

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

Minutes of the Regularly Scheduled Board Meeting
held November 18, 2008, in Downers Grove, Illinois

Call to Order: Dan Garvy called the meeting to order at 3:00 p.m.

Roll Call:

Present:

Village of Brookfield	Rick Ginex
Clarendon Hills Park District	Steve Thomas
Darien Park District/Treasurer	Stephanie Gurgone
Downers Grove Park District	Jerry Yoksoulian
Indian Head Park	Joan Pieri
Community Park District of LaGrange Park	Roy Cripe
Westmont Park District	Ron Gunter
Village of Western Springs	Ray Jasica
Woodridge Park District	Mike Adams
Lisle Park District	Dan Garvy
Director	Susan Friend
Superintendent	Catherine Morava
Assistant Superintendent	Matt Corso
SEASPAR Recording Secretary	Georgia Weber

Absent: Park District of LaGrange Dean Bissias

Visitors: *Knutte & Associates William Ellis
Recreation Specialist James Cassidy

Dan Garvy declared the order of the agenda be changed to allow William Ellis of Knutte and Associates to provide the FY2007-2008 SEASPAR Audit Report and Management Letter.

William Ellis reviewed the FY2007-2008 SEASPAR Audit Report. Discussion ensued.

The Board stated concern that the anticipated \$100,000 donation is shown as an asset for the year. William Ellis explained that the donor's letter pledging the funds required that it be recorded as a pledged receivable.

Mike Adams suggested the pledged donation be footnoted in the audit report.

William Ellis interpreted comments in the Management Letter and stated that SEASPAR had appropriate controls in place and that no changes were recommended.

Ray Jasica referenced page 33, and stated that running levy numbers was great, but a total rate makes no sense but an average rate at the bottom did.

William Ellis and Susan Friend stated that the average number would not be included next year.

William Ellis commented that SEASAPR has a segregation of duties regarding financial recording and money handling and all is ship-shape.

*William Ellis exited the meeting at 3:20 p.m.

Ray Jasica moved to approve the FY2007-2008 SEASPAR Audit Report as presented, noting the correct levy rate on page 12 was \$.016 per \$100. Joan Pieri seconded the motion.

Voting Aye: Western Springs, Indian Head Park, Brookfield, Clarendon Hills, Darien,
Downers Grove, LaGrange Park, Westmont, Woodridge, Lisle
Voting Nay: None
Absent, Not Voting: LaGrange
Motion Carried Unanimously

Open Forum and Correspondence:

Cathy Morava introduced James Cassidy, Recreation Specialist, hired June 1, 2008.

Jim Cassidy reported that he is responsible for Afterschool Adventures which is for Youth At Risk, low-income residents of Prentiss Creek Apartments at 63rd Street and Woodward Avenue in Downers Grove. The program meets alternate weeks for either second through fourth or fifth through eighth grades. Each week there are between 10 and 13 children attending the program. The students are anxiously awaiting the arrival of the SEASPAR bus to take them to an exciting event. All students must have completed their homework assignments or they may not attend the program. The final outings for the season will be to the Indian Prairie Library.

Jim Cassidy reported that he has called all member entity Police Departments to inquire if they have a similar residential situation which could create another program. None had provided the opportunity for this.

Mike Adams reported that Woodridge has a similar residence at Janes and 83rd Street.

Jim Cassidy requested input from all member entities.

Jim Cassidy reported that he had sent a letter with a survey to all nursing home facilities of the member entities in June offering SEASPAR's services and asking what they would like SEASPAR to provide. Jim Cassidy reported he is currently supervising outings with Snow Valley Nursing Home in Lisle, Fairview Care Center in LaGrange, and Briar Place Nursing Home in Indian Head Park.

Jim Cassidy reported that he is interested in providing more extensive programming for seniors and has received requests from Marianjoy for ballroom dancing and from Hinsdale Hospital. Jim Cassidy reported that he would like to get residents of various nursing homes together to mix socially in some form of a cooperative.

Jim Cassidy reported that he is investigating the opportunity for SEASPAR participants to participate in the Paralympics this summer.

Jim Cassidy reported that he supervises programming for vocational workshop participants such as Spectrum and Ray Graham. SEASPAR provides a Fun Hour on Thursdays which takes place at the Westmont Park District Fitness Club.

Jim Cassidy reported that SEASPAR is cooperatively involved with a Stroke Support Group with Hinsdale and LaGrange Memorial Hospitals.

Stephanie Gurgone suggested that member entity park district staff help contact nursing homes in their area to promote SEASPAR programs.

Susan Friend reviewed local news items regarding SEASPAR programs.

Susan Friend invited the Board to attend the second annual Holiday Spectacular on Monday, December 8, 2008, at 7:00 p.m. at the Theatre of Western Springs.

Susan Friend reviewed a letter of appreciation from the Downers Grove Park District for the use of a SEASPAR van for the Lyman Woods Hike Through History special event on October 5, 2008.

Susan Friend reviewed correspondence from PDRMA and commended Cathy Morava and the SEASPAR staff for helping SEASPAR attain a 99.54% composite score on its 2008 Loss Control Program Review. SEASPAR compiled a total of 1289/1295 points.

