

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON FEBRUARY 16, 2021 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 Kelly 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  
Andrew Liaromatis, Wilmington Island Park District  
Gina Hassett, Executive Director, Frankfort Park District  
Jay Kelly, Executive Director, Manhattan Park District  
Barb Sim, Commissioner, Peotone Park District  
Absent: None

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: Dave Macek, President, Lincolnway Special Recreation Foundation.

**Public Comments:** None

**Treasurer’s Report**

A. January 31, 2021 Treasurer’s Report – President Kelly asked for a motion to accept the January 31, 2021 Treasurer’s Report as presented.

*Commissioner Lewis moved to accept the Treasurer’s report as presented and Commissioner Marcquenski seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (0)*

*Motion Carried*

**Payment of Bills**

President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$69,817.55 which may include lodging and travel. Executive Director Wallace noted that the monthly rent fee for the bus barn will remain unchanged.

*Commissioner Hassett made a motion to approve the payment of the bills as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (0)*

*Motion Carried*

**Special Guests:**

Dave Macek, President, Lincolnway Special Recreation Foundation, gave an overview of the Foundations events. He noted the Valentine's Day boxes were a huge success. The Bunny Breakfast, a Pizza Party and the annual Golf Outing in August are being planned. He presented a check from LWSRF to LWSRA in the amount of \$20,000. President Kelly thanked Mr. Macek and expressed appreciation on behalf of the Board for all of their efforts. Keith also thanked him.

*(Mr. Macek left the meeting at 9:40 a.m.)*

**Communications:** None

**Consent Agenda:**

- A. Approval of the Regular Meeting Minutes of January 19, 2021. President Kelly asked for a motion to approve the minutes as presented.

*Commissioner Lewis made a motion to approve the Regular Meeting Minutes of January 19, 2021 as presented and Commissioner Liaromatis seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Present:(0)*

*Absent: (0)*

*Motion Carried*

**Staff & Committee Reports**

**1. DIRECTOR's REPORT**

- a. Facility – The POE switches have been upgraded to facilitate a quicker more stable internet connection. Staff implemented a tracking system, CrisisGo, that tracks who was in the building in the event we have a positive COVID 19 case. It also has an intruder alert program. The cost is \$149 per month and can be cancelled at any time.
- b. Donations, Fund Raising, Outreaching and Grants – The New Year's Raffle winner of the 65" TV was Jean Arola. Tessa Quilan won \$100. There are two prizes left that will be raffled on February 19<sup>th</sup> & 26<sup>th</sup>.  
Valentine's Day boxes were so successful, that the Bunny Boxes have already had 328 sold and have a lot of sponsors. Volunteers are not yet being used to pack the boxes due to caution.  
Grants submitted this month include FEMA and SBA Loan Forgiveness. The accountants have also found another grant that will be applied. The fee for their work on these grants was \$2,500.  
Uhlmann Home Improvement will donate 3% of the purchase price of products for anyone that mentions LWSRA when contracting with them.

The Parent and Supporter Challenge will kick off in March. Staff is hoping for 400 families or supporters to raise \$500 each to reach the goal of paying off the building

loan. A discussion of the building loan was held and the extra percent that the Districts pay. It was suggested that the goal be for the shade structure at the building's entrance. All Districts should be submitting a list of all ADA projects that they have done. Keith can give each District a copy of the Articles of Agreement that shows the usage of the .0025 cents that they contribute.

- c. Foundation – The activity baskets are on sale now and raised over \$8000 in sales and sponsorships. They partnered with Villa Rosa Pizza to do three give back days for LWSRA/LWSRF.  
The annual golf outing date will be determined soon.
- d. Audit – Staff is gathering all the information for the auditors and they will be on site March 15-19.
- e. Meetings – Keith meets twice a month for the LAD and subjects are State Grants, staffing, solar power, rentals, and Covid 19.  
The LAC Meetings are also twice a month. They discuss fundraising and are preparing a SRA History and Timeline that Keith will share with the member Districts.

