

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

Minutes of the Regularly Scheduled Board Meeting  
Held March 18, 2014, 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	Bill McAdam
	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	Ron Gunter
	Woodridge Park District	Mike Adams
	Executive Director	Susan Friend
	Superintendent	Catherine Morava
	Superintendent	Matt Corso
	Fund Development Coordinator	Lisa Rasin
	Recording Secretary	Ann Franczyk
Absent:	Clarendon Hills Park District	Kelly Smith
	Village of Indian Head Park	Richard Andrews
Visitor:	Recreation Specialist	Rachel Pavesich
	Administrative Assistant	Tammy Semmler

**Public Comment and Correspondence:**

Recreation Specialist Rachel Pavesich made a presentation to the Board about her various areas of responsibility. Rachel has contacted parents of her Children's Weekly Programs and Special Events to see what they would like for programs. In the Teens area, Rachel mentioned the instructor who currently teaches Karate is a big advocate of our participants and encourages them to work hard.

This season a golf program has been added to introduce children to this sport in the hopes they continue on to Special Olympics. Mini-camps are offered during spring and winter breaks, and day camp during summer. This summer's theme is "Superheroes." The Teen and Young Adult Camp is to be held at the Lisle Park District, and the Kids at Puffer School in Downers Grove.

Rachel distributed a flyer on Wonders, the multi-sensory room that will be in the new SEASPAR facility in Lisle. She described some of the programs that will be held there and how the room will operate on a daily basis.

Bill McAdam commented that the flyer was a nice advertising piece. Dan Garvy stated the staff should be commended for their diligence in staying on top of this project. Staff have been incredibly creative and enthusiastic during the whole build out process.

**Approval of Consent Agenda:**

Dean Bissias moved to approve the Minutes from the February 18, 2014, Board Meeting; the Cash Disbursements in the amount of \$59,569.34; and the Bank Reconciliation from February 2014, as presented. Rick Ginex seconded the motion.

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

**Recreation Reports:**

Cathy Morava thanked Dean Bissias for the use of the Park District of LaGrange facility for the Metro Boccia Cup Tournament in February. She highlighted some of the items in her Board Report, and mentioned the summer brochure is in its final stages.

Matt Corso had a short slide presentation about two events SEASPAR athletes had been involved in recently. The first was Emily Lundvall and Matt at the Allstate Area to watch a WWE wrestling match and meet some professional wrestlers. The second showed pictures of the SEASPAR Gray basketball team and coaches at the United Center during a Bulls game. The team played a scrimmage game during half time on the court and saw many of the Bulls players up close and personal.

**Fund Development Report:**

Lisa Rasin distributed a flyer on the Spring Fling fundraiser to be held at the EAGLES Darien site on April 3. Lisa also had posters and tickets available for the May 8 "7th heaven" concert at the Tivoli and asked the Board to please take some of the posters for their district offices.

**Executive Director's Report:**

Susan Friend reported that she has heard nothing further from ADP regarding the incorrect salaries reported in 2012. She will inform the Board if she hears anything.

The Lisle site has been an ongoing project. Purchasing is underway and we are planning for the move in. A date has been set for staff training by the equipment vendors. Invitations to the Grand Opening should be mailed the second week of April.

**Unfinished Business:**

None.

**New Business:**

The Board had a few questions regarding the bus specifications and warranty information. Ron Gunter moved to accept the bid from Midwest Transit Equipment in the amount of \$55,347 for the purchase of a new Elkhart Coach vehicle. Dean Bissias seconded the motion.

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

Susan Friend commented that the Board members had been given a new page one for the Revenues section of the FY14-15 budget draft. She explained the change that was made did not have an impact on any other numbers on the sheet. At the end of this year, SEASPAR will be in better shape than anticipated. Donations have been good and the Clarendon Hills Lions Club has promised to write a check as soon as the bus bid has been accepted. Stephanie Gurgone asked if their donation would cover the entire cost and Susan responded just about.

Concerning expenses, Susan noted that part-time staff costs are down partially due to multiple interns and program revenues being down. Contracting for swim lessons has also had an impact on part-time staff costs. Ray Jassica questioned whether these costs should be put under program expense rather than Contractual Services. Stephanie Gurgone suggested a Program and Contractual Services item be added for these expenses. Susan stated that it was divided.

Susan noted that member contributions for FY14-15 would be 62.2% which is slightly less than this year. The benchmark in the SRA world is about 70% with most between 68 – 72%, which puts SEASPAR's number well below that of our peers.

Staff have been investigating a collaboration with two other SRAs on a consolidated adaptive sports program. At this point in time, it does not look like this is going to be a beneficial arrangement for SEASPAR.

Ray Jassica asked if the parking lot resurfacing would take place this year. Bill McAdam responded it would be done this summer and the project has been configured so that an additional 38 to 40 parking spaces will be added.

Susan thanked Bill and the Downers Grove Park District for allowing SEASPAR to join in on the new phone system. Bill explained some of the features of the system and noted it is state-of-the-art technology.

A final version of the budget will be presented for approval at the next Board meeting. Susan asked that each member then bring the budget before their Boards for approval.


**Member Entity Projects and Events:**

None

**Adjournment:**

Roy Cripe moved to adjourn the regularly scheduled March 18, 2014, SEASPAR Board Meeting at 4:30 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