
NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION



BOARD OF TRUSTEES MEETING MINUTES

Wednesday, April 7, 2010

1. Call to Order: Board Chairman Greg Kuhs called the meeting to order at 1:32 p.m., at the NEDSRA Administrative Office, 1770 West Centennial Place, Addison, Illinois. The following roll call was taken:

Members Present
Mark McKinnon, Addison Park District
Larry Montgomery, Butterfield Park District
Cec Sullivan, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Paul Friedrichs, Lombard Park District
Tom Connolly, Medinah Park District
Laura Barron, Oakbrook Terrace Park District
Greg Kuhs, Wood Dale Park District

Members Absent
Ken Anderson, Bensenville Park District
John Bealer, Village of Schiller Park
Bob Niemann, Village of Villa Park

Staff & Guests
Larry Reiner, Executive Director
Rosanna Furman, Recording Secretary
Staff: Susan Balling, Lisa Deets, Monica Del Angel, Karen Lesniak

2. Approval of Minutes:

- a. Board of Trustees Meeting – February 3, 2010

Chairman Kuhs asked if there were any questions regarding the minutes from the February 3, 2010, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Connolly moved to approve the minutes from the February 3, 2010, Board of Trustees meeting as presented. Trustee Leno seconded the motion. On a voice vote, the motion was passed with 7 ayes and 1 abstention from Trustee Montgomery.

3. Comments and Communications: Director Reiner presented the IHSA Wheelchair Basketball award for Runner Up in 2010. He explained that NEDSRA staff member, Adam Kramer, has done an excellent job with the program and that the interest in this program has expanded and now requires us to establish a third team. The team members may be invited to attend a future Board of Trustees meeting in order to be recognized.

4. Introductions of Staff and Guests: No guests attended the meeting.

5. Financial Report:

- a. NEDSRA Consolidated Monthly Financial Report – February 15, 2010

Chairman Kuhs asked if there were any questions regarding the financial report ending February 15, 2010. There being no questions or comments regarding the February 15, 2010, Consolidated Monthly Financial Report, Trustee Leno motioned to approve the February 15, 2010, Consolidated Monthly Financial Report as presented. Trustee Friedrichs seconded the motion. On a roll call vote, the motion was passed unanimously

b. NEDSRA Consolidated Monthly Financial Report – March 15, 2010

Chairman Kuhs asked if there were any questions regarding the financial report ending March 15, 2010. There being no questions or comments regarding the March 15, 2010, Consolidated Monthly Financial Report, Trustee Leno motioned to approve the March 15, 2010, Consolidated Monthly Financial Report as presented. Trustee Connolly seconded the motion. On a roll call vote, the motion was passed unanimously.

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – February 2010 (ratify)

Chairman Kuhs advised the Board that the claims list presented for February 2010 included checks #42173 to #42208, interim checks #42135 to #42172, BMO P-Card payment totaling \$482,453.61, and transfers totaling \$119,200.55.

There was discussion regarding how the incoming and outgoing payments for Butterfield, Villa Park and other partners are reported on the sheet. There was also discussion regarding the contractual employee payments. Previously, they were listed under the employee's name, but will now be listed under the company name in order to comply with IRS standards.

There being no further questions or comments, Trustee Leno motioned to approve the disbursements of February 2010 as presented. Trustee Sullivan seconded the motion. On a roll call vote, the motion was passed unanimously.

b. NEDSRA Disbursements Report – March 2010

Chairman Kuhs advised the Board that the claims list presented for March 2010 included checks #42237 to #42268, interim checks #42209 to #42236, BMO P-Card payment totaling \$107,368.80, and transfers totaling \$123,157.61.

There being no questions or comments, Trustee Leno motioned to approve the disbursements of March 2010 as presented. Trustee Sullivan seconded the motion. On a roll call vote, the motion was passed unanimously.

Director Reiner commented that the Tax Reserve Detail spreadsheet will be prepared differently in the future.

7. Chairman of the Board Comments:

Chairman Kuhs reminded the Board members to complete the Conflict of Interest Statement. Director Reiner reported that this form was required to be completed for 501(c)(3) organizations.

8. Committee Reports:

a. Committee of the Whole Meeting

1) Approval of Committee of the Whole Minutes - March 11, 2010

Chairman Kuhs asked if there were any questions regarding the minutes from the March 11, 2010, Committee of the Whole Budget Review meeting. There being no questions, comments or corrections, Trustee Leno moved to approve the minutes from the March 11, 2010, Committee of the Whole meeting as presented. Trustee Sullivan seconded the motion. On a Voice Vote, the motion passed with 7 ayes and 1 abstention from Trustee Montgomery.

2) 2010-2011 Budget Recommendations

Director Reiner indicated that the changes recommended by the Committee of the Whole were outlined within the cover memo and the appropriate attachments were also provided.

Chairman Kuhs asked if there were any questions regarding the amended budget proposal. There being no questions, comments or corrections, Trustee Sullivan moved to approve the NEDSRA budget for Fiscal Year 2010-2011 as presented. Trustee Sullivan seconded the motion. On a roll call vote, the motion passed unanimously.

3) Personnel Policy Amendment – Employee Health Contribution

Director Reiner reported that in order to implement the recommendations made by the Committee of the Whole regarding employee health contributions, a change to the personnel policy was required. Clarification was made that the specific year to year employee contribution percentage was not included in the policy, to allow the Board discretion with each year's budget.

Chairman Kuhs asked if there were any questions regarding the personnel policy amendment. There being no further questions, comments or correction, Trustee Leno moved to approve the personnel policy amendment as presented. Trustee McKinnon seconded the motion. On a roll call vote, the motion passed unanimously.

