

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

Minutes of the Regularly Scheduled Board Meeting Held  
January 19, 2021, Virtually via Zoom Meeting

**Call to Order:** Dan Garvy called the meeting to order at 3:00 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:

Village of Brookfield	Stevie Ferrari
Clarendon Hills Park District	Valerie Louthan
Darien Park District	Stephanie Gurgone
Downers Grove Park District	Bill McAdam
Park District of La Grange	Dean Bissias
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 Indian Head Park	Rita Farrell Mayer
Community Park District of La Grange Park	Jessica Cannaday

Visitors:

Westmont Park District	Dustin Kleefisch
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**Public Comment and Correspondence:**

Dan Garvy noted the nice card and article regarding the opening and dedication of Ray's Bay Multi-Sensory Room and congratulated SEASPAR and the Village of Western Springs on the new amenity.

\*Louise Egofske entered the meeting at 3:02 p.m.

**Approval of Consent Agenda:**

Dean Bissias moved to approve the Minutes from the November 17, 2020, Board Meeting; Payment of Bills in the amount of \$97,744.78; the Bank Reconciliation ending December 31, 2020; the Income Statement from December 2020; and Current Investments for December 2020 as presented. Louise Egofske seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Indian Head Park, La Grange Park

Motion Carried Unanimously

### **Recreation Report:**

Dawn Krawiec added to her report that in-person programming is scheduled to resume on February 1 based on new COVID-19 mitigations. The Winter-Spring Session 1 virtual programming began as planned on January 18.

### **Administrative Services Report:**

Karen Lesniak noted from her report that she has been attending multiple webinars, including those preparing for the new portal for PDRMA's PATH health incentive program. She also mentioned that she will be receiving new initiatives for the 2021 PDRMA Risk Management Review by the end of January.

Karen noted that COVID-19 preparations for in-person programs are in progress, including supplies, participant protocol, and procedures for staff. Two handheld disinfectant sprayers were purchased for the multi-sensory rooms.

Karen noted that Support Staff Manager Shannon Tovey is now certified as SHRM-PC and is excited to incorporate what she learned through her studies into her work at SEASPAR. Mike Adams inquired as to the length of the preparation courses, and Karen agreed to follow up. Matt Corso noted how important it is to have well-trained staff to shore up SEASPAR's behind-the-scenes processes. Karen noted that front office administrative staff have been participating in job-specific trainings as well.

### **Marketing Report:**

William Cazares noted from his report that SEASPAR's online presence is evolving, with strong performance in November and December due to special events and holiday happenings. William noted that website traffic is down while in-person programs are minimally offered, since much of the traffic comes from locating programmatic information on the website.

William thanked supporters for liking and sharing recent social media content, and thanked member entities for incorporating SEASPAR into their summer program guides, for which content is currently being created.

### **Executive Director Report:**

Matt Corso added to his report that the new Speaker of the House in Illinois is Representative Chris Welch, who represents portions of La Grange Park and Western Springs and recently

participated in the Ray's Bay grand opening event. Speaker Welch has been supportive of parks and recreation and in his new role will hopefully be an even bigger benefit to the profession.

Matt added to his report that the PDRMA health newsletter which has traditionally been distributed to Board members on paper is transitioning to digital, so Matt will forward those as he receives them.

Matt added to his report that SEASPAR has transitioned its part-time staff management to a new software called Shiftboard, replacing an archaic process of spreadsheets and paper forms. With Shiftboard, part-time staff can interact with each other and full-time staff to fill shifts and access schedules seamlessly. The transition was a huge undertaking but will help manage staffing more efficiently.

Matt added to his report that he is considering applying for a second PPP loan based on SEASPAR's decrease in revenue in 2020. SEASPAR's banker and auditor have both recommended applying. SEASPAR's first PPP loan has not yet been forgiven four months after the application for forgiveness was submitted, but no reason has been provided for the delay. Bob Fleck noted that the SBA has lightened restrictions with forgiveness, and it would be a good idea to ask for an update but not to worry about it. Matt added that he may contact the SBA since all other SRAs that he knows of that applied for the loan have already had it forgiven. Bob Fleck mentioned that the DCEO has an overwhelming volume of information and is understaffed. Stephanie Gurgone noted that SEASPAR would have paid its staff with or without the loan, so it wasn't used for anything above and beyond what was budgeted. Matt confirmed that 100% of the loan was used for payroll that would have been paid anyway.

Matt noted from his report that planning is underway for the stub year budget in 2021. Matt thanked the Board members for having their own necessary resolutions approved so that SEASPAR's resolution could be finalized.

Matt noted that expenses, especially those related to programming, are down, as is revenue. Projects that might require funding in the next year include: smaller special events in lieu of overnights; free programming to entice participants back; day camp space rental costs; and unfunded COVID-19 restrictions. The minimum wage increase is not addressed but will have an impact in the coming years. Capital improvement projects that require funding include computers (needs have evolved with remote work), office painting and pictures, and LED lighting replacement. Other upcoming costs may include legal fees for the new Board Manual and updated Employee Manual, accreditation fees, and costs associated with updating SEASPAR's logo.

Matt noted that SEASPAR's current logo is a challenge to print, embroider, and incorporate into modern designs. He asked if the Board would like to approve a new logo. Mike Adams recommended that SEASPAR not have "too many cooks in the kitchen" with the redesign, and he would be fine with the Board seeing a recommendation and providing its blessing. Matt confirmed that he would receive Board approval of a final design.

Matt noted that member contributions would remain the same for the stub year, for which the budget will be reviewed by the Board in March with approval in April.

Matt welcomed Dustin Kleefisch, the new Board alternate for Westmont Park District.

**Unfinished Business:**

None.

**New Business:**

None.

**Adjournment:**

Bob Fleck moved to adjourn the regularly scheduled Board Meeting of January 19, 2021, at 3:31 p.m. Bill McAdam seconded the motion.

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

Voting Nay:                   None

Absent, Not Voting: Indian Head Park, La Grange Park

Motion Carried Unanimously

Respectfully submitted,

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

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Morgan Mason, Recording Secretary