

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

Minutes of the Regularly Scheduled Board Meeting Held
September 17, 2019, at the SEASPAR Office,
4500 Belmont Road, Downers Grove, IL 60515

Call to Order: Dan Garvy called the meeting to order at 3:00 p.m.

Roll Call:

Present:	*Village of Brookfield	Stevie Ferrari
	Clarendon Hills Park District	Kelly Smith
	Darien Park District	Stephanie Gurgone
	Community Park District of LaGrange Park	Jessica Cannaday
	Lemont Park District	Louise Egofske
	Village of Western Springs	Ray Jasica
	*Westmont Park District	Bob Fleck
	Woodridge Park District	Mike Adams
	Lisle Park District	Dan Garvy
	Executive Director	Matt Corso
	Superintendent	Dawn Krawiec
	Fund Development Coordinator	Lisa Rasin
	Marketing Coordinator	Morgan Mason
	Admin. Services Manager	Carol Kocek
Absent:	Downers Grove Park District	Bill McAdam
	Village of Indian Head Park	Rita Farrell Mayer
	Park District of LaGrange	Dean Bissias
	Superintendent	Karen Lesniak
Visitors:	Recreation Coordinator	Greg Pavesich
	Marketing Coordinator	William Cazares
	SEASPAR Intern	Michelle Soto
	Support Staff Manager	Shannon Tovey
	Day Program Manager	Cathy Morava
	Administrative Assistant	Cathy Marron

Public Comment and Correspondence:

Dan Garvy introduced Jessica Cannaday, new representative from the Community Park District of LaGrange Park.

Shannon Tovey introduced SEASPAR's new intern, Michelle Soto, who started September 3 and will be here until mid-December. Michelle informed the Board she attended Southern Illinois University at Carbondale and is a resident of Romeoville.

William Cazares introduced himself as the new Marketing Coordinator and thanked Morgan for all her help. He believes his previous experience will be helpful and thanked Board Members for this opportunity.

Matt Corso recognized Greg Pavesich for his 10 years of service with SEASPAR and highlighted some of his achievements. Matt said Greg is one of our most popular staff due to his energy and passion. Dan Garvy thanked Greg and presented him with a token of appreciation from the Board.

Matt Corso recognized Carol Kocek for her 40 years of service with SEASPAR and her upcoming retirement in October. Carol started in February 1979 and has seen all the changes at SEASPAR over the years in her administrative role. He announced there will be a luncheon for her on October 1 and invited everyone to attend. Dan Garvy thanked Carol for her years of service and presented her with a gift from the Board.

*Bob Fleck entered the meeting at 3:10 p.m.

Approval of Consent Agenda:

Ray Jasica moved to approve the Regularly Scheduled Board Meeting Minutes dated July 16, 2019, Cash Disbursements in the amount of \$63,198.19 and Bank Reconciliation dated August 31, 2019, as presented. Mike Adams seconded the motion.

Voting Aye: Western Springs, Woodridge, Clarendon Hills, Darien, LaGrange Park, Lemont, Westmont, Lisle.

Voting Nay: None

Absent, Not Voting: Brookfield, Downers Grove, Indian Head Park, LaGrange.

Motion Carried Unanimously

Recreation Report:

Dawn Krawiec did not have anything to add to her report, but asked Board Members for any questions. Kelly Smith inquired about qualifications for Special Olympics tournaments and if an alternate would be sent if an athlete was unable to attend. Dawn replied that participants must qualify with a gold medal in their event and an alternate would not be assigned. This is the process of Special Olympics Illinois, and SEASPAR has no say in the matter.

Dan Garvy inquired about the inclusion area. Dawn responded that Aaron Hirthe is busy with requests and hiring staff, and she was happy to report the inclusion area is fully staffed.

*Stevie Ferrari entered the meeting at 3:18 p.m.

Administrative Services Report:

Matt Corso announced that Karen Lesniak is currently out for three weeks and is recuperating at home from hip surgery. Kelly Smith asked that wishes from the Board for her recovery be conveyed.

Fund Development Report:

Lisa Rasin announced the Trivia Challenge fundraiser on October 18 was quickly approaching and asked Board Members to consider attending.

