

West Suburban Special Recreation Association

November 8, 2016

Meeting of the Board of Directors

Held at: WSSRA Office

2915 Maple Street

Franklin Park, IL 60131

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 5:00pm those present included:

Jan Arnold, Park District of Oak Park
Steve Thomas, Park District of Forest Park
Mike Sletten, River Forest Park District,
Al Schmidt, Village of Elmwood Park,

Joe Modrich, Park District of Franklin Park
Mark Sladek, North Berwyn Park District,
Jeff Janda, Berwyn Park District
Mark DeSalvo, Norridge Park District

Not in attendance:

Clyde Park District, Excused Absence
Hawthorne Park District, Excused Absence
Village of Harwood Heights, Excused Absence

Others in Attendance:

WSSRF, Beth Kaplan
WSSRA staff: Bob Foster, Marianne Birko,
Public: None

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

III. A. DeSalvo/Arnold **moved to approve the October 11, 2016 Board Meeting minutes.** The motion was approved.
B. No Other

IV. A. DeSalvo/Thomas **moved to accept the October 2016 Financial Report.** The motion was approved.
B. DeSalvo/Sletten **moved to authorize payroll, prepaid disbursements #36602 and ending with check #36625 and authorizes payment of October 2016 payroll and disbursements debit charges and cash transfers totaling \$257,620.74 and authorizes payment of November 2016 payroll and disbursements #36626 and ending with check #36641 disbursements debit charges and cash transfers totaling \$23,813.24 pending the availability of funds.** Roll call vote showed unanimous approval.

V. **Public Comment** –None

VI. **Under the Foundation Report Birko** introduced Beth Kaplan as a long time Oak Park resident who has contributed countless hours of time and energy to the Foundations events most recently the Fallin For Our Stars and Hamburger Mary's. Birko asked the board to help her recognize her hard work. **Kaplan reported** the Foundation had another successful "Fallin for Our Stars" event on Friday, October 14, 2016. 93 guests enjoyed the starlit evening and delicious food while enjoying beer, bourbon & BBQ at the beautiful Cheney Mansion. This year the guests were able to bid on 5 Live Auction packages. Our guest auctioneer Kelly Frank, from River Forest did a fantastic job raising the over \$5,100 for the auction items and the WSSRA Wish list. In addition guests had the opportunity to bid on 73 Star Pull items that were donated by local vendors. These combined efforts raised nearly \$24,000 with a net profit of over \$17,000. A special thanks to Lisa Masucci, Karen Mullarkey-Kerrins, Beth Kaplan of Oak Park and Lisa Shanahan and Margaret O'Rourke of River Forest for their tremendous efforts spearheading the committee for a most successful enjoyable evening. This would not have been possible without the generosity of the Park District of Oak Park for allowing us to use of the beautiful Cheney mansion as the venue. The guests thoroughly enjoyed their opportunity to explore its wonder. Kevin Calkins & John Mullins of Oak Park, will chair the Chicago Blackhawks fundraiser at Jimmy's Place. The event is being held **Saturday, December 3** when the Blackhawks face off with the Philadelphia Flyers. The party will start at noon and continue until the end of the

game. Food will include pizza, salad and pasta. There will be a cash bar. The cost remains \$25.00 a person/\$30 at the door. WSSRA Board Members and Alternate Board members are invited to this very fun, casual event. The bigger the crowd the greater the chance the Hawks will win!! Come join the fun. Call WSSRA today to make your reservation or go to the website and purchase your tickets! The Foundation is soliciting sports related items and tickets are appreciated as auction items for the party. Please contact Marianne at the WSSRA office about any donations and pick up arrangements will be made. Thank you for your support. This year's final fundraisers for the Foundation is "Giving Tuesday" and the Holiday Solicitation card which will feature a WSSRA participant! The Holiday Solicitation has been a big money maker for the Foundation and we need the support of many friends and family members to guarantee its continued success. The Foundation welcomes additions to our Solicitation mailing list. If any Board Member knows of a person who may be receptive to receiving a Solicitation letter, please give the name and address to Marianne. The Foundation Executive Committee is meeting in January to establish plans for the 2017. We look forward to planning exciting events that will continue to raise dollars and awareness of WSSRA services for all persons who have disabilities. Thank you to all of you for your partnership with WSSRA and continued support of the Foundation.

VII. **Under Committee Reports**

A. **Executive Committee-** Modrich reported the Finance Committee will met October 18 and November 1 to continue with the 2017 budget process.

