

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

Minutes of the Regularly Scheduled Board Meeting Held  
December 15, 2015, at the SEASPAR Office,  
4500 Belmont Road, Downers Grove, IL 60515

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

**Roll Call:**

Present:	Village of Brookfield	Mary Pezdek
	Clarendon Hills Park District	Kelly Smith
	Darien Park District	Stephanie Gurgone
	Downers Grove Park District	Bill McAdam
	Park District of LaGrange	Dean Bissias
	Community Park District of LaGrange Park	Aleks Briedis
	Lemont Park District	Louise Egofske
	Lisle Park District	Dan Garvy
	Village of Western Springs	Ray Jasica
	Woodridge Park District	Mike Adams
	Executive Director	Susan Friend
	Superintendent	Catherine Morava
	Superintendent	Matt Corso
	Fund Development Coordinator	Lisa Rasin
	Marketing Coordinator	Morgan Drdak
	Recording Secretary	Ann Franczyk
Absent:	Village of Indian Head Park	Brenda O'Laughlin
	Westmont Park District	Ron Gunter

Visitors:

**Public Comment and Correspondence:**

Morgan Drdak, Marketing Coordinator, introduced SEASPAR's new Integrated Marketing Plan. She stated the Plan is an extension of the strategic plan. This Plan examines who our stakeholders and audiences are, and what tools we use to reach them. It includes strategies for increasing awareness of SEASPAR to the general public which may create potential donors, sponsors, and ambassadors for the agency. Morgan said one idea for accomplishing this is by telling our story because our story is awesome. Once people learn about us, it's hard for them to not love what we do. The Plan also includes strategies for promoting the fact that our member entities are integral partners in our work and the members' commitment to serving people with disabilities is what allows us to exist.

Another objective of the Plan is to increase program participation. Morgan outlined a number of ways to do this including surveying our participants, promoting programs on the website, and working more closely with schools to reach students who can benefit from our services.

Dan Garvy stated he encourages his staff to read the Lisle Park District's marketing plan as it provides them with a better understanding of the District's objectives.

Ray Jasica asked if SEASPAR doesn't already work with the schools to get information from special education classes. Susan replied it is difficult to get all the data we need. There may be 1,000 special education students in a district but only 100 need our services. We have to determine who and where those 100 are.

**Approval of Consent Agenda:**

Dean Bissias moved to approve the Minutes from the November 17, 2015, Board Meeting; the Cash Disbursements in the amount of \$59,905.94; and the Bank Reconciliation from November 2015, as presented. Kelly Smith seconded the motion.

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

Voting Nay:

Absent, Not Voting: Indian Head Park, Westmont

Motion Carried Unanimously

**Recreation Reports:**

Cathy Morava thanked Ray Jasica and Mary Pezdek for attending the Holiday Spectacular. She also stated six more requests for inclusion aides have been received for programs occurring during the Holidays.

Matt Corso informed the Board that Dawn Krawiec submitted an abstract for consideration at an upcoming Indiana University seminar and it was accepted. It's a one hour presentation followed by a questions and answer session, and the topic is the EAGLES' Commit to be Fit program.

**Fund Development Report:**

Lisa Rasin thanked Mike Adams for attending the luncheon the EAGLES had for the Woodridge Rotary. Beginning in January, SEASPAR will be inviting not-for-profit organizations to lunch at one of the three sites on a regular basis.

**Marketing Report:**

Morgan had nothing to add to her report.

**Executive Director's Report:**

Susan Friend extended congratulations to Kim Baxter, one of Westmont Park District's alternate Board Members. Kim and her husband welcomed a son, Isaac David, on October 30. All are fine.

There was a death in one of our participant's families recently and SEASPAR was named the recipient for donations. About \$1,000 has been received so far.

The Aktion Club was designated as a Distinguished Club and received the award at their 10<sup>th</sup> Anniversary Celebration. They were also informed the scrapbook they submitted was voted #1.

The IRS Form 990 has been completed and will be given to our auditor, Lauterbach & Amen, for submittal to the government. This information will go on file and be available for public inspection.

Susan asked the Board to send her an e-mail with the name of the attorney each member uses. She feels it is time to re-evaluate our situation and find out what additional services different legal representatives provide their clients.

SEASPAR is replacing a current vehicle with the new one when it arrives. Susan asked the Board if anyone wanted to purchase the older van. If there is interest from more than one member, a bidding process will be initiated.

Dan Garvy commended staff on how they are handling the replacement for the front office administrative position. Working with two part-time staff is a cost saving endeavor. He also thanked the staff for all their hard work and said staff's efforts make it easy for each of the Board Members to report to their districts about what is happening at SEASPAR.

Kelly Smith asked if participant Michelle Forzley would be receiving an award at the IAPD annual meeting. Susan said Diane Main initiated the idea as she feels Michelle is a great product of the cooperative efforts between SEASPAR and the communities it serves.

**Unfinished Business:**

None

**New Business:**

None

**Member Entity Projects and Events:**


Mike Adams reported the walls for the Athletic Recreation Center are going up and the project is coming along. He estimates staff will be working on program and space requirements this winter.

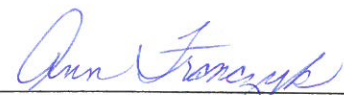
Susan said a tour of the Wonders room was provided to the Alsip Park District and SWSRA. Our sensory room is going to be used as a model for a similar program they are planning.

**Adjournment:**

Mike Adams moved to adjourn the regularly scheduled December 15, 2015, SEASPAR Board Meeting at 4:05 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