

# SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION

Minutes of the Regular Board Meeting Held  
January 16, 2024, at the SEASPAR Office  
4500 Belmont Road, Downers Grove, IL 60515

**Call to Order:** Bill McAdam called the meeting to order at 3:00 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
Village of Indian Head Park	Amy Eckert
Park District of La Grange	Jenny Bechtold
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
Marketing Coordinator	Laura Pulido
Recording Secretary	Morgan Mason

Absent: Community Park District of La Grange Park Jessica Cannaday

Visitors: Senior Recreation Coordinator Kim Huggins  
Intern Samantha Asher

**Public Comment and Correspondence:**

***Introduction of Winter/Spring Intern Samantha Asher***

Matt Corso introduced winter/spring intern Samantha Asher from Midwestern University, noting that SEASPAR has enjoyed a partnership with the university for many years. Matt noted that Samantha is SEASPAR's first intern from an Occupational Therapy program. Samantha described her doctorate program and noted that her 14-week internship will focus on increasing participation in SEASPAR's early childhood programs as well as providing support for programs. The Board welcomed her.

***Presentation by Senior Recreation Coordinator Kim Huggins***

Senior Recreation Coordinator Kim Huggins introduced herself and her program areas, including trips, teen and adult special events, social clubs, and facilities. She provided highlights from trips in 2023, including a trip to California with 15 participants, a trip to Camp Timber Pointe Outdoor Center with 18 participants, a Spring Escape trip to Springfield with 15 participants, and a Fall Escape trip to Lake Geneva, WI with 14 participants. Kim noted that special events for teens and adults were very popular in 2023, with 23 offered in winter/spring, 17 in the summer, and 23 in the fall. These events included dance parties, sporting events, and unique

experiences such as a visit to Blue Sky Farms. Kim noted that she also coordinates the annual Holiday Spectacular, which had 53 performers in December. She also oversees the seven Friday night social club programs, which offer game nights, dance parties, and outings. Finally, Kim noted that she coordinates facility space and thanked the Board members and their staff for providing space for SEASPAR's programming. The Board thanked Kim for her presentation and hard work.

**Approval of Consent Agenda:**

Bob Fleck moved to approve the Minutes from the November 14, 2023, Board Meeting; Payment of Bills in the amount of \$96,253.84; the Bank Reconciliation ending December 31, 2023; the Income Statement from December 2023; and Current Investments for December 2023 as presented. Dan Garvy seconded the motion.

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

**Recreation Report:**

Dawn Krawiec added to her report that two new recreation staff began the day prior, and they will be introduced to the Board in February. She added that the family of Ray Jasica made a donation in honor of Ray's birthday to purchase supplies for the Ray's Bay Multi-Sensory Room. She also added that SEASPAR enjoys a partnership with the Morton Arboretum that allowed programs to visit for free in 2023, and that partnership has been extended another six months.

**Administrative Services Report:**

In Karen Lesniak's absence, Matt Corso had nothing to add to her report.

**Marketing Report:**

Laura Pulido noted from her report that a new program guide layout featuring an interactive puzzle theme was implemented with the winter/spring guide.

**Executive Director's Report:**

Matt Corso added to his report that all Board members received pins for SEASPAR's Distinguished Accreditation, and these should be worn at the IPRA/IAPD Conference. He also expects to receive ribbons that he will distribute at the conference. SEASPAR will be recognized for the accreditation at the Friday luncheon, and Matt invited the Board to attend and be included in photos. Also at the conference, SEASPAR will be recognized with an Exceptional Workplace Award for the third time.

Matt added to his report that SEASPAR's auditors will be on-site the week of February 5. Confirmations for member entities will be sent.

Matt added to his report that the Believe & Achieve Recognition Banquet would be held on Thursday, January 18. This year's event will feature a dance party and photo booth to enhance the experience for participants. Matt noted that 265 attendees are expected, including five Board members. He recognized that the event conflicts with some Board members' schedules and he will confer with Board members before setting the 2025 event date.

**Unfinished Business:**

None.

**New Business:**

***Approval of Revised Personnel Manual***

Louise Egofske moved to approve the revised Personnel Manual as presented. Aleks Briedis seconded the motion. Discussion ensued regarding the potential costs of PLAWA implementation as well as timing and payouts.

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

Voting Nay: None

Absent, Not Voting: La Grange Park

Motion Carried Unanimously

***Discussion of PLAWA and Inclusion Paid Time***

Bill McAdam requested Board members' direction to determine how the cost of inclusion staff's paid time off as required by PLAWA should be handled. Discussion ensued regarding how the cost could be distributed among the members who utilize inclusion services. The Board directed staff to propose a new inclusion rate that is based on the average inclusion staff payrate and includes additional costs such as payroll taxes and paid time off. Matt Corso agreed to bring the information to the February meeting.

***Strategic Plan Update***

Matt Corso provided an update on the progress of initiatives from SEASPAR's Strategic Plan in 2023. He noted that he is proud of staff for completing most initiatives as planned. There are new initiatives for 2024 and staff will continue work on unfinished initiatives from 2023. Bill McAdam complimented the layout of the update.

***Election of Officers***

Bob Fleck moved to re-elect the current slate of officers: Bill McAdam as President, Louise Egofske as Vice President, and Dan Garvy as Secretary. Jenny Knitter seconded the motion.

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

Voting Nay: None

Absent, Not Voting: La Grange Park

Motion Carried Unanimously

***Appointment of Treasurer***

Bill McAdam appointed Stephanie Gurgone as Treasurer. Louise Egofske moved to approve the appointment. Aleks Briedis seconded the motion.

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

Voting Nay: None

Absent, Not Voting: La Grange Park

Motion Carried Unanimously

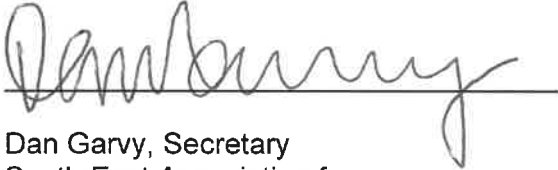
**Member Entity Projects and Events:**

Board members provided updates on facilities and events.


**Adjournment:**

Bob Fleck moved to adjourn the regularly scheduled Board Meeting of January 16, 2024, at 4:13 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