

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

Minutes of the Regularly Scheduled Board Meeting Held  
March 15, 2016, 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:	Clarendon Hills Park District	Kelly Smith
	* Darien Park District	Stephanie Gurgone
	Downers Grove Park District	Bill McAdam
	* Village of Indian Head Park	Brenda O'Laughlin
	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 Brookfield	Mary Pezdek
	Westmont Park District	Bob Fleck
Visitors:	Administrative Services Manager	Carol Koczek
	Recreation Coordinator	Greg Pavesich
	SEASPAR Intern	Elyse Maturo
	Lisle Park District Intern	Eric Schad

**Public Comment and Correspondence:**

Dan Garvy introduced the Lisle Park District Intern Eric Schad. Eric is a student at Eastern Illinois University majoring in Parks and Recreation.

Susan Friend commented on the letter from Bud Sherman saying it contained some interesting information they probably didn't know. One of these was the possibility of challenging petitions being presented to keep the original five communities from forming SEASPAR in 1976.

The Board viewed the "SEASPAR Story" video made in connection with the agency's 20<sup>th</sup> anniversary. Dan Garvy then congratulated Ann Franczyk on her 10<sup>th</sup> anniversary and presented her with a gift certificate on behalf of SEASPAR.

Greg Pavesich made a presentation covering the many areas of SEASPAR's programming for which he is responsible. He provided information on Adapted Sports including power soccer and floor hockey, the Drop In Center, and the Nursing Home Outreach program. Greg also reported that the Home Front Health program has now expanded to include residents in Lemont, as well as those in Downers Grove.

\* Brenda O'Laughlin left the meeting at 4:00 p.m.

**Approval of Consent Agenda:**

Mike Adams moved to approve the Minutes from the February 16, 2016, Board Meeting; the Cash Disbursements in the amount of \$54,403.52; and the Bank Reconciliation from February 2016, as presented. Alex Briedis seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Indian Head Park, Westmont

Motion Carried Unanimously

**Recreation Reports:**

Cathy Morava thanked Ann Franczyk for all the additional work she has taken on since the Inclusion Manager resigned. Mike Adams inquired about the open position. He suggested Cathy send the park district Board Members a copy of the job description so they could post it on their bulletin boards.

Cathy said Recreation Coordinator Kim Huggins is working on the details for the summer Cruise to the Caribbean. In addition to Kim, part-time staff Brian Klama will be assisting the participants on this trip.

Cathy explained she would be leaving the meeting shortly to assist Rachel Pavesich in providing a tour of Wonders to teachers and parents from School District 113A in Lemont.

Matt Corso reported that he is currently working with LADSE and SASED regarding cooperative summer programs. Through LADSE, he hopes to increase the number of participants who reside in the communities on our eastern border, especially Indian Head Park and Clarendon Hills.

**Fund Development Report:**

Lisa Rasin informed the Board that the date for the Summer Golf Classic is Friday, July 8. She is working with Gelsosomo's Pizzeria in Lemont, and a brewery in Downers Grove, on possible fundraising events.

**Marketing Report:**

Morgan Drdak had nothing to add to her report.

**Executive Director's Report:**

Susan Friend forwarded a copy of the existing Personnel Handbook, as well as subsequent draft revisions, to the Management Association. It will be a major overhaul to revise the manual and bring it up-to-date.

Mike Adams inquired about their fees. Susan responded the cost of the handbook revision is \$3,500. Susan feels the organization is a good resource for the agency concerning a variety of HR services.

Susan attended an Indian Head Park board meeting last Thursday. There was a large audience in attendance, and she thought it was a very successful meeting.

Susan reported that NISRA recently received a favorable ruling from the court regarding the administration of diastat. It was determined that this procedure was not a reasonable accommodation as required by the ADA.

\* Stephanie Gurgone left the meeting at 4:20 p.m.

**Unfinished Business:**

None.

**New Business:**

Dean Bissias moved to engage the auditing services of Lauterbach & Amen for fiscal years 2017, 2018, and 2019 at the fees of \$6,500, \$6,800, and \$7,100, respectively. Ray Jassica seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Darien, Indian Head Park, Westmont

Motion Carried Unanimously

Susan recapped some of the highlights on the proposed FY16-17 budget, as outlined in her March 3 memo to the Board. After a brief discussion, it was the consensus that Susan should present the budget for Board approval at the next meeting.

Susan mentioned that she will be going out-of-town April 8 so the April Board Packet will be prepared the week before she leaves. She asked the Board to let her know before then if they had any questions or concerns about the proposed budget.

**Member Entity Projects and Events:**

None.

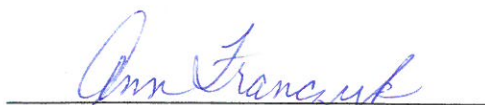
**Adjournment:**

Dean Bissias moved to adjourn the regularly scheduled March 15, 2016, SEASPAR Board Meeting at 4:33 p.m. Kelly Smith 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