

## SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION

Minutes of the Regular Board Meeting Held  
May 21, 2024, at the SEASPAR Office  
4500 Belmont Road, Downers Grove, IL 60515

**Call to Order:** Louise Egofske 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
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
Superintendent	Karen Lesniak
Marketing Coordinator	Laura Pulido
Recording Secretary	Morgan Mason

Absent:	Downers Grove Park District	Bill McAdam
	Community Park District of La Grange Park	Jessica Cannaday

Visitors:	Lauterbach & Amen*	Hannah Cullerton
	Program Manager	Sylvia Dobbins
	Finance Specialist*	Dawn Pope

**Public Comment and Correspondence:**

***Presentation of FY2023 Comprehensive Annual Financial Report by Lauterbach & Amen***

Matt Corso introduced Hannah Cullerton of Lauterbach & Amen to present the audited financial statements of SEASPAR as of December 31, 2023. Hannah provided an overview of each section of the financial report, noting that the audit resulted in an unmodified/clean opinion. The report would be submitted to the Government Finance Officers Association to pursue SEASPAR's second Certificate of Achievement for Excellence in Financial Reporting.

One amendment was required to accurately depict the agency's Principal Officials in the report.

Louise Egofske complimented staff on increasing revenues during the fiscal year.

\*Bob Fleck entered the meeting at 3:04 p.m.

\*Hannah Cullerton and Dawn Pope exited the meeting at 3:10 p.m.

**Thank You Letter from the Lemont Police Department**

Matt Corso drew the Board's attention to the thank you letter from the Lemont Police Department in the packet, noting that their interactive event was offered for students with special needs in Lemont and their families. SEASPAR was happy to be involved.

**Presentation by Program Manager Sylvia Dobbins, CPRP**

Dawn Krawiec introduced SEASPAR's Program Manager, Sylvia Dobbins, CPRP, who is in the first year of her role.

Sylvia Dobbins shared her personal and professional background, focusing on her experience at SEASPAR. She provided an overview of her involvement with SEASPAR committees and IPRA. Her primary roles include supervision of full-time Recreation Coordinators and oversight of approximately 175 part-time staff and volunteers. Sylvia noted her responsibility for staffing all seasonal program shifts and also coordinating the agency's vehicle fleet. Sylvia noted that her year in the Program Manager role has exposed her to amazing coworkers, incredible participants, and wonderful memories.

The Board thanked Sylvia for her work.

**Approval of Consent Agenda:**

Aleks Briedis moved to approve the Minutes from the April 23, 2024, Board Meeting; Payment of Bills in the amount of \$75,812.69; the Bank Reconciliation ending April 30, 2024; the Income Statement from April 2024; and Current Investments for April 2024 as presented. Dan Garvy seconded the motion.

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

**Recreation Report:**

Dawn Krawiec noted from her report that preparations for the summer season are ongoing, including multiple trainings by department (inclusion, summer day camp, programs).

**Administrative Services Report:**

Karen Lesniak noted from her report that progress has been made on SEASPAR's Risk Management Review. A PDRMA representative attended a recent Safety Committee meeting and was pleased with the agency's work.

**Marketing Report:**

Laura Pulido added to her report that she recently celebrated her first anniversary at SEASPAR, and she remains happy to be at the agency. She also noted that video of the Actors Guild performance of *Clue* would be posted to YouTube soon.

**Executive Director's Report:**

Matt Corso directed the Board's attention to the PDRMA At-a-Glance report in the packet, noting that SEASPAR makes good use of PDRMA's services.

Matt noted that annual reports were provided to Board members and additional copies were available if desired. The report mimics the puzzle theme of the 2024 program guides. He noted

that the design of last year's annual report was copied exactly by a recreation agency in Michigan.

Matt added to his report that the 2025 Department of Labor FLSA threshold changes will impact SEASPAR. He is meeting with HR Source and attending webinars to plan for the changes.

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

Matt added to his report that the Sips for SEASPAR fundraising event at Alter Brewing was a success with good representation from member entities. The event can be held quarterly, so staff will look at holding another in August.

Louise congratulated the agency on its full PATH wellness program participation, and complimented Matt Corso and Dawn Krawiec on their connecting with legislators at the IAPD Legislative Conference.

**Unfinished Business:**

None.

**New Business:**

***Approval of FY2023 Comprehensive Annual Financial Report***

Bob Fleck moved to approve the FY2023 Comprehensive Annual Financial Report as amended. Dan Garvy seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Downers Grove, La Grange Park

Motion Carried Unanimously

***Approval of Proclamation 2024-01 Recognizing Mike Adam's Contributions to SEASPAR***

Matt Corso noted that the proclamation would be presented to Mike Adams with a gift at the Woodridge Park Board meeting on June 18 to recognize Mike's 17.5 years of service to SEASPAR, with most of that time spent as Vice President. Matt would send an invitation to the meeting to Board members.

Dan Garvy moved to approve Proclamation 2024-01 Recognizing Mike Adam's Contributions to SEASPAR. Amy Eckert seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Downers Grove, La Grange Park

Motion Carried Unanimously

**Member Entity Projects and Events:**

Amy Eckert reported that Indian Head Park would be partnering with SEASPAR for a Movie in the Park event on July 20, and they would also be hosting their second National Night Out event

on August 6. Amy requested that Board members send her recommendations for vendors for accessible park equipment for future projects.

Bob Fleck reported that a festival would be held the coming weekend at Ty Warner Park in Westmont. Discussion ensued regarding allowing SEASPAR participants to attend the carnival for free. Jenny Knitter noted that the Woodridge Park District is happy to do so for the Woodridge Jubilee event in June.

**Adjournment to Executive Session:**

At 3:41 p.m., Bob Fleck moved to adjourn the regularly scheduled Board Meeting of May 21, 2024, to Executive Session under Section 2(c)(1) of the Open Meetings Act for the discussion of the employment, compensation, and performance of the Executive Director. Luke Gundersen seconded the motion.

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

**Reconvene in Public Session:**

The regularly scheduled SEASPAR Board Meeting of May 21, 2024, reconvened in public session at 4:04 p.m.

**Action Following Executive Session:**

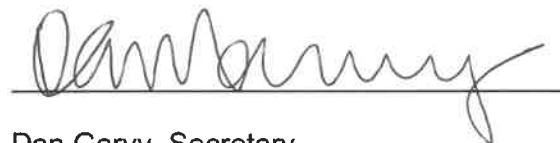
Bob Fleck moved to increase the Executive Director's salary as discussed in Executive Session. Jenny Knitter seconded the motion.

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

**Adjournment**

Bob Fleck moved to adjourn the regularly scheduled Board Meeting of May 21, 2024, at 4:05 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