

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

Minutes of the Regularly Scheduled Board Meeting Held  
September 15, 2020, Virtually via Zoom Meeting

**Call to Order:** Dan Garvy called the meeting to order at 3:02 p.m. Dan noted that the Board of Directors meeting was being held via video conference without a physically present quorum of the SEASPAR Board because of a disaster declaration related to COVID-19 public health concerns affecting the jurisdiction of the agency. Alternative arrangements for public access to the meeting were made available. During Roll Call, each Board Member confirmed that he or she could participate in the meeting virtually.

**Roll Call:**

Present:	Clarendon Hills Park District	Valerie Louthan
	Darien Park District	Stephanie Gurgone
	Downers Grove Park District	Bill McAdam
	Park District of La Grange	Dean Bissias
	Community Park District of La Grange Park	Jessica Cannaday
	Lemont Park District	Louise Egofske
	Lisle Park District	Dan Garvy
	Village of Western Springs	Aleks Briedis
	Westmont Park District*	Bob Fleck
	Woodridge Park District*	Mike Adams
	Executive Director	Matt Corso
	Superintendent	Dawn Krawiec
	Superintendent	Karen Lesniak
	Marketing Coordinator*	William Cazares
	Recording Secretary	Morgan Mason
Absent:	Village of Brookfield	Stevie Ferrari
	Village of Indian Head Park	Rita Farrell Mayer

**Public Comment and Correspondence:**

None

**Approval of Consent Agenda:**

Dean Bissias moved to approve the Minutes from the July 21, 2020, Board Meeting; Payment of Bills in the amount of \$81,453.99; the Bank Reconciliation ending August 31, 2020; the Income Statement from August 2020; and Current Investments for September 2020 as presented. Louise Egofske seconded the motion.

**Voting Aye:** La Grange, Lemont, Clarendon Hills, Darien, Downers Grove, La Grange Park, Western Springs, Westmont, Lisle

Voting Nay: None  
Absent, Not Voting: Brookfield, Indian Head Park, Woodridge  
Motion Carried Unanimously

**Recreation Report:**

Dawn Krawiec noted that the fall program season begins on Monday, September 21. Due to the session-based planning process, staff condensed a three-week registration processing procedure into one week. Participation is strong but a few in-person programs did cancel due to low enrollment. Staff continues adapting programming to meet participant needs.

**Administrative Services Report:**

Karen Lesniak noted that her safety duties have focused on sanitation supplies acquisition, in-service training, and preparing staff for in-person programs in the pandemic environment. She also noted that work is continuing on the PDRMA Loss Control Review.

**Marketing Report:**

Nothing was added to the report.

**Executive Director Report:**

Matt Corso added to his report that SEASPAR's Annual Report is in development and will be a "feel good" piece sent to participants, donors, sponsors, and other stakeholders. If the Board doesn't meet in-person when the report is complete, Matt will distribute the report to Board Members for their agencies' Boards and key staff.

Matt added that the Movie in the Park event in Indian Head Park which was canceled the previous weekend due to inclement weather was rescheduled to Saturday, September 19. A \$500 sponsorship was secured for the event from S.B.C Waste Solutions.

Matt congratulated the Downers Grove Park District on a successful BBQ Bolt and the Lisle Park District on a successful opening of its new inclusive playground. Matt thanked both agencies for including SEASPAR in the events. Matt also congratulated the Westmont Park District on the upcoming completion of its FMC Natatorium. Bob Fleck noted that the facility will offer new space for SEASPAR programming.

Matt noted that new "Team SEASPAR" shirts and face masks will be delivered to Board Members next week.

Dean Bissias inquired as to whether SEASPAR had any complaints about offering the program guide online only. Morgan Mason stated that an in-house printed copy was offered to anyone who requested it, and about 30 requests were received. Matt Corso noted that many SEASPAR participants' parents are older and not used to exclusively using online resources.

Dan Garvy inquired about the Mind-Mapping staff training and Matt provided further details.

\*Mike Adams entered the meeting at 3:14 p.m.

\*William Cazares entered the meeting at 3:16 p.m.

**Unfinished Business:**

***Financial Management and General Operations Policies and Procedures***

Matt Corso introduced the revised Financial Management and General Operations Policies and Procedures. Matt noted changes to health insurance language as well as additional policies added for cooperative purchasing, new hire reporting, and statistics reporting to meet standards for Distinguished Park & Recreation Accreditation.

The Board congratulated staff on the development of a comprehensive document.

Aleks Briedis moved to approve SEASPAR's Financial Management and General Operations Policies and Procedures. Bob Fleck seconded the motion.

Voting Aye: Western Springs, Westmont, Clarendon Hills, Darien, Downers Grove, La Grange, La Grange Park, Lemont, Woodridge, Lisle

Voting Nay: None

Absent, Not Voting: Brookfield, Indian Head Park

Motion Carried Unanimously

**New Business:**

***FY2021-2022 Levy Request – First Draft***

Matt Corso introduced the first draft of the FY2021-2022 levy request. He provided highlights of information regarding the 2019-2020 and 2020-2021 budgets from his memo, noting the difficulty of predicting revenue and expenses for an uncertain future. Staff's recommendation is to keep the levy dollar amount flat as 2020-2021.

\*Bob Fleck exited the meeting at 3:33 p.m.

Dan Garvy inquired about the accumulation of fund balance. Mike Adams noted that spending has been artificially low due to the pandemic and the fund balance is projected to be within policy after FY2021-22. The consensus was to not make efforts to spend down the balance during such an uncertain time.

Discussion ensued regarding staff's recommendation to keep the levy amount flat. This would result in a fifth year of overall rate decreases. The consensus was that changing the levy amount was not in the best interest of SEASPAR or its members.

Dan Garvy noted that the final recommendation for the levy request will be presented for Board approval in October.

Mike Adams inquired about SEASPAR switching over to a calendar year fiscal year. Five of the member entities present are currently on a calendar year fiscal year, with Woodridge Park District in the process of changing. This change would simplify budgeting by allowing the levy request to be presented with the budget request for the fiscal year. Matt Corso agreed to look into the process and report back in October.

**Member Entity Projects and Events:**

Mike Adams noted that Woodridge Park District has graded in a sled hill near the District office.

**Adjournment:**

Dean Bissias moved to adjourn the regularly scheduled Board Meeting of September 15, 2020, at 3:53 p.m. Bill McAdam seconded the motion.

Voting Aye: La Grange, Downers Grove, Clarendon Hills, Darien, La Grange 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

---

Morgan Mason, Recording Secretary