

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON APRIL 16, 2019, AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.

General Functions

Call to Order: Vice President Chavez called the meeting to order at 9:31 a.m.

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

Roll Call: Roll was taken and those present were:
Jay Kelly, Executive Director Manhattan Park District
Audrey Marcquenski, Director Frankfort Square Park District
Renee Chavez, Executive Director, Wilmington Island Park District
Mary Beth Windberg, Supt. Recreation, Mokena Park District
Stacey Proper, Supt. Recreation, Frankfort Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Absent: Mike Selep, Executive Director, Mokena Park District
Gina Hassett, Executive Director, Frankfort Park District
Jennifer Swanson, Manager, Peotone Park District

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; John Hillegass, Facility Foreman; and Kristen Ehrman, Administrative Assistant.

Treasurer's Report

Keith noted is working with the accountant to make a name change on one of the accounts. The net profits of the National Tournament was approximately \$24,000. He congratulated the staff on a great job. Discussion of how to allocate the profits was held. Vice President Chavez asked for a motion to approve the March 31, 2019 Treasurer's Report.

Commissioner Lewis so moved and Commissioner Marcquenski seconded the motion.

Ayes: (6) Kelly, Marcquenski, Proper, Windberg, Chavez, Lewis

Nays: (0)

Abstain:(0)

Absent: (1) Swanson

Motion Carried

Payment of Bills

Vice President Chavez asked for a motion to approve the Payment of the Bills in the amount of \$187,112.82 which may include lodging and travel. Commissioner Lewis inquired highlighted expenditures. Keith informed the Board that they are physical checks, rather than electronic.

Commissioner Lewis made a motion to approve the payment of the bills as presented and Commissioner Kelly seconded the motion.

Ayes: (6) Marcquenski, Proper, Windberg, Chavez, Lewis, Kelly

Nays: (0)

Abstain:(0)

Absent: (1) Swanson

Motion Carried

Special Guests: None

Communications: None

Consent Agenda: Approval of Regular Meeting Minutes of March 19, 2019. Vice President Chavez asked for a motion to approve the consent agenda as presented.

Commissioner Lewis made a motion to approve Consent Agenda as presented and Commissioner Marcquenski seconded the motion.

Ayes: (6) Proper, Windberg, Chavez, Lewis, Kelly, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (1) Swanson

Motion Carried

Staff & Committee Reports

1. DIRECTOR’s REPORT

- a. Staffing – None
- b. Office/Sensory - Keith told the Board that the project is 98% done. Staff is still raising funds for equipment.
- c. LWSRF – The Foundation is gearing up for the Bunny Breakfast.
- d. Donations - Karyn’s detailed report is in the Board’s packets.
- e. Playground – On April 4th Keith and George Travnicek, and Ken Stephens from NLCPD met with Landscape Structures and Resources to discuss the plans for the universal design. Staff is looking at catalogs of equipment to make suggestions.
- f. On March 22nd the SRA directors held a meeting. Sara Yeager from PDRMA presented topics specific to SRAs. Interns were part of the discussion. SRAs are trying to be more consistent in our delivery.
- g. Nationals Recap - Keith thanked everyone who volunteered. A bid for the 2020 tournament is being considered.
- h. Save the Date – LWSRA is conducting a Park District Disability Day on April 24th from 11 a.m. to 1 p.m. Each participant should bring \$5 for their lunch. All park district staff/Boards are invited to the program. Please notify Keith if you plan on attending.
- i. Keith handed out the draft budget to all commissioners. He asked them to read through and make suggestions for next month. Discussion was held.

Upcoming meetings & Events

- April 20 LWSRF Bunny Breakfast
- April 24 Park District Disability Day
- April 30 – May 1 IAPD Legislative Conference
- May 2 IPRA Park Pursuit

2. FUNDRAISING/PR/MARKETING

- a. \$7,738.76 was raised in March.
- b. The Foundation interviewed a candidate and they are expected to be installed at the April meeting.
- c. The Playground Fund is \$162,874.51. \$136,352.51 of it is in the Foundation and will be transferred to LWSRA at the next meeting.
- d. The Bunny Breakfast will be April 20th at LWE.
- e. Karyn attended several events throughout the month to network and help raise money. Her report listed Agency events, PE Takeovers and press releases.

3. FACILITY FOREMAN

- a. Preventive Maintenance - The kitchen hood was cleaned by Hoodz of Downtown Chicago on March 25th with no issues found. New Lenox Fire Protection District confirmed it was in compliance.
- b. Gym – The automatic door leading to the lobby was repaired.
- c. Classroom/Lobby and Bathroom – Office and Sensory final inspection was completed and occupancy was approved. Room 150 is being restored to its original state for programs.
- d. Bus Barn – Nothing new to report.
- e. Roof – Haamstra will begin a new procedure required by GAF when performing repairs to the flat roof that is covered under warranty.
- f. Parking Lot – Nothing new to report.
- g. Upcoming projects – The five remaining lights above the exterior doors will be changed over to LEDs.

