

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

Minutes of the Regularly Scheduled Board Meeting
held January 15, 2008, in Downers Grove, Illinois

Call to Order: Jerry Yoksoulian called the meeting to order at 3:03 p.m.

Roll Call:

Present:	Village of Brookfield	Rick Ginex
	Clarendon Hills Park District	Steve Thomas
	Darien Park District/Treasurer	Stephanie Gurgone
	*Village of Indian Head Park	Joan Pieri
	Park District of LaGrange	Jo Ann Lodine
	Community Park District of LaGrange Park	Ron Lorenzo
	Lisle Park District	Dan Garvy
	Westmont Park District	Ron Gunter
	Woodridge Park District	Mike Adams
	Downers Grove Park District	Jerry Yoksoulian
	Village of Western Springs	Ray Jasica
	Director	Susan Friend
	*Superintendent	Catherine A. Morava
	*Assistant Superintendent	Matthew Corso
	*SEASPAR Recording Secretary	Georgia Weber
Absent:	None	
Visitors:	*Illinois State Representative	Patti Bellock
	*Illinois Senator	Kirk Dillard
	*AT&T	Valerie Bruggeman
	SEASPAR Coordinator	Brian Houzenga

Open Forum and Correspondence:

Valerie Bruggeman, Director of External Affairs for AT&T of DuPage and Kane Counties, explained how SEASPAR was able to receive a Grant of \$14,000 to be used for technology. SEASPAR was one of four not-for-profit agencies in DuPage County to receive grants. The grant money is to be used for an online registration program. Valerie Bruggeman stated that support of State legislators was needed to help obtain grant money.

*Representative Patti Bellock entered the meeting at 3:06 p.m.

Susan Friend stated that many SEASPAR families have time constraints, and having online services would be a great asset. Soon it may be a state mandate to have online availability.

Susan Friend introduced State Representative Patti Bellock.

Representative Patti Bellock stated that she first became a State Representative in 2002 and was approached by Robert Pindar to help obtain Illinois First funding to assist with the building of the SEASPAR offices. Representative Bellock stated that SEASPAR has her full support and to call her to make her aware of SEASPAR's needs from the District.

*Senator Kirk Dillard entered the meeting at 3:13 p.m.

Susan Friend welcomed Senator Dillard to the meeting. Susan Friend reported that Senator Dillard and Representative Bellock were supporters of the grant that had a May 1, 2007, application deadline.

Valerie Bruggeman presented Susan Friend with a check for \$14,000.

Susan Friend thanked Valerie Bruggeman for the grant money. Susan Friend thanked Representative Bellock and Senator Dillard for helping to make this grant possible.

The Regularly Scheduled January 15, 2008, SEASPAR Board Meeting recessed at 3:15 p.m. for 10 minutes to take photographs of the grant presentation to express appreciation to Senator Dillard and Representative Bellock.

*Representative Bellock and Senator Dillard exited the meeting at 3:25 p.m.

Valerie Bruggeman stated that SEASPAR is a deserving recipient.

*Valerie Bruggeman exited the meeting at 3:30 p.m.

Susan Friend reviewed correspondence from Senator Dillard congratulating SEASPAR for receiving the grant from AT&T.

Susan Friend reviewed correspondence from the WTL Family Foundation regarding their donation of \$1,000 to SEASPAR in connection with a participant in the SEASPAR golf program.

Susan Friend reviewed correspondence from Kerby and Tori Meyers regarding their donation in memory of his brother, Bryan, former SEASPAR participant.

Susan Friend reviewed newspaper coverage of the December 3, 2007, SEASPAR Holiday Spectacular. Susan Friend thanked Ray Jasica for attending the performance.

Catherine Morava introduced Brian Houzenga, SEASPAR Coordinator who is responsible for leisure education programs for school-aged children, inclusion, music, ice skating, and teen and adult weekly programs.

Brian Houzenga distributed current leisure education information. Brian Houzenga stated that the promotional pamphlet is being updated to include the Village of Brookfield.

