

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JULY 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: President Hassett called the meeting to order at 9:32 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 (*joined 10:02 a.m.*)  
Jay Kelly, Executive Director, Manhattan Park District  
Audrey Marcquenski, Director Frankfort Square Park District  
Mike Selep, Executive Director, Mokena Park District  
Greg Lewis, Executive Director, New Lenox Community Park District  
Jennifer Swanson, Manager, Peotone Park District

Absent: Renee Chavez, Executive Director, Wilmington Island 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; and Mary Strand Recording Secretary.

**Treasurer's Report** Keith noted that later in the meeting he will explain updates to the report. President Hassett asked for a motion to approve the June 30, 2019 Treasurer's Report.  
*Commissioner Selep moved to approve the Treasurer's report without year end transfers and Commissioner Marcquenski seconded the motion.*

*Ayes: (6) Lewis, Kelly, Marcquenski, Hassett, Selep, Swanson  
Nays: (0)  
Abstain:(0)  
Absent: (1) Chavez*

*Motion Carried*

**Payment of Bills** President Hassett asked for a motion to approve the Payment of the Bills in the amount of \$170,596.75 which may include lodging and travel. The credit card payments were split out, but the journal report needs to be updated again.  
*Commissioner Selep made a motion to approve the payment of the bills as presented and Commissioner Kelly seconded the motion.*

*Ayes: (6) Kelly, Marcquenski, Hassett, Selep, Swanson, Lewis  
Nays: (0)  
Abstain:(0)  
Absent: (1) Chavez*

*Motion Carried*

**Special Guests:** Commissioner Marcquenski introduced Morgan Cassidy, serving her summer internship with the Frankfort Square Park District. She attends the University of South Alabama.

**Communications:** None

**Consent Agenda:** Approval of Regular Meeting Minutes of June, 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 Swanson seconded the motion.*

*Ayes: (6) Marcquenski, Hassett, Selep, Swanson, Lewis, Kelly*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Chavez*

*Motion Carried***Staff & Committee Reports****1. DIRECTOR's REPORT**

- a. Staffing – None
- b. Foundation – At the June 13<sup>th</sup> meeting, they worked on the language to clarify the designated funds listed in their budget. They will amend their bylaws when finished.
- c. Donations – The first monthly donation of \$1,210 has been received from the Hood family. They previously donated \$100,000 for Adaptive Programing. A birthday party fundraise was held bringing in \$1,145 for the agency. It benefitted scholarships. The Aileen Andrews Foundation awarded a \$10,000 Grant to LWSRA. Memorial donations honoring Ella Chafee were received in the amount of \$1,835. Two more checks will bring the total to \$2,000.
- d. Winter/Spring 2019, District Participation – The attached report showed number of enrolled participants by each Park District.
- e. 2018/2019 Agency Report – The report was attached showing the increase in participation and enrolled participants.
- f. Updated May Financials – The transfer of funds was exhibited on the Treasurer report attached to the Board's packets.
- g. 2019/2020 Committee Assignments – A *New Member Committee* has been added. The President, Vice President and Executive Director will meet to discuss a request to adding a District to the Agency and Board. They will meet prior to a District or Municipality presenting to the entire Board of Directors.
- h. Eagle Project – A seating project by the ball field has been delayed. He is awaiting approval.
- i. On June 26<sup>th</sup> Martie and Keith met with the new auditors to discuss point of contact and the process for uploading information needed.
- j. Tom and Keith met with *Call One* to discuss LWSRA future phone needs.

Upcoming Meetings and Events

July 18 <sup>th</sup>	FSPD Board Meeting
July 20 <sup>th</sup>	LWSRA 5 Year Building Celebration
July 23 <sup>rd</sup>	LWSRA Family Night at the Slammers game
July 27-28	LWSRA Wheelchair Softball Tournament

**2. FUNDRAISING/PR/MARKETING**

- a. \$12,012.20 was raised in June.
- b. At the June 13<sup>th</sup> Foundation meeting new officers were elected: Scott Lorenz – President; Jeff Boubelik, Vice President; Lana Graser, Secretary; and Lou Filosa Treasurer. Paige Alcoser will serve another 3-year term and Nancy Osborne resigned leaving one open position on the 13 member Board.
- c. Grant Seekers sent out six grant proposals. A \$10,000 Grant from the Aileen Andrews Foundation was awarded to LWSRA.
- d. Karyn attended the Mokena Meet & Greet on June 11<sup>th</sup>. She also attended the Frankfort Chamber meet & greet on June 18<sup>th</sup>.
- e. BMO Harris sponsored two bowling and pizza field trips for LWSRA on June 11<sup>th</sup> & 12<sup>th</sup>. One was for all three TITANS groups and the other for both Teen Camp groups. BMO provided 15 volunteers each day to be our participants bowling and lunch buddies.
- f. On June 30<sup>th</sup>, Karyn volunteered at the Mokena Blast Softball Tournament and LWSRA will be the recipient of the funds raised that day.
- g. Park Parties in Frankfort Square, Monee and Peotone were held in June.
- h. Karyn's report listed the Press articles for May.

