

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON NOVEMBER 17, 2020 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 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:
Audrey Marcquenski, Director Frankfort Square Park District
Greg Vitale, Executive Director, Mokena Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Barb Sim, Commissioner, Peotone Park District
Renee Chavez, Executive Director, Wilmington Island Park District
Gina Hassett, Executive Director, Frankfort Park District

Absent: Jay Kelly, Executive Director, Manhattan Park District

Others present were: LWSRA Attorney John M. O’Driscoll; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; Marie Ventura, Accountant; and Mary Strand, Recording Secretary.

Guests: Resident Belinda Olszewski

Public Comments: None

Treasurer's Report

- A. October 31, 2020 Treasurer’s Report – President Chavez asked for a motion to accept the October 31, 2020 Treasurer’s Report as presented. Keith noted he is updating the latest financial projection. It will be estimated through May as it relates to the expenses during the pandemic.

Commissioner Hassett moved to accept the Treasurer’s report as presented and Commissioner Lewis seconded the motion.

Ayes: (7) Lewis, Kelly, Marcquenski, Hassett, Vitale, Chavez, Sim

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Payment of Bills

President Chavez asked for a motion to approve the Payment of the Bills in the amount of \$166,221.99 which may include lodging and travel. Commissioner Chavez.

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

Ayes: (7) Kelly, Marcquenski, Hassett, Vitale, Chavez, Sim, Lewis
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

Special Guests: None

Communications: None

Consent Agenda:

- a. Approval of the Regular Meeting Minutes of October 20, 2020. President Chavez asked for a motion to approve the minutes as presented.

Commissioner Lewis made a motion to approve the Regular Meeting Minutes of October 20, 2020 as presented and Commissioner Vitale seconded the motion.

Ayes: (7) Marcquenski, Hassett, Vitale, Chavez, Sim, Lewis, Kelly
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Staffing – Keith told the Board that the staff has been working on full virtual program offerings for the ongoing season.
- b. Scoreboard – The scoreboard, damaged in the August storm, has been replaced and is fully functioning.
- c. Donations, Fund Raising, Outreaching and Grants – LWSRA received \$5,300 Knights of Columbus. Also, \$2,500 was received from the 100 Brothers Who Care group. Keith is still waiting on 3-5 members to donate. The Butterbraid fundraiser brought in over \$1,700. There have been a few Birthday fundraisers on social media and the latest raised \$1,500. LWSRA also received the 15 iPads donated by the Disability resource Center in Joliet.
Keith received notification that LWSRA was awarded the State Big Grant.
The Duns number is now up to date and Keith will be applying for the SAMS number.
- d. Foundation –The foundation will be running two events, a Pizza Fundraiser and Giving Tuesday. The Agency & the Foundation are working on social media presence.
- e. IPRA – Keith has been elected to the IPRA Board and will be sworn in during the IPRA 2021 conference.
- f. LAC Meetings – The Special Recreation Directors are meeting monthly to discuss rapid changes in the profession. The work from home policy and Covid procedures for participants who test positive.
- g. 2021 Board Meeting Dates Discussion – It was requested by some residents to hold the Board Meetings in the evenings. Commissioner Hassett suggested to do once or twice a year. Commissioner Lewis suggested instead to have Town Hall structured meeting. The general consensus was to go with the Town Hall. Staff is talking with a parent group tonight to set up a town hall. Discussion was held.

2. FINANCIAL

- a. Accountants – Marie told the Board that she is continuing to streamline the accounting procedures. The final preparation of the financials is still being done by the outside accountant. Marie has taken over the credit card receipt administration duties as well.
- b. District Payments – The invoices for the 2nd payments were sent out a little early and all have been received. The next payment is due in March. Discussion was held. Cash flow, projections and large payments were discussed. The committee will discuss the extra percentage that the Districts pay.
- c. Fundraisers – Financials were helped by all the fund raising efforts as will.
- d. Payroll – There was 3 payrolls in October.

3. FUNDRAISING/PR/MARKETING

- a. Donations – \$2,500 from 100 Brothers Who Care and \$2,500 Variety of Illinois
- b. Foundation – Working on Giving Tuesday
- c. Grants – Applied for the Robert and Jamie Taylor Foundation \$5,000 Grant.
- d. Fundraising – LWSRA raised \$2,000 from the 50/50 raffle. Another raffle will be held by year's end. October 10th the New Lenox Chipolte hosted an Eat & Earn raising \$137. Programing benefitted from sales of Butter Braid to the tune of \$1,700.

4. FACILITY FOREMAN

- a. Maintenance and Misc. Repairs – LWSRC's emergency lighting batteries were replaced October 9th. Repairs were made to the foul pole and scoreboard.
- b. Gym – Nothing to report.
- c. Classroom/Lobby and Bathrooms – John is waiting for a response from Excel Electric, Inc. for a second proposal for a back-up generator for the Center. Another proposal has been requested from Copper Electric.
- d. Roof – Nothing to report.
- e. Parking Lot and Grounds – A tree was removed from the parking lot storage area and space was cleared for the installation of the new park's portable toilet.
- f. Bus Barn – No updates.

