

SOUTH WEST SPECIAL RECREATION ASSOCIATION
12521 SOUTH KOSTNER, ALSIP, IL 60803

MINUTES OF REGULAR MEETING FEBRUARY 27, 2019

I. CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:04 a.m. by Director Huber. The meeting was held at the Alsip Park District, Alsip, Illinois.

II. ROLL CALL - PRESENT:

ALSIP PARK DISTRICT	JEANNETTE HUBER, VICE PRESIDENT
BLUE ISLAND PARK DISTRICT	OCTAVIO CARBAJAL, Alternate
POSEN PARK DISTRICT	T. J. WHITCOMB, TREASURER
HICKORY HILLS PARK DISTRICT	JENNIFER FULLERTON
WORTH PARK DISTRICT	KARA JELDERKS, Alternate
PALOS HEIGHTS RECREATION DEPT.	JOE SMITH, Alternate

ROLL CALL - ABSENT:

MIDLOTHIAN PARK DISTRICT	DOMINIC EGIZIO, PRESIDENT
VILLAGE OF MERRIONETTE PARK	VACANT

SWSRA Team PRESENT:

LORI CHESNA	EXECUTIVE DIRECTOR
DAWN KEHOE	BUSINESS MANAGER

III. VISITOR AND CITIZEN COMMENTS: None

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA:

- A. Minutes of the Regular Board Meeting – JANUARY 16, 2019
- B. Disbursements – JANUARY Totaling \$20,669.93
- C. Financial Reports – JANUARY - Treasurer’s Report and Income Statement
Motion made by Director Whitcomb, seconded by Director Fullerton to approve Administrative Matters/Consent Agenda as presented. Roll was called with Directors Huber, Whitcomb, Fullerton, and Octavio, Kara and Joe voting yes. Motion passed 6 – 0.

V. PRESIDENT’S REPORT:

- A. Correspondence – None
- B. Public Recognition – None

VI. STAFF REPORTS:

- A. Superintendent of Recreation Report, Susan Prieboy - Susan presented report and it was placed on file. Lori noted Susan is at our Wednesday Warriors Program today. Lori noted our Employee of the Month; Emma Horstmann. Director Fullerton requested a list of Hickory Hills residents served to date sent to her.
- B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.
 - A. January Donations/Sponsorships Received (***See attached***)
 - B. CHSD218 Adult Transition Program (ATP)
Lori noted the school district is withdrawing from resigning the MOA for this upcoming school year. Lori added Susan and herself met with Sam who is new to her position at the school. At that meeting Sam stated she would like to see more field trips out in the community; socialization outside of the campus. Sam noted they are expecting more students this Fall; approximately 100 and noted they want to go in a new direction. Lori noted this is a revenue loss for SWSRA. Lori added that Susan is currently working on a new Adult Day Program for the Fall season similar to those that other SRA’s currently have as well as other options.

C. 2019 Summer Scholarship Raffle – Tickets go on sale March 1

Lori stated we are asking our member districts to help sell these tickets as well as seeking prize donations from them. Lori added we will get these tickets and advertising flyer to your agencies. Lori noted we will draw the winning tickets at our Day Camp Talent Show in August.

D. Day Camp Sponsorship Packets

Lori noted we send these packets out through email and mail seeking sponsorship donations. Lori stated if any member district is interested in having a packet please let us know and we would gladly get you one.

E. Upcoming Events

Director Fullerton asked if SWSRA will be having a table at their carnival this year; Lori responded Yes and noted we have the flyer in our brochure and the registration forms that we will send back to Jennifer when completed.