Brian Houzenga reported that his responsibilities include leisure education programs, teen and adult weekly programs, and inclusion. Full-time staff supervise the leisure education programs which contain 50% or more of residents. SEASPAR provides what the students don't get from the schools which includes field trips in the community. The typical leisure education program consists of four to six outings per semester that are education based. A favorite outing is to a local Connie's Pizza where the manager opens the restaurant early, sets up pizza-making stations per student, takes them on a tour of the kitchen, and lets them make their own pizza and eat it

after it has been baked. Most of the classrooms consist of early childhood education students, cross-categorical, or multi-needs groups. Typically there are both a morning and afternoon trip for ECE classes and the trips last approximately two and one-half hours including transportation. The group size is limited to the capacity of one SEASPAR minibus. Staff from the school who wish to attend often drive to the location in their own vehicles. Teachers often call to set up a program or an appointment is made with the teachers at their schools to discuss planning. Favorite outings include Connie's Pizza, DuPage Children's Museum, and the train ride in Downers Grove from the Lisle Station to the Downers Grove Main Street Station where the children then walk to the Downers Grove Library and then have a snack at a local restaurant or ice cream parlor before their return to school. SEASPAR benefits by the exposure it gets at the schools with the anticipation of new participants registering for SEASPAR programs.

Brian Houzenga reported that evaluations are done annually and nearly all contain positive feedback stating how these programs are greatly appreciated. Teachers enjoy the fact that SEASPAR covers all the details and they can enjoy being with the students at the events.

Susan Friend reported that SEASPAR held 24 leisure education programs in the fall season.

Matt Corso reported that SEASPAR provided a total of 33 leisure education programs during the entire previous year.

Brian Houzenga reported that the age range at leisure education program spans from three to twenty-one. The average cost is \$5.50 per child per meeting with a maximum of 14 persons.

Susan Friend reported that school staff who wish, may attend the program. The Tate Woods principal regularly attends.

Jerry Yoksoulian thanked Brian Houzenga for his report.

Approval of Consent Agenda:

Joan Pieri moved to approve the minutes of the regularly scheduled November 20, 2007, SEASPAR Board Meeting; minutes of the November 20, 2007, Executive Session; and Cash Disbursements for December 2007 in the amount of \$35,231.28; and Cash Disbursements for January 2008 in the amount of \$38,714.79 as presented. Stephanie Gurgone seconded the motion.

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

Voting Nay: None

Absent, Not Voting: None

Motion Carried Unanimously

Recreation Reports:

Cathy Morava reported that the lottery registration began as scheduled on January 3 with 185 participants registering. SEASPAR had difficulties with local post offices delivering the winter-spring brochure. Many parents are currently calling SEASPAR to say they just received their brochure which was mailed the last week of November.

Cathy Morava reported that recent activities include the traditional December holiday overnight which was held at the Brookfield Municipal Center. Vacation Celebration was a four afternoon holiday camp and offered at both the Clarendon Hills Community Center and the Park District of LaGrange. The annual Children's Holiday Party was supported by the usual donor of \$500. The annual New Year's Bash teen and adult dance was held at the Clarendon Hills Community Center. The group had pizza from Papa Passero's and was entertained by a new DJ.

Cathy Morava reported that Anne Cosentino lead safety training for five full-time staff who were recertified in Crisis Prevention. Matt Corso and Stacie Ritz conducted training for seven staff in First Aid/CPR/AED. The SEASPAR Safety Committee instituted a new standard in the fall of 2007 where part-time staff and volunteer supervisors must be certified in first aid and CPR in order to supervise weekly programs and special events. Staff have until May 30, 2008, to become certified or else lose their supervisory status.

Cathy Morava invited the Board, their staff, and their families to attend the January 20, 2008, music recital at Lincoln Center at 2:00 p.m.

Ron Lorenzo inquired about the registration lottery process and if it was accepted by those registering.

Cathy Morava reported that all appear to be happy with the new procedures.

Matt Corso reported that with this lottery system, those wishing to register who might previously have been on a waiting list can now often be accommodated by attempting to obtain additional tickets and staff before confirmations are mailed.

Matt Corso reported that changes to the SASSED/SEASPAR summer program were not based on services. Internal SASSED decisions provided the changes. SEASPAR will serve the program in a different capacity than in past years. One of the biggest changes is that there will no longer be transportation nor SEASPAR staff assigned to each classroom. SEASPAR service hours will be affected.

Susan Friend reported that SEASPAR is looking into providing additional programs this summer to offset the loss of service hours at SASSED.

Matt Corso reported that the new burgundy bus has arrived. The fifteen-passenger lift bus has state-of-the-art tie downs that should make loading and unloading participants in wheelchairs much safer, much easier, and take much less time.

Matt Corso reported that three SEASPAR snow shoers, one cross-country skier, and one downhill skier will compete at Special Olympics Winter Games February 5 through 7 in Galena. Matt Corso reported that the annual Booster Club Bowling Fundraiser at Willowbrook Bowl was held on January 12 and the approximate gross was \$645. Phillie's Pizza in Willowbrook donated pizza for the group as they have done for the past few years.