Susan Friend reviewed correspondence from John McGovern from Recreation Accessibility Consultants, LLC, who offered to provide a group discount for accessibility audits for SEASPAR member entities.

Susan Friend reviewed correspondence from SEASPAR Attorney, Rick Tarulis and a letter from the Village of Brookfield regarding the SRA Tax Levy.

Susan Friend reported that she had sent copies of these attorneys' letters to Peter Murphy at IAPD.

Approval of Consent Agenda:

Jerry Yoksoulian moved to approve the minutes of the regularly scheduled October 21, 2008, Board Meeting, and the minutes of the October 21, 2008, Executive Session; and Cash Disbursements for November in the amount of \$44,844.74, as presented. Steve Thomas seconded the motion.

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

Voting Nay: None

Absent, Not Voting: LaGrange

Motion Carried Unanimously

Recreation Reports:

Cathy Morava reported that SEASPAR is into its eighth week of fall programs with four weeks left and encouraged the Board to attend the December 8, 2008, Holiday Spectacular. Classic

Media will be filming the event and DVDs will be available for purchase by the participants and spectators.

Cathy Morava reported that the annual Holiday Dinner Dance is held on December 12, 2008, at Alpine Banquets in Darien and invited the Board to inform her if they were interested in attending the dinner or joining the group for the dancing portion of the event.

Cathy Morava reported that the new SEASPAR GIB (General Information Brochure) is to be entered in the Agency Showcase Competition at the IPR Conference in January.

Cathy Morava reported that she has completed her service on the IPRA Conference Committee and it had been an enjoyable eight years. Cathy Morava reported that she looks forward to finding another way to help serve IPR.

Matt Corso reported that SEASPAR is one of few Special Recreation Associations that has a High School Special Olympics basketball team in addition to the adult and junior teams. In the future, Hinsdale High School may not offer Special Olympics Basketball for their students after four years, so SEASPAR may have a second High School Basketball team next season.

Matt Corso reported that staff have been and will continue presenting to LADSE professionals and parents in the near future about teen and adult and the EAGLES programs in the next few weeks.

Matt Corso reported that the new EAGLES program brochure will also be entered in the IPR Agency Showcase Competition.

Matt Corso reported that he, Susan Friend, and Laura Christensen attended a webcast workshop session from the Illinois Department of Human Services regarding funding for EAGLES and CILAs.

Illinois ranks 51st in the country with providing services to adults with development disabilities.

Susan Friend stated that the state is rewriting the waiver which establishes criteria for SRAs and other providers.

Matt Corso reported that the session provided all the rules which are very black and white. SEASPAR has a chance to be approved and needs to provide all the necessary paperwork for the program.

Director's Report:

Susan Friend reported that Charter One Bank provided six volunteers at this year's Kiwanis/SEASPAR Swim Meet on November 15, 2008.

Susan Friend reported that The Downer Grove Rotary Club donated \$3,000 to SEASPAR from their Oktoberfest.

Susan Friend reported that SEASPAR submitted its grant proposal to Downers Grove Community Grant Commission requesting a grant of \$4,700. Susan Friend will give a presentation to the Commission November 20, 2008.

Unfinished Business:

None

New Business:

Susan Friend reviewed the Fuel Agreement with the Village of Downers Grove.

Mike Adams moved to approve the Fuel Agreement with the Village of Downers Grove as presented. Roy Cripe seconded the motion.

Voting Aye: Woodridge, LaGrange Park, Brookfield, Clarendon Hills, Darien,
Downers Grove, Indian Head Park, Western Springs, Westmont, Lisle
Voting Nay: None
Absent, Not Voting: LaGrange Park
Motion Carried Unanimously

The Board discussed possible IAPD delegates.

Ron Gunter moved to appoint Dan Garvy as SEASPAR's IAPD delegate, Steve Thomas as alternate, and Susan Friend as second alternate. Mike Adams seconded the motion.

Voting Aye: Westmont, Woodridge, Brookfield, Clarendon Hills, Darien,
Downers Grove, Indian Head Park, LaGrange Park, Western Springs,
Lisle
Voting Nay: None
Absent, Not Voting: LaGrange
Motion Carried Unanimously

Dan Garvy inquired as to who has an updated transition plan or accessibility audit. Dan Garvy suggested it was a financial advantage to member entities to team up for an accessibility audit. Lisle's legal counsel said that the access audit services would be exempt from a bidding requirement.

Susan Friend asked for clarification on filling the fund development position.

Ray Jasica requested that a three-year business plan be presented in January or February 2009.

Adjournment:

Stephanie Gurgone moved to adjourn the regularly scheduled November 18, 2008, SEASPAR Board meeting at 4:25 p.m. Rick Ginex seconded the motion.

Voting Aye: Darien, Brookfield, Clarendon Hills, Downers Grove,

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Indian Head Park, LaGrange Park, Western Springs, Westmont,
Woodridge, Lisle

Voting Nay:

None

Absent, Not Voting:

LaGrange

Motion Carried Unanimously

Respectfully submitted,

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

Georgia Weber, Recording Secretary