

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON SEPTEMBER 17, 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 9:30 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  
Jay Kelly, Executive Director, Manhattan Park District  
Audrey Marcquenski, Director Frankfort Square Park District  
Renee Chavez, Executive Director, Wilmington Island Park District  
Greg Lewis, Executive Director, New Lenox Community Park District  
Lea Pipiras, Director of Recreation, New Lenox Community Park District  
Jennifer Swanson, Manager, Peotone Park District (*joined 9:31*)  
Mike Selep, Executive Director, Mokena Park District (*joined 9:36*)

Absent: None

Others present were: LWSRA Attorney John M. O’Driscoll; Heather Specht, Superintendent of Recreation; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; and Mary Strand Recording Secretary.

Guests: Frankfort Park District Stacy Proper, Supt. of Recreation; Kieran Jackson, Fall Intern; and Resident, Belinda Olszeweski.

**Treasurer's Report**

A. August 31, 2019 Treasurer’s Report – President Hassett asked for a motion to approve the August Treasurer’s Report as presented.

*Commissioner Lewis moved to approve the Treasurer’s report with changes to the payroll report as presented and Commissioner Kelly seconded the motion.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Selep,*

*Motion Carried*

**Payment of Bills**

President Hassett asked for a motion to approve the Payment of the Bills in the amount of \$145,730.87 which may include lodging and travel. Discussion of the payroll report was held regarding direct deposits vs. hard checks. President Hassett noted that the amount of detail doesn’t need to be shared. Discussion was held. Heather will include a different report in the future. (*Commissioner Selep joined the meeting at 9:36*)

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

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

*Motion Carried*

**Special Guests:** Frankfort Park District Stacy Proper, Supt. of Recreation; Kieran Jackson, Fall Intern.

**Communications:** None

**Consent Agenda:** Approval of Regular Meeting Minutes of August 20, 2019. President Hassett asked for a motion to approve the consent agenda as presented.  
*Commissioner Kelly made a motion to approve Consent Agenda as presented and Commissioner Selep 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 – None
- b. Foundation – A \$10,000 grant is being sought to help with the planning and architectural fees for the playground. Grant Seekers continues to assist LWSRA in obtaining more grants and their report is in the Commissioners packets. Mokena Blast donated \$4,000 and \$2,500 was received from the New Lenox Knights of Columbus. A detailed list of Karyn's report is in the packets.
- c. Correspondence regarding the playground equipment, is in the packets. Keith is finalizing the design with Planning Resources. A copy of the layout of the equipment was attached.
- d. Eagle Project – The project, headed by Brad Rudy, received a donation of gravel from Ozinga. Brad will be starting at the end of September. A rough drawing is included in the packets and Keith will receive a timeline soon.
- e. IPRA Pro Connect is finalizing the application and all are encouraged to send their staff to this mentoring program.
- f. IPRA Diversity Task Force – The meeting held September 4<sup>th</sup> held discussions on conference education session and the joint social.
- g. LWSRA has been invited to host the Regional Wheelchair Basketball Tournament, which will be held in conjunction with a smaller tournament already scheduled.

Upcoming Meetings and Events

September 23 <sup>rd</sup>	NRPA Conference
September 29 <sup>th</sup>	LWSRA Sports Banquet
October 1-7	International Wheelchair Softball Championships
October 8 <sup>th</sup>	IPRA Pro Connect Meeting
October 19 <sup>th</sup>	LWSRA 5K
October 26 <sup>th</sup>	LWSRA Trunk or Treat

**2. FUNDRAISING/PR/MARKETING**

- a. \$2,469.46 was raised in June.
- b. The Golf Outing sold out on August 9<sup>th</sup>. Profit from the event was \$31,138.28.
- c. The Foundation held their meeting on August 29<sup>th</sup>. One board member position is open and 3 people are interested and attended the meeting.
- d. Grant Seekers sent out 2 grant proposals and none were received.
- e. Karyn attend the Frankfort Chamber of Commerce Business After Hours on August 1<sup>st</sup>.
- f. LWSRA staffed a table at the New Lenox Pop-Up Park Party on August 15<sup>th</sup>.
- g. Frankfort Park District Back to School on August 16<sup>th</sup> was also staffed by LWSRA.
- h. Mokena's Park Party has been rescheduled to September 9<sup>th</sup>. Wilmington & Manhattan held their Park Parties which were well attended.
- i. Karyn's report listed the Press articles for August and copies were included in the Board's packets.

