

SOUTH EAST ASSOCIATION FOR
SPECIAL PARKS AND RECREATION

Minutes of the Regularly Scheduled Board Meeting Held
Tuesday, December 20, 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:

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
Lisle Park District	Dan Garvy
Village of Western Springs	Ray Jasica
Westmont Park District	Bob Fleck*
Woodridge Park District	Mike Adams

Executive Director	Susan Friend
Superintendent	Catherine Morava
Superintendent	Matt Corso
Fund Development Coordinator	Lisa Rasin*
Acting Recording Secretary	Michelle Mahlan

Absent:

Village of Indian Head Park	Brenda O'Laughlin
Community Park District of LaGrange Park	Aleks Briedis
Lemont Park District	Louise Egofske
Marketing Coordinator	Morgan Drdak

Visitors: Administrative Services Manager Carol Kocek

Public Comment and Correspondence:

No Public Comment.

Susan mentioned the following print items included in the pass-around folder:

- Thank-you notes for the Wall of Fame Dedication ceremony
- Special Olympic bowlers
- Front-page of the Bugle for the Holiday Spectacular

Approval of Consent Agenda:

Dean Bissias moved to approve the Minutes from the November 15, 2016, Regular Board Meeting; the Cash Disbursements in the amount of \$66,242.00; and the Bank Reconciliation from November 2016, as presented. Mike Adams seconded the motion.

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

Recreation Reports:

Cathy Morava had nothing to add to her report.

Matt Corso had nothing to add to his report.

Fund Development Report:

Lisa Rasin reported that she was very excited to once again be partnering with DuPage Medical Group with their financial support for the EAGLES "Commit to Be Fit" program.

Dan Garvy remarked that he appreciated the listing of all the upcoming fundraising events scheduled for 2017 and encouraged Board Members to add these events to their calendars.

Marketing Report:

In Morgan Drdak's absence, Matt Corso shared the winning photo submitted to NRPA Healthy Communities photo contest. The photo was of a Lemont resident playing wiffle ball on the Miracle Field at Camp Carefree. SEASPAR was awarded a cash prize of \$500. The submitted photo may be used by NRPA for future marketing and promotional purposes.

* Bob Fleck entered the meeting at 3:36 p.m.

Executive Director's Report:

Susan Friend provided a wrap-up of the year-long celebration of SEASPAR's 40th Anniversary by highlighting attendance at the events. All of the work put into digitizing photos and memorabilia will help staff in the future to put together other milestone anniversary celebrations.

Susan offered congratulations to Mike Adams and the Woodridge Park District on the completion of the Athletic Recreation Center (ARC). Susan commented that the facility tour was outstanding and the facility was full of natural light and very welcoming.

Susan inquired if any districts would have an extra luncheon ticket available for a SEASPAR staff person at the IPRA conference on Friday, January 20.

Susan mentioned that Lauterbach & Amen will submit the state and federal 990 filings by the end of the year.

Susan Friend and Carol Koczek attended the annual Lauterbach & Amen workshop discussing IRS taxable income, tax implications for bonuses, etc. Discussion of IRS audits and recommendations for complying with tax rules ensued.

Susan Friend reported that she was just notified that when SEASPAR joined IMRF in 2010, the old joint agreement was submitted by the Illinois Pension Board to the Social Security Administration and that SEASPAR's application to enroll in Social Security benefits was rejected. This was the first notification of any issue with social security. The new joint agreement was recently sent and the application to Social Security was re-submitted. Susan should learn soon whether the application was approved.

Unfinished Business:

None.

New Business:

Dean Bissias moved to approve the Ordinance Amending SEASPAR's Conference Policy and the Travel Expense Reimbursement Policy & Procedures. Ray Jasica seconded the motion. Ray Jasica wanted to know why this policy needed to be approved through an ordinance. Bob Fleck explained that it is a State Law and that each district/entity needed to approve their own ordinance and policy. Upon voice vote, the motion carried unanimously.

Ray Jasica began a dialogue considering whether SEASPAR should institute a joining fee for new member entities. Beyond the EAV annual cost, a first-time joining fee was discussed. The Board agreed that this topic warrants further study and consideration.

Discussion ensued regarding the level of service being provided by current legal counsel. It was recommended that SEASPAR start the RFP process for finding a new law firm that is more forward-thinking, proactive, and responsive to the organization.

Susan Friend stated that the purchasing threshold of the Joint Agreement was discussed at the November meeting and that she is recommending a change from a dollar figure to the statutory limit language. Mike Adams moved to approve the update to Section III, A.8 of the Joint Agreement and Kelly Smith seconded. Upon voice vote, the motion carried unanimously.

*Lisa Rasin left at 4:00 p.m.

Member Entity Projects and Events:

Dan Garvy congratulated Mike Adams and the Woodridge Park District on the completion of the ARC. Dan was especially impressed with the fitness equipment.

Bob Fleck stated that Westmont withdrew their PARC grant because they need to make available budget dollars toward relocating from their current maintenance yard/facility location.

Mary Pezdek stated that the Village of Brookfield received grant funds to build a canoe launch along Salt Creek. Dan Garvy remarked that Lisle has been trying for a grant for ten years to build a canoe launch along the East Branch of the DuPage River. Susan Friend offered her assistance to Brookfield to help outline ADA features to the parking lot/boat launch.

Dean Bissias mentioned that the Park District of LaGrange is celebrating the 10th Anniversary of their Recreation Center.

Adjourn to Executive Session:

At 4:15 p.m., Mike Adams moved to adjourn to Executive Session under Section 2(c)(1) of the Open Meetings Act for the discussion of the Employment, Performance, and Compensation of the Executive Director. Kelly Smith seconded the motion. Upon voice vote, the motion carried unanimously.

Reconvene in Public Session:

The regularly scheduled December 20, 2016 SEASPAR Board Meeting reconvened in public session at 5:04 p.m. with no further business. Mike Adams moved to adjourn the regularly scheduled December 20, 2016 SEASPAR Board Meeting at 5:04 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



Michelle Mahlan, Acting Recording Secretary