

West Suburban Special Recreation Association

May 9, 2017

Board of Directors

Held at: Park District of Oak Park

218 Madison, Oak Park II 60301

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 4:04pm those present included:

Mike Sletten, River Forest Park District
Kassica Porreca, Jan Arnold, Park District of Oak
Park
Steve Thomas, Park District of Forest Park
Jackie Iovinelli, Park District of Franklin Park
arrived 4:08
Anna Brzozowski 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
Al Schmidt, Village of Elmwood Park
Mark Sladek, North Berwyn Park District

Others in Attendance:

WSSRA staff: Bob Foster, Annie Hart, Marianne Birko
WSSRF, Carol Milburn
Ron Amen, Lauterbach and Amen

- II. DeSalvo/Sletten **moved to approve the agenda.** The motion was unanimously approved. Birko introduced Anna Brzozowski Wegrecki, the new representative to the Village of Harwood Heights who will be accepted at the June 13th meeting.
- III. A. DeSalvo/Sletten **moved to approve the March 14, 2017 Regular Board Meeting minutes.** The motion was approved.
- IV. A. Banks/Thomas **moved to accept the March & April 2017 Financial Report.** The motion was approved.
B. Sletten/Raleigh **moved to authorize payroll, prepaid disbursements #36774 and ending with check #37135 and authorizes payment of March and April 2017 payroll and disbursements debit charges and cash transfers totaling \$529,566.24 and authorizes payment of April, May 2017 payroll and disbursements #37136 and ending with check #37161 disbursements debit charges and cash transfers totaling \$14,311.62 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 Carol Milburn reported,** The Foundation is pleased with “**preliminary**” numbers of the Derby Gala. The Foundation is estimated to have raised \$6,600 in the auction **\$3,700** cash donations and the Derby Gala cash raffle raised **\$2,400**. A special thanks to WSSRA Board member Dennis Raleigh for donating his \$300 cash prize back to the Foundation. A final report will be shared at the July Board meeting. Overall it was a great day where guests enjoyed food, fun, racing and entertainment. The Foundation would like to extend a special thanks to each of the partners for their contributions to the Table Sponsors, Ad book, Silent Auction and attending the event. The success could not have been achieved without your support! But there is no rest as the Foundation holds its annual Fall fundraiser “Fallin For Our Stars” on Friday, September 22 at the Cheney Mansion. The Foundation is once again grateful to the Park District of Oak Park for giving the Foundation this opportunity. Lisa Masucci, Beth Kaplan, Karen Mullarkey Kerrins and Lisa Shanahan are chairing the event. Foundation Committee members are hard at work finding just the right caterer so guests will enjoy a special night of food, fun and Live Auction Entertainment. WSSRF would like you to mark your calendars for a night out playing Bingo at Hamburger Mary’s on August 29th. Please mark your calendars and plan to attend one or both of these fun events.

VII. **Under Committee Reports**

- A. **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.
B. No Other

VIII. **Unfinished Business**

A. **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. She stated the Mayor is in support of this joint partnership and it is expected to be presented to the full board of Trustees in June. They will be sending a letter of intent to the WSSRA board in the next few weeks. They are only considering WSSRA due to the possible gradual buy-in option.

B. **WSSRA Articles Revision for Preliminary Consideration and Refinements-** Birko shared legal counsels 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 the type the Board may wish to extend to North Riverside. Birko reviewed the highlighted changes and the and timeline for approval which includes the following steps:

1. A copy will be sent via e-mail to your boards for their review in May or early June once any refinements have been made based on our preliminary discussions.
2. We will re-present this to the WSSRA Board for final consideration at a special June 13, 2017 meeting.
3. Final approval expected at the July meeting.
4. Formal start date tentatively September 1, 2017

Birko reminded the board that WSSRA will not be able to limit services to the NRPR residents as they will have full access from the day they buy in. She noted that it will automatically be gradual as it will take time to get the word out. Birko stated once the paperwork is formalized staff will begin to meet with NRPR staff to create a plan for communication including the Fall brochure and disseminating information through the schools. Sladek asked if WSSRA will need to hire more staff and Birko responded not initially. This will be reviewed in the long ranging planning of this transition. She noted WSSRA will continue to provide the necessary support staff to meet the needs of all participants who are registered.

IX. **Under New Business:**

A. **Presentation of 2016 Audit by Lauterbach & Amen-**Ron Amen presented the 2016 annual audit completed by his firm, Lauterbach & Amen, LLP. Amen reported the WSSRA audit was the first to be completed even with the delays of GASB information coming out so late. He noted the firm has found WSSRA staff to be attentive and gave a positive report on WSSRA's current financial standing. He stated that WSSRA had a "Clean" audit report which is the highest ranking you can receive. There were no questions asked. The Board is asked to approve the audit at the July Meeting.