Director's Report:

Susan Friend reported that SEASPAR received \$1,000 from JSH&A, family of Andrew Kokoris of LaGrange; \$28.50 from the All State Giving Campaign , credit card services; \$150 from Thomas Extrom of Western Springs; \$500 from Tom Gambill for the annual Children's Holiday Party; \$100 from Joy Kellogg for the Booster Club and adult programs; \$100 from the Buglio family for the staff appreciation dinner; \$25 each from Patricia Paczkowski and Georgia Baum of Downers Grove, Rosemary Gamble of Darien, and Jamie Sayers of Lombard for scholarships; \$250 from Ryan and Kate Gaspar in memory of his mother, Sheila, a former SEASPAR volunteer; and \$425 from Service to the Handicapped through Advocacy, Research, and Endowment (S.H.A.R.E.) as their final donation. S.H.A.R.E. is dissolving the organization.

Susan Friend reported that staff are looking into the brochure delivery problem. As mentioned earlier, brochures were mailed on November 30 and some deliveries have been made as late as January 15. Cathy Morava made sure additional brochures were delivered to member entities. The winter-spring SEASPAR brochure is on the website. Registration forms are available to print.

Susan Friend learned that SEASPAR has been nominated for the Downers Grove Chamber Choice Award and needs to complete an application apply by the end of January. Notice of the award is expected on or before March 12, 2008.

Susan Friend reported that she plans to attend board meetings of those entities not already attended this fiscal year. Annual Reports will be provided at that time. Susan Friend distributed Annual Reports to the Board members of those entities already visited this year.

Susan Friend stated that highlights of the annual report include profiles of SEASPAR participants and the announcement of the presentation of the Virtuous Volunteer Award to SEASPAR's office Administration Assistant for the past year and a half, Ann Franczyk and her husband Larry Franczyk. Ann and Larry Franczyk have been SEASPAR volunteers for nearly nine years.

Susan Friend reported that SEASPAR is listed as a Not-for-Profit of Note in the Philanthropy Guide.

Susan Friend reported that SEASPAR is in the process of reviewing and updating its Policy Manual. Dan Garvy and Stephanie Gurgone volunteered their assistance. It was decided to present the policy manual to the Board in sections for review.

Susan Friend reported that she had responded to November 1, 2007, correspondence from Dan Cermak regarding the SEASPAR Joint Agreement update. Susan Friend will represent the amendments to the Downers Grove Park District Board of Park Commissioners as soon as possible.

Unfinished Business:

None.

New Business:

Susan Friend reviewed the appointment of a Chief Financial Officer for SEASPAR. Discussion

ensued.

Susan Friend recommended that the Chief Financial Officer become part of the responsibilities of the SEASPAR Treasurer who is appointed at the Annual Board Meetings in June.

Mike Adams moved to appoint SEASPAR Treasurer, Stephanie Gurgone, as Chief Financial Officer for SEASPAR. Ron Lorenzo seconded the motion.

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

Voting Nay: None

Absent, Not Voting: None

Motion Carried Unanimously

Susan Friend reviewed the Proposal for an Extended School Year Program for School Association for Special Education in DuPage County (SASED) in Cooperation with and through the South East Association for Special Parks And Recreation (SEASPAR) for Multi Needs Students Summer Program 2008. Discussion ensued.

Stephanie Gurgone moved to approve the Proposal for an Extended School Year Program for School Association for Special Education in DuPage County (SASED) in Cooperation with and through the South East Association for Special Parks And Recreation (SEASPAR) for Multi Needs Students Summer Program 2008 as presented. Dan Garvy seconded the motion.

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

Voting Nay: None

Absent, Not Voting: None

Motion Carried Unanimously

Mike Adams moved to adjourn to Executive Session under Section 2(c) of the Open Meetings Act for the discussion of personnel at 4:14 p.m. Dan Garvy seconded the motion.

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

Voting Nay: None

Absent, Not Voting: None

Motion Carried Unanimously

*Catherine Morava, Matthew Corso, Brian Houzenga, and Georgia Weber exited the meeting at 4:14 p.m.

The regularly scheduled January 15, 2008, SEASPAR Board Meeting reconvened in public session at 4:18 p.m.

Final Adjournment:

Having no further business to discuss, Ron Gunter moved to adjourn the regularly scheduled January 15, 2008, SEASPAR Board meeting at 4:18 p.m. Rick Ginex seconded the motion.

Voting Aye: Westmont, Brookfield, Clarendon Hills, Darien, Indian Head Park,
LaGrange, LaGrange Park, Lisle, Western Springs, Westmont,
Downers Grove

Voting Nay: None

Absent, Not Voting: None

Motion Carried Unanimously

Respectfully submitted,

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

Georgia Weber, Recording Secretary