**3. FACILITY FOREMAN**

- a. Preventive Maintenance – Nothing to report.
- b. Gym – All areas needing touch-up paint were completed August 13<sup>th</sup>. Specialty Floors, Inc. completed work on cleaning, sanding and recoating the gym floor on August. 14<sup>th</sup>.
- c. Classroom/Lobby and Bathrooms – Joey Arebalo's Cleaning Service completed work on stripping and re-waxing the VCT tile flooring August 9<sup>th</sup>..
- d. Roof – None
- e. Bus Barn – The staff organized and stored bikes on August 30<sup>th</sup>.
- f. Parking Lot – Quotes for resealing and updating the parking lot with 'active wheelchair logos' are being considered.
- g. Upcoming projects – The 5 remaining lights above exterior doors were changed over to LEDs on August 27th.

**4. SUPPORT SERVICES**

- a. Brochure – Registrations are coming in steadily for the fall programs. Staff is beginning the preparation for the winter brochure
- b. Website & Technology – Issues with the burglar alarm and security camera system were repaired in August. The data closet was cleaned and organized.
- c. Rentals –LWSRC hosted four groups in August, two birthday parties, a bridal shower and Heather Glen North Homeowners meeting.
- d. Freedom Of Information Act – All FOIA requests for the month of August, 2019 have been responded to.

**5. SUPERINTENDENT OF RECREATION**

- A. Staff & Safety
  - 1) Staff – Congratulations to Christa McDonough who received her CPRP. Heather and Laura are working on updates to the policy manual.

- 2) Heather is continuing to work with PDRMA on the new kickoff form.
- 3) Safety – Completed the Slip, Trip and Fall Self-Assessment form that was on the PDRMA kickoff form.
- 4) Sensory Room – Melissa and Heather are continuing to offer individual time slots on Tuesday and Thursday afternoons.

B. Manager of Athletics

1) Special Olympics

- Freedom Golf Association Square Links Clinic and SNAG Clinic – LWSRA and Freedom Golf Association have joined forces again this summer to offer two free golf clinics for our athletes. On Thursday, the Golf Greats team will be practicing at Square links in Frankfort Square with the Freedom Golf staff. Also on Thursdays, we are offering a Starting New at Golf (SNAG) Clinic at LWSRC with 5 athletes attending.
- 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 August 5<sup>th</sup>, 9 LWSRA golfer attended the Region C 3-6-9-hole Traditional Golf tournament. Five athletes and one unified partner participated on September 7-8 for the 2019 Special Olympics Outdoor Sports Fest. On Wednesdays in September, a golf clinic at Prestwick Country Club will be held.
- Softball – The 2019 Hawks Softball season ended with both teams participating at the Special Olympics Outdoor Sports Fest September 7-8 in Decatur. They qualified by winning a gold and silver medal at the Region E qualifying tournament on August 4<sup>th</sup> in Joliet.
- Volleyball – Twenty-two athletes are registered to play on the LWSRA Special Olympics Hawks Volleyball teams. There are 10 on the traditional team and 12 on the unified team.
- Ten athletes participated August 17-18 at the 2019 Special Olympics State Tennis Tournament. They won 2 gold medals, 4 silver medals, and 7 bronze medals.
- LWSRA has two athletes on the flag football team that LWSRA offers in conjunction with Orland Park. This is the 3<sup>rd</sup> year to offer this program.
- One bowler attended the Special Olympics Region E Bowling Tournament on August 10<sup>th</sup> in Joliet earning a gold medal. Lexie qualified to compete at the Northeastern Sectional Tournament on October 20<sup>th</sup>.
- One LWSRA athlete is participating on the floor hockey team in cooperation with Oak Lawn Park District Special Recreation Department.
- LWSRA is offering Gymnastics at Flip Star Gymnastics Gym in New Lenox. Three athletes are registered for the 2020 Special Olympics Gymnastics competition where new routines will be performed.
- September 29<sup>th</sup> the LWSRA Sports Banquet will be held.

