

**SOUTH EAST ASSOCIATION FOR
SPECIAL PARKS AND RECREATION**

Minutes of the Regularly Scheduled Board Meeting
held December 21, 2010, in Downers Grove, Illinois

Call to Order: Dan Garvy called the meeting to order at 3:31 p.m.

Roll Call:

Present:	Clarendon Hills Park District	Steve Thomas
	Darien Park District/Treasurer	Stephanie Gurgone
	Village of Indian Head Park	Joan Pieri
	Community Park District of LaGrange Park	Roy Cripe
	Village of Western Springs	Ray Jasica
	Westmont Park District	Kim Lojewski
	Woodridge Park District	Mike Adams
	Lisle Park District	Dan Garvy
	Director	Susan Friend
	Superintendent	Catherine Morava
	Superintendent	Matt Corso
	SEASPAR Recording Secretary	Georgia Weber
Absent:	Village of Brookfield	Rick Ginex
	Downers Grove Park District	Janet Barr
	Park District of LaGrange Coordinator	Dean Bissias Lisa Rasin
Visitors:	Knutte & Associates	Will Ellis
	SEASPAR	Kim Huggins

Open Forum and Correspondence:

Dan Garvy reviewed local news articles regarding SEASPAR programs.

Susan Friend thanked Ray Jasica for the news article regarding the Holiday Spectacular.

Susan Friend reported that Cari Podolak would be introduced to the Board at the January 18, 2011, Board meeting.

Catherine Morava introduced Kim Huggins, Recreation Specialist. Kim Huggins is responsible for teen and adult special events, social clubs, and facility requests.

Kim Huggins reported that she has been at SEASPAR for one-half year. Kim Huggins reported that Social Club registrations are up; 60 registered in summer and 85 have registered for this fall. Age groupings have been changed due to the increase in registrations. Kim Huggins reported that she has tried to add some new, creative outings for the clubs. Some new places included trips to Hollywood and Harrah's Casinos and playing pool at a local bowling alley. These additions were well-received by the participants.

Kim Huggins reported that the new Darien "Patch" wrote a very nice article regarding the Friday Night Fun Club for the more independent participants aged 16 to 30. This group of eight participants plans their own outings and special events.

*Will Ellis entered the meeting at 3:37 p.m.

Kim Huggins reported that registrations for special events increased this season. Twenty-three programs were planned and only one was cancelled due to low enrollment. A group attended the Fall Escape weekend trip to Galena and stayed at Chestnut Mountain Resort. This summer's Movie in the Park showed the movie "Hook" at Ebersold Park.

In December, 41 participants were the entertainment at the Holiday Spectacular. All member entities were represented in the program. Kim Huggins reported that SEASPAR received volunteer help from students and Girl Scouts from St. Francis Xavier School in LaGrange. The participants from Kitchen Creations made cookies and punch for the reception after the performance.

Kim Huggins reported that she is also responsible for securing facilities for all SEASPAR programs. Kim Huggins reported that she enjoyed working with all of member entity staff while seeking program space.

Susan Friend reported that Kim Huggins coordinated the Holiday Spectacular and did a very good job.

Will Ellis of Knutte and Associates reviewed the Audit Report for SEASPAR's year ending May 31, 2010, and the Management Letter.

Discussion ensued.

Dan Garvy thanked Will Ellis for his report.

*Will Ellis exited the meeting at 4:15 p.m.

Joan Pieri moved to accept the FY2009-2010 SEASPAR Audit Report as presented. Mike Adams seconded the motion.

Voting Aye: Indian Head Park, Woodridge, Clarendon Hills, Darien, LaGrange Park,
Western Springs, Westmont, Lisle

Voting Nay: None

Absent, Not Voting: Brookfield, Downers Grove, LaGrange

Motion Carried Unanimously

Approval of Consent Agenda:

Roy Cripe moved to approve the minutes of the regularly scheduled Board Meeting of

November 16, 2010; Bank Reconciliation for November 2010; and Cash Disbursements for December in the amount of \$112,468.94, as presented. Steve Thomas seconded the motion.

Voting Aye: LaGrange Park, Clarendon Hills, Darien, Indian Head Park, Western Springs, Westmont, Woodridge, Lisle

Voting Nay: None

Absent, Not Voting: Brookfield, Downers Grove, LaGrange

Motion Carried Unanimously

Recreation Reports:

Catherine Morava amended her report to state that Janet Barr and her husband attended the Holiday Spectacular.

Catherine Morava reported that an upcoming program is the New Year's Bash at the Clarendon Hills Park District on December 29, 2010.

Catherine Morava reported that Holiday Happenings takes place at the Park District of LaGrange on December 20 - 22, 2010, and at SEASPAR on December 27-29, 2010.

Catherine Morava reported that SEASPAR is working with Aspire in Hillside to plan programs for ages 2 to 7.

Catherine Morava reported that the SEASPAR winter-spring 2011 brochure has been delivered and registrations are coming in daily. Catherine Morava reported that new Annual Information Forms are required for the upcoming program season.

