

**LINCOLNWAY SPECIAL RECREATION ASSOCIATION  
BOARD OF DIRECTORS SPECIAL WORKSHOP MEETING**

August 18, 2020  
8:30 a.m.

Lincolnway Special Recreation Center  
1900 Heather Glen D  
New Lenox, IL 60451

AGENDA

Call to Order: President Chavez called the meeting to order at 8:35a.m.  
Pledge of Allegiance: All present recited the Pledge of Allegiance.  
Roll Call: Roll was taken and those present were:  
Audrey Marcquenski, Director Frankfort Square Park District  
Greg Vitale, Executive Director, Mokena Park District (joined 8:55am)  
Greg Lewis, Executive Director, New Lenox Community Park District  
Barb Sim, Peotone Park District  
Renee Chavez, Executive Director, Wilmington Island Park District

Absent: Gina Hassett, Executive Director, Frankfort Park District  
Jay Kelly, Executive Director, Manhattan Park District

Others present were: Tami Pareti, Mgr. Recreation; Marie Ventura, Accountant; and Mary Strand, Recording Secretary.

Topics: Keith explained that during recent public meetings it seemed that people were confused on how the different donations and fund raisers were allocated. He and his staff are working to clarify the process and rename some programs to help avoid confusion. Once the content is agreed upon, the documents will be uploaded to LWSRA's web site. A copy of the Policies was given to the commissioners.

Scholarships and Financial Assistance Programs

- a. Financial Assistance (previously known as General Scholarship) - The new official name is Financial Assistance. It outlines qualifications, guidelines for applying for assistance and limits. Only residents of the member Districts will qualify. It is funded only by donated dollars and based on financial need. Donations are typically from Lions Club, Rotary, etc. All corresponding reports shall be renamed appropriately. \$400 is the maximum per calendar year and is tracked by individual. The Recreation Committee will oversee this program. Discussion was held and updates will be made to the documents. Going forward a written acknowledgement should be received showing where the donation is being applied to avoid any misunderstandings.
- b. Hawk Bucks (previously known as Designated Scholarship/Gift Certificate Program) – This program is defined as a credit on a participant's account. This money is fundraised by the participant or a donation received to be

specifically applied to their account. Gift Certificates can be purchased from LWSRA and applied to a participant's account. The money is held in the Deferred Revenue account. All labeling will be updated. Discussion was held on what happens to donations to a specific person if that person can no longer participate (moves away, passes away, etc.) Splitting donations, credits and gift certificates under each participant was suggested.

- c. Employee Discount – This policy has been in place for many years with few changes at this time.

Miscellaneous: Fifteen iPads have been donated to LWSRA. They will be rented out to individuals who want to participate in any Virtual Programs.

Adjournment: With no further discussion, President Chavez asked for a motion to adjourn the Workshop Meeting at 9:17 a.m.

*Commissioner Lewis so moved and Commissioner Marcquenski seconded the motion. Upon a Voice Vote, all voted Aye.*

Respectfully submitted by  
Mary T. Strand, Recording Secretary