4. SUPPORT SERVICES

- a. The Summer Brochure is in the final draft stage and will be printed by April 30th. Resident registration beginning April 29th and Non-Resident opens May 6th.
- b. Website & Technology – A security camera is enabled in the Sensory Room. A secondary camera on a separate system will be installed to allow staff or parents to monitor the participant. Observation will be done using an iPad. Burglar alarm has also been reinstalled to the room.
- c. There were three rentals in March.

5. SUPERINTENDENT OF RECREATION

- A. Staff & Safety
 - 1) Staff – John Hillegass, Facility Foreman, started on March 25th.
 - 2) Tami & Heather attended the Loss Control Review training on March 20 at H-F Park District. The next step is meeting with Jenny from PDRMA.
 - 3) Extra space – If any of the Districts have room for the TITANS program for the summer, please contact Heather.

B. Manager of Athletics

1) Special Olympics

- Swim Team – Eight athletes competed at the Special Olympics Illinois Region E Swim Championship on March 2nd. This was the state qualifier for the Summer Games and 8 participants qualified by winning a gold medal. Also staff and a participant and 2 family members attended a Polar Plunge in March.
- Gymnastics Meet – March 3rd at Palatine High School. Two athletes competed in Level 1 All Around and both won a gold medal in one of their events which qualifies them for the Summer Games.
- Basketball Teams – The state Basketball Tournament was held March 15-17 at Illinois State University and Illinois Wesleyan University. Lady Hawks placed fourth, Juniors & Hawks #5 received bronze and Hawks #4 won silver.
- Soccer – Practice started on March 20th and has 12 participants.
- Track & Field Team – There are 24 participants registered. They will participate in the Special Olympics Illinois Spring Games on May 4th. Practice is held at LW Central.
- Strength & Conditioning – Four participants are working out at The Oaks Recreation & Fitness Center on Mondays. The current session ends March 20th and the next session begins April 10th.

2) Adapted –

- The Division II Hawks finished 12th in the nation at the 2019 Toyota Nation Championship Series Wheelchair Basketball Tournament in Akron, Ohio March 14-16.
- PE Takeovers were held throughout the month to conduct disability awareness.

C. Transportation

- 1) All vehicles are up and running.
- 2) All vehicles are going through IDOT safety lanes. Four passed last month.
- 3) Running boards have been put on the new buses.
- 4) Cleaning of the buses was discussed.

D. Manager of Programs

- 1) Staff/Training – Interviews for seasonal staff have begun and several offers have been made.
- 2) Club Hawk – Looking forward to traveling to local parks now that the weather has been getting better.

- 3) Teen and Adult – Teen Social March was held at LWSRC to make pizzas and play games with friends. Fifteen participants were in attendance.

E. Recreation Specialist, TITANS, Teens and Adults

- 1) Teen & Adults – Eighteen participants enjoyed an evening of bowling during the monthly Adult Social program. Spring Craft night and Bingo Blast were also held.
- 2) TITANS – Emily Tierney, from Peotone, joined the TITANS III program 5 days a week.
- 3) Aktion Club elected new officials on Feb 21st. Discussion of the importance of voting and the roles and duties of each new elected members was held.
- 4) Adult Special Events – Every Friday night participants attended an LWSRA only or Cooperative dance. Over 50 participants took part in the annual Kiwanis games. A small group of participants enjoyed trialing The Producers at the Paramount Theatre.
- 5) Youth Special Events – Participants attended the Disney On Ice Mickey Mouse Search Party.

F. Youth and Adult Programs

- 1) Adult Special Events – LWSRA’s first ever teen only dance attracted 30 teens. They also enjoyed other outings, including dinner & a movie, spring craft night and attending the Chicago Wolves game.
- 2) Youth Special Events – Twenty participants went to Gizmos Fun Factory or the Chicago Children’s Museum at Navy Pier. The Spring Break Camp was attended by 30 participants. Plans for this event next year might be expanded. The Drama Kings & Queens performed on April 12 & 13.

Finance/Personnel None

Facilities Planning None

Attorney None

Old Business None

New Business None

Questions and Comments from the floor None

Director/Commissioner Comments

Commissioner Lewis congratulated Executive Director Keith Wallace and the entire staff on a great job hosting the Nationals. He asked Keith to prepared a monthly FOIA Request report for the Board Commissioner Kelly attended the tournament for one game. It was outstanding from a spectator point of view and he thanked the staff and volunteers. He is exciting to having summer camp at Manhattan Park facilities and to observe the activities.

Commissioner Marcquenski thanked the staff and volunteers and congratulated them on their success hosting the Nationals. She loved Keith's expression "it filled our Love Tanks."

Stacy Proper told the staff that they did a great job at the event. She was impressed that everything ran smoothly.

Commissioner Chaves told everyone that the Basketball Tournament was fabulous. She said she can coordinate a 15 minute massage for the staff.

Executive Director Wallace thanked all the districts for use of their facilities and volunteers for the tournament. The Strategic Plan that was in effect until 2022He noted that the LWSRF Golf Outing is coming up. Also other organizations golf outings will be attended by staff when available.

Adjournment

Vice President Chavez asked for a motion to adjourn the Regular Meeting.

Commissioner Kelly so moved and Commissioner Lewis seconded the motion.

Upon a voice vote, all voted Aye. The meeting adjourned at 10:08 a.m.

Respectfully submitted by:

Mary T. Strand, Recording Secretary