

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON DECEMBER 15, 2020 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.

Meeting held via a ZOOM Video Conference all attendees were off site.

General Functions

Call to Order: President Chavez 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:
Audrey Marcquenski, Director Frankfort Square Park District
Greg Vitale, Executive Director, Mokena Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Renee Chavez, Executive Director, Wilmington Island Park District
Gina Hassett, Executive Director, Frankfort Park District
Jay Kelly, Executive Director, Manhattan Park District

Absent: Barb Sim, Commissioner, Peotone 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. November 30, 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: (6) Lewis, Kelly, Marcquenski, Hassett, Vitale, Chavez

Nays: (0)

Abstain:(0)

Absent: (1) Sim

Motion Carried

Payment of Bills

President Chavez asked for a motion to approve the Payment of the Bills in the amount of \$107,803.59 which may include lodging and travel. Executive Director Wallace pointed out the refunds and reimbursements.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) Sim

Motion Carried

Special Guests: None

Communications: None

Consent Agenda:

- a. Approval of the Regular Meeting Minutes of November 17, 2020. President Chavez asked for a motion to approve the minutes as presented.

Commissioner Hassett made a motion to approve the Regular Meeting Minutes of November 17, 2020 as presented and Commissioner Lewis seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (1) Sim

Motion Carried

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Facility – Staff is doing projects on the building that are difficult to do when people are present.
- b. Donations, Fund Raising, Outreaching and Grants – Keith told the Board that the staff rocked the event getting donations and sponsors to take in approximately \$9,000.
 - Memorial donations from the passing of one of the participant's grandmother, Joy Leonardo, are coming in.
 - LWSRA has received \$100,000 BIG Grant, \$1,000 PDRMA Health Grand, \$2,500 PDRMA equipment Grant and \$1,000 Home Depot Grant.
 - A Giving Tree gift program is in process and 300 gifts have been collected from local groups including Parkview Small Group, TP-Frankfort Rotary, LWSRF, Heather Glen HA, BNI, and Frankfort Kiwanis. Staff is still accepting donations.
 - LWSRA raised \$800 in partnership with Enricos Italian Dining, Frankfort Chamber and Behnke Photographers in early December.
- c. Foundation – LWSRF meeting was held on December 1th and upcoming fundraisers, Giving Tuesday Campaign and their annual gift to LWSRA were discussed. Giving Tuesday raised \$5,300 so far with an estimate of \$10,000 in total donations. The annual gift of \$20,000 was donated to LWSRA. Keith is going to pay off the bus with it. The Foundation has updated their By-Laws and have signed it. Keith will send the changes to the Board.
- d. LAC Meetings – The Special Recreation Directors met on December 4th with discussions on staff furloughs, programming and COVID 19.

- e. LAD Meeting – The SSPRPA Legislative & Advocacy group met on December 7th. Programming, COVID-19, State funding, staff layoffs and furloughs were discussed along with discussion on facilities.
- f. Strategic Planning Meeting – The first focus group with parents went well and Keith will be setting up one with LWSRF and the LWSRA Board. The goal is to get a new plan by June, 2021.
- g. BNI Group – LWSRA has been selected to join this group as the only charity organization in it. Cause networking is their focus.

2. FINANCIAL

- a. Accounts – Marie told the Board that all bills are current and paid.
- b. Old Plank Trail – The new accounts have been finalized and transition of banking transactions will be started as soon as testing with Positive Pay is done.
- c. Software – Marie is exploring new Accounting software, that would enable integration with credit card, banking, and credit card transactions.
- d. Refunds – The large amount of refunds on the list is due to the cancellation of a cruise due to COVID-19. The travel agency reimbursed LWSRA and then the participants were refunded.
- e. Projections – The sheet that was included with the Board’s packets did include donations.

3. FUNDRAISING/PR/MARKETING

- a. Donations – \$4,243.
- b. Grants – Staff is working on getting \$8,000 grant for the park shade system.
- c. Fundraising – The Frankfort Chamber is hosting the Giving Tree Project.
 - LWSRA is holding a 50/50 raffle at \$20 per ticket and only 200 tickets will be sold. The raffle will be held on December 18th and tickets are still available.

4. FACILITY FOREMAN

- a. Maintenance and Misc. Repairs – Carroll Seating and Timeout Services completed the replacement of the softball field scoreboard on November 4th.
 - PDRMA performed a facility appraisal for LWSRA to update the current profile.
 - Fence Connection did repairs and replacement of the softball field foul pole and fence on November 17th.
- b. Gym – Storage solutions of wheelchairs and adaptive sport equipment at the LWSRC are ongoing.
- c. Classroom/Lobby and Bathrooms – Project plans are being reviewed to widen the stall openings in the bathrooms to accommodate the sport wheelchairs.
 - Patching and painting the walls throughout the facility is being done
- d. Roof – Nothing to report.
- e. Parking Lot and Grounds – No updates.
- f. Bus Barn – No updates.
- g. Equipment – John applied for, and received, PDRMA’s 2020 Risk Management Grant & Recognition Program for \$2,500 to be used for a powered, large capacity wheelbarrow to increase jobsite efficiency, productivity and safety.
 - John also worked with Home Depot for donations of the boxes used for the Grinch event and procured a \$1,000 Grant from them as well. John’s efforts were greatly appreciated.