9. Director's Report:

a. *Recreation Report* – Director Reiner introduced Lisa Deets, who highlighted the following Recreation Department areas:

- Superintendent Deets reported that a Customer Satisfaction Survey is completed every 2 years. She summarized the results for the Board members and indicated that the survey was mailed to 155 random participants and 40 completed surveys were returned. She summarized the results of the survey and indicated that the highest score for each category fell within "Very Satisfied/Satisfied."
- Superintendent Deets reported that starting this year, her April report would be including information about Inclusion Program participation for each member partner. The report provided statistics on the past three fiscal years in the areas of assisted inclusion, separate individuals and the associated costs.
- Program highlights included the Jr. Wheelchair Bulls and their 2nd place status at the end of this season. She also reported on the theatre and choir troupe, which presented at Mario Parente Theatre to a sold out crowd. The banquet celebration for over 90 Special Olympics' participants at Glendale Lakes Golf Club was also reported. An update on the Veteran's program, Healthy Minds, Healthy Bodies, was included. A presentation application regarding this program was submitted to the National Institute on Recreation Inclusion to share program concept and design with other professionals from around the country.
- NEDSRA has partnered with Chicago State University to provide a location for their Therapeutic Recreation Academic Program. Professionals who hold a degree in a closely related field can take the National exam for their Therapeutic Recreation Certification.

b. *Public Relations and Marketing Report* – Director Reiner introduced Monica Del Angel who highlighted the following Public Information Department items:

- Monica reported that ABC News with Karen Meyer will be airing the news piece on Healthy Minds, Healthy Bodies on Sunday, April 11th at approximately 8:10 am. This can also be accessed via ABC's website and Karen Meyer's Facebook profile.
- Monica commented that the past few months have brought about much media attention and copies were provided to the Board members. She indicated that the areas of media focus included events, program announcement/volunteer recruitment and award recognition.

Board of Trustees Meeting – April 7, 2010

c. *Fund Development Report* – Director Reiner introduced Karen Lesniak who reported on the following Department updates:

- Karen highlighted on the 2nd Annual Stroll & Rollathon event, which took place on March 21, 2010. She indicated that approximately 100 people participated in the event and numerous volunteers came out to help the cause. A report will be provided at the next Board meeting, which will include funds raised.
- Karen welcomed all Board members to attend the Zumba Fundraising event on May 8th at Centennial Gym. Dance instructor and a participant's parent, Lisa Danhouser, offered to conduct the 2-1/2 hour event. Zumba is a Latin inspired dance craze, which has acquired much notoriety and many followers.
- The Golf Marathon is in progress and Karen is working diligently to secure more golfers. She encouraged member partners to consider sponsorship and support for this event, which raises funds for our transportation and vehicle replacement fund.

d. *Administrative Operations Report* – Director Reiner highlighted the following administrative items:

- Director Reiner reported that Veterans Park District is still interested in continuing discussions with NEDSRA about becoming a member, but have had to put this on the back burner for the time being.
- Work continues in Springfield and Director Reiner will be visiting there next week. To date, NEDSRA has maintained their status with the state budget.
- Word was received that funding from our state grant for \$242,500 would soon be forthcoming.
- Director Reiner reported that the computer upgrade project would be starting Friday and completed on Monday, April 12th.

10. Unfinished Business – There was no unfinished business to address at this meeting.

11. New Business:

a. Nominations for Board of Trustees Officers 2010-2011

Chairman Kuhs indicated that suggested nominees for the Board of Trustees Officers were: Greg Kuhs, Chairman; Cec Sullivan, Vice Chair; John Bealer, Secretary; Larry Reiner, Treasurer; and Rosanna Furman, Recording Secretary. Chairman Kuhs asked if there were any objections regarding the nominations for the 2010-2011 Board of Trustees Officers. There being no objections, Trustee Montgomery moved to approve the nominees of the Board of Trustees Officers. Trustee Sullivan seconded the motion. On a voice vote, the motion passed unanimously.

b. Annual Purchasing Card Policy

Director Reiner reported that the Purchasing Card Program Policies are required to be reviewed annually. He commented that the Board is provided monthly updates on the usage of this program and as a result, there has been considerable decrease in the size of the claims list, provides staff with some flexibility in purchasing and has helped streamlined the accounts payable process. In addition, NEDSRA receives an annual dividend check through usage of the card program.

Chairman Kuhs asked if there were any questions, comments or objections regarding the Purchasing Card Policy. There being none, Trustee Friedrichs moved to accept staff's recommendation for the annual approval of all P-Card policy and procedures as outlined in NEDSRA's Financial Management Policies, Addendum D, and further as governed by NEDSRA's overall Financial Management Policies for purchasing and reporting. Trustee Leno seconded the motion. On a roll call vote, the motion passed unanimously

c. Resolution 1-4-10 Pension Plan Restatement

Director Reiner indicated that NEDSRA's 3rd party pension plan Administrator is tightening up the plan to comply with IRS regulations. As a result, a restatement of our plan is necessary every year and will also be provided to employees. Should any amendments be made during the year, new copies will also be provided to staff. Currently, there is no change, but NEDSRA is required to comply and sign by way of resolution.

Chairman Kuhs asked if there were any questions regarding the pension plan restatement. There being none, Trustee Leno moved to approve Resolution 1-4-2010 to comply with the Restatement of NEDSRA's Pension Plan. Trustee Barron seconded the motion. On a voice vote, the motion passed unanimously.

12. Executive Session – No Executive Session was called at this meeting.
13. Executive Session Action Taken – No action taken
14. Adjournment – There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Niemann at 2.45 p.m. The motion was seconded by Trustee Sullivan. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

Rosanna Furman
Recording Secretary

Greg Kuhs, Chairman

John Bealer, Secretary