

SOUTHWEST SPECIAL RECREATION ASSOCIATION  
12521 SOUTH KOSTNER  
ALSIP, IL 60803

MINUTES OF REGULAR MEETING

March 17, 2010

CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:05 a.m. by Director Gleason. The meeting was held at the Blue Island Park District, Blue Island, Illinois

ROLL CALL

Present at roll call were:

POSEN PARK DISTRICT	TJ WHITCOMB
PALOS HEIGHTS RECREATION DEPT.	JANE BENEDICT (for Mike Leonard)
ALSIP PARK DISTRICT	JEANNETTE HUBER
BLUE ISLAND PARK DISTRICT	JANE KAWANNA
WORTH PARK DISTRICT	CARLO CAPALBO
SUMMIT PARK DISTRICT	TOM SUHS
MIDLOTHIAN PARK DISTRICT	EVELYN GLEASON

SWSRA STAFF PRESENT:

LORI CHESNA	EXECUTIVE DIRECTOR
MARGE COZZONE	BUSINESS MANAGER
ERIN LYNCH	SUPERINTENDENT
DENISE IWINSKI	MARKETING COORDINATOR

ABSENT:

JUSTICE PARK DISTRICT	JOE VALLEZ
VILLAGE OF MERRIONETTE PARK	BRENDA DZIALLO

ADDITIONS OR REVISIONS TO THE AGENDA - None.

CITIZENS TO BE HEARD

Antonio Clark, an intern from Palos Heights Recreation Department, was introduced to the Board.

APPROVAL OF MINUTES OF FEBRUARY 24, 2009

Motion made by Director Capalbo to approve Minutes of Regular Meeting held on February 24, 2010. Motion was seconded by Director Whitcomb. A correction was noted—the location of the February board meeting was Alsip and Posen as stated in the minutes. Also corrected a typographical error. All Directors were in favor; none opposed.

APPROVAL OF TREASURER'S REPORT

The Treasurer's Report was presented by Director Huber. Director Kawanna made a motion to approve the Treasurer's Report with a combined ending balance of \$175,012.14. The motion was seconded by Director Huber. Roll was called with all directors voting yes. The motion carried, 7—0

EXECUTIVE DIRECTOR'S REPORT

- A. **WORTH PHONE SYSTEM UPDATE**  
Executive Director Chesna explained that calls are still being dropped. The president of Andromeda will come out to look at the problem. They have narrowed everything down and decided to upgrade the routers that they were using. These routers did not work with this system. We really won't know until Erin and Will are back in the Worth office to see if the calls are carrying forward. We will dispute any major charges aside from upgrading to the new routers. If this works, we will need to purchase another IP phone for Will's desk, and hopefully we won't have to put this on the agenda anymore. Everyone has been very patient.
- B. **WALK, RUN, ROLL RACE UPDATE**  
Lori said that the Palos Heights Half Marathon committee has been very supportive in trying to get runners and promoting SWSRA. The American Cancer Society and the Crohns and Colitis Foundation have also taken us under their wings. Denise has asked for their help. We have packets for charity runners, pledges, etc. and an interview set up with Channel 4. Tom Strack, a former runner from Palos Heights, is going to be a speaker. Also, Sean O'Shea, a charity runner, will be interviewed. He made a deal with Joe Daniels that if he can have a party there for friends and charge \$30, Joe Daniels will contribute a portion of this back to SWSRA.. The Walk, Run or Roll race is for all of the special athletes in Illinois, and we are hoping for a lot of registrations. If you can spread the word that we can use help from volunteers, we would appreciate it.
- C. **KNIGHTS OF COLUMBUS**  
We received a check for this past year for just over just over \$600. We thank everyone who helped us. The dates for this year's drive are September 17 and 18. The more people we can get to volunteer, the more money we can raise. Please ask your staff if they could come out for their lunch hour or more if possible. Director Huber said to remind her when it gets closer
- D. **SWSRA HEARTS FUNDRAISER**  
Lori said that we will be having a staff meeting next week, so we will get the figures together then. We are still waiting on Beggars Pizza to turn in funds raised. Each category will receive an award for bringing in the most money. Lori thanked everyone who participated.
- E. **PACE CONTRACT UPDATE**  
Tom Groenger at PACE was referred to our legal counsel. I told him signing the contract was pending her approval. PACE is agreeing to include a letter that will state the original start and finish dates as well as the fact that we can still purchase the vehicle for \$1 after the lease is complete. The attorney will need to review this letter. Director Huber asked what changes will be included in the new lease. One thing that wasn't included in the old lease is drug and alcohol testing. We already did that even though it wasn't in the previous contract. The attorney will look over all the changes
- F. **ANNUAL REPORT**  
Lori thanks all the staff who contributed to the creation of the annual report. This is something that we have always wanted to do, and we plan to continue doing it. This could eventually go on the website. Director Huber said that she thought it turned out good.
- G. **2010-2011 BUDGET**  
Executive Director Chesna inquired if all of the board members had received her brief rational. Lori said she elaborated more on the administrative side. Most of the recreation categories are self explanatory.