**3. FACILITY FOREMAN**

- a. Preventive Maintenance – New Lenox Water Department updated the LWSRD's water meter on June 6<sup>th</sup> per their change out program.  
On June 18<sup>th</sup> the high-efficiency hot water heater had repairs to the electronics and blower assembly completed by Heating and Cooling Services.
- b. Gym – None.
- c. Classroom/Lobby and Bathrooms – None.
- d. Roof – On June 10<sup>th</sup> it was determined that a suspected roof leak in the south gym area was due to water buildup in the AC units' condensation pan. Air Quality HVAC Co. drained off the water, cleared the drain lines and caulked all conduit lines for both the south & north units.
- e. Upcoming projects – Mulching of the grounds will be completed.

**4. SUPPORT SERVICES**

- a. Brochure – The fall brochure is at the printer and will be delivered the first week of August. Resident registration online opens August 5<sup>th</sup>. SSSRA & non-resident registration opens August 12<sup>th</sup>.
- b. Website & Technology – None
- c. Rentals – An information seminar was presented by the Illinois Spina Bifida Assoc. Two Birthday parties and the Heather Glen Homeowners Assoc. meeting were also held in LWSRC.

- d. Freedom Of Information Act – On June 11<sup>th</sup> Scott Lorenz requested copies of the NWBA contract, budget, expenses, and registration fees collected for the national tournament. He also asked for the sponsors, names and dollar amounts. All FOIA requests have been answered.

## 5. SUPERINTENDENT OF RECREATION

### A. Staff & Safety

- 1) Staff – None
- 2) Tami, John, Keith, Tom and Heather met with PDRMA on May 25<sup>th</sup> to discuss the new kick-off form as well as goals for the agency to work on. PDRMA also checked out the Day Camp on July 5<sup>th</sup> at Pelican Harbor Indoor/Outdoor Aquatic Park.
- 3) Sensory Room – Melissa and Heather are continuing to offer individual time slots on Tuesday and Thursday afternoons. Day Camp participants are enjoying the room.

### B. Manager of Athletics

#### 1) Special Olympics

- Softball – The teams are looking forward to playing the rest of the season and competing at the ITRS tournament in July and the Regional E Qualifier in August.
- Tennis – The spring session ends June 19<sup>th</sup>. Four athletes practiced on Tuesdays and seven athletes practiced on Wednesday nights at Grasmere Park in Mokena. The summer session will begin on July 10<sup>th</sup> at Main Park in Mokena.
- 2019 Special Olympics Summer Games – LWSRA Hawks Track and Field, Bocce, Gymnastics and Swim teams participated at ISU and Normal High School June 7-9. Thirty-seven athletes competed taking home 10 gold, 8 silver and 13 bronze medals.
- Golf Greats/Golf Skills – There are 15 athletes who will be participating in the Golf Greats program and 3 participants in the Golf Skills program. On July 10<sup>th</sup> both groups participated in the Special Olympics 9-hole Traditional or Unified Competition or 3 or 6-hole Competition in August.
- Strength and Conditioning – Four participants finished their second sessions on May 8<sup>th</sup> at The Oaks Recreation and Fitness Center.
- Softball – Twenty-three athletes make up two teams. The first regular season games will be today, May 21<sup>st</sup>.

#### 2) Adapted

- Social – A Girls Night Out was had by 5 women & 2 staff on June 4<sup>th</sup> at Rainbow Ceramics and then dinner at Portillos.
- LWSRA took a group of 4 participants and 2 staff to Equestrian Connection on June 22<sup>nd</sup>. Their time included riding the horse while working on their own physical goals which included balance and upper body strength. They groomed the horses, walked down by the lake and enjoyed pizza.
- Wheelchair Softball – The wheelchair softball played against different teams in the Midwest. Their record is 6 and 1. The Hawks will be traveling to Omaha, Nebraska and Kansas for tournaments

- The Illinois Spina Bifida Assoc. held an informational workshop at LWSRC on June 22<sup>nd</sup>. Parents were able to attend and the Assoc. donated \$1,100 to LWSRA and the young participants with Spina Bifida.
- University of Illinois Premier Camp Coaching Clinic – Two coaches attended the coaching clinic at the U of I Premier Wheelchair basketball camp to further develop their coaching skills on June 26-30.
- LWSRA hosted its first summer league wheelchair basketball games on June 30<sup>th</sup>. There are 42 athletes this year and there are 3 more Sunday games.