2) Adapted

- Social – Three participants went to Dave and Busters for Adult social.
  - LWSRA HAWKS Wheelchair Softball – the team competed against teams from all around the world in the National Championship. They took 2<sup>nd</sup> place and four of their players took home all tournament accolades.
  - LWSRA took part in the annual “Beyond the Waters” Adaptive Beach Party on August 11<sup>th</sup>.
  - LWSRA Lady Hawks – The team put on a wheelchair basketball exhibition prior to the WNBA’s Chicago Sky versus Seattle Storm on August 23<sup>rd</sup>.
  - Adult Wheelchair Basketball Camp – Coach Jeremy “Opie” Lade of the University of White-Water Wisconsin Men’s wheelchair basketball team came to LWSRA to coach athletes in the fundamentals of the sport. The camp was held August 28-30 with 9 athletes participating.
  - Women’s Wheelchair Basketball Camp – Coach Christina “Barney” Schwab of the University of White-Water Women’s wheelchair basketball team coached 4 LWSRA ladies at the August 30-September 1 camp.
- 3) Transportation
- All vehicles are up and running. All the vehicles are going through basic maintenance.
  - Bus #3 was repaired.
  - Reynolds has been very nice to work with and overall the buses are doing well.
- C. Manager of Programs
- 1) Staff & Safety
- Staff/Training – Staff signed up for fall programs and they were able to apply for shifts through December.
  - After School Care – The program started August 21 and there are 19 participants.
  - Inclusion – In August, LWSRA had 2 participants in New Lenox, 1 in Manhattan and 1 in Mokena.  
*(Commissioner Lewis left 9:50)*
- 2) Recreation
- Teen and Adult – Participants had a wonderful time during the monthly Adult Social program in August. Ten participants enjoyed an evening of bowling.
  - TITANS – Danny O’Bannon is a resident of Mokena. He will join Titans III five days a week.
- 3) Youth and Adult Programs
- Adult Special Events – Participants enjoyed the Monster Truck Mayhem at Dirt Oval 66 in Joliet, Bears Training Camp at Olivet Nazarene University and Chicago White Sox Game. An End of Summer Bash dance and cookout was held at Yunker Park Barn in Mokena Park District for thirty participants.

- Youth Special Events – LWSRC held an End of Summer Camp Celebration on August 2<sup>nd</sup>. Activities, a petting zoo, food and a visit by New Lenox Fire Department in a fire truck entertained the group.

Thirty teens attended a Back to School Teen Dance at LWSRC on August 23<sup>rd</sup>. End of Summer Expeditions to Safariland, Hollywood Park, Oak Lawn Children’s Museum and Exploration Station Children Museum were enjoyed by about 20 participants.

**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 Chavez told the staff keep doing what you are doing.  
Commissioner Marcquenski thanked Freedom Golf and Coach Ralph. Everyone had a good time.  
Commissioner Selep said thank you to Melissa, Karyn, Nadine and Tom for the wonderful Mokena Party in the Park. He has received a lot of positive feedback on it.  
Commissioner Kelly told the staff to keep doing the great job that they have been doing.  
Commissioner Swanson liked hearing the wrap up of summer activities. She also likes the drawing of the new playground. She encouraged the staff to keep up the good work.  
Lea Pipiras, told the staff it was a great summer and she thanked the staff for all that they did.  
President Hassett thanked the staff for being at Frankfort Park District’s Back to School Bash. Mike and Gina attended the Rep. DeLuca wheelchair basketball game. The Titans have a meeting tomorrow that Gina will attend

**Adjournment**

President Hassett asked for a motion to adjourn the Regular Meeting.  
*Commissioner Selep so moved and Commissioner Kelly seconded the motion.  
Upon a voice vote, all voted Aye. The meeting adjourned at 9:57 a.m.*

Respectfully submitted by  
Mary T. Strand, Recording Secretary