

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

Minutes of the Regularly Scheduled Board Meeting
Held October 15, 2013, in Downers Grove, Illinois

Call to Order: Dan Garvy called the meeting to order at 3:30 p.m.

Roll Call:

Present:	Village of Brookfield	Rick Ginex
	Darien Park District	Stephanie Gurgone
	Downers Grove Park District	Jay Kelly
	Park District of LaGrange	Dean Bissias
	Community Park District of LaGrange Park	Roy Cripe
	Lisle Park District	Dan Garvy
	Village of Western Springs	Ray Jasica
	Woodridge Park District	Julie Rhodes
	Executive Director	Susan Friend
	Superintendent	Catherine Morava
	Superintendent	Matt Corso
	Coordinator	Lisa Rasin
	Recording Secretary	Ann Franczyk
Absent:	Clarendon Hills Park District	Kathy Forzley
	Village of Indian Head Park	Richard Andrews
	Westmont Park District	Ron Gunter
Visitors:	Lauterbach and Amen	Jamie Wilkey
	Coordinator	Shannon Tovey
	Administrative Coordinator	Carol Kocek

Public Comment and Correspondence:

Jamie Wilkey, from Lauterbach & Amen, provided highlights of the Independent Auditor's Report which they conducted on SEASPAR's financial operations. Ms. Wilkey commended the SEASPAR staff for their diligent work during the year, and stated that overall, SEASPAR received a clean opinion from the auditors.

Ray Jasica requested SEASPAR's assessed rate be included in the 10-year summary of the member entities Assessed Valuations and Tax Rates section. Ms. Wilkey said this information will be included along the bottom of the spreadsheet in future reports.

Cathy Morava introduced Shannon Tovey, who is responsible for Teen and Adult weekly, Inclusion, and Leisure Education programs. Shannon gave a presentation on Inclusion and how SEASPAR aides have assisted park district staff this past summer. A breakdown of summer Inclusion requests was included in the Board Packets, as well as a spreadsheet that shows the cost to each district for the last ten years.

For next summer, Shannon is going to contact the park district recreation staff in January to arrange a meeting to discuss how the Inclusion process works, ADA requirements, and ways to improve procedures so that 2014 runs even smoother than 2013. These meetings will be conducted in March. Shannon asked the Board to let her know if any new recreation staff are hired in their districts.

There was a brief discussion about the rising cost for providing aides at programs, especially during the last three years. Susan Friend noted that other SRAs have been seeing these numbers for the past five years.

Approval of Consent Agenda:

Dean Bissias moved to approve the Minutes from the September 17, 2013, Board Meeting; the Cash Disbursements for October in the amount of \$58,690.90; and the Bank Reconciliation from September 2013, as presented. Ray Jasica seconded the motion.

Voting Aye: LaGrange, Western Springs, Brookfield, Darien, Downers Grove,
LaGrange Park, Woodridge, Lisle

Voting Nay:

Absent, Not Voting: Clarendon Hills, Indian Head Park, Westmont

Motion Carried Unanimously

Recreation Reports:

Catherine Morava reviewed highlights from her report and mentioned that she and the staff have already started working on the winter/spring brochure.

Matt Corso informed the Board that SEASPAR golfer Jeff Osowski has been selected to represent Illinois next summer at the Special Olympics 2014 USA Games in Princeton, New Jersey.

Susan Friend noted that Matt Corso has been selected as a bowling team coach for the SO 2014 USA Games.

Fund Development Report:

Lisa Rasin said Trivia Night was a great success. She is meeting with the Silver Lining Foundation on October 16 to discuss finances for this event, and start planning for next year. Lisa reported there was a ribbon cutting ceremony this morning at the EAGLES site in Darien for the new computer lab that was established with a donation from the Perma-Seal corporation.

Executive Director's Report:

Susan Friend had samples of the paint, tiles, and flooring that will be used at the Lisle facility. Dan Garvy said they are waiting for the plans to come back from the architect and then the Lisle Board will probably award the contract to a vendor in November. He estimates that it is a six to eight week project so they are targeting an April completion.

The Affordable Care Act notification letter has been mailed to all SEASPAR part-time staff and only a few calls have been received as a result.

The Board received a copy of the revised Member Contribution spreadsheet in their Packet. Susan worked with Mike Adams and Jamie Wilkey in re-doing the numbers.

Unfinished Business:

Regarding the FY 14-15 Levy Request, Susan said a few changes had been made since last month for a total of about \$8,900. Highlights are in her report.

Roy Cripe moved to approve the FY 14-15 Levy Budget, as presented. Rick Ginex seconded the motion.

Voting Aye: LaGrange Park, Brookfield, Darien, Downers Grove, LaGrange, Western Springs, Woodridge, Lisle

Voting Nay:

Absent, Not Voting: Clarendon Hills, Indian Head Park, Westmont

Motion Carried Unanimously

New Business:

Roy Cripe moved to nominate Dean Bissias as Secretary of the Board. Ray Jasica seconded the motion. Upon voice vote, the motion carried unanimously.

Susan stated that in view of the excellent service SEASPAR has received from the auditor Lauterbach & Amen, she recommends the Board accept the 3-year letter of engagement from them. There was a brief discussion about the length of time between RFPs for auditing services.

Dean Bissias moved to approve the 3-year letter of engagement with Lauterbach & Amen for audit services. Ray Jasica seconded the motion.

Voting Aye: LaGrange, Western Springs, Brookfield, Darien, Downers Grove, LaGrange Park, Woodridge, Lisle

Voting Nay:

Absent, Not Voting: Clarendon Hills, Indian Head Park, Westmont

Motion Carried Unanimously

Member Entity Projects and Events:

Dean Bissias updated the Board on the sale of the YMCA property at Ogden Avenue and LaGrange Road. The appellate court upheld a lower court ruling allowing the Park District of LaGrange to sell a small portion of Gordon Park, which is just east of the YMCA property.

Adjournment:

Ray Jasica moved to adjourn the regularly scheduled October 15, 2013 SEASPAR Board Meeting at 4:28 p.m. Dean Bissias seconded the motion. Upon voice vote, the motion carried unanimously.

Respectfully submitted,



Dean Bissias, Secretary
South East Association for
Special Parks And Recreation



Ann Franczyk, Recording Secretary