B. **Proposed June 13, 2017 Special Board Meeting-** Birko reported due to the timing for approval of the Amended Articles the WSSRA Board needs to convene a meeting on June 13, 2017 allowing for a formal presentation of Revised, Amended Articles and formal approval at the scheduled July 11 meeting. Birko notes the projected start for NRPR is September 1, 2017. DeSalvo motioned to convene a special WSSRA Board meeting on June 13, 2017 Sletten seconded. The motion was approved.

C. **No other**

X. **Under Correspondence-** No comments

- XI. Under **Board Reports** – Thomas reported the **Park District of Forest Park** is awaiting a final building permit to move forward with the Roos project. Bids were opened and Fredrick Quinn Williams architects has been awarded the contract. Thomas noted the pool opens to the public in 3 weeks and summer registration has begun. Iovinelli reported the **Park District of Franklin Park's** Maple Park project has had delays due to contractor issues but the project is expected to be completed at the beginning of June. They are currently up and running with their new registration system Max Galaxy/Active Network. They are still working out a few kinks but all is going well. The community center renovation plans are currently being tweaked and they expect to have the project underway by summer. The pool is filled and they are making their final preparations for summer. **Arnold reported** for the Park District of Oak Park's renovations on Euclid Park are well underway and expected to be completed in June. A Fall ribbon cutting is planned. They are currently doing a review of the historic properties and developing a capital improvement plan accordingly. To be included are the Conservatory, Pleasant Home and Cheney. The original pipes at the Conservatory will be replaced with the support of the Friends of Conservatory paying 50/50 for the expenses. Registration for summer programs has begun. The PDOP will be hosting activities at the June 4th "Day in Our Village" and Concerts in the Park from June 11 – August 25 of which they will introduce the zero waste project. PDOP will putting in a new cistern at Field Center for capturing the rain water and saving the park district money by using the captured water for needed watering projects. Arnold noted the park district works hard at developing their affiliate partnerships and are benefitting from the AYSO's donation of \$86,000 to pay for additional drainage of Taylor Park to help increase the playability of the park. She also noted staff are hiring to prepare for the launch of summer programs. Banks reported **Clyde Park District** continues to prepare for summer. Pools are currently being fixed for leaks. Schmidt reported the **Village of Elmwood Park** just completed fixing a major pool leak. Next fall they plan to have some major work done. They are currently building a new Splash Pad at Central Park that is expected to be open in July. DeSalvo reported **Norridge Park District's** pools are filled and the heater is on. Guards will be in the water this weekend. Construction on the new soccer field is underway. Their day camp numbers are booming and the canopy's are up and it looks like summer! Sladek reported **North Berwyn Park District's** summer brochure is out and registration has begun. They just completed their annual "Best of Berwyn" Jr. Citizens award banquet. The program has been a great success and offers a great opportunity to hire summer staff. He reported capital projects including the Cultural Arts Center and Maple Pool are on hold due to funding being held by the state. Wegrecki reported the **Village of Harwood Heights** Youth Commission just completed dodge ball and volleyball programs. They are planning their Village picnic in August and recreation programs begin again in Fall. Raleigh reported the **Hawthorne Park District's** spring/summer soccer program for youth 4 – 14 years began with 104 kids enrolled. The turf fields are very popular as they have not missed any playing time even with all of the rain. They are beginning their final preparations of the Duck Pond pool and Larry Banks was sworn in as a Town of Cicero Trustee today! Sletten reported the **River Forest Park District** has two new board members. Staff have begun their work on the strategic plan and construction has begun on the two new paddle tennis courts. Janda reported the **Berwyn Park District's District's** wading pool is scheduled to be filled. They are currently working on ADA curb cuts and the Proksa Park creek project has begun. Staff sent a Survey Monkey survey on "Dogs in the Park" out to the community and they have received more than 250 responses. They are currently working on plans for the newly acquired property across from Liberty. Big Brothers & Big Sisters is sponsoring a free lunch program this summer in Freedom Park Monday – Friday for children 18 years and younger. The LED lighting project is underway in Proksa Park and the park district will be swearing in two new board members this week.
- .XII. **Executive Director's Report-** Birko Reported
- A. **WSSRA Accepts Town of Cicero \$25,000 Grant** – Dennis Raleigh, Larry Banks and Town of Cicero Trustee's presented a check for \$25,000 for WSSRA day camp scholarships. WSSRA is truly grateful for their additional support.
- B. **Staff attends Legislative Conference-** Birko attended the Legislative conference in Springfield May 2 & 3. Visited all 14 legislators and had face time with Senators Harmon and Mulroe. None of the Representatives were available. Birko coordinated a dinner with the Park District of Forest Park staff and Steve Adams legal counsel with Robbins Schwartz. It was stated on many occasions throughout the conference by Legislative staff the value of having the face to face contact and the development of those relationships in these challenging times in Springfield.

