

SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION

Minutes of the Regularly Scheduled Board Meeting
Held May 21, 2013, in Downers Grove, Illinois

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

Roll Call:

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| Present: | Village of Brookfield | Rick Ginex |
| | Clarendon Hills Park District | Steve Thomas |
| | Darien Park District | Stephanie Gurgone |
| | Downers Grove Park District | Mark Roman |
| | Village of Indian Head Park | Richard Andrews |
| | 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 |
| | Westmont Park District | Kim Baxter |
| | Woodridge Park District | Mike Adams |
| | Executive Director | Susan Friend |
| | Superintendent | Catherine Morava |
| | Superintendent | Matt Corso |
| | Recording Secretary | Ann Franczyk |
| Absent: | Coordinator | Lisa Rasin |
| Visitors: | Coordinator | Anne Cosentino |
| | Intern | Kara Collins |
| | Recreation Specialist | Kim Huggins |

Public Comment and Correspondence:

Susan Friend reviewed some of the SEASPAR statistics cited in the May 2013 PDRMA letter.

Anne Cosentino introduced Kara Collins, SEASPAR's summer intern and a University of Iowa student. Kara, a Western Springs resident, will conduct her member partner's scavenger hunt and hopes to meet with each Board member during this process.

Anne has been with SEASPAR for seven years and is the Coordinator for the part-time and volunteer staff. Anne informed the Board that at last week's Believe & Achieve Banquet, volunteer Don Smetko, from LaGrange Park, was awarded the Virtuous Volunteer Award; piano instructor Deb Judycki, from Downers Grove, received the Leading Light Award; and EAGLES assistant Tanja Murray, also from LaGrange Park, was given the Super Star Award. Don Smetko was doubly proud that night because his son, Sam, was named SEASPAR's Athlete of the Year.

Anne noted that the volunteer staff have worked a little more than 2,400 hours this past fiscal year, representing approximately \$26,000 savings in staffing costs. For the upcoming season, there are about 1,200 staff positions to fill.

The vehicle maintenance arrangement that SEASPAR has with the Village of Downers Grove has proved to be very beneficial for SEASPAR. The Fleet Manager for the Village is great to work with and Anne is very pleased with their service.

Kim Huggins, Recreation Specialist, gave a slide presentation on the special events and social clubs that she is responsible for. Kim noted that the Norman B. Barr Camp is very popular with teens and adults. Last year 10 campers attended, this year there are 15 registered. Last year's vacation trip was to Walt Disneyworld in Orlando, and this summer the group is going to New Orleans. Kim works with Brightspark, a travel agency, in planning these trips and they do a wonderful job in coordinating every detail.

Approval of Consent Agenda:

Dean Bissias moved to approve the Regular and Executive Minutes from the April 16, 2013, Board Meetings, as presented; the Cash Disbursements for May 2013 in the amount of \$67,478.00, as presented; and the Bank Reconciliation from April 2013, as presented. Roy Cripe seconded the motion.

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

Recreation Reports:

Catherine Morava reported that summer Inclusion requests are coming in daily including six that came in just today. Shannon Tovey is working hard to secure an aide for each. So far, 15 new participants have registered for SEASPAR summer programs, ranging in age from 3 to 40.

Roy Cripe inquired if the staff do evaluations of each new person. Catherine replied that the Recreation Staff conduct leisure counseling sessions with each participant and their family members to ensure they are fully informed of all SEASPAR has to offer them.

Matt Corso stated that an Ability Awareness flyer has been prepared as a result of SEASPAR receiving so many inquiries about the program. Approximately 150 sixth graders have participated thus far. Matt asked the Board to let him know if any members would like to schedule this program at one of their day camps this summer.

The Brookfield EAGLES group is in need of facility space until their home base has been renovated due to last month's flood. Matt will be contacting the Board members.

Fund Development Report:

Dan Garvy said the American English Concert was a great event. He asked the Board to review the upcoming fundraising events listed on the bottom of Lisa Rasin's report and to attend as many as possible.

Susan noted that the Walk And Roll-A-Thon was last Sunday. The Vihon family, in honor of Mike's 35th birthday, has raised more than \$6,000 so far for this event.

Executive Director's Report:

Susan reported on the success of SEASPAR's Page for a Day event in Springfield recently. Senator Dillard and Representative Bellock worked with our participants Emily Lundvall and Michele Forzley, and it turned out to be an exciting and rewarding experience for everyone.

The SEASPAR budget has been approved by most of the member entities. Susan requested the other Board members let her know the status by the first of June. Richard Andrews asked Susan to send him the document in a pdf format so he can present it at an upcoming meeting.

Susan thanked Mike Adams and the Rotary Club of Woodridge for designating SEASPAR as one of the agencies to receive donations from their upcoming triathlon. SEASPAR was also designated the beneficiary for donations made in memory of Richard Kellogg, who passed away last week. Richard had been a participant since 1977.

SEASPAR switched over to a new payroll system starting the third quarter of this year and in so doing realized that the quarterly wage reports provided to PDRMA by ADP were incorrect. This will cause an increase of 104% in the worker's compensation insurance, which will have an impact on next year's budget.

Susan reminded the Board that next month's meeting will be the election of Board Officers.

Unfinished Business:

None.

New Business:

Dan Garvy recognized and thanked Mark Roman for his two years of service on the SEASPAR Board.

Susan stated that since the adoption of the Fund Balance Policy, the Board needs to determine which SEASPAR projects the funds should be assigned. A partial list of projects include new technology for the multipurpose room; repairs to the parking lot which are going to be higher than originally expected; a new phone system; enhancements in the new Lisle space; new HVAC system; digital equipment in the lobby.

Discussion ensued. It was recommended that a prioritized list of projects and their costs be provided to the Board during the next few months. A decision should be reached before the next audit.

Member Entity Projects and Events:

Dan Garvy asked Kim Baxter to relay the Board's condolences to Ron Gunter on the loss of his mother.

Adjourn to Executive Session:

At 4:33 p.m., Mike Adams moved to adjourn to Executive Session under Section 2(c)(1) of the Open Meetings Act for the discussion of employment, performance, and compensation of the Executive Director. Richard Andrews seconded the motion. Upon voice vote, the motion carried unanimously.

Reconvene in Public Session:

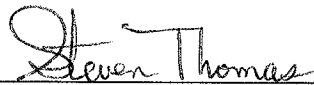
The regularly scheduled May 21, 2013, SEASPAR Board Meeting reconvened in public session at 4:46.

Stephanie Gurgone moved to approve the Executive Director's compensation, as discussed. Kim Baxter seconded the motion. Upon voice vote, the motion carried unanimously.

Final Adjournment:

Richard Andrews moved to adjourn the regularly scheduled May 21, 2013, SEASPAR Board Meeting at 4:48 p.m. Dean Bissias seconded the motion. Upon voice vote, motion carried unanimously.

Respectfully submitted,



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



Ann Franczyk, Recording Secretary