

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON DECEMBER 18, AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.

General Functions

Call to Order: President Hassett called the meeting to order at 9:30 a.m.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Roll Call: Roll was taken and those present were:
Gina Hassett, Executive Director, Frankfort Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Jay Kelly, Executive Director Manhattan Park District
Jennifer Swanson, Manager, Peotone Park District (*joined at 9:31a.m.*)
Audrey Marcquenski, Director Frankfort Square Park District
Renee Chavez, Executive Director, Wilmington Island Park District
Mike Selep, Executive Director, Mokena Park District

Absent: None

Others present were: Keith Wallace Executive Director LWSRA; LWSRA Attorney Matthew N. Lulich; Heather Specht, Superintendent of Recreation; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; Kristen Ehrman, Administrative Assistant; and Mary Strand Recording Secretary.

Guests: Knutte & Associates, Arnold Sardekis

Treasurer's Report Commissioner Hassett asked for a motion to approve the November 30, 2018 Treasurers Report. Keith noted that he and Heather conducted a mid-year financial review and finances are on track as projected.
Commissioner Lewis so moved and Commissioner Selep seconded the motion.

*Ayes: (7) Lewis, Kelly, Marcquenski, Hassett, Selep, Chavez, Swanson
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

Payment of Bills Commissioner Hassett asked for a motion to approve the Payment of the Bills in the amount of \$189,089.34 which may include lodging and travel. Commissioner Lewis inquired about the fuel purchases.
Commissioner Selep made a motion to approve the payment of the bills as presented and Commissioner Chavez seconded the motion.

Ayes: (7) Kelly, Marcquenski, Hassett, Selep, Chavez, Swanson, Lewis
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

Special Guests: Audit Presentation, Knutte & Associates. The representative gave an overview of the audit process. He noted that there were no issues and the organization provided them the necessary receipts and disbursements in a timely manner. Additional testing of the credit cards was conducted and no issues were found. He noted that the audit resulted in a Clean Opinion.

Communications: None

Consent Agenda: Approval of Regular Meeting Minutes of November 20, 2018. President Hassett asked for a motion to approve the consent agenda as presented. Commissioner Selep noted that the amount listed in the Executive Director's Report of a \$2,000 donation by Mokena Park District should be listed as \$3,000.

Commissioner Chavez made a motion to approve Consent Agenda as corrected and Commissioner Swanson seconded the motion.

Ayes: (7) Marcquenski, Hassett, Selep, Chavez, Swanson, Lewis, Kelly
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Staffing - Keith has introduced Kristen Ehrman as an Administrative Assistant.
- b. Office/Sensory - Keith told the Board that the work has started and he would show it off after the meeting. All permitting fees have been waived by Village of New Lenox.
- c. LWSRF - The Foundation held their Christmas event at Aurelio's. Keith will share the budget of LWSRF at the next meeting. Discussion of dispersing of funds was held from the foundation to LWSRA.
- d. Donations - Karyn's detailed report is in the Board's packets. The Twin Hearts Foundation has donated funds to two participants in the Titans Programs. The also purchased two smart boards for the program. LWSRA received \$1,500 from an insurance company for a Battle of the Bands.
- e. Fund Raising - The Adaptive program is selling raffle tickets for a 65" television and a Yeti Cooler.
- f. Playground - \$158,159.86 of the \$200,000 target has been raised for the playground.
- g. Grants - Grant Seekers updated report of all grants received and applied for were part of the Board packets. BMO Harris donated \$300 for the Playground.

- h. National Wheelchair Tournaments - LWSRA is hosting the Women and the Juniors and facilities have been confirmed. It will be March 29-30. Sponsors are being sought as well as volunteers.

Meetings & Events Some flyers were included in the Board packets.

SSPRPA Legis. Mtg.	January 7th
SSPRPA General Mtg.	January 10th
IPRA Conference	January 24-26
SRA LAC Meeting	February 8 th

2. FUNDRAISING/PR/MARKETING

- a. \$25,564.06 was raised in November
- b. Four spots are open on LWSRF with seven people interested in joining.
- c. Karyn Reczek attended two Frankfort Chamber of Commerce Meetings.
- d. Karyn attended a Risk Management Institute workshop on November 16th.
- e. Eleven area schools have booked PE Takeovers and four have booked assembly programs. Two more schools have pending dates. Three takeovers were held in November.
- f. A newspaper article reported that the LWSRA Kabota had been stolen from the LWSRC parking lot. It has been returned. Discussion was held. Keith will reach out to the Olympia Fields Police Department to thank them for its prompt return.

3. FACILITY FOREMAN

- a. Keith Lightfoot's report was included in the Boards packets.

4. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

- 1) Staff - The new Administrative Assistant, Kristen Ehrman started December and we welcome her.
- 2) Safety – Tami & Heather will attend the Loss Control Review webinar on December 14th. They are completing the Safety Coordinator curriculum through PDRMA.
- 3) Brochures – All commissioners were given a stack of LWSRA Brochures to be distributed through their Districts.
- 4) Two interns will be joining the staff in mid-January. They are Grambling State.

B. Manager of Athletics

- 1) Special Olympics – All programs have ended for the season except Basketball.
- 2) Floor Hockey – LWSRA athletes joined the Oak Lawn Fury Floor Hockey in a cooperative program. The team competed and won a gold medal at the Special Olympics State Floor Hockey Tournament on November 17th.
- 3) Basketball – is going well with 2 games at LWSRC on Tuesdays.
- 4) Adaptive – Wheelchair Basketball is doing well. The prep and varsity teams traveled to Addison to compete in the Synergy Tournament on November 17th. LWSRA Div. 2 & Div.3 adult teams played in the Chicago Park District Tournament the weekend of Nov. 10th. Div. 2

took 3rd and Mak Nong was awarded the All-Tournament Team award and Gary Maldonado received the Sportsmanship Award. Div.3 took 2nd place in their division. Zoe Voris received the Most Valuable Player Award. The women's team traveled to University of Whitewater at Wisconsin on Nov. 17th and competed against their college team.

C. Transportation

- 1) Midwest Transit Equipment – The new buses were delivered November 30th. They will be kept in the Bus Barn. Training has been conducted.
- 2) Buses– Bus #3 is the shop for repairs and Bus #4 will go in the shop soon.

D. Manager of Programs

- 1) Staff/Training – New Lenox Park District staff completed training on how to make All participants successful. Interviewing and hiring for TITANS continues. The LWSRA Holiday party will be Dec. 19th.
 - 2) Club Hawk – Now that Club Hawk is fully staffed and trained, we are preparing for a few new leaders to begin when we resume in January. We have a couple of new participants.
 - 3) Adults Special Events – Approximately 200 people attended the Hoedown Dance on November 2nd.
 - 4) Youth Special Events – Over 350 guests attended the performances by The Drama Kings & Queens on November 9 and 10.
 - 5) Teen and Adult – Eighteen adult participants enjoyed fun, games and food at Dave and Busters. A holiday crafts and treats was enjoyed by 15 participants.
 - 6) TITANS – Students from the University of St. Francis came in to develop a program for the TITANS as part of their recreation programming class. The program was called Winter Carnival.
- Commissioner Lewis thanked Melissa and the staff for such a great job.

Finance/Personnel

- A. Audit – President Hassett asked for a motion to approve the FY 2017-2018 Audit as presented.

Commissioner Lewis made a motion to approve the Audit for the fiscal year ended May 21, 2018 as presented and Commissioner Chavez seconded the motion.

*Ayes: (7) Selep, Chavez, Swanson, Lewis, Kelly, Marcquenski, Hassett
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

Facilities Planning None

Attorney None

Old Business None

New Business

A. Board Meeting Schedule 2019 – President Hassett asked for a motion to approve the schedule of Board Meetings to be held in 2019.

Commissioner Swanson made a motion to approve the Board Meeting Schedule 2019 as presented and Commissioner Kelly seconded the motion.

Ayes: (7) Chavez, Swanson, Lewis, Kelly, Marcquenski, Hassett, Selep

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Questions and Comments from the floor None

Director/Commissioner Comments

Director Wallace thanked the Board for their support and partnership. He noted that during recent events at LWSRA at least 4 new individuals were identified that could join some programs.

Commissioner Chavez told everyone Merry Christmas and she hoped the staff could get some well-deserved time off.

Commissioner Selep said the Grinch breakfast was fantastic. He welcomed Kristen. He is excited to see the Sensory Room renovations.

Commissioner Swanson told the staff they are doing a good job. She told Kristen welcome. She is excited to see basketball at the Peotone facility. She wished all a very Happy Holidays.

Commissioner Lewis told the Board that the OSLAD site visit went very well and he received positive feedback. He discussed the January conference and asked the commissioners to coordinate tables with Jacqui. He discussed the South Suburban conference in Springfield next spring. He wished everyone Merry Christmas and Happy New Year.

Commissioner Kelly told all Merry Christmas and Happy New Year. He welcomed Kristen. He told the staff to keep up the good job.

Commissioner Marcquenski is very happy about hosting the wheelchair basketball in Frankfort Square Park District. Discussion of sport wheelchairs was held. Discussion of the new members who joined LWSRF was held.

President Hassett told everyone that the Grinch event was amazing and thanked all of the staff for all the hard work. She wished everyone Happy Holidays.

Adjournment

President Hassett asked for a motion to adjourn the Regular Meeting.

Commissioner Kelly so moved and Commissioner Marcquenski seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:22 a.m.

Respectfully submitted by:

Mary T. Strand, Recording Secretary