B. **None**

VIII. **Unfinished Business**

A. **IAPD Renewal-** Birko reported per our discussions last year at this time WSSRA has found that IAPD has increased their efforts to be more transparent in their communications. WSSRA's criteria for renewal based on discussions in 2015 included the following suggestions that were sent to IAPD in a letter:

1. **A change in the election process-** The process has been clarified but not changed.
2. **A task force formed to study the pension plan-** Modrich has been in regular contact and feels they have been more responsive to his requests for information.
3. **The adoption of transparency practices-** Currently posted on the website in the transparency center are budgets, end of year financial statements, and annual report. Salaries can be reviewed upon request at their headquarters.
4. **Acknowledgement of concerns** of transparency was addressed at the Annual meeting by PMurphy.

Sletten shared that he did not feel IAPD had not done enough to warrant WSSRA's membership renewal. Each board member shared their comments. DeSalvo stated they left IAPD last year and saved \$7,000 and never received a call as to why. Arnold stated that the board needed to be mindful of the value to WSSRA. She agreed that they still needed to be more transparent but it is difficult to make change when you are not a member. Birko reminded the board of the value of their lobbying efforts and direct connections with legislators. She feels WSSRA gets a tremendous amount of support through the legislative relationships, workshops, conferences and communications especially for the annual price of \$400. Arnold/Thomas **motioned for a roll call vote for WSSRA to renew their membership with IAPD.** Voting yes: Schmidt, Sladek, Arnold, Janda, Modrich, Thomas
No votes: DeSalvo, Sletten. Motion was approved

B. **None**

IX. **Under New Business:**

A. **Recommended 2017 Proposed Budget and Budget Summary-** Birko presented the 2017 proposed budget as reviewed and recommended by the Finance Committee. The summary included proposed staffing changes, merit discussions and health insurance. Schmidt proposed the board consider freezing the top two positions, the Director and Superintendent of Safety & Operations as he feels they are sufficiently compensated for their positions. Arnold asked if these positions were within the agency salary ranges? Birko confirmed the board reviews salary ranges every 2 years and these ranges are kept current by annually increasing them by the CPI. She noted the

Superintendent's position was within the the required range and that the Directors position does not have a posted range but the salary is reviewed annually. Janda stated the Finance Committee would discuss further and come with a recommendation. No other questions were asked. Birko **reminded the board we need full representation to vote on the budget at the December 13 board meeting.**

B. **Other-** None

X. **Under Correspondence- No comments**

XI. **Under Board Reports** – DeSalvo reported the **Norridge Park District's** Soccer is finished, finalizing plans for the old garage site demolition to take place by Januar and they are currently developing a new Master Plan. Still closing out the the new construction project. Currently setting up holiday lighting for the "Big Light Up" on Thanksgiving Eve. Sladek reported the **North Berwyn Park District's** Pumpkin Patch had a great turn out. School District 98 & NBPD collaborated on their "Class Clowns" event which was very successful. Fall programs are going very well. Sladek also thanked WSSRA for the San Francisco trip! His daughter Carol loved it! Sletten reported the **River Forest Park District** just recieved approval by the Village Board for the two new Platform Tennis Courts. The next meeting they will be issuing limited bonds. They have two Polar Express Santa train trips coming up followed by the annual tree lighting. Schmidt reported the **Village of Elmwood Park's** the HVAC work is completed. The pool leak is fixed and their Halloween event was a great success and basketball sessions are full. Thomas reported the **Park District of Forest Park's** Craft Fair is coming up on November 19. They had a great response with 30 venders. They will also be hosting Breakfast with Santa on December 10 and they are also finalizing plans for the Roos building. Plans will go to the Village by Friday for this 5.4m project. They plan to break ground in April.. Arnold reported the **Park District of Oak Park** is also chasing a pool leak at Rehm. They are wrapping up the Maple park project and will begin the Euclid Square project in Spring. PDOP installed a solar-powered charging unit, called a "Soofa Core," adjacent to park benches in Scoville Park. Requiring only a USB cable, the Soofa provides a free public charging station and is the first of four devices like it to be piloted in parks in Oak Park. These Soofa also have a counter to give a sense of park activity for future planning purposes. Youth sports are growing and the board is scheduled to approve their 20m budget on 11/17, 49% is earned revenue. Modrich reported the **Park District of Franklin Park's** Maple Park is lagging behind schedule. Excited to show the finished project of this Retro Park. A new fun feature is the glow stones they are adding to the walkway. Janda reported the **Berwyn Park District's** Polar Express is coming. They will host their "Positively Pasta Dinner" on January 14. Their "Tree Memorial" program is taking off. They had their first request for a wedding anniversary tree. Finally their backup generater is now online.