F. Introduction of FY19/20 Budget Draft

Lori noted we have detail pages for every line item if anyone wishes to review them. Director Huber asked for clarification on the 2 columns with 2019-2020 heading. Lori responded they are showing the Health insurance both ways; Actual premium costs for employees and their dependents who are currently taking SWSRA insurance vs. worst case scenario of premium costs IF ALL employees and their dependents elected to be on SWSRA's insurance. Lori noted the Board voted to have the worst case scenario amount on the approved budget last year which increased the overall deficit. Discussion began about the SWSRA vehicles and current policy for aging our vehicles out of inventory. Lori noted we will only be using 2 of our vehicles for Day Camp transportation this year; and noted we have included \$12,000 in our proposed budget draft under Leased Vehicles in case we have any major issues with our vehicle fleet. Lori stated she is going to start on creating the Board Policy Manual that includes vehicles and revision to our Personnel Manual. Lori noted she has spoken to our attorney about this; and although he will remain pro bono with us for another FY; this will not include "projects" such as working on these policy manuals. Director Huber questioned if the amount for Day Camp transportation fees was correct. Dawn noted she will relook at that figure. Director Fullerton noted the drop in revenue. Discussion began noting the overall loss of about \$28,000 which is the loss of the ATP program of \$15,000, WRR charity runner pledges and Running for Kicks donation of \$9,700 and ACA grant funding. Lori noted she did not include NRPA again for Susan and herself. Lori noted we did add more hours under the Rec. Specialists with IMRF and noted she might amend this budget with increasing PR/Marketing hours and IMRF. Director Fullerton asked when you resubmit the budget at the March meeting; will you present it with the Health Insurance as Actuals or inflated worst case scenario. Discussion began about this question. Lori summarized noting timeline for final discussion/review at March meeting so please email in advance any questions you have prior and seeking Approval at the April meeting.

G. First Midwest Bank Resolution*(ID 349633)

Lori noted we need to update our signature cards.

H. SWSRA Investment Policy*(See attached)

Director Fullerton questioned section 1.14 Policy Review on an annual basis noting that is extreme; and suggested every 3 years at a minimum. Board consensus was for Lori to amend to read "every 3 years at a minimum".

I. Attorney Review of Personnel Policy Manual & Board Policy Manual

J. Vehicle Replacement Policy

Lori noted this was already discussed under F. Introduction of FY19/20 Budget Draft and that she plans to move forward with the creating the Board Policy Manual in which changes under vehicles would be made accordingly.

C. Attorney Report – None

VII. UNFINISHED BUSINESS (*= Action or Approval Item):

A. Southwest Half Marathon/Walk, Run or Roll Update

Lori noted we will be looking for other options but stated nothing to report at this time.

B. Village of Crestwood Update

Lori noted that a Crestwood Police Officer has shown an interest in learning more about SWSRA but no dates have been scheduled yet for a meeting. Lori noted he is involved with Cop on the Rooftop and Polar Plunge.

C. Blackhawks Ticket Raffle Fundraiser

Lori noted we raised \$550.

D. Bi-Annual review of Executive Session Minutes*

Director Huber requested to table this item as well as review of January 16, 2019 Executive Session Minutes to the March board meeting; due to the fact that most of the Directors who had questions are not present at this meeting.

VIII. NEW BUSINESS (*=Action or Approval Item):

A. First Midwest Bank Resolution-Approval of Designated Authorities*

Motion made by Director Whitcomb, seconded by Director Fullerton to approve the Designated Authorities as presented to be Lori Chesna, Jeannette Huber, Dominic Egizio and Robert O'Shaughnessy. Roll was called with Directors Huber, Whitcomb, Fullerton, and Octavio, Kara and Joe voting yes. Motion passed 6 – 0.

B. SWSRA Investment Policy*

Motion made by Director Fullerton, seconded by Director Whitcomb to approve the SWSRA Investment Policy as Amended. Roll was called with Directors Huber, Whitcomb, Fullerton, and Octavio, Kara and Joe voting yes. Motion passed 6 – 0.

Lori noted that SWSRA has been invited to attend Burbank Park District's Board Meeting on March 13, 2019. Lori stated we will be giving about a 20-minute presentation to educate them about the benefits of joining SWSRA.

IX. BOARD OF DIRECTORS' COMMENTS:

Joe Smith reported the White Sox have created a Sensory Room at their stadium. He added he will be attended training for this room. He stated he will send Lori the list he has back at the office of all the organizations, schools, etc. that are invited to be at the training.

X. EXECUTIVE SESSION (if necessary)

XI. RECONVENE REGULAR MEETING

XII. ADJOURNMENT OF REGULAR MEETING

Motion made by Director Whitcomb, seconded by Kara. Motion carried by voice vote 6 – 0. The meeting adjourned at 11:20 a.m.

Dawn Kehoe, Corresponding Secretary

Tom Wogan, Corporate Secretary