

West Suburban Special Recreation Association

January 13, 2015

Annual Meeting of the Board of Directors

Held at: WSSRA Office

2915 Maple St, Franklin Park 60131

MINUTES

I. Chairman Mike Sletten called the **meeting to order** at 5:03pm those present included:

Mike Sletten, River Forest Park District
Sandy Lentz, Park District of Oak Park
Jan Arnold, Park District of Oak Park
Larry Piekarz, Park District of Forest Park
Joe Modrich, Park District of Franklin Park
Joe Vallez, North Berwyn Park District

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
Michael Gadzinski, Village of Harwood Heights

Others in Attendance:

WSSRF, Lisa Shanahan

WSSRA staff: Bob Foster, Gretchen Dennis, Marianne Birko

II. DeSalvo/Janda **moved to approve the agenda as amended.** The motion was unanimously approved.

A. Janda/Gadzinski **moved to approve the December 9, 2014 Regular Board Meeting minutes.** The motion was approved.

B. Piekarz/Gadzinski **moved to approve the December 9, 2014 Closed Board Meeting minutes.** The motion was approved.

IV. A. Gadzinski/DeSalvo **moved to accept the December 2014 Financial Report.** The motion was approved.

B. Janda/Piekarz **moved to authorize payroll, December 2014/January 2015 prepaid disbursements, #335517 and ending with check #35555, and authorizes payment of December 2014 payroll and disbursements debit charges and cash transfers totaling \$240,294.07 and authorizes payment of January 2015 payroll and disbursements #35556 and ending with check #35575 disbursements debit charges and cash transfers totaling \$62,005.43 pending the availability of funds.** Roll call vote showed unanimous approval.

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

VI. Under the **Foundation Report Lisa Shanahan** introduced herself as a long time River Forest resident and supporter of WSSRA and Treasurer for the Foundation. Shanahan reported this year's holiday solicitation, highlighted WSSRF members' children, was successful in raising \$5534 combined with the "Giving Tuesday" a first time solicitation. The Holiday Solicitations and donations keep coming in! WSSRF is very grateful for the generosity of so many supporters.

Birko met with Foundation leadership to assist them in establishing some goals for the 2015 fundraising events.

This information will be shared with the entire board at the upcoming Annual meeting.

Shanahan noted she would be hosting the WSSRF Annual budget planning meeting tomorrow and Margaret O'Rourke will host the combination meeting and social get together for Foundation Trustees on Tuesday, January 20. Board officers will approve the 2015 calendar of events and the 2015 budget will be voted on at this meeting.

Plans are already in the works for the 2015 Bowl-a-thon. It will be held on Sunday, March 22 from 1:45pm to 4pm at Circle Bowl in Forest Park. Carol Milburn and Christine Nakatsuka are chairing that event.

WSSRF Board Members wish all the members of the WSSRA Board of Directors a very healthy and happy 2015!

Lentz & Piekarz complimented and thanked the Foundation for their tremendous success in their fundraising efforts.