## 2. FINANCIAL

- a. Accounts – Marie's report exhibited all of the donations and income from fundraising during January, 2021. She noted that the amounts do not reflect the expenses.
- b. Community Pass – The registration software was implemented the first week of January. It gives the parents more visibility into credits that would be available to use.
- c. District Payments – Two Districts have submitted their payments and invoices will be going out to the remaining Districts.
- d. PPP Loan – Marie is waiting to see if the loan will be converted into a grant. The Lau Accounting Firm submitted the information with details supplied by staff. A second grant is being sought. Their fee is \$2,500 but doesn't include the second grant.
- e. Credit Card Administrator – It is Together Pay that is integrated into Community Pass.

## 3. FACILITY FOREMAN

- a. Maintenance and Misc. Repairs –The alternative air intake valve for the pump room furnace was completed on January 29<sup>th</sup>.  
Snow removal has been taking up a lot of John's time.
- b. Gym – Storage solutions of wheelchairs and adaptive sport equipment at the LWSRC has been completed.
- c. Classroom/Lobby and Bathrooms –John is continuing doing the work to widen the stall openings in the bathrooms to accommodate the sport wheelchairs. Two are done and two remain.  
Patch up painting is ongoing throughout the building.
- d. Parking Lot and Grounds – John is reviewing RFPs that will address signage, low areas and preventive maintenance.

## 4. SUPPORT SERVICES

- a. Brochure – An updated 2021 Winter Brochure was released January 22<sup>nd</sup> with an abbreviated February session of in-person programs added. Registration for in-person programs started January 25<sup>th</sup> with limited in-person programs resuming February 1<sup>st</sup>. The next brochure will be for 8 week sessions and the goal is to return to normal after that.
- b. Website & Technology – The internet service was upgraded to meet the need of increased network demand due to virtual programs and meetings. Agency staff will be doing some of the installation to save money and B Practical Solutions will complete the network setup.

CrisisGo Covid-19 tracking system installation was completed in January. The participants have ID badges that they really like.

- c. Rentals – One individual started back with 1 tennis instruction each week. Staff is working to get more rentals back.
- d. Freedom Of Information Act – We received a commercial FOIA request from Torrie Wofford (Unified Concepts) it was completed and all requests for January, 2021 are up to date.

## 5. SUPERINTENDENT OF RECREATION

### A. Staff & Safety –

- Six staff attend the IPRA conference. Staff completed a professional development summary form for each session they attended. The TR Summit started their meetings for the 2021 year. LWSRA will be hosting the conference in October this year.
- Staff met to create a marketing plan for the next 12 months to help with being consistent and manage fundraising strategies.
- Angelo Garcia returned to his duties as Registrar effective February 1<sup>st</sup>.
- Staff will meet with District groups in February to help build LWSRA's strategic plan.
- Congratulations to Keith Wallace on being sworn in to the IPRA Board.
- Safety – The committee continues to keep up with the ever-changing guidelines and meet to ensure LWSRA is providing a safe environment for participants. Staff completed the task of opening and closing checklists digitally.
- We are hoping to bring back the first wave of part time staff. Melissa and Tami are working hard to create training to prepare our staff for all the changes.
- Nadine and Melissa have been working with the Foundation for the Bunny Basket Fundraiser. They are offering activity kits, sponsorship opportunities and deliveries by the bunny. LWSRA now has two bunny costumes to help get the deliveries out faster.

### B. Manager of Athletics

- Virtual Programs – New programs were started January 18<sup>th</sup> and in-person programming started February 1<sup>st</sup>.
- Valentines Kits – It was anticipated that there would be 200 sold, but actually 600 were sold.
- Starting in March there will be 8 week sessions.
- Transportation – The vehicles had minimal usage. All vehicles will be up to date on their IDOT safety inspections by mid-January. They were used for the Valentine's Day Kits and will do it for the Virtual Titans program. There were a few programs with activity kits in January and those were delivered and produced revenue.
- 2021 IAPD/IPRA Soaring to New Heights Conference - January 28th through January 30th staff attended and several also received a IPRF scholarship to attend the conference so LWSRA will be getting reimbursed for registration costs.

