

SOUTHWEST SPECIAL RECREATION ASSOCIATION  
12521 SOUTH KOSTNER  
ALSIP, IL 60803

MINUTES OF REGULAR MEETING

February 24, 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 Alsip Park District, Alsip, Illinois. (location corrected at a later date)

ROLL CALL

Present at roll call were:

POSEN PARK DISTRICT	TJ WHITCOMB
PALOS HEIGHTS RECREATION DEPT.	MIKE LEONARD
VILLAGE OF MERRIONETTE PARK	BRENDA DZIALLO
ALSIP PARK DISTRICT	JEANNETTE HUBER
BLUE ISLAND PARK DISTRICT	JANE KAWANNA
JUSTICE PARK DISTRICT	JOE VALLEZ
WORTH PARK DISTRICT	CARLO CAPALBO
SUMMIT PARK DISTRICT	TOM SUHS

SWSRA STAFF PRESENT:

LORI CHESNA	EXECUTIVE DIRECTOR
MARGE COZZONE	BUSINESS MANAGER
ERIN LYNCH	SUPERINTENDENT
DENISE IWINSKI	MARKETING COORDINATOR
WILL HELLING	RECREATION SPECIALIST
JOSEPH SCMITT	TRANSPORTATION COORDINATOR

ABSENT:

MIDLOTHIAN PARK DISTRICT	EVELYN GLEASON
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ADDITIONS OR REVISIONS TO THE AGENDA:

Executive Director Chesna said to add the following: J. PDRMA

CITIZENS TO BE HEARD

Lori introduced Joe Schmitt to the Board. Joe was hired recently as part-time Vehicle Operations Manager and Safety Inspector.

APPROVAL OF MINUTES OF JANUARY 20, 2009

Motion made by Director Huber to approve Minutes of Regular Meeting held on January 20, 2010. Motion was seconded by Director Whitcomb. All Directors were in favor; none opposed.

APPROVAL OF TREASURER'S REPORT

The Treasurer's Report was presented by Director Huber. Director Whitcomb made a motion to approve the Treasurer's Report with a combined ending balance of \$142,251.45 plus a certificate of deposit in the amount of \$248,000. It was noted the current CD had just matured, and Marge Cozzone advised it was renewed at a rate of

.6% for 6 months. The motion was seconded by Director Dziallo. Roll was called with all directors voting yes. The motion carried, 8—0

## EXECUTIVE DIRECTOR'S REPORT

### A. WORTH PHONE SYSTEM UPDATE

Executive Director Chesna explained that Andromeda has been working on the phone system. They switched out the phone, but nothing worked. Now they have narrowed it down to the VPN routers in both the Worth and Alsip office. They are waiting for Avaya and to replace the router. They were told that Marge was using another IT guy to set up the server. Andromeda was a lot more expensive, but they also understood why our problems with the phone system would have influenced us.

### B. WALK, RUN, ROLL RACE UPDATE

Lori has been going to meetings for the Palos Heights Half Marathon and meetings for the Walk, Run, or Roll race. We are making some minor changes. We need to recruit runners—this was a request and not a requirement. There is a question on the form that asks “How did you hear about this race?” If they check us, a running tab is being kept of this. Mel from Running for Kicks already registered 700 at this early date. Director Leonard said that there are now 932 runners. Director Huber mentioned that Mike Baiardo takes this job on for SWSRA. Lori said that SWSRA was a big part of Alsip winning the Home Town Award. Lori noted that we have no one registered at this point.

### C. 2010 FUNDRAISING DATES TO REMEMBER

The Hearts for SWSRA will be over at the end of February. We will be doing our Scholarship fundraising drive in March, and we need to get mailing addresses from each district. We typically raise between \$1,000 and \$2,000 from this drive. The Walk, Run, Roll Race will be held on May 2<sup>nd</sup>, the LPGO Golf Outing is July 9<sup>th</sup>, the Tootsie Roll Drive is September 17 and 18, and the Candlelight Bowl is November 6<sup>th</sup>.

### D. VEGAS NIGHT CANCELLATION

Lori explained to the Board that when Trevor showed up with the contract, it had on there that he was representing Alsip Little League. Director Leonard was not comfortable with signing it. We called the Department of Revenue, and they said it was not legal because that person has to have been employed with us for a year. We will pursue this through the Chicago Charitable Games. Director Leonard said that they might operate the same way. Director Whitcomb said that we should spell out the procedures that need to be followed.

### E. UPDATED MAIL LIST FROM YOUR COMMUNITY OF CHAMBER OF COMMERCE

Executive Director Chesna discussed this during the fundraising events that were listed above.

### F. PACE

Pace sent out a new contract that they wanted us to sign. Lori had the attorney look over both the old and the new contract. Our attorney said they have no right to be able to put a new contract like this into effect and change the terms of the agreement that drastically. We are not signing a new contract. There is a clause in the old contract that states either party can terminate the lease with 30 days written notice, but our attorney stated that this provision could not be employed to negate a major provision.