- VII. **Under Committee Reports**
A. **Executive Committee-** Piekarz reported the nominations committee has compiled the 2015 slate of officers to be reviewed and voted on shortly.
- VIII. **Unfinished Business**
A. **Approval of 2015 Board Meeting Schedule–** Lentz/Janda **moved to approve the 2015 meeting schedule as presented.** Gadzinski requested the board consider meeting at the Village of Harwood Heights again this year. Following discussion the board agreed to move the March meeting to the Village of Harwood Heights. Birko shared the survey summary on the board meeting times and proposed the meetings continue at 5:00pm based on the response. The motion approved unanimously.
B. **No Other**
- IX. **Under New Business:**
A. **Acceptance of Partner Appointments-** DeSalvo/Janda/ **motioned to approve partner appointments as presented.** Motion approved
B. **Election and Appointment of Officers**
a. **Approval of Board Chairman & Vice Chairman-** DeSalvo/Piekarz **motioned to accept the nomination of Jeff Janda as Board Chairman and Joe Modrich as Vice Chairman for 2015.** Roll call vote showed unanimous approval.
b. **Approval of Secretary and Attorney-** Janda/Piekarz **motioned to approve the appointments of Birko as Board Secretary and Katz as WSSRA’s Attorney.** Motioned approved
C. **Approval of Committee Appointments for 2015-** Janda/Piekarz **motioned to accept Committee Appointments as presented.** Birko corrected copy stating Thomas would replace Piekarz on the Planning committee. Motion accepted
D. **Approval of Committee Tasks for 2015-** Sletten **reported no vote was needed.** The board agreed to the tasks as written.
E. **Renewal of Safety Policy Statement-** Janda/DeSalvo **motioned to reconfirm** the Associations commitment to safety **by accepting the Associations Safety Policy Statement.** Motion approved
F. **No Other**
- X. **Under Correspondence-** No comments shared.
- XI. **Under Board Reports –** Janda reported the **Berwyn Park District** will host “Positively Pasta dinner” on January 17 to raise dollars for the scholarship fund. They are excited to report receiving two OSLAD grants but are now concerned about the states funding freeze. BPD recently received a Smart Board through a School District 100 grant. They are beginning the implementation of their 3 year strategic plan and are offering a conversational Spanish class of which 12 staff are participating. Janda recognized Lentz for her Master Gardener recognition. Gadzinski reported the **Village of Harwood Heights** is involved in their Fall & Winter programs. The village is contending with numerous water breaks in the town and continuing work on the plans for the development of the recreation center that will be located in the vacant space in the Village Hall once the PARC grant dollars are issued. Gadzinski announced he got married in December. Vallez reported the **North Berwyn Park District’s** Winter programs are in session and they are busy making plans for summer. Schmidt reported the **Village of Elmwood Park’s** basketball season is big and staff are busy preparing for a Memorial Day weekend pool opening this year! Also staff are busy preparing for summer and hiring to replace two key day camp supervisors who are not returning this summer. Modrich reported the **Park District of Franklin Park** making preparations for the implementation of the OSLAD grant and hoping the funding will be released soon. One of the projects is the development of Maple Park into a Retro Park theme to include revitalized retro equipment that has been upgraded to meet today’s safety standards. Piekarz reported the **Park District of Forest Park** is waiting to hear about the release of the OSLAD grant money. In the mean time the Roos project is moving along. Piekarz announced he will no longer be the Board Representative for PDFOP. Steve Thomas the Assistant Director will step into this role and Piekarz will stay connected as the Alternate Board Representative. Piekarz thanked the board for the opportunity to be a part of a great team of leaders and encouraged them to continue to do their great work on behalf of WSSRA. Raleigh

reported the Hawthorne Park District currently has 60 kids enrolled in in-door soccer. Riverside Brookfield High School women's soccer team has entered into a contract with Hawthorne Park District for field use while their fields are under construction. Raleigh noted it is a great opportunity for extra revenue. Banks reported the **Clyde Park District's** winter programs are going as planned. Registration has begun for soccer and Happy New Year all! Arnold reported the **Park District of Oak Park's** OSLAD combined with funds raised by the "Friends of the Conservatory" will pay for the Conservatory's Discovery Garden and the Austin Garden Environmental Education project. The OSLAD grant will develop Maple Park with new playground equipment, updated ball fields and a walking path. RCRC continues with a successful skate season with over 400 kids enrolled in "Learn to skate programs, busy facility rentals and public skate. New this year the park district hosted the first ever "Skate with Santa" and a New Year's Day "Frozen" themed ice skate party with over #250 skaters in attendance. Staff are completing a utilization study to maximize the use of facilities. Arnold has reached out to WSSRA to increase their use at the times when facilities are currently available. The internal competition to get revenues up is working with the OP Gymnastics Center exceeding a million dollars in revenue for the first time ever. DeSalvo reported the **Norridge Park District** has currently started summer planning for programs and the summer festival. They recently offered a "Schools Out Weather Camp" offered to families when schools are called out due to bad weather conditions. Going forward the park district will market now in the case it is needed in the future. Sletten reported the **River Forest Park District's** Ice rink and sled hill are up and running. They are currently working on updating their website in-house.

