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# NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION

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## BOARD OF TRUSTEES MEETING MINUTES

Wednesday, June 2, 2011

1. Call to Order: Chairman Greg Kuhs called the meeting to order at 1:36 p.m., at the NEDSRA Administrative Office, 1770 West Centennial Place, Addison, Illinois. The following roll call was taken:

<u>Members Present</u>	Mark McKinnon, Addison Park District Steve Cherveney, Bensenville 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 John Bealer, Village of Schiller Park Greg Kuhs, Wood Dale Park District
<u>Members Absent</u>	Dave Harris, Butterfield Park District Greg Gola, Village of Villa Park
<u>Staff &amp; Guests</u>	Jeena Greenwalt, Executive Director Rosanna Furman, Recording Secretary Staff: Susan Balling, Lisa Deets, and Karen Lesniak Guests: Joe McCann, Superintendent of Recreation Itasca Park District Zack Raetzman, Intern Itasca Park District Jim Heutson, Intern Lombard Park District Barb Szczepaniak, Director of Grants DuPage Community Foundation Mick Pope, Grant Committee Member DuPage Community Foundation

2. Approval of Minutes:

- a. Board of Trustees Meeting – May 11, 2011

Chairman Kuhs asked if there were any questions regarding the minutes from the May 11, 2011, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Bealer moved to approve the minutes from the May 11, 2011, Board of Trustees meeting as presented. Trustee Sullivan seconded the motion. On a voice vote, the motion was passed unanimously.

3. Comments and Communications:

Director Greenwalt thanked the Board for their attendance at Reach for the Stars, which was held on June 1, 2011, and for the sponsorship support from several Member Partners.

4. Introduction of Guests and Staff:

Chairman Kuhs introduced Barb Szczepaniak, Director of Grants and Mick Pope, Grant Committee Member from the DuPage Community Foundation. They attended the Board meeting in order to present NEDSRA with a check for \$7,500 to support camps for children with autism. The representatives from the Foundation provided a brief history about the organization and information on their grant awarding process.

Introduction of Guests and Staff (cont'd)

Chairman Kuhs announced that several new Member Partner staff were present. Trustee Leno introduced Joe McCann, the new Superintendent of Recreation from Itasca and summer intern Zack Raetzman. Trustee Friedrichs introduced Jim Heutson, summer intern for Lombard.

5. Financial Report

a. NEDSRA Consolidated Financial Report – April 30, 2011 (ratify)

Director Greenwalt indicated that she had prepared a memo with budget projections and year-end actual. Revenue was reported to be approximately \$268,000 over expenses. This money was primarily used to restore the Agency Stability Fund and Working Cash Fund.

The budget projections for all fund balances were estimated at \$2,352,333 in February, but were \$2,414,384 at the end of April (unaudited figures). This amount includes ADA/Access Partner Reserves. However, this amount is somewhat overstated, as it does not reflect the \$249,088 that was transferred to Operations Budget for the new fiscal year on May 1, 2011, including the \$105,000 deferred income from the state grant, approximately \$88,000 for Member Partner contributions, and \$55,000 to Operations Budget. Therefore, the true reserve is approximately \$1.6 million.

Also provided was a spreadsheet indicating year-end fund balances from 2006 through 2011. Director Greenwalt commented that there was a spike in funds in 2009 due to two state grants received in one year. It was noted that the reserve increased due to the cumulating effect of state grant funds that NEDSRA started receiving in 2001.

There was discussion regarding the transfer of funds into the Agency Stability Fund. It was commented that the transfer may require Board approval beforehand, since these funds are designated as committed. Director Greenwalt reported that she would research this matter. In order to avoid any potential issues with the audit, Trustee Friedrichs made a motion to ratify the transfer of \$88,588.52 to the Agency Stability Fund. The motion was seconded by Trustee Bealer. On a roll call vote, the motion was passed unanimously.

Money was also transferred to the Agency Stability Fund, Capital Fund, Vehicle Replacement Fund and working cash. Trustee Sullivan made a motion to ratify year end transfers per staff's recommendations. The motion was seconded by Trustee Leno. On a roll call vote, the motion was passed unanimously.

Chairman Kuhs asked if there were any questions regarding the financial report ending April 30, 2011 (ratify). There being no questions or comments regarding the April 30, 2011, Consolidated Financial Report, Trustee Friedrichs motioned to approve the April 30, 2011, Consolidated Financial Report as presented. Trustee Cherveney seconded the motion. On a roll call vote, the motion was passed unanimously.

b. NEDSRA Consolidated Financial Report – May 15, 2011

Chairman Kuhs asked if there were any questions regarding the financial report ending May 15, 2011. There being no questions or comments regarding the May 15, 2011, Consolidated Financial Report, Trustee Friedrichs motioned to approve the May 15, 2011, Consolidated Financial Report as presented. Trustee Leno seconded the motion. On a roll call vote, the motion was passed unanimously.

