

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

Minutes of the Regularly Scheduled Board Meeting  
Held September 17, 2013, in Downers Grove, Illinois

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

**Roll Call:**

Present:	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:	Village of Brookfield	Rick Ginex
	Park District of LaGrange	Dean Bissias
Visitors:		None

**Public Comment and Correspondence:**

Susan Friend invited the Board to go outside to see three of SEASPAR's vehicles. Staff members Rachel and Greg Pavesich provided a demonstration on how each of the vehicles operated, and answered questions from the Board.

One question asked was the status of the new vehicle that was supposed to be here mid-July. Matt Corso responded that he is staying in touch with the manufacturer.

Dan Garvy referenced the letter from LADSE that was in this month's Board packet and said it was very complimentary to SEASPAR.

**Approval of Consent Agenda:**

Mike Adams moved to approve the Minutes from the July 16, 2013, Board Meeting; the Cash Disbursements for the months of July and August in the amount of \$91,661.59; and the Bank Reconciliation from August, as presented. Steve Thomas seconded the motion.

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

Voting Nay:

Absent, Not Voting: Brookfield, LaGrange

Motion Carried Unanimously

### **Recreation Reports:**

Catherine Morava noted that both Rachel and Greg Pavesich, who just gave the Board a demonstration of the vans, celebrated anniversaries with SEASPAR this month. Cathy stated Greg is a great role model for many of our participants, and Rachel is very good working with children, teens, and adults. As an update to her Board Report, so far 13 leisure education sessions have been scheduled.

Matt Corso reminded the Board that the EAGLES 5<sup>th</sup> Anniversary Celebration is tomorrow at the Sportsplex. Three SEASPAR golfers received gold medals at the Outdoor Sports Festival last weekend, including one for Emily Lundvall who participated in the golf skills event. Matt noted this is the first time our athletes have competed in this event.

### **Fund Development Report:**

Lisa Rasin provided flyers for the Trivia Night fundraiser this Friday, September 20. About 150 people are expected and Lisa requested the Board contact her if any of their staff would like to put a team together. There were 52 golfers at this year's Summer Golf Classic which raised close to \$10,000. A ribbon cutting ceremony is scheduled for October 15 at the EAGLES nest. Lisa asked the Board to let her know if any of them can attend this event.

Bill McAdam mentioned that he has been working with Lisa and the Downers Grove Rotary Club regarding the Downers Grove Park District's Chili Cook-off on September 28. He invited the Board to join them.

Dan Garvy noted that Lisa is starting to work on SEASPAR's Annual Appeal and he asked the Board to participate.

### **Executive Director's Report:**

Susan Friend has been in touch with the family regarding donations received in memory of Joanne Laman and Karen Bollnow. It is their wish that the money go toward the new Winter Sports Getaway program that staff member Aaron Hirthe started last year. Susan asked if any of the Board members would like to say a few words at the EAGLES celebration. Steve Thomas volunteered to speak on behalf of the Board. SEASPAR's Fall Intern, Justin Rudnick, plans to do his scavenger hunt to each member district on Friday. PDRMA has invited us to participate in a new health initiative. We are one of only 15 agencies that are trying out this new program.

### **Unfinished Business:**

None

### **New Business:**

#### **A. Use of Fund Balance**

Susan cited the Fund Balance Policy recently adopted by the Board. According to that Policy, a portion of the fund balance can be assigned to future capital projects. Susan stated that as we

move forward with the project in Lisle, SEASPAR is in a position to do something really outstanding with the new facility. She asked the Board for approval to use a portion of the fund balance to upgrade the plans for the Lisle facility, program improvements, and to update the technology and office furnishings at the SEASPAR office. Discussion ensued.

Upon completion of the Board's discussion, the following motions were made:

Ron Gunter moved to designate up to \$150,000 from the fund balance for the Lisle facility furniture, fixtures, and equipment, technology updates for the SEASPAR office and programs, and furniture and fixture improvements. Stephanie Gurgone seconded the motion.

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

Voting Nay:

Absent, Not Voting: Brookfield, LaGrange

Motion Carried Unanimously

Mike Adams moved to designate an amount not to exceed \$200,000 from the fund balance to be used for the build out of the Lisle facility. Darien seconded the motion.

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

Voting Nay:

Abstaining: Lisle

Absent, Not Voting: Brookfield, LaGrange

Motion Carried.

#### **B. Levy Request FY 14-15**

Susan stated the Member Contributions were basically kept flat and she asked the Board if they were OK with that. The Board concurred it looked good. Last year's EAV under reported the amount for Woodridge by \$11,797 as their Will County numbers were not included. This year, \$11,797 will be re-apportioned accordingly, which does not amount to very much per district. To correct the error, Woodridge will forward \$11,797 to SEASPAR, and then each of the other member entities will receive a proportionate rebate.

Roy Cripe was impressed with how close the projected budgeted numbers are to the actual.

Susan noted that the levy budget totals are not substantially different than what was budgeted last spring and the net difference is \$5,300. The timetable for this process is for the Board to look at it now, come back with changes in October for SEASPAR Board approval, and the final is presented to the member entity Boards in November.

Mike Adams asked if there were any other large expenses for capital projects. Susan said there were no other capital projects or items at this time.

Ray Jasica inquired about the vehicle that several Lions Clubs were pursuing for SEASPAR.

Ron Gunter replied that it currently is in the hands of the Clarendon Hills Lions Club. Susan Friend clarified that the vehicle purchased by the Lions Club is a replacement vehicle, and not an addition to the fleet.

**Member Entity Projects and Events:**

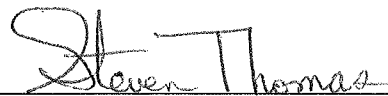
Ron Gunter invited the Board to join in a "Meet and Greet" with the SEASPAR and Westmont Park District staff Thursday from 5:00 to 7:00 pm at Twin Lakes Golf Course. Cathy said this event is a result of an initiative in the Strategic Plan. She will be contacting other districts about a similar event in the near future.

Steve Thomas informed the Board that this would be his last SEASPAR Board meeting as he has accepted the position as Assistant Director of the Park District of Forest Park.

**Adjournment:**

Mike Adams moved to adjourn the regularly scheduled September 17, 2013, SEASPAR Board Meeting at 4:55 p.m. Ron Gunter seconded the motion. Upon voice vote, the motion carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Steven Thomas".

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

A handwritten signature in cursive script that reads "Ann Franczyk".

Ann Franczyk, Recording Secretary