

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

MINUTES OF REGULAR MEETING JUNE 19, 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 Egizio. The meeting was held at the Alsip Park District, Alsip, Illinois.

II. ROLL CALL - PRESENT:

MIDLOTHIAN PARK DISTRICT	DOMINIC EGIZIO, PRESIDENT
ALSIP PARK DISTRICT	JEANNETTE HUBER, VICE PRESIDENT
BLUE ISLAND PARK DISTRICT	TOM WOGAN, SECRETARY
POSEN PARK DISTRICT	T. J. WHITCOMB, TREASURER
HICKORY HILLS PARK DISTRICT	JENNIFER FULLERTON
WORTH PARK DISTRICT	ROBERT O'SHAUGHNESSY
PALOS HEIGHTS RECREATION DEPT.	MATT FAIRBANKS

ROLL CALL - ABSENT:

VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS
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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 – MAY 29, 2019
- B. Disbursements – MAY Totaling \$16,004.17
- C. Financial Reports – MAY - Treasurer's Report and Income Statement
Director Fullerton questioned some of the P-card receipts: Holiday Inn \$113; Lori responded Legislative Conference lodging for her, Back Packs purchased for Day Camp; Lori responded that expense is covered by a Sponsor and this year that is Tinley Park Kitchen and Bath; HR Source \$1,040 annual fee; Lori responded we use their hotline often as a small agency not having a HR person as a resource for quick responses and in addition to calling PDRMA also. Motion made by Director Whitcomb, seconded by Director Fullerton to approve Administrative Matters/Consent Agenda as presented. Roll was called with Directors Egizio, Huber, Wogan, Whitcomb, Fullerton, O'Shaughnessy, and Fairbanks voting yes. Motion passed 7 – 0.

V. PRESIDENT'S REPORT:

- A. Correspondence – None
- B. Public Recognition –
Lori noted we will be recognizing Marsha Amraen at our next board meeting and location will be having the meeting at our Day Camp location. Director Egizio requested a reminder email be sent to all with the details.

VI. STAFF REPORTS:

- A. Superintendent of Recreation Report, Susan Prieboy – Susan presented report and it was placed on file. Susan noted our donation from Meijer's was a \$200 gift card. Susan noted revision to day camp is 55 campers and 20 camp staff. Susan noted revision to Inclusion is 8 campers for Alsip Park District, and Palos Heights has 1 companion with their Power Play Program. Susan stated to reach out for support if needed for inclusion; even though we don't have any companions we can offer resources for behavior management, etc. Lori added that

best practice is to have Susan come out to train your entire team. Director Wogan stated his team found Susan's training extremely helpful that was scheduled after his camp started; as they were able to discuss what issues they were already experiencing.

- B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.
 - A. May Donations/Sponsorships Received (***See attached***)
Lori noted the funds we received from Amazon Smile and requested the Board promote this for us in your Fall brochure. Board asked Lori to send them the verbiage and logo and Lori responded yes it will come from Paula.
 - B. Upcoming SWSRA Special Events
Lori noted the July 12 SWSRA Car Wash at Day Camp for all to consider attending.
 - C. Upcoming PR/Marketing Events
Lori added Midlothian Village invited us to attend their 4th of July Parade and we are looking for a Driver at this point to attend that event.
 - D. SWSRA Fall Fundraiser "New"
Lori noted we will be having a Trivia Night on December 3, 2019 at Worth Park District Terrace Center and they are donating a liquor license for us to allow the attendees to bring their own liquor or for us to sell if we choose.
- C. Attorney Report – Lori noted she has the Personnel Policy Manual back and she will be reviewing it.

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

- A. 2019 SWSRA Summer Day Camp Update
Lori noted we have 40 campers in our Session A and the 3 Recreation Specialists are overseeing camp this year.
- B. OASIS (Opportunities for Adults Seeking Inclusive Service) Update
Lori noted we currently have 5 registered and all are for our Tuesday & Thursday option. Lori added we are currently analyzing the minimums for us to run the program if all want the Tuesday & Thursday option.
- C. Personnel Policy Update
Lori noted she did receive the manual from the attorney for her to review. Lori stated it did not include the Telecommuting Policy; however she wants this incorporated into the manual. Lori stated she will forward the manual to all to review. Discussion began about incorporating new state laws such as marijuana and anti-drug policy into the Personnel Policy.
- D. 2019 Summer Scholarship Raffle Update
Lori noted she will send reminder email to all to bring raffle tickets and any prizes to next month meeting.
- E. Potential "New" Member District(s) Update
Lori noted Burbank Park District plans to vote at their next meeting about joining SWSRA. Lori stated that Sharon from LanOak Park District sent her an email inquiring into membership with SWSRA and requested some materials be sent to her. Lori noted they are members of SSSRA and knows they are considering raising their Member Contribution Rate; hence likely why her inquiry. Lori distributed form "Guidelines for the Approval of New SWSRA Member Districts" she knew existed but was never formally approved by the Board and discussion ensued. Lori noted she can complete this form to determine if SWSRA can best serve LanOak as a member district according to these guidelines. Lori added their contribution to SWSRA would be \$76,000 and their distance to SWSRA is slightly less than it is for them to SSSRA. Board consensus is to respond to Sharon's email attaching the materials she requested but note to we have a process that membership has to be vetted by our board.
- F. Capital Projects Update
Lori noted we will be receiving \$50,000 for ADA projects. Lori noted we can start discussions about our needs and get quotes accordingly; however funds cannot be to buy a vehicle.
- G. Audit FY18/19 Update
Lori noted their first visit will be Friday, June 21
- H. St. Rita Student Fundraiser Update
Lori noted no update as there has been no further contact from the student since the initial meeting.
- I. Thrivent Fundraiser Update
Lori noted Thrivent has cancelled their fundraiser at this point in time.

J. SWSRA Fall Fundraiser Update

Lori noted this was discussed in her report.

K. July Board Meeting: Marsha Amraen Retirement Update

Lori noted this was discussed under Public Recognition.

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

IX. BOARD OF DIRECTORS' COMMENTS:

Director Huber noted she has Rebecca starting on Monday as their new Recreation Staff member.

Lori noted we are changing staff in our Main Office and if position is not filled we may have to modify our office hours.

X. EXECUTIVE SESSION (if necessary)

XI. RECONVENE REGULAR MEETING

XII. ADJOURNMENT OF REGULAR MEETING

Motion made by Director Huber, seconded by Director Whitcomb. Motion carried by voice vote 7 – 0. The meeting adjourned at 10:54 a.m.

Dawn Kehoe, Corresponding Secretary

Tom Wogan, Corporate Secretary