

SOUTHWEST SPECIAL RECREATION ASSOCIATION  
12521 SOUTH KOSTNER  
ALSIP, IL 60803

MINUTES OF REGULAR MEETING

January 20, 2010

CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:10 a.m. by Director Leonard. The meeting was held at the Posen Park District, Posen, Illinois

ROLL CALL

Present at roll call were:

MIDLOTHIAN PARK DISTRICT

EVELYN GLEASON

POSEN PARK DISTRICT

TJ WHITCOMB

PALOS HEIGHTS RECREATION DEPT.

MIKE LEONARD

VILLAGE OF MERRIONETTE PARK

BRENDA DZIALLO

ALSIP PARK DISTRICT

MIKE BAIARDO (alternate)

BLUE ISLAND PARK DISTRICT

JANE KAWANNA

SWSRA STAFF PRESENT:

LORI CHESNA

EXECUTIVE DIRECTOR

MARGE COZZONE

BUSINESS MANAGER

ERIN LYNCH

SUPERINTENDENT

DENISE IWINSKI

MARKETING COORDINATOR

WILL HELLING

RECREATION SPECIALIST

ABSENT:

JUSTICE PARK DISTRICT

JOE VALLEZ

WORTH PARK DISTRICT

CARLO CAPALBO

SUMMIT PARK DISTRICT

TOM SUHS

ADDITIONS OR REVISIONS TO THE AGENDA: None

CITIZENS TO BE HEARD

Director Whitcomb introduced a potential alternate board member, Mr. Mark Murphy.

APPROVAL OF MINUTES OF DECEMBER 17, 2009

Motion made by Director Gleason to approve Minutes of Regular Meeting held on December 17, 2009. Motion was seconded by Director Dziallo. All Directors were in favor; none opposed.

Motion made by Director Whitcomb to approve the minutes of the Executive Session held on December 17, 2009. Motion was seconded by Director Gleason. All Directors were in favor; none opposed.

APPROVAL OF TREASURER'S REPORT

The Treasurer's Report was presented by Director Gleason. Director Kawanna made a motion to approve the Treasurer's Report with a combined ending balance of \$162,604.04 plus a certificate of deposit in the amount of \$248,000. The motion was seconded by Director Whitcomb. Roll was called with all directors voting yes. The motion carried, 8—0

## EXECUTIVE DIRECTOR'S REPORT

- A. **FORMAT CHANGE**  
Executive Director Chesna explained that she intends to have both Erin Lynch and Denise Iwinski submit monthly reports to her regarding recreation and marketing. Lori will extract what she thinks is pertinent. In the future, these will be presented under "Committee Reports" on the agenda.
- B. **PALOS HEIGHTS HALF MARATHON & WALK, RUN, ROLL RACE**  
The committee will meet for the first time tomorrow. The race is set for May 2, 2010. There are 500 runners signed up already which is a huge amount for an event that is 4 months away. SWSRA will be named along with the American Cancer Society, Crohns and the Colitis Foundation as a recipient. Along with the others, SWSRA has been asked to refer 50 runners to participate in the marathon which will be difficult since we are local and the others are nationwide. Even the larger organizations were upset. Director Leonard said that this was a surprise to him. Regarding the proceeds for other SRAs who join us, we are going to come up with a formula so that when we distribute the money, they will be getting a little more proportionately. We are also going to give awards in different categories instead of just participant medals. Denise is working on getting sponsors for our race. We are also going to look into having each of our runners raise money which would go directly to us. Director Leonard pointed out that SWSRA provided volunteers for the race which should be considered along with providing runners.
- C. **WORTH UPDATE**  
Although mail isn't a problem, we are still having problems with our IP phone. Director Leonard had known from experience that the IP phone would be a problem. We are now going to change from our current satellite connection to Comcast. We signed a 3 year agreement and got an intro rate for a little more than we pay currently with no installation fee. We will pursue this with Andromeda after the Comcast installation, and we may need a different router. There may be additional costs involved, and we are getting a quote from Andromeda.
- Lori distributed a report that Marge had prepared on the approximate costs to date for the Worth building including start up costs and on-going monthly expenses.
- D. **HEARTS FOR SWSRA**  
Denise had prepared a flyer for this fundraiser along with "hearts" to give out. She distributed a quantity of these to each district. Each district will compete in its category to sell the most "hearts for SWSRA" for \$1 each. The campaign runs from February 1 to February 28, 2010.
- E. **VEGAS NIGHT**  
Executive Director Chesna told the board that she had been approached again by an Alsip resident, Trevor Ulrich, who runs Vegas or Poker nights for the Alsip Little League and other charitable organizations in the area. He wants SWSRA to host such an event, but SWSRA would need to apply for their own license in order to do this. Lori has only had verbal conversations with him, but has asked him to put something in writing. Director Leonard expressed some reservations. Director Gleason said that she has worked with Chicago Charitable Games, and one of the events was held in Midlothian. They were the host and they had a site license. They made a good amount of money and it was easy. More discussion followed on the pros and cons of such an event. It was agreed that if we can get an ironclad contract, we should proceed.