5. SUPPORT SERVICES

- a. Brochure – The January-February brochure is being planned for virtual programming. Registration will begin on January 6th.
- b. Website & Technology – The new online registration solution through Community Pass is now live. Families are being directed to create their accounts now and registration will be conducted on the new platform in January.
- c. Rentals – All rentals are currently canceled due to current restrictions and agency guidelines. Planned rentals that were canceled in November included a private tennis lesson, Chaos soccer team and two birthday parties.
- d. Freedom Of Information Act – All FOIA requests for the month ending November 30, 2020 have been responded to.

6. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

- 1) Staff – Melissa congratulated the staff on the exceptional job they did putting together the Grinch activity kits. They have returned to all-virtual programming and creating 4 more special events.
- Melissa commended the entire staff on all of their efforts and said they are doing a tremendous job.
- 2) Safety – The committee has been meeting to discuss how to keep the facility safe for staff and when the participants can return.
- 3) Inclusion – Staff will continue to offer support to the Districts.
- 4) Part-time staff – Nothing new to report.
- 5) Outreach – Staff is reaching out to sponsors and donors for future events.
- 6) Transportation – Busses were used for the Grinch event. Oil changes were being scheduled.

B. Manager of Athletics – Keith encouraged the Board to read the report in their packets as Tami was not in attendance.

Finance/Personnel

- A. Monthly Financial Outlook – Keith discussed the estimated bills due and receipts. LWSRA finances are looking good through May, 2021.
- B. Furloughs – Several staff was furloughed and plans are to bring them back in January. The H R coordinator’s contract was not renewed. If the current shutdown continues additional furloughs will need to be done in May, 2021.

Facilities Planning

- 1. Generator – Keith included a proposal for a generator to be installed at LWSRC. He intended this for discussion only. He is proposing it to be in 2021/2022 budget. Discussion was held and it was suggested to include the generator in a 3-5 year plan under Capital Improvements.

Attorney None

Old Business None

New Business

- A. Telecommuting Policy and Resolution #20-08 – The Policy and Resolution #20-08 was reviewed by the attorney. Input from PDRMA was received. Keith will send the final to PDRMA and if they want an amendment the Board could do it later.

Commissioner Kelly made a motion to approve Resolution #20-08 as presented and Commissioner Vitale seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (1) Sim

Motion Carried

- B. Motion to declare a vacancy in the President’s seat effective December 16th. Commissioner Chavez is resigning as December 16th and a vacancy is being declared for the position of president. President Chavez asked for a motion to declare the Vacancy.

Commissioner Hassett made a motion to declare a vacancy for President of the LWSRA Board of Commissioners and Commissioner Lewis seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (1) Sim

Motion Carried

- C. Elect a new Slate – A motion is needed to elect the following slate for the remainder of the 2 year term effective December 16th, and the term ends May 31st 2023.

President- Jay Kelly

Vice President- Audrey Marcquenski

2nd Vice President/ Treasurer – Greg Vital

Secretary- Greg Lewis

Discussion was held on the future progression of offices to be held by the commissioners and the Policy.

Commissioner Chavez made a motion to elect Commissioner Jay Kelly as President, Commissioner Marcquenski as Vice President, Commissioner Vitale as 2nd Vice President/Treasurer and Commissioner Lewis as Secretary and Commissioner Kelly seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (1) Sim

Motion Carried

Director/Commissioner Comments

Executive Director Wallace thanked the Board for their support and wished everyone a Merry Christmas and a Happy New Year.

Commissioner Lewis told Commissioner Chavez good luck in her new position. He congratulated the staff on the great job with Whoville.

Commissioner Chavez told the Board that her position in Wilmington Island Park District has not yet been filled. Also her new District is not part of an SRA.

Commissioner Marcquenski told the Board that she is continually impressed with the staff and the constant efforts they are making to engage the participants, but also to improve operations. She congratulated Commissioner Chavez on her new job. She said Merry Christmas and she is looking forward to 2021.

Commissioner Vitale congratulated Commissioner Chavez and said she will be missed. He told the staff they did a great job on the Grinch and to keep up the good work. He wished all Happy Holidays and a safe New Year.

Commissioner Hassett thanked everyone for the successful Grinch event, the staff was amazing. She thanked Marie for all she is doing for the financials and offered FPD's help if needed. She wished all Merry Christmas and enjoy their families. She also told Tami that she is thinking of her mom and wished her well.

Commissioner Kelly echoed everyone in saying the LWSRA staff is doing an amazing job. He praised them for staying positive and engaging the community in these tough times. He congratulated Commissioner Chavez and said if she needed anything to not hesitate to reach out. He ended by saying Merry Christmas and Happy New Year.

Commissioner Chavez said the best to Tami's mom. To Keith and the staff she said thank you for the growth that has happened in Wilmington. She suggested to them that perhaps an event at the local Wilmington Theater or bowling alley could be held in the future. She said that friends on FB were blown away by the Grinch. She suggested that she might be able to volunteer for LWSRA.

Adjournment

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

Commissioner Hassett so moved and Commissioner Kelly seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Sim

Motion Carried

The meeting adjourned at 10:26 a.m.

Respectfully submitted by
Mary T. Strand, Recording Secretary