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Copies of the budget were made for those board members who didn't have their copy with them. Lori explained that our member district billing is based on the EAV for each district (\$.02 for every \$100). If the EAV rises, then your member district payment would rise. Each district can levy at \$.04—you may not get that much, but you will get more than \$.02, so you can use the excess to pay for inclusion, etc.

Regarding salary increases, Lori advised that 3% is what she is recommending. Typically we have gone up to 5%. She explained that 3% would be the ceiling. The C.P.I. is 2.7%. The board agreed to discuss this further in Executive Session.

Lori proceeded to review all of the rationale for various items in the budget, and asked if there were any questions. After responding to various questions from the board, some of the items to be changed were: reduce refunds by one half, lower the rate of interest anticipated, change the part time staff amount, etc. Lori will make these changes and come back in April to present the final budget. She asked that the board call or email her with any other questions or concerns.

ATTORNEY'S REPORT - Covered under the PACE discussion.

CORRESPONDENCE – None.

#### COMMITTEE REPORTS

##### A. RECREATION

Erin Lynch presented her report. She covered programs, special events and the parent's support group meeting. Erin reported on the maintenance of the vehicles. Erin advised that she has been working on the day camp orientation agenda and that camp preparations are in line with the specified timeline. Erin went on to tell the board about the recent cruise SWSRA participants had enjoyed. She said it was one of the best trips that we have had.

Erin congratulated the employees of the month—Business Manager Marge Cozzone and part-timer Amy Biedron. They have both been going a great job! In addition, Denise Iwinski has been named employee of the year! At this point, Executive Director Chesna presented both Marge and Denise with a plaque for their achievements.

##### B. FINANCE

###### 1. Approval of Bills & Payroll

Motion made by Director Huber to approve bills for the month of February, 2010 in the amount of \$21,432.39. Motion was seconded by Jane Benedict. Roll was called with all Directors voting yes. The motion passed 7 —0.

##### C. PLANNING & POLICY

##### D. PUBLIC RELATIONS

Denise Iwinski reported that the signs for Worth have been ordered from victorystore.com. Denise recently attended the IPRA communication and marketing meeting as well as the Alsip Chamber Exposition. Press releases were sent out for the Walk, Run or Roll Race, Charity Runners and SWSRA spring registration. Denise worked on the annual report and is planning a Volunteer Appreciation Party at Bourbon Street on April 22<sup>nd</sup>.

OLD BUSINESS - None.

NEW BUSINESS

Director Suhs made a motion that we sign the new PACE lease as amended and with the approval of our attorney. The motion was seconded by Director Capalbo. Roll was called with all Directors voting yes. The motion passed 7—0.

Director Suhs made a motion to go into Executive Session. The motion was seconded by Director Whitcomb. All Directors were in favor; none opposed. The Executive Session commenced at 11:10 a.m.

At 11:15 a.m., Director Huber made a motion to return to the normal order of business. The motion was seconded by Director Suhs. All Directors were in favor; none opposed.

Motion was made by Director Huber to adjourn the meeting. Motion was seconded by Director Suhs. All Directors were in favor, none opposed. Meeting adjourned at 11:16 a.m.

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Marge Cozzone, Corresponding Secretary

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Jeannette Huber, Corporate Secretary