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

- A. **Sletten Thanked for his Leadership as Chairman** – Birko thanked Mike Sletten on behalf of the staff and board for his leadership as Chairman of the Board of Directors for 2 years and his ongoing support of WSSRA and presented him with a framed plaque.
 - B. **Board Responsibilities and Expectations** – Annually the Board of Directors and Alternates are asked to commit their support to the Association. The attachment given is a summary of your responsibilities to the board in this role. Birko asked board members to sign and return. Board members were to collect from their Alternate Board member as well and e-mail the copy.
 - C. **Staff attends IPRA Annual Conference** -WSSRA Full Time and some Regular Part Time staff will attend the IPRA Annual conference on January 22 - 24. Staff have the opportunity to attend both pre-conference and conference workshops.
 - D. **WSSRA Co-hosts Legislative Breakfast with Berwyn Park District – Birko shared the Legislative Breakfast invite and asked board members to share with their respective board members.** Jeff Janda and the Berwyn Park District will co-host the breakfast with WSSRA this year on Tuesday, February 10 from 8:30 – 10:00am at the Liberty Center Berwyn Park District's Liberty Cultural Center located at 6445 W. 27th Place in Berwyn. A formal invite will be sent via e-mail to local Legislators. Please RSVP your attendance to Birko.
 - E. **Special Events to Attend in 2015** – WSSRA provided a list of events to attend for 2015. Select one and see if you can get one or more board members to join you.
 - F. **Board Policy Manual updated** – WSSRA's Board Policy Manual has been updated with the updated WSSRA Articles approved in November 2013. A copy will be provided via e-mail.
 - G. **Winter/Spring 2015 Program Schedule** –The WSSRA calendar of winter-spring programs is attached and provided in the case you would like to visit. Please be sure to call and confirm the location and time of the program as changes do take place.
- H.
- F. **Staff Report: Dennis reported:**
1. **Big Finish to 2014** – WSSRA finished out the year and began 2015 with our 18 different Holiday Hullabaloo events. Events went well, participants and staff had a great time at each of the events! Gretchen, Bob and April Ryan will evaluate this year's structure and look at possible modifications for 2015/2016 events, due to the large group sizes and amount of transportation required for each event.
 2. **WSSRA welcomes Aaron Glickson** – Aaron Glickson was hired as the new Recreation Specialist started with WSSRA on January 5. He comes to us from the Gurnee Park District and brings a wealth of aquatics experience.
 3. **Winter Escape** - Staff and participants will bundle up to hit the great outdoors on our Winter Escape weekend, January 9-11. They'll enjoy activities at the Timberpointe Outdoor Center.

4. **WSSRA Sports Banquet** - We will celebrate our Special Olympic Athletes at our annual Sports Banquet on Saturday, January 17 at the Center at North Park from 6:00 – 8:30pm. WSSRF will be underwriting the direct costs for the event this year!
 5. **WSSRA Bobcats Basketball underway** - All Bobcat basketball teams will compete in the District Tournaments the weekend of January 24 or 31. Tournament results will determine whether or not teams advance to the state competition in March.
 6. **Staff Training** – Staff are busy completing trainings in January including First Aid & CPR, and completion of the Strider Bike, Learn to Ride curriculum. Staff are then off to IAPD/IPRA conference at the end of the month and return to start program season.
 7. **Martin Luther King Day** – On January 19, WSSRA staff will take part in State Representative LaShawn Ford's Annual Health Event by providing one of the activity stations for the participants who attend the event held at Brooks Middle School in Oak Park.
 8. **Winter-Spring programs begin** - While some winter programs will get off the ground in January, the majority will kick into high gear on Monday, February 2. Registration for programs is still underway.
- G. **Staff Report: Foster reported:**
1. **Vehicles**- We had backup cameras installed on busses. Drivers were trained and began using them during our Holiday Hullabaloo program. They are a great addition to our driving procedures.
 2. **Job Analysis**-I arranged for a representative from US Health works to come to the office and do a job analysis on each job description. She spent time interviewing staff on the physical demands of their job on a daily basis. These will now be part of our Job Descriptions.

XIII. No Closed Session

XIV. No closed session

XV. DeSalvo/Gadzinski **moved to adjourn** the meeting at 5:47pm. The motion was unanimously approved. Birko invited board members to tour the renovated offices.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ Jan15 draftminutes