F. FEBRUARY MEETING CHANGE?

Since Lori will be on vacation, she asked if everyone would be able to change the date of the next meeting to February 24<sup>th</sup>. Upon checking their calendars, the board members agreed to this.

G. CONFERENCE SESSION “THE UPS & DOWNS OF PROGRAMMING FOR A DIVERSE COMMUNITY.

This session will be held on Friday, January 29<sup>th</sup>, at the IPRA conference. Director Suhs, Lula, Erin and Lori will be presenting. It addresses the challenges and struggles that we continue to face.

H RECREATION REPORT

1.) Erin Lynch reported that Nadia Equahia has been named Volunteer of the Month. Nadia has been with us over one year. She works the After School program in Summit every Tuesday and Thursday. She grew up in the community and the kids really like her. 2.) For those of you who haven't met him, the new Recreation Specialist, Will Helling, has been with SWSRA for over a month now. We are continuing with orientation. He has gotten his feet wet with programming and running a couple of meetings.

I. MARKETING REPORT

1.) Denise Iwinski was in charge of the Feed the Hungry Dance. We had approximately 180 in attendance and we collected food for the needy. 2.) The Spring/Summer brochure is on schedule right now. The delivery date should be the beginning of February. There is a section on community events that are free, and we will continue to look for those. 3.) Denise has prepared a Welcome Packet for new staff—Will got the first one. We will also prepare one for new clients with a survey asking what they need, etc. 4.) We are looking to add a great tag line to our new logo. SWSRA's 30<sup>th</sup> anniversary is coming up, and we may just superimpose a “30” over our logo. 5.) Our previous website person isn't available, so we will need to look elsewhere for some maintenance. 6.) Denise is working on getting two new signs for Worth—one that is a room banner, and a bigger sign that would hang in the room for special events. Director Gleason and Director Kawanna mentioned a couple of sign companies that Denise could contact.

J. PDRMA 2009 LOSS CONTROL REVIEW AGENCY SUMMARY REPORT

The board had received the following attachments from PDRMA in their packet: 2009 Loss Control Review Agency Summary Report as well as a list of recommendations that they prepared for SWSRA. The overall percentage of 95.79% does keep us accredited. Everyone involved did a good job. We will get a reimbursement from PDRMA in March or April, and we will distribute it to employees so that they have more incentive to keep our accreditation.

K. BUDGET 2010-2011

Executive Director Chesna explained that she intends to have the new budget done for the February board meeting so it can be discussed further in March and hopefully approved in April.

L. ANNUAL REPORT

Lori advised that she is currently working on this and hopes to have it finalized in the near future.

M. UPDATE OF STRATEGIC PLAN COMING SOON

Lori is also working on this.

N. AUDIT

The board discussed various aspects of the audit including contributions to the Hickman Fund. Possibly due to the bad economy, revenues were down; however, we were under budget on expenses. The policy on vacation accumulation versus sick day accumulation was questioned. Director Leonard asked whether DePaul University had ever followed up with the report they were working on for SWSRA. Lori responded that they hadn't. Director Whitcomb made a motion to approve the 2009 annual audit as presented. Director Gleason seconded the motion. Roll was called with all Directors voting yes. The motion passed 8—0.

ATTORNEY'S REPORT - None.

CORRESPONDENCE – None.

COMMITTEE REPORTS

A. RECREATION - No report.

B. FINANCE

1. Approval of Bills & Payroll

Motion made by Director Gleason to approve bills for the month of December, 2009 in the amount of \$16,940.42. Motion was seconded by Director Dziallo. Roll was called with all Directors voting yes. The motion passed 8 —0.

C. PLANNING & POLICY – No report.

D. PUBLIC RELATIONS - No report.

OLD BUSINESS

Director Leonard explained that he was supposed to be bringing his new intern, Antonio, to the meeting today. Since he forgot and left without him, he will bring him in February.

NEW BUSINESS

Motion was made by Director Whitcomb to adjourn the meeting. Motion was seconded by Director Kawanna. All Directors were in favor, none opposed. Meeting adjourned at 11:25 a.m.

---

Marge Cozzone, Corresponding Secretary

---

Jeannette Huber, Corporate Secretary