

SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION

Minutes of the Regular Board Meeting Held
November 14, 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:	Village of Brookfield*	Luke Gundersen
	Clarendon Hills Park District	Kathy Forzley
	Darien Park District	Stephanie Gurgone
	Downers Grove Park District	Bill McAdam
	Community Park District of La Grange Park	Jessica Cannaday
	Park District of La Grange	Jenny Bechtold
	Lemont Park District	Louise Egofske
	Lisle Park District	Dan Garvy
	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 Indian Head Park	Amy Eckert
	Village of Western Springs	Aleks Briedis
Visitors:	Adult Day Program Manager	Cathy Morava
	Recreation Coordinator	Lauren McVey
	Recreation Coordinator	Stephanie Stocks

Public Comment and Correspondence:

Recognition of Superintendent of Recreation Dawn Krawiec for 10 Years of Service

Matt Corso congratulated Superintendent of Recreation Dawn Krawiec for ten years of service to SEASPAR. Matt noted that Dawn was hired as the Adult Day Program Manager and highlighted her accomplishments in that role. As Superintendent of Recreation, Dawn has navigated COVID-19, overseen the overhaul of the inclusion department, and much more. Matt highlighted Dawn's positive energy and the huge impact she has had on the agency. He presented her with a gift, and the Board congratulated Dawn.

*Luke Gundersen entered the meeting at 3:04 p.m.

Introduction of Recreation Coordinator Stephanie Stocks, CTRS

Dawn Krawiec introduced Stephanie Stocks, CTRS, as SEASPAR's new Recreation Coordinator overseeing youth programs, day camps, and multi-sensory rooms. Stephanie joins

the agency with six years of SRA experience. Stephanie introduced herself and noted that she is excited to get to know everyone.

Presentation by EAGLES Manager/Coordinator

Adult Day Program Manager Cathy Morava introduced herself and Lauren McVey, Adult Day Program Recreation Coordinator. Cathy has been overseeing the EAGLES Adult Day Program for several years, and Lauren joined the team in 2023. She noted that the EAGLES Program began in 2008 and provided some of the 15-year history of the program. Most recently, the Lemont site opened to five days a week in June 2023. Cathy thanked the Board for sharing their facility space with the program. She presented the number of participants served along with service hours, the number of participants by member entity, and age and gender demographics of participants. She highlighted the importance of the program to families, with both families new to SEASPAR and those who have previously participated in other SEASPAR programs expressing interest in the program. Lauren McVey highlighted the goals of the EAGLES Program, including learning, lifestyle skills, and service. Cathy introduced some new EAGLES participants. She also highlighted the Commit to Be Fit health initiative for the program, which is sponsored by Duly Health and culminates in an annual 5K Walk/Run. Lauren provided an overview of activity calendar planning. Cathy noted that the EAGLES Program currently serves 85 families and called attention to the excellence of the staff in the program. The presentation concluded with photos from recent EAGLES adventures.

Approval of Consent Agenda:

Bob Fleck moved to approve the Minutes from the October 17, 2023, Board Meeting; Payment of Bills in the amount of \$128,762.20; the Bank Reconciliation ending October 31, 2023; the Income Statement from October 2023; and Current Investments for October 2023 as presented. Dan Garvy seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Indian Head Park, Western Springs

Motion Carried Unanimously

Recreation Report:

Dawn Krawiec added to her report that the new Recreation Coordinator position for the inclusion department has been posted and staff are scheduling interviews with the goal of a January start date.

Administrative Services Report:

Karen Lesniak noted from her report that the Risk Management Review includes two projects, one of which is performing slip, trip, and fall trainings at EAGLES sites. She also noted that it is currently open enrollment for health benefits.

Marketing Report:

Laura Pulido added to her report that she has been with SEASPAR for six months and loves it.

Executive Director's Report:

Matt Corso noted from his report that the meeting schedule for 2024 was included in the Board packet. The January Board meeting will be the Annual Meeting at which Board elections are held. For December, unless there is urgent business, the meeting will be cancelled and replaced with a Board and staff social.

Matt added to his report that SEASPAR received a grant for the purchase of two AEDs. One is now located in the multi-purpose room and the other is for mobile use at events.

Matt added to his report that SEASPAR's Swim Meet will be held on December 2 at the Lemont CORE. On December 11, the Holiday Spectacular will be held at the Lemont High School Performing Arts Center. The staff holiday luncheon is December 15. Board members should also expect invitations to the Believe & Achieve Recognition Banquet, which has been scheduled for January 18, 2024, at a new location, Carlisle Banquets in Lombard.

Matt added to his report that there will be a second meet-and-greet in Willowbrook on December 13, which will be specific to assisting families with registration for the winter/spring season.

Unfinished Business:

None.

New Business:

Ratification of Purchase of New Vehicle

Louise Egofske moved to ratify the Executive Director's purchase of a Chevy Traverse from Bill Kay Chevrolet for \$41,963.00. Bob Fleck seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Indian Head Park, Western Springs

Motion Carried Unanimously

Resolution #2023-06, Authorizing the Sale of Personal Property Owned by SEASPAR

Jenny Knitter moved to pass Resolution #2023-06, Authorizing the Sale of Personal Property Owned by SEASPAR. Dan Garvy seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Indian Head Park, Western Springs

Motion Carried Unanimously

Approval of Revised General Operating Policies Manual

Bob Fleck recommended an amendment adding to Section I.H., Program Supervision and Liability Policy, that permission from a parent or guardian for participants to independently leave a program be maintained on file. Dan Garvy moved to approve the revised General Operating Policies Manual as amended. Lemont seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Indian Head Park, Western Springs

Motion Carried Unanimously

Approval of Revised Board Policy Manual

Dan Garvy complimented the new DEI statement. Dan Garvy moved to approve the revised Board Policy Manual. Lemont seconded the motion.

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

Member Entity Projects and Events:

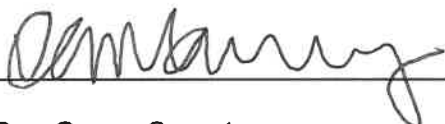
Board members congratulated Jenny Knitter on becoming the Executive Director of the Woodridge Park District following Mike Adams' retirement in July.

Luke Gundersen noted that he has hired a new staff member, and the Village will implement a special tax levy to support its relationship with SEASPAR as well as accessibility-related capital improvements.

Adjournment:

Bob Fleck moved to adjourn the regularly scheduled Board Meeting of November 14, 2023, at 3:42 p.m. Jenny Knitter 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