

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

MINUTES OF REGULAR MEETING MAY 20, 2020

NOTICE IS HEREBY GIVEN that the May 20, 2020 Regular Meeting of the South West Special Recreation Association Board of Directors WAS held via video/teleconference as permitted by the Gubernatorial Disaster Proclamation in response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement to the Opens Meeting Act for the physical presence of the Board of Directors at the meeting and permitting Directors attendance by video, audio or telephone access.

I. CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:10 a.m. by Director O’Shaughnessy. The meeting was held via video/teleconference.

II. ROLL CALL - PRESENT:

ALSIP PARK DISTRICT	JEANNETTE HUBER, VICE PRESIDENT
BLUE ISLAND PARK DISTRICT	TOM WOGAN, SECRETARY
HICKORY HILLS PARK DISTRICT	JENNIFER FULLERTON
WORTH PARK DISTRICT	ROBERT O’SHAUGHNESSY
PALOS HEIGHTS RECREATION DEPT.	MATT FAIRBANKS

ROLL CALL - ABSENT:

MIDLOTHIAN PARK DISTRICT	DOMINIC EGIZIO, PRESIDENT
POSEN PARK DISTRICT	T. J. WHITCOMB, TREASURER
VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS

SWSRA Team PRESENT:

LORI CHESNA	EXECUTIVE DIRECTOR
SUSAN PRIEBOY	SUPERINTENDENT OF RECREATION
DAWN KEHOE	BUSINESS MANAGER

III. VISITOR AND CITIZEN COMMENTS: None

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA:

- A. Minutes of the Regular Board Meeting – APRIL 15, 2020
 - B. Disbursements – APRIL Totaling \$12,887.99
 - C. Financial Reports – APRIL - Treasurer’s Report and Income Statement
- Motion made by Director Fullerton, seconded by Director Fairbanks to approve Administrative Matters/Consent Agenda as presented. Roll was called with Directors Huber, Wogan, Fullerton, O’Shaughnessy and Fairbanks voting yes. Motion passed 5 – 0.

V. PRESIDENT’S REPORT:

- A. Correspondence – Lori noted she would like to extend the current order of Officer positions until we get back into our offices; to check the rotation schedule and follow that format for the next scheduled Board Meeting.
- B. Public Recognition – None

VI. STAFF REPORTS:

- A. Superintendent of Recreation Report, Susan Prieboy
Susan presented her report and added that we are offering Online Programming thru June and will be charging a fee; noting up until May it was free. She stated it is \$10 per week or entire month at a discount of \$30. Susan noted our EC/Youth smaller population will be all access 1 month \$10 as they only have 2 programs per week.

B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.

A. April Donations/Sponsorships Received (***See attached***)

B. Summer Programs, Day Camp, & Sponsor refunds (***See attached***)

Lori added she will make personal phone calls to Day Camp Sponsors letting them know we are not having Day Camp this year and offer their sponsorship funds be applied to other possibilities like our Zoom programs, etc.

C. SWSRA Suggested Program & Day Camp policy recommendations during Covid-19

Lori noted she reached out to Sara at PDRMA and John McGovern and attorney who is linked to the ADA and Department of Justice to discuss and review her thoughts regarding the eligibility guidelines for starting Day Camp in regards to Inclusion and ADA. Lori read her recommendations, noting she did not send to SWSRA's Corporate Attorney yet, and stating she will send to all Board Members to review. Lengthy discussion ensued with some Board Members sharing their current Phase 3 plans awaiting Governor's Executive Order.

C. Attorney Report – Lori noted she asked if we needed to ratify the budget and he said no because as time goes forward and things are still ever changing you would be continually ratifying.

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

A. FY 20-21 Review Revised May 7, 2020 Budget Update* (See attached)

Discussion began regarding current revisions made as of May 7 to reflect loss of revenue due to Summer Programs and Special Events canceled and any and all areas of expenses per each line item we could reduce as well as each salary line reduction due to raises on hold from May-September. Director O'Shaughnessy noted the budget was already approved. He stated most agencies as well, will have adjustments and updates to their budgets thru out the year and suggested reporting monthly and highlight any areas that are significant. Director O'Shaughnessy wanted it noted that as Lori stated, SWSRA's majority of revenue comes from our Member District Contributions and tax collections are probably going to be later this year which may have an effect on some districts not being able to pay SWSRA in November as has been the standard in past years. Dawn noted the invoices go out in August for this payment. Dawn stated if this is a concern we have our CD maturing end of June so we might have to consider reinvesting if our Member District Contributions may be delayed.

B. Personnel Policy Manual Update – None at this time

C. Cares Act: Personal Paycheck Protection Loan* (Ratify actions of Executive Director)

Lori noted she continues to keep informed of current updates.

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

A. Cares Act: Personal Paycheck Protection Loan* (Ratify actions of Executive Director)

Motion made by Director O'Shaughnessy, seconded by Director Huber to Ratify the Actions of Executive Director who applied for the Personal Paycheck Protection Loan. Roll was called with Directors Huber, Wogan, Fullerton, O'Shaughnessy and Fairbanks voting yes. Motion passed 5 – 0.

B. Indoor play equipment donation

Lori stated Mark Adent donated a brand new swing that a school could not use due to the size. Lori noted it is now in Worth Park District's indoor playground.

IX. BOARD OF DIRECTORS' COMMENTS:

Director O'Shaughnessy referred to April's Income Statement ending the fiscal year. He noted SWSRA's expenses were managed very well, coming well under the budget amounts ending on a very positive result to the projected budget deficit. He suggested to increase Fund Balances, consider getting the Financial Committee back together when things get back to normal, to take a good look at SWSRA's future, special assessments possibilities and other ways to help SWSRA recover.

Director O'Shaughnessy asked if any districts are giving any consideration to defying the Governor's Executive Orders in any shape or form. All Agencies replied no and lengthy discussion began with each Member District giving updates and concerns on current processes, golf courses, pools, day camp etc. and Phase 3 and Phase 4.

It was suggested before any Agency moves on anything significant, to keep all informed with email update because anticipation is before July 4 things might change again.

Director Wogan had to leave the meeting at this point.

X. **EXECUTIVE SESSION (if necessary)**

XI. **RECONVENE REGULAR MEETING**

XII. **ADJOURNMENT OF REGULAR MEETING**

Motion made by Director Huber, seconded by Director Fullerton. Motion carried by voice vote 4 – 0. The meeting adjourned at 11:50 a.m.

Dawn Kehoe, Corresponding Secretary

Tom Wogan, Corporate Secretary