### G. 2010-2011 BUDGET

We will review this in March and have it approved in April so we can start implementing it in May. The raises were proposed at 3% (the CPI is at 2.7% right now). Director Leonard asked Lori for a brief

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description of what she has done with some of the increases or decreases. Lori said that Marge worked on it while she was gone and recalculated everything.

#### H NATIONAL LEGISLATIVE FORUM

Great Lakes Regional Council is March 16 thru 19. This is in the budget, but Lori chooses not to go. Lori feels that it is very expensive to attend this meeting and that it does not serve a purpose for her to go. The same issues are on the table. She has told them that they have to serve a better purpose if SWSRA is going to invest money in sending her.

#### I. CONFERENCE SESSION

Lori said that everyone did a wonderful job. Denise did a good job on the Power Point. Lula spoke from her heart and did a phenomenal job. Director Huber said that she had tears in her eyes and thought we did a good job with the workshop. Lori said that Erin did a good job also and didn't seem to be nervous at all. Director Suhs pulled together a creative piece and a wonderful video. Lori announced that IPRA has asked if we could do a webinar on the internet with the program that we presented at conference. This might be a good program for us to present at a South Suburban meeting. We have to gain the knowledge and educate ourselves to work with all populations.

#### J. PDRMA

We received our accreditation check for \$1,500. We distribute this award to our full time staff as well as part-time program staff and volunteers who have participated in the safety program. We received an Excellent Level A award which takes a lot of effort on everyone's part. Lori asked the Board members to fill out their preference and size for shirts that will be given to us by PDRMA as well.

ATTORNEY'S REPORT - Covered under the PACE discussion.

CORRESPONDENCE – None.

#### COMMITTEE REPORTS

##### A. RECREATION

Erin Lynch reported that we ran 12 out of the 19 winter programs offered—the others had to be cancelled due to low enrollment. For special events, Chicago Wolves game was successful, but Winter Wonderland had to be cancelled. Attendance was good at the January Support Group meeting. Erin reported on repairs to the vehicles. Regarding day camp, Erin said she attended a couple of good sessions at conference recently. She is working on the camp calendars currently. Joe Schmitt was named Employee of the Month for January. Joe has done a great job as Vehicle Coordinator and is also doing our building inspections.

Director Huber mentioned that yesterday Erin and Will provided inclusion training for the Alsip staff. We do this once a year. Lori added that all districts should feel free to ask us to provide this.

Regarding day camp costs, the staff expense went up quite a bit. We are looking to add a couple of new camps—a Fitness Camp and a Sports Camp as well as Get Up & Go. We also plan to hire a Director. Erin said that we hire the best applicants right away and the rest are put “on hold.” We tell them that if they really need to know, they can call us.

Erin will be meeting with Superintendent John Nebo on March 19<sup>th</sup>. They are willing to do anything we want. He has opened up the availability of all the gyms for the school districts on weekdays, but not on weekends.

B. FINANCE

1. Approval of Bills & Payroll

Motion made by Director Whitcomb to approve bills for the month of January, 2010 in the amount of \$21,799.32. Motion was seconded by Director Capalbo. Roll was called with all Directors voting yes. The motion passed 8 —0.

C. PLANNING & POLICY

Lori advised that we are looking into the “P Card” (procurement card) and we need to get them back to talk to us. We would get back 2% of whatever we spend on this card, and we will be able to specify a monetary limit for each individual and even limit the usage (such as, to be used only at hardware stores).

Lori said that SWSRA’s 1<sup>st</sup> annual report is in the making. The first draft is hot off the press.

D. PUBLIC RELATIONS

Denise Iwinski reported that the “Hearts for SWSRA” fundraiser is going well—we’ve sold 327 so far. Our brochure is finished and will be delivered in February. We will include a Spanish flyer for Summit, Blue Island and Justice. Denise will be attending the Alsip Community Expo on February 27<sup>th</sup>. We will also have an ad in the program book. Walk, Run and Roll flyers were distributed at conference to other SRAs who we hope will sign up their clients. Denise also did a Charity Runner flyer, and will be working on the registration and pledge forms for these runners. Denise has sent out press releases on the Walk, Run or Roll race and this information is posted on our website. WE are also going to try and get an athlete on Channel 4.

OLD BUSINESS

Lori said that since we did not have the awards dinner, we will deliver the award to Tom Dixie at the next school board meeting. WE will also present the award to Director Capalbo at the next Worth board meeting on March 17<sup>th</sup>.

NEW BUSINESS - None.

Motion was made by Director Huber to adjourn the meeting. Motion was seconded by Director Capalbo. All Directors were in favor, none opposed. Meeting adjourned at 10:55 a.m.

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Marge Cozzone, Corresponding Secretary

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Jeannette Huber, Corporate Secretary