

SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION

Minutes of the Regular Board Meeting Held
June 20, 2023, at the SEASPAR Office
4500 Belmont Road, Downers Grove, IL 60515

Call to Order: Bill McAdam called the meeting to order at 3:01 p.m.

Roll Call:

Present:	Clarendon Hills Park District	Valerie Louthan
	Downers Grove Park District	Bill McAdam
	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	Jenny Knitter
	Executive Director	Matt Corso
	Superintendent	Dawn Krawiec
	Superintendent	Karen Lesniak
	Marketing Coordinator	Laura Pulido
	Recording Secretary	Morgan Mason
Absent:	Village of Brookfield	Luke Gundersen
	Darien Park District	Stephanie Gurgone
	Village of Indian Head Park	Amy Jo Wittenberg
	Park District of La Grange	Jenny Bechtold
Visitors:	Recreation Coordinator*	Sylvia Dobbins
	Adult Day Program Manager	Cathy Morava

Public Comment and Correspondence:

Introduction of New Recreation Coordinator Sylvia Dobbins

Dawn Krawiec introduced new Recreation Coordinator for youth, day camp, and multi-sensory rooms, Sylvia Dobbins. Sylvia brings 15 years of experience with individuals with disabilities and has hit the ground running as she was hired just before summer day camp began. Sylvia noted that she is excited to be at SEASPAR. The Board welcomed her.

*Sylvia Dobbins exited the meeting at 3:04 p.m.

Recognition of Adult Day Program Manager Cathy Morava for 40 Years of Service

Dawn Krawiec congratulated Adult Day Program Manager Cathy Morava for 40 years of service to SEASPAR. She noted that SEASPAR is proud of Cathy's hard work and the direct impact that she has had on participants, families, staff, and the community. Matt Corso presented Cathy with a gift. Bob Fleck recognized Cathy's commitment and perseverance. Cathy expressed her appreciation for SEASPAR. The Board congratulated Cathy and thanked her for her service.

Approval of Consent Agenda:

Bob Fleck moved to approve the Minutes from the May 16, 2023, Board Meeting; Payment of Bills in the amount of \$236,230.57; the Bank Reconciliation ending May 31, 2023; the Income Statement from May 2023; and Current Investments for May 2023 as presented. Aleks Briedis seconded the motion.

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

Voting Nay: None

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

Motion Carried Unanimously

Recreation Report:

Dawn Krawiec added to her report that the Woodridge Park District invited SEASPAR families to attend the Woodridge Jubilee carnival for free for two hours with the first hour closed to the public. Nineteen families (72 people) took advantage of the offer and greatly appreciated the opportunity. Dawn thanked the Woodridge Park District.

Administrative Services Report:

Karen Lesniak added to her report that the Simba replacement bus has arrived at Best Bus and graphics will be designed for the vehicle. Karen also added that legal notice has been published for bids for the Yoshi replacement bus, with the bid opening scheduled for July 7 and a request to approve the winning bid planned for the July Board meeting. Matt Corso added that Simba, a 15-passenger bus with a lift, will be offered for sale. Members should contact him if they are interested in purchasing.

Marketing Report:

Laura noted from her report that social media reach was very high in May. She added that her first month had been busy and she was currently working on the fall program guide.

Executive Director's Report:

Matt Corso welcomed Jenny Knitter, the new representative from the Woodridge Park District. Matt also noted that the Village of Indian Head Park has a new representative, Amy Jo Wittenberg.

Matt wished luck to all of the members who submitted park grant applications. He reminded members that he is always happy to write a letter of support on behalf of SEASPAR.

Matt noted from his report that the Distinguished Accreditation review is complete, and the areas in which SEASPAR received lower marks were anticipated. These items will be worked toward for the next review.

Matt added to his report that Recreation Coordinator Matt Gorecki and his wife had a baby girl on Monday. Matt will be on paternity leave for the next few weeks.

Matt added to his report that staff would be serving drinks at that evening's Concert Series hosted by the Downers Grove Park District.

Unfinished Business:

None.

New Business:

Election of Board Vice President to Complete 2023 Term

Aleks Briedis moved to nominate Lemont Park District representative Louise Egofske as Vice President. Jessica Cannaday seconded the motion.

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

Voting Nay: None

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

Motion Carried Unanimously

Louise Egofske added that she was excited to take on the position and has a goal of increasing SEASPAR's outreach in Lemont.

SEASPAR Chain of Command

Matt Corso presented the SEASPAR Chain of Command, which is presented to the Board for awareness. Bob Fleck requested clarification on the chain of command for Administration, which Matt provided.

Resolution #2023-02, Approving and Authorizing Terms of Agreement Admitting the Village of Willowbrook to Membership of SEASPAR

Dan Garvy moved to approve Resolution #2023-02, Approving and Authorizing Terms of Agreement Admitting the Village of Willowbrook to Membership of SEASPAR. Louise Egofske seconded the motion.

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

Voting Nay: None

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

Motion Carried Unanimously

Resolution #2023-03, Amending the Joint Agreement of SEASPAR

Aleks Briedis moved to approve Resolution #2023-03, Amending the Joint Agreement of SEASPAR. Bob Fleck seconded the motion.

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

Voting Nay: None

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

Motion Carried Unanimously

Louise Egofske reported an issue with the Lemont Park District's previous invoicing for member contributions, which came to light during their FY2022 audit. When Lemont joined SEASPAR, they were billed for a full twelve months of service even though the amount should have been prorated based on the date Lemont joined. This resulted in an overpayment of approximately \$47,000. The consensus of the Board was that Lemont could reduce its 2023 payments by that amount.

Bill McAdam noted that the new billing cycle would get everyone on the same routine, and Matt Corso noted that invoicing prevents overpayment. Jenny Knitter inquired about new members, and Matt Corso noted that their initial payment would be prorated, as it was with Willowbrook.

Matt Corso noted that the member entity Boards are required to approve any change to the Joint Agreement, so he would send a draft resolution to members along with the revised Joint Agreement and sample language for their memos. Eight members are required to approve the Joint Agreement before the changes can take effect.

ACTServices Retainer Fee for SEASPAR Member Entities

Matt Corso presented ACTServices' offer for a discounted retainer fee for SEASPAR member entities. Board members expressed their appreciation for the offer.

Member Entity Projects and Events:

Board members discussed progress on new and current projects.

Adjournment:

Bob Fleck moved to adjourn the regularly scheduled Board Meeting of June 20, 2023, at 4:01 p.m. Dan Garvy seconded the motion. Upon voice vote, the motion carried unanimously.

Respectfully submitted,



Dan Garvy, Secretary
South East Association for
Special Parks And Recreation



Morgan Mason, Recording Secretary