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

A. **Schedule Annual visits-** Birko asked for those who do not have a scheduled date to please do so.

WSSRA Partner	WSSRA Annual Presentation
<i>Park District of Oak Park</i>	<i>March 2016 completed</i>
<i>Berwyn Park District</i>	<i>October 2016 completed</i>
<i>Village of Elmwood Park</i>	<i>TBD</i>
<i>Norridge Park District</i>	<i>TBD</i>
<i>North Berwyn Park District</i>	<i>January, 2017 7:00pm</i>
<i>Village of Harwood Heights</i>	<i>TBD</i>
<i>River Forest Park District</i>	<i>TBD</i>
<i>Clyde Park District</i>	<i>TBD</i>
<i>Park District of Forest Park</i>	<i>TBD</i>
<i>Hawthorne Park District</i>	<i>TBD</i>
<i>Park District of Franklin Park</i>	<i>Tuesday, January 24, 2017 7:00pm</i>

B. Board Member Appointments Due by December 31, 2016

Birko reminded the board per the Amended and Restated Articles of Agreement state that each partner should make their appointments to the WSSRA Board by December 31 of each year. See Attachment F sample letter in your board packet. These appointments will be accepted at our annual meeting held January 10, 2017.

C. Executive Director's Annual Review- Please complete the Executive Director Annual review form being sent by Jeff Janda and return to Jeff by December 1. Included in the review information will be the Executive Directors goals and progress on the completion of those goals.

D. "Fallin' For Our Stars" a wonderful Success!- October 16 was a great night for the WSSRF. The guests enjoyed great food, drink and music on a beautiful evening at the Cheney Mansion. This year Five distinctive Live Auction packages helped raise nearly \$18,000 in profits. A special thanks to our partners who were able to attend, Steve Thomas and Larry Piekarz from Park District of Forest Park, Kassie Porreca staff & board members from the Park District of Oak Park, Dennis Raleigh from Hawthorne Park District and Mike Sletten from River Forest Park District. It was a fun time for all who attended! Once again a special thank you to the Park District of Oak Park for the use of Cheney Mansion for the event.

E. Blackhawks Party Saturday, December 3, 2016- The Foundation invites you to their first time ever Blackhawks Party on Saturday, December 3rd at noon at Jimmy's Place in Forest Park. The \$25 fee/\$30 at the door, includes pasta, salad, pizza, soft drinks, coffee and dessert. Cash bar, raffles and mini auction. Join WSSRA friends for a fun party. Purchase tickets on the WSSRA website or come the day of.

F. Staffing Update- WSSRA had 24 applicants apply for the WSSRA Superintendent of Recreation position opening. The interview committee consisting of Jeff Janda, Bob Foster and Birko did a blind review of the applicants and selected 6 very qualified candidates to be interviewed. The interviews will took place on November 4 & 8. Birko will keep you posted on the results.

H. Staff Report: Birko reported

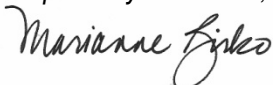
1. **Fall program update** Programs continue to go as planned. A few programs have been cancelled due to unexpected facility conflicts and will be extended at the end of the program session.
2. **Winter/Spring Planning completed and brochure to print by mid November.** New programs include Equine Therapy, Theater and a ski trip special event. We will add a School Day Out event on MLK Day in 2017 along with our President's Day & Pulaski Day events.

I. Staff Report: Bob Foster, Superintendent of Safety and Operations reported

1. **Phone System-** Foster met with a representative from Comcast to discuss the possibility of installing a new phone system in the office. The proposal is currently being reviewed with the Executive Director.
2. **PDRMA-** Foster attended the PDRMA Property/Casualty Program Council Meeting on November 2. He also attended the semiannual Risk management Committee, which I chair.
3. **Office-**WSSRA purchased office furniture from School District 97 through a silent auction, as they clear out their old Administrative offices. WSSRA purchased 2 cherry bookcases and 2 cherry lateral file cabinets for \$110. 1 bookcase replaced the one lost in the office flood.
4. **WSSRA signed a New Copier Lease** with Illinois Paper and Copier for a new Ricoh copier. This replaces the lease we had with COTG. We will save approximately \$2000 per year for 5 years.

XV. DeSalvo/Schmidt **moved to adjourn** the meeting at 6:23pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director

