwritten signature in black ink that reads "Marianne Birko". The signature is written in a cursive, flowing style.

Marianne Birko  
Executive Director  
*mb/ March draft19 minutes*