

SOUTH EAST ASSOCIATION FOR
SPECIAL PARKS AND RECREATION

Minutes of the Regularly Scheduled Board Meeting Held
Tuesday, November 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
	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
	Acting Recording Secretary	Michelle Mahlan
Absent:	Village of Brookfield	Mary Pezdek
	Village of Indian Head Park	Brenda O'Laughlin
	Westmont Park District	Bob Fleck
Visitors:	Administrative Services Manager	Carol Kocek
	Intern Student	Andrew Zelasko

Public Comment and Correspondence:

* Louise Egofske entered the meeting at 3:35 p.m

Morgan Drdak presented her Marketing Report for 2016. Statistics were shared regarding the social media traffic for our Facebook page, Twitter feed, Flickr account, and email clickthrus.

Morgan noted that the key focus of all marketing efforts is to increase SEASPAR's name recognition and to increase program participation. A major focus of this year's marketing efforts has been celebrating SEASPAR's 40th Anniversary.

Next year's marketing efforts will be focused on the re-design of the website. The website will be designed to be responsive, mobile-friendly and also incorporate features for users with all ability levels.

Ray Jasica asked if there was a way to measure how new program participants found out about SEASPAR. Susan Friend reported that one of the questions asked at the initial meeting with families is how the family found out about SEASPAR. Cathy Morava stated that she asks her new families how they learned about SEAPAR when she meets with them before registering for programs for the first time.

Morgan's graph showed that most participants' families used e-mail and the program guide for their main source of information. Susan Friend stated more families are excited to see their child featured in a news story, Facebook post, or YouTube video.

The PDRMA Control Loss Review results were discussed. SEASPAR received 99.05/100 with only a few minor corrections suggested for summer camp documentation. Cathy thanked staff for their cooperation and professionalism during the review that is scheduled every four years with the agency.

Dan Garvy congratulated Matt on his appointment to 2017 Chair-Elect of the Illinois Parks & Recreation Association Board.

Susan Friend remarked about the Press Release for the Special Olympics Wall of Fame Dedication Ceremony that was featured in the BUGLE newspaper.

Approval of Consent Agenda:

Dean Bissias moved to approve the Minutes from the October 18, 2016, Regular Board Meeting; the Cash Disbursements in the amount of \$72,606.51; and the Bank Reconciliation from October 2016, as presented. Ray Jasica seconded the motion.

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

Voting Nay: None

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

Motion Carried Unanimously

Recreation Reports:

Cathy Morava stated that the 40th Anniversary Art Show is taking place at the Darien Park District and encouraged the Board to stop in.

Matt Corso reported that SEASPAR is partnering with NorthShore Pediatric Center to offer regular seminars in the area. Six families are signed up to attend the Autism Seminar tonight at SEASPAR's Lisle Program Room. Matt will keep everyone updated on additional seminars as they are scheduled. Matt stated that the upcoming Kiwanis Swim Meet at Downers Grove North High School is on Saturday, November 19.

Fund Development Report:

Lisa Rasin reported the Trivia Night on Friday, October 21 was a great success. She encouraged the Board to form their own team next year.

Marketing Report:

Morgan Drdak stated that the winter/spring brochure will be available before the next Board Meeting.

Executive Director's Report:

Susan Friend encouraged everyone to take part in the Buffalo Wild Wings Aktion Club fundraiser on Wednesday, November 16, at the Seven Bridges location.

Susan Friend reported the agreement with the Village of Downers Grove continues to offer us great prices on fuel purchases for our vehicles.

Susan reported that the minimum wage increase legislation passed in Cook County to \$10/hour. Dean Bissias stated that governmental bodies are exempt from complying with the minimum wage requirements.

Susan reported that the threshold for bids was being increased to \$25,000. Susan asked if the Board wished to amend the Joint Agreement to state \$25,000 or if the text "statutory limits" sufficed. It was agreed that the "statutory limits" verbiage was better.

Ray Jasica asked about the Inclusion cost line item. He was concerned that inclusion costs were going to be well over budget. Both Downers Grove and Lisle already use their bills to track their actual to budget costs for their entities. Susan was asked if it would be helpful for her to know the budgeted amounts for inclusion for each member entity.

Unfinished Business:

None.

New Business:

Bill McAdam moved to accept the recommendation to release the executive session minutes for the 5/17/2016 meeting and destroy the tapes from the 3/17/2015 and 4/21/2015 meetings. Mike Adams seconded the motion. Upon voice vote, the motion carried unanimously.

Member Entity Projects and Events:

Mike Adams stated that the ARC will have Open Houses during the month of December. SEASPAR has a tour scheduled at 1:00 p.m. on Tuesday, December 13.

Bill McAdam wanted to personally thank SEASPAR for their HomeFront Health program and their involvement in Veteran's Day celebrations, specifically the Veteran's Day Luncheon in Lemont.

Ray Jasica mentioned that the EAGLES could get involved in decorating for the holidays in Western Springs. It was reported that EAGLES participants at the Darien location help with Holly Days in Westmont and Brookfield participants help decorate trees at the Brookfield Zoo. It would be great to find a holiday venue for the Lisle participants.

Dan Garvy mentioned the Lisle Park District's Veteran's Memorial that was dedicated this month after only ten months of fundraising. Over 300 attendees were a part of the celebration. The organizers of the fundraising for the memorial were nominated for IAPD's Outstanding Citizens Award.

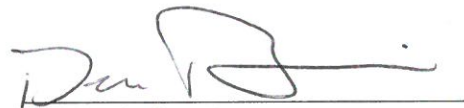
Dan also gave kudos to Community Park District of LaGrange Park for their Veteran's Memorial that they dedicated a few years ago.

Adjournment:

Dean Bissias moved to adjourn the regularly scheduled November 15, 2016 SEASPAR Board Meeting at 4:16 p.m. Kelly Smith seconded the motion.

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

Respectfully submitted,



Dean Bissias, Secretary
South East Association for
Special Parks And Recreation



Michelle Mahlan, Acting Recording Secretary