Lisa reported she and Dawn Krawiec are currently working on a \$25,000 grant from the Hinsdale Junior Woman's Club, with the request specifically for the new sensory room in Western Springs. She scheduled a January visit with club members to an EAGLES location. Bob Fleck inquired if members were aware that Hinsdale was not a member entity of SEASPAR. Lisa said she has made this very clear and the club responded that they donate to many groups outside the Hinsdale area.

Marketing Report:

Morgan Mason thanked Board Members for their support as she transitions from her role as Marketing Coordinator to Administrative Services Manager.

Kelly Smith thanked William Cazares for attending the Clarendon Hills Park District's Family Fall Festival on September 14.

Executive Director's Report:

Matt Corso reported that the Annual Report was currently in development and should be distributed at the next Board meeting.

Matt congratulated Member Entities on successful special community events and thanked them for including SEASPAR participants in the following:

- Picnic & Flick on September 14, Indian Head Park
- Family Pool Party on August 17, Lemont
- BBQ Bolt Run/Walk on September 17, Downers Grove

Matt congratulated the Lisle Park District on its ground-breaking ceremony on September 7 for its new universally accessible playground.

Matt reported that Sioban Goddard recently passed the CPRP exam. SEASPAR's Flag Football team received gold at the Regional tournament at the Northern Illinois University stadium, which qualifies them for the State competition.

Matt noted that he and Bill McAdam met with Jeanne Ives, former State representative and candidate for Illinois' 6th Congressional District in the U.S. House of Representatives, after she reached out to him. It was a very good meeting, and Matt enjoys speaking with any legislator or candidate about SEASPAR services and the partnership with member entities.

Unfinished Business:

Dan Garvy stated there was no unfinished business.

New Business:

Matt Corso summarized his memorandum pertaining to the Levy Request for FY2020-2021. He reported there will be several adjustments made to the final budget after conversation with the auditors. All the adjustments were positive and will be shown in the FY2020-2021 fund balance, which is within policy range at 42.5 percent of the operating budget.

Ray Jasica inquired if there were any capital projects for the next year. Matt answered he allocated money for the replacement of three vans and the new Wonders Room in Western Springs. Also, funds have been allocated for HVAC replacement which is contingent on Downers Grove's timeline. Also, Downers Grove did not charge SEASPAR for the parking lot improvements. Matt explained that due to preliminary budget requests he is not recommending an increase to the levy at this time. Ray suggested reviewing the levy in FY2021-2022 in order to maintain the fund balance for future capital projects because it took a long time to accumulate. Matt announced he will present the final budget for approval at the October meeting.

Dan Garvy asked for input on moving SEASPAR's fiscal year to calendar year due to the challenges the fiscal year presents for budgeting. Matt stated he didn't have a preference and looked for direction from the Board. After a brief discussion, there was no consensus to change the fiscal year.

Several Board Members asked Matt if there was anything else SEASPAR needed. Matt reported six members have provided permanent space, but they could use more primetime gym time for sports like volleyball and basketball. Also, finding more appropriate space for camps during the summer has been a challenge. Ray Jasica suggested that Member Entities try to use their leverage with schools when working on IGAs. Matt suggested this should be addressed in the upcoming strategic plan and Dan Garvy agreed. Matt thanked Board Members for all their support including sharing space and not charging SEASPAR. This has been instrumental in maintaining the levy.

Member Entity Projects and Events:

Dan Garvy reported that Jeanne Ives attended their groundbreaking ceremony for its universally accessible playground on September 7. He added that he will be updating the park district's master plan in 2020. Also, they received 10 bids for a vehicle garage and all the bids were below the budgeted amount.


Mike Adams announced the artificial turf field with lights project at Jefferson Jr. High was completed. These improvements were part of an IGA project with Woodridge school district.

Kelly Smith reported that renovations to the Clarendon Hills Community Center will begin shortly.

Adjournment:

At 3:54 p.m., Kelly Smith moved to adjourn the regularly scheduled Board Meeting of September 17, 2019. Ray Jasica seconded the motion. Upon a voice vote, the motion carried unanimously.

Respectfully submitted,



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

Cathy Marron, Recording Secretary