5. SUPPORT SERVICES

- a. Brochure – The November-December brochure is in effect for virtual programming.
- b. Website & Technology – The final testing and setup is being done for the new registration solution. A soft launch date is planned for December 1st for households to create their new accounts and complete their 2021 Annual Information Form in the new digital format. The information is required for anyone who registers for a program but the new solution will save families time. All info will carryover the data from year to year and will only require updates. Staff will be able to follow up and assist in the weeks leading up to registration opening for January programs.
- c. Rentals – Staff is monitoring and corresponding with interested rentals regarding the new Region 7 mitigation measures and winter sports guidelines and how they impact their rental.
- d. Freedom Of Information Act – All FOIA requests for the month ending October 31, 2020 have been responded to.

6. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

- 1) Staff – Staff is meeting weekly for training, team building and staying on top of the changing Covid guidelines.
- 2) Inclusion – Staff has been working with New Lenox pre-school staff.
- 3) Part-time staff – Nothing new to report.
- 4) Outreach – We received the 15 new iPads and a charging station.

B. Manager of Athletics

- 1) Transportation – All Safety Inspections are up to date. John fixed some tail lights and reflectors on Bus 4.
- 2) Special Olympics –Region E has kicked off a Virtual Sports program, offering 1-2 programs monthly. October started with Bocce and Softball.
- 3) Student Intern – Currently, there are 3 interns from the University of St. Francis completing their Community Setting Field Experience with LWSRA. They have completed 30 of the 50 hours required. They are helping to plan virtual Titans. Staff is also working with three additional students from the University of St. Francis to help to create an assessment that will be released to participating families Winter 2021.
- 4) Virtual Programs – Tami & Melissa led a variety of virtual programs. Mondays was Wake Up, Warm Up workouts, Wednesday & Fridays was Strength & Conditioning class. There have been 6-8 participants consistently. Tami also co-led Lunch with the Staff and World of Dance during the month. Everyone’s an Artist is another offering that was popular. Moving with Mak, Snack & Chat and Baking Buddies were also offered and well attended. Game Night and Saturday Fun Club also were also offered. A virtual Halloween Bingo was held on October 23rd with 20 participants.
- 5) Special Events, youth and summer camp – There were ten In-Person programs offered in October. An outing to Konow Corn Maze was held on October 10th.

Finance/Personnel

- A. Monthly Financial Outlook –Cash at the end of October was \$65,535. Member district fees will be added next month. The projections will be updated.

Facilities Planning

- 1. Playground update – It’s done. At least 50-100 people were using it right from the start. New Lenox Park District will monitor it and enforce Covid regulations. Modifications to the manufactures guidelines will not be done. NLPD will be submitting to IDNR for reimbursement as soon as possible.

Attorney None

Old Business None

New Business

- A. 2021 Board Meeting Dates - President Chavez asked for motion to approve the dates of the 2021 meetings.

Regular LWSRA Board Of Directors Meetings Held on the 3rd Tuesday of every month at 9:30 a.m. in 2021 at Lincolnway Special Recreation Center 1900 Heather Glen

Drive, Room 170, New Lenox, IL Board Meeting Dates:

January 19, 2021

February 16, 2021

March 16, 2021

April 20, 2021

May 18, 2021

June 15, 2021

July 20, 2021

August 17, 2021

September 21, 2021

October 19, 2021

November 16, 2021

December 21, 2021

Commissioner Kelly made a motion to approve the LWSRA Board Meeting dates on the 3rd Tuesday of each month in the year 2021. Commissioner Lewis seconded the motion.

Ayes: (6) Hassett, Vitale, Chavez, Sim, Lewis, Kelly, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Director/Commissioner Comments

Commissioner Hassett wished everyone a very Happy Thanksgiving with their immediate bubble. She said to keep managing the Covid protocols.

Commissioner Marcquenski said congrats to Keith. She gave kudos to the staff and told them they were being creative and to keep on doing what they were doing.

Commissioner Kelly congratulated Keith on his election to the IPRA Board. He attended the Diversity Training yesterday and said it was awesome. He told the staff to keep pushing forward and do the great things that they have been. He wished all a Happy Thanksgiving.

Commissioner Vitale Congratulated Keith and said he would represent LWSRA and the Districts well. The Whoville plans look awesome. He thought the flyer in the Board's packets was a great marketing/sponsorship piece. He told the staff to keep working hard on the virtual programming. The staff is doing great and not skipping a beat. Kudos to the staff and congrats on how you all are adapting.

Commissioner Sims said Congrats to Keith. She noted that Peotone is trying to keep up with the changes and said that they can piggyback on some of the great work that the staff of LWSRA is doing. She said to have a great Thanksgiving and keep wearing your masks.

Commissioner Lewis also congratulated Keith Wallace on his IPRA Board election. He said that the Board is very proud of the staff. He has seen the staff over years evolve and make hard choices to keep LWSRA going. He thanked all and encouraged them to keep fighting the fight.

Commissioner Chavez congratulated Keith as well. She said that the staff's creativity and enthusiasm encourages the commissioners to bring back higher expectations to their own staffs. She feels energy from the staff.

Adjournment

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

Commissioner Vitale 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