## Finance/Personnel

- A. Monthly Financial Outlook – Keith discussed the estimated bills due and receipts. LWSRA finances are looking good through May, 2021. He will keep it updated monthly. He said that it is a very good tool and really helps to keep on track.

**Facilities Planning**     None

**Attorney**                 None

**Old Business**             None

**Executive Session**

- A. Closed Session for any lawful purpose including but not limited to Section 2(c) (21)  
Review of Closed Session Minutes – Tabled until a Board meeting is held in person.

**New Business**             None

**Director/Commissioner Comments**

Commissioner Lewis told the staff to keep up the good work. A lot of good ideas are being generated by the staff. He is impressed with all the staff does. He congratulated Keith on the IPRA state level appointment. Commissioner Lewis has been sitting in on the diversity discussions and that has helped him. He told Jay that he is doing great in the leadership role. The budget is upcoming.

Commissioner Vitale told everyone that they are doing a great job and to keep up the good work. He hoped the staff learned a few things by attending the virtual conference. He congratulated Keith on being sworn in to IPRA Board and to the staff on their great ideas and work ethics, they are doing a bang up job.

Commissioner Marcquenski said thanks to the Foundation for the presentation and donation. She is excited to be talking about golfing again. She told the staff to keep up the good work. She congratulated Keith.

Commissioner Sim said thank you to everybody. She is taking notes to share the ideas. She said exceptional work by the staff is keeping everyone in the loop.

Commissioner Hassett thanked everyone and congratulated Keith. She alerted her staff that due to Covid 19, Lincoln Way Schools might not be able to offer space for summer camp. They will have to use the Founders Center instead, which would limit LWSRA's use. FPD has a non-binding referenda on the ballot for the April election to purchase a large building. If approved, the large square footage could offer additional space to LWSRA. She will continue to keep Keith in the loop on the status of usable space this summer.

Andrew Liaromatis told the Board that they are doing a lot better with sponsorships than Wilmington. The search for a new Director is ongoing, but hopefully a vote will be on their next meeting agenda. He asked for a copy of the agency logo to use to promote LWSRA and an event he is working on with Melissa and Tami in March. He is trying to get more brand recognition for LWSRA. Keith will have Tom send a banner to Andrew. Andrew does send LWSRA content on social media. Andrew's last Executive Director Wallace said that SRA recognition is an issue with many communities. It is what his passion is and he would be glad to help with any District that needs information. Keith suggested that LWSRA partner with each of the seven Districts to share their kits and promote the activities in recognition of LWSRA.

Commissioner Kelly said thanks to the staff and thanks for a job well done on the success of all the programs under these circumstances. He said he is really appreciative of the Foundation's donation. He congratulated Keith. He asked for the list of Committee assignments. He would like the committees to work with Staff to begin the budget process. He said the focus should be to look at personnel, salaries and benefits. Keith is sending the first draft of the budget to all commissioners. The committees need to establish and achieve goals and keep the Board apprised. Keith read the assignments. Next month the Board could look at the information. We need to make sure we take care of our staff, they are our finest resource. Continue the good work. He will include the information on

the data from HR Source Salary Survey in an email to the Board. Greg Lewis and Greg Vitale are on the Finance Committee. He thanked Keith for putting the finance info together so quickly. Executive Director Wallace said thank you for all that the Board does. He told a story about a new participant from Frankfort, a 4 year old with Cerebral Palsy. She is excited to be able to participate close to home. He told the Board that he appreciates that they do not micro manage the staff and letting he and the staff to dream big. Gina and Keith are working on getting pictures of those in wheel chairs to help tell the LWSRA story and create more awareness.

**Adjournment**

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

*Commissioner Vitale so moved and Commissioner Lewis seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (0)*

*Motion Carried*

*The meeting adjourned at 10:41 a.m.*

Respectfully submitted by  
Mary T. Strand, Recording Secretary