- C. **Derby Gala 2017-** All preliminary accounts show another successful Derby Gala success. There were 170 pre-registered guests with 160 in attendance. Senator Harmon and President Saviano, Representative Ford and Lilly generously gave of their time and were in attendance. WSSRA once again presented the Senator Phil Rock Scholarship fund in memory of Phil and all of his good work supporting WSSRA and persons with disabilities. We were once again honored to have Sheila Rock and many of Senator Rock's family present again this year. A special thanks to Dennis Raleigh, Larry Banks, Larry Piekarz, Jeff Janda, Mike Sletten Mark Sladek and Kassica Porreca for sharing their afternoon with us.
- D. **WSSRA Grant Update-** WSSRA is being awarded the Oak Park River Forest Community Foundation Future Philanthropist grant this year for \$3,000. We have also received \$5,000 from the Aileen S Andrews Foundation for Sports Uniforms and we recently received final confirmation on the \$16,000 for 2016-2017 Berwyn CDBG scholarship funds. Staff has submitted grants for Berwyn and Cicero CDBG funds for 2017-2018 as well as the Berwyn 708 Wonderworks grant, Evanston Bike Club for a bike grant, Make a Splash scholarship dollars for swimming participants and finally a grant is being submitted to the Berwyn Development Corporation for Lekotek toys. We should hear results shortly. WSSRA just received word that we are not being funded for the Oak Park Rotary grant request for iPad minis for WSSRA's day camp program. Staff accepts donation- WSSRA staff have been busy supporting many partner functions and fundraisers on behalf of WSSRA. Staff were in attendance at the "Best of Berwyn" function presented by the NBPd. Staff also attended the Opportunity Knocks fundraiser in Chicago and Thumbuddy Special's fundraiser and received a \$10,000 check for day camp scholarships and program support.
- E. **Staff accepts donation-** WSSRA staff have been busy supporting many partner functions and fundraisers on behalf of WSSRA. Staff were in attendance at the "Best of Berwyn" function presented by the NBPd. Staff also attended the Opportunity Knocks fundraiser in Chicago and Thumbuddy Special's fundraiser and received a \$10,000 check for day camp scholarships and program support.
- F. **Book Author shares presentation with WSSRA-** WSSRF's very own Beth Kaplan has written the book "Silence 2 Success: A Mother's Journey with Autism". Beth shares her personal story and WSSRA is named as one of the significant supports for her son that was life changing. WSSRA was invited to co-host her discusses at the Oak Park library on Tuesday, May 9th at 7:00pm.
- G. **Staff Report: Hart reported:**
1. **Bobcats Gold wins Gold Again!!** Not only did the Bobcat Gold basketball team bring home first place from the District tournament but they won Gold at the State tournament on March 12th.
 2. **Spring Games-** 16 Athletes are set to compete at the Spring Games on Sunday, May 7th. All gold medal winners will be qualified to compete in the Summer State Games the weekend of June 9th.
 3. **Spring Programs-** We are well into summer programs, and all is going well. The Staff Manager reviews waitlists on an ongoing basis, and adds to programs whenever possible.
 4. **Day Camp 2017-** 172 persons are in day camp and Community Cruisers with 20-25 openings still available. Program Manager, Carlos Marroquin is finalizing the participant placement and sending out the camp manuals this Friday. Carlos is also working with Staff Manager, April Ryan to hire and assign staff. WSSRA is currently looking to hire 30 – 35 more summer staff to work both Inclusion and WSSRA camps. Several interviews have been set up throughout the next couple of weeks. This summer's theme is "The Magic of Camp".
 5. **Inclusion Summer 2017-** Inclusion Manager, Chris Sturm has scheduled day camp orientations with several of our partner districts. Please contact Chris soon to schedule yours.
 6. **WSSRA Recreation Specialist position opening-** WSSRA recently hired a staff for our Recreation Specialist opening. Within 3 weeks this staff abandoned their position. WSSRA is moving forward to fill the position.
- H. **Staff Report: Foster reported:**
1. **OFFICE-** We signed an agreement with Max Galaxy for a new Registration system. It should be installed in late summer and we should be up and running for Winter 2018 programs. It includes on-line registration.
 2. **Payroll system changes-** We are changing the way we do Payroll time and attendance. Instead of manually

adding timesheets up, staff will log in and out remotely. This increased accuracy should save the agency money. We will try it for 6 months and review.

3. PDRMA-Foster attended the PDRMA Risk Management Committee meeting, which he chairs, in February. He also attended the special 1 Day workshop put on by PDRMA, specifically for SRA's and found it very useful.

XIII. DeSalvo/Banks **moved to adjourn** the meeting at 5:07pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ May 17 minutes