

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

Minutes of the Regularly Scheduled Board Meeting
Held March 19, 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
	Clarendon Hills Park District	Steve Thomas
	Darien Park District	Stephanie Gurgone
	Downers Grove Park District	Bill McAdam
	Village of Indian Head Park	Richard Andrews
	* Community Park District of LaGrange Park	Roy Cripe
	Lisle Park District	Dan Garvy
	Village of Western Springs	Ray Jasica
	Westmont Park District	Ron Gunter
	Woodridge Park District	Mike Adams
	Executive Director	Susan Friend
	Superintendent	Catherine Morava
	Superintendent	Matt Corso
	Coordinator	Lisa Rasin
	Recording Secretary	Ann Franczyk
Absent:	Park District of LaGrange	Dean Bissias

* Roy Cripe entered the meeting at 3:32 p.m.

Public Comment and Correspondence:

Dan Garvy reviewed the SEASPAR press coverage.

Cathy Morava presented Roy Cripe with a raffle item he won at a recent Rotary Club of Lisle fundraiser.

Approval of Consent Agenda:

Ray Jasica moved to approve the Minutes from the February 19, 2013, Board Meeting, as presented; the Cash Disbursements for March in the amount of \$61,516.20, as presented; and the Bank Reconciliation from February 2013, as presented. Rick Ginex seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Park District of LaGrange

Motion Carried Unanimously

Recreation Reports:

Catherine Morava reported that Recreation Specialist Greg Pavesich is very involved in coordinating a Paralympic Boccia Tournament this weekend. A new special event added to the roster this season is a trip to the Paramount Arts Center in Aurora to see former *American Idol* winner Scotty McCreery. The summer brochure is scheduled to be sent to the printer this Friday.

Matt Corso reported that the Junior Basketball team took 2nd place in the Special Olympics State Tournament this past weekend. Matt is currently working on an RFP to update the SEASPAR website with a deadline to launch this summer.

Susan noted that potential donors will be able to make donations on-line from the website.

Ray Jasica asked what SEASPAR's procedure was when the member entities were not able to provide space for a program.

Cathy Morava replied the Rec Staff keep calling until space is found somewhere. If not at a park district, then staff tries for a school or a commercial location.

Fund Development Report:

Lisa Rasin reported that flyers and posters for the upcoming *American English* concert have been placed throughout all member communities. Tickets are available if any Board members would like to purchase them. Since Bank Financial is sponsoring the concert with a \$1,000 donation, a picture of Lisa and a representative from the bank is going to be used to further publicize this event in the newspapers.

Executive Director's Report:

Susan Friend noted there is a SRA Fact Sheet in the Board's "pass around" folder. There are some interesting statistics on the sheet which staff uses when making presentations. There is also an article about the TLC reality show *Destination America* filming a segment of "BBQ Pitmasters" in Westmont.

Ron Gunter added this is a three-day event held during the Memorial Day weekend. There will be 72 competitors from 8 states barbecuing at Ty Warner Park on Friday, Saturday, and Sunday. The Westmont Lions Club sponsors this event, and Standard Market, a local store/restaurant on Ogden Avenue, donated \$10,000.

Susan encouraged the Board members to attend SEASPAR's Annual Believe and Achieve Banquet on May 15, if possible.

Unfinished Business:

Susan made a presentation at a Lisle Park Board meeting regarding facility space and received a very positive response from their Board. It was their consensus to move forward with providing programming space for SEASPAR in the Lisle Recreation Center. Susan would also like to move forward with this plan.

Dan Garvy stated utility expenditures would be monitored each year to determine if the park district will need to bill SEASPAR for these expenses. Susan noted that SEASPAR received a nice donation last year that could be used toward furnishing the space.

Ray Jasica moved to authorize the Executive Director to finalize an agreement with the Lisle Park District for programming space at the Lisle Recreation Center. Mike Adams seconded the motion. Upon voice vote, the motion carried unanimously.

Susan Friend provided a brief overview of the Strategic Plan process. A final, bound copy of the Report was in each Board member's folder and Susan asked the Board to accept this Report. Discussion ensued.

Richard Andrews moved to accept the bound Strategic Plan Report, as presented. Roy Cripe seconded the motion. Upon voice vote, the motion carried unanimously.

After further discussion on the Strategic Plan spreadsheet, Mike Adams moved to approve the Strategic Plan, as presented. Ray Jasica seconded the motion. Upon voice vote, the motion carried unanimously.

New Business:

Matt Corso, Shannon Mikulecky, and Rachel Pavesich are on SEASPAR's Wellness Committee. This committee is dedicated to promoting a healthy lifestyle for the agency's full-time employees. To assist in this endeavor, they have put together a Wellness Policy, which Susan recommended the Board adopt.

Ron Gunter moved to adopt the Wellness Policy, as presented. Steve Thomas seconded the motion. Upon voice vote, the motion carried unanimously.

The Fund Balance Policy is something that SEASPAR's auditor, Lauterbach & Amen, recommended the agency adopt. It appears we are in a position to maintain a 50% balance.

Stephanie Gurgone moved to adopt the Fund Balance Policy, as presented. Steve Thomas seconded the motion. After further discussion, the motion was withdrawn.

Stephanie Gurgone moved to adopt the Fund Balance Policy as amended to say "...represents three to six months of the next year's budgeted operating expenditures." Steve Thomas seconded the motion. Upon voice vote, the motion carried unanimously.

Matt Corso reviewed some of the specifications of the recent bid sent out for a 14 passenger bus to replace the Silver Streak. Richard Andrews moved to accept the bid from Central States Bus Sales in the amount of \$51,107, for the purchase of a new vehicle. Rick Ginex seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Park District of LaGrange

Motion Carried Unanimously

Susan Friend provided information on the draft FY13-14 Budget. She stated Member Contributions had remained flat while the Member Contributions Percentage of Total Revenue had dropped 8%, as the chart in her memo illustrates. Revenue is pretty much on target and expenses are less than anticipated. Susan noted that the budget included a 3% salary pool and requested the Board's confirmation on that amount. It was the Board's consensus to approve the 3% pool for salaries.

Dan Garvy asked the Board to let Susan know during the next few weeks if they had any questions or concerns so that Susan could finalize the budget for next month's meeting.

Member Entity Projects and Events:

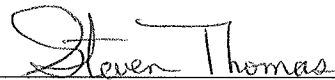
Mike Adams told the Board that the Village of Woodridge has filed eminent domain proceedings on the property for the proposed Athletic Recreation Center, and now it will go to court.

Mike also mentioned that the DNR PARC Grants has released some information on a grant that will be available in the next few months.

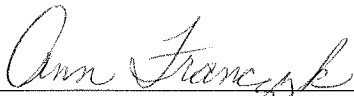
Adjournment:

Mike Adams moved to adjourn the regularly scheduled March 19, 2013, SEASPAR Board Meeting at 4:50 p.m. Ron Gunter seconded the motion. Upon voice vote, the motion carried unanimously.

Respectfully submitted,



Steven Thomas, Secretary
South East Association for
Special Parks And Recreation



Ann Franczyk, Recording Secretary