### 3) Transportation

- All vehicles are up and running. All routine maintenance and inspections are up to date.
- 12,000 miles have been put on the vehicles in the month of June.
- Keith noted that MidWest is being very difficult to work with when issues arise on the busses. He and Tami have questioned them on billing and they also seem to keep the buses a long time when in for maintenance.

## C. Manager of Programs

### 1) Staff & Safety

- Staff/Training – Melissa meets with the camps every week to ensure that all is running smoothly
- Summer Camp – Melissa reported that the camps are going well. A seizure at the Manhattan Park occurred and the participant is still hospitalized. The staff followed protocol. There have been 60 to 70 participants every week. The trips have included Pelican harbor, Brookfield Zoo, Cizmos Fun Factory and Johnson's Family Farm. Everyone raved about Johnson's.
- Inclusion – In June LWSRA has 4 participants in New Lenox, 5 in Frankfort, 2 in Manhattan and will be adding 2 in Mokena, which is a first.

### 2) Recreation

- Teen and Adult – LWSRA's Thunder Bowl and Laraway Lanes bowling program started in June with 30 participants enrolled. Adult social resumed in June with 12 participants attending Odyssey Fun World for miniature golf.
- TITANS – Two new participants registered to attend the TITANS program.

### 3) Youth and Adult Programs

- Adult Special Events – Thirteen participants enjoyed a Hawaiian-inspired dance along with food at the Tiki Terrace. A Beach Party Social swim party was held at Pelican Harbor, a Day at the Ballpark at Windy City Thunderbolts stadium, Sweating to the Oldies dance held at LWSRC and Dinner and a Movie to see Men in Black II were all June activities.
- Youth Special Events – None

**Finance/Personnel** None

**Facilities Planning** None

**Attorney** None

**Old Business** Approval of Amended Budget – The 03 Fund originally had an expenditure to transfer \$15,255 to revenue in the 05 Fund. Staff is requesting to split a percent of the funds going into 03 Fund and 05 Fund to make the allocation of the funds more transparent for income at the audit point. A copy of the Old budget and the New amended budget was included in the Board’s packets. President Hassett asked for a motion to approve the Amended Budget.

*Commissioner Selep made a motion to approve the amended budget as presented and Commissioner Lewis seconded the motion.*

*Ayes: (6) Selep, Swanson, Lewis, Kelly, Marcquenski, Hassett  
Nays: (0)  
Abstain:(0)  
Absent: (1) Chavez*

*Motion Carried*

**New Business**

A. Review Executive Meeting Minutes from May 15, 2018.

*Commissioner Selep made a motion to not release the Executive Minutes of May 15, 2018 and Commissioner Kelly seconded the motion.*

*Ayes: (6) Swanson, Lewis, Kelly, Marcquenski, Hassett, Selep  
Nays: (0)  
Abstain:(0)  
Absent: (1) Chavez*

*Motion Carried*

B. Resolution #19-2 Disposal of Property – A Resolution Authorizing the Disposal of Certain Items of Personal Property by Lincolnway Special Recreation Association (“LWSRA”). Exhibit A showed items to be disposed of and was attached to the Resolution.

*Commissioner Lewis made a motion to approve Resolution #19-2 Disposal of Property and Commissioner Selep seconded the motion.*

*Ayes: (6) Lewis, Kelly, Marcquenski, Hassett, Selep, Swanson  
Nays: (0)  
Abstain:(0)  
Absent: (1) Chavez*

*Motion Carried*

**Questions and Comments from the floor** None

**Director/Commissioner Comments**

Executive Director Keith Wallace encouraged the commissioners to come out to the softball game next weekend and the 5 year anniversary of LWSRA.

Commissioner Swanson said the staff should keep doing the good work. It was a pleasure to see LWSRA at the zoo when she attended with her family.

Commissioner Lewis said to tell the staff they were doing a great job. He discussed the issue that LWSRA was having trouble dealing with MidWest.

Commissioner Kelly told the staff to keep up the good work. It is great having camp at Manhattan's park.

Commissioner Marcquenski also told the staff they are doing a great job. It is wonderful to experience all that the staff is doing in her community.

Commissioner Selep said that he is thankful that Mokena's 2 inclusion requests are now being served. It is a wonderful thing for every person to be able to enjoy all the programs.

Commissioner Hassett said thank you for the Park Party in Frankfort. She told everyone that the elevator in the Founders Center broke when Titans were there. She told how the situation affected the participants and how it was resolved.

**Adjournment**

President Hassett 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 10:18 a.m.*

Respectfully submitted by  
Mary T. Strand, Recording Secretary