Director Greenwalt indicated that this report reflected the allocation of \$249,088 to the Operations Budget. She also reported that the spreadsheet which illustrates Member Partner ADA Reserve Funds, has been modified and should be easier to read.

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – May 2011

Chairman Kuhs referred to the claims list presented for May 2011, which included checks #43226 to #43270, interim checks #43208 to #43225 and transfers totaling \$64,704.35.

Chairman Kuhs asked if there were any other questions or comments. There being no further questions or comments, Trustee Bealer motioned to approve the disbursements of May 2011 as presented. Trustee Sullivan seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments:

a. Board Committee Appointments FY 2011-2012

Chairman Kuhs indicated that a list of the FY 2011-2012 committee appointments was included in the Board packet. He asked for a motion to approve. Trustee Sullivan made a motion to approve the FY 2011-2012 Committee Appointments as presented. Trustee McKinnon seconded the motion. On a voice vote, the motion was unanimously passed.

8. Committee Reports:

There were no Committee Reports.

9. Director's Report:

*Administrative Report* – Director Greenwalt reported that she met with FGM Architects regarding the potential building renovation/expansion. She reported that she had asked the architect to phase out the renovation/expansion with associated costs, before scheduling a meeting with Trustee McKinnon.

Director Greenwalt announced that she had met with the auditors and the initial audit will occur on June 23, 2011, with two follow up onsite days in July. The final audit should be published by the September Board of Trustees meeting.

NEDSRA will be utilizing a new automated payroll service through Paychex. This is not a budgeted item, but Director Greenwalt would like to create a new account #524 for payroll services. After the first year start up costs, savings of approximately \$10,000 are projected vs. utilizing the current Business Manager's time. These savings would be reflected in account #501. Director Greenwalt asked for input and the Board was in agreement to proceed.

*Recreation Report* – Superintendent Deets reported that there were 450 volunteers for the Special Olympics Track and Field Meet. There was concern before the meet as to how these volunteers would be utilized, so that they would want to return the following year and/or assist at other events. In the end, she felt it went very well and NEDSRA was able to provide them with a meaningful opportunity. The volunteer support has grown from approximately 150 to 450 in the last few years.

The Healthy Minds/Healthy Bodies Program has been promoted both nationally and within the state. Recently it was presented at the "Developing Amazing Leaders" Conference in Colorado. As a result, this program has continued to grow.

Approaching next week is the summer camp programs. There are six day camps, which includes camp for young children with autism, youth with mental disability and youth with behavior disorders. A new summer camp opportunity developed from the growth in the adaptive sports area. NEDSRA will be partnering with

SEASPAR in this venture.

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In addition to summer camps, NEDSRA will be providing the recreation component for School District 45, 81, CASE and SASED. A new cooperative program with NDSEC, in partnership with WDSRA, will provide activities for more than 200 special education students.

*Fund Development* – Director Karen Lesniak thanked and emphasized how honored NEDSRA was to receive a grant from the DuPage Community Foundation for two years in a row.

The Golf Classic flyer and registration form have been included in the Board packet.

The Women's Club of Addison has selected NEDSRA to be one of two recipients of the proceeds from their golf fundraiser, which was held on June 4<sup>th</sup>.

10. Unfinished Business

No unfinished business to report.

11. New Business

a. WorkPlan 2011-2012

Director Greenwalt reported that input from many staff members was utilized to develop the 2011-2012 WorkPlan. She reviewed the WorkPlan and provided more detail for each category – Service, Fundraising, Partnership and Administrative functions. Some of the areas she highlighted included the establishment of a Building Reinvestment Fund, targeting the Hispanic population for service, cultivating new corporate partnerships/sponsorships, implementing a new Strategic Plan, RFP for legal and IT services, to name a few.

Chairman Kuhs asked for a motion to approve the 2011-2012 WorkPlan. Trustee Sullivan made a motion to approve the 2011-2012 WorkPlan. The motion was seconded by Trustee Connolly. On a voice vote, the motion passed unanimously.

Director Greenwalt asked Board members for any input and/or recommendations regarding a company to assist with the Strategic Plan process.

12. Adjournment – There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Freidrichs at 2:49 p.m. The motion was seconded by Trustee McKinnon. On a voice vote, the motion was passed unanimously.

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Rosanna Furman, Recording Secretary

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Greg Kuhs, Chairman

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Mark McKinnon, Secretary