Matt Corso reported that the SEASPAR EAGLES won the IPRA Outstanding Program Award. The award will be bestowed at the IPRA Conference January 29, 2011. The award will be displayed at the EAGLES Nest in the Darien Sportsplex.

Matt Corso reported that the EAGLES program provided 24.5% of service hours in the past year. Matt Corso reported that most programs are subsidized at about 65% but EAGLES is at 7% and that direct costs almost break even. Matt Corso reported that EAGLES brings in 38.9% of the year's registration fees. Matt Corso reported that there are 29 individuals in the EAGLES program with participants from 10 of the 11 SEASPAR entities.

Matt Corso reported that EAGLES II begins in Brookfield on January 10, 2011, with four participants on Mondays, Wednesdays, and Fridays. This program is not held in the summer.

Fund Development:

In Lisa Rasin's absence, Susan Friend reported that the SEASPAR Annual Appeal has brought in \$1,600 to date.

Lisa Rasin reported that Toscana's in LaGrange has contacted her regarding a renewed interest in

having a fundraiser for SEASPAR in the near future.

Lisa Rasin reported that members of the National Honor Society of Downers Grove North and South High Schools and Westmont High School will be assisting at the Walk-And-Roll-A-Thon this summer.

Lisa Rasin reported that plans are underway for a concert at the Tivoli Theatre in Downers Grove on Thursday, April 28, 2011. The opening act, The Judge's Nite Band, will perform at 7:00 p.m. followed by Hurricane Gumbo, an eight piece, Chicago-based band that combines zydeco, rhythm and blues, plus some jazz.

Director's Report:

Susan Friend reported that SEASPAR has received \$3,400 in donations in the last week. Donations were received from Flexco of Downers Grove, the annual Kirby Meyers donation, the Sanderson Scholarship Fund, and in honor of the Whittington/Libby wedding. A recent donation of \$10,000 in honor of his wife was received from the husband of a former SEASPAR volunteer.

Susan Friend reported that SEASPAR is taking credit cards for registration this season.

Mike Adams suggested SEASPAR create a link on its website to take donations via credit card.

Susan Friend reported that this opportunity was planned.

Susan Friend thanked the Board for not requiring SEAPAR accept the lowest bid for the new vehicle. All aspects of the purchase have run very smoothly. The bus is ready ahead of schedule and is to arrive at the SEASPAR office on Thursday, December 23, 2010.

Susan Friend reviewed the Annual Statistical Report for the year ending June 1, 2009 to May 31, 2010. Susan Friend reported that a lot of manual figuring was required in addition to the information available through RecTrac in order to finalize the report.

Discussion ensued.

Ray Cripe inquired about the cover of the report. Susan Friend reported that the cover was created by Ann Franczyk.

Ray Jasica stated his appreciation for the hard work put forth by Kim Huggins in order to pull together the Holiday Spectacular. Ray Jasica encouraged the Board to attend with their staff and families. This program demonstrates the cooperation and enthusiasm of the SEASPAR staff in addition to being a very entertaining evening.

Unfinished Business:

None.

New Business:

Susan Friend reported the need for Workplace Wrongdoing and Conflict of Interest Policies.

Mike Adams moved to approve the Workplace Wrongdoing Policy as presented. Steve Thomas seconded the motion.

Voting Aye: Woodridge, Clarendon Hills, Darien, Indian Head Park, LaGrange Park,
Western Springs, Westmont, Lisle

Voting Nay: None

Absent, Not Voting: Brookfield, Downers Grove, LaGrange

Motion Carried Unanimously

Mike Adams moved to approve the Conflict of Interest Policy as presented. Steve Thomas seconded the motion.

Voting Aye: Woodridge, Clarendon Hills, Darien, Indian Head Park, LaGrange Park,
Western Springs, Westmont, Lisle

Voting Nay: None

Absent, Not Voting: Brookfield, Downers Grove, LaGrange

Motion Carried Unanimously

Susan Friend reported the need for the appointment of a Delegate and Alternate for the IAPD Annual Meeting on Saturday, January 29, 2011.

Mike Adams moved to appoint Roy Cripe as the Delegate, Ron Gunter as Alternate, and Steve Thomas as second Alternate to the IAPD Annual Meeting.

Voting Aye: Woodridge, Clarendon Hills, Darien, Indian Head Park, LaGrange Park,
Western Springs, Westmont, Lisle

Voting Nay: None

Absent, Not Voting: Brookfield, Downers Grove, LaGrange

Motion Carried Unanimously

Member Entity Projects and Events:

The Woodridge Park District is installing lighting at the soccer and baseball fields at Orchard Hill.

Adjournment:

Mike Adams moved to adjourn the regularly scheduled December 21, 2010, SEASPAR Board meeting at 4:47 p.m. Stephanie Gurgone seconded the motion.

Voting Aye: Woodridge, Darien, Clarendon Hills, Indian Head Park,
LaGrange Park, Western Springs, Westmont, Lisle

Voting Nay: None

Absent, Not Voting: Brookfield, Downers Grove, LaGrange

None

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Motion Carried Unanimously

Respectfully submitted,

Joan Pieri, Secretary
South East Association for
Special Parks And Recreation

Georgia Weber, Recording Secretary