
NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION



BOARD OF TRUSTEES MEETING MINUTES

Wednesday, May 11, 2011

1. Call to Order: Chairman Greg Kuhs called the meeting to order at 1:35 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 Gola, Village of Villa Park Greg Kuhs, Wood Dale Park District
<u>Members Absent</u>	Dave Harris, Butterfield Park District
<u>Staff & Guests</u>	Jeena Greenwalt, Executive Director Rosanna Furman, Recording Secretary Staff: Susan Balling, Lisa Deets, and Karen Lesniak,

2. Approval of Minutes:

- a. Board of Trustees Meeting – April 6, 2011

Chairman Kuhs asked if there were any questions regarding the minutes from the April 6, 2011, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Sullivan moved to approve the minutes from the April 6, 2011, Board of Trustees meeting as presented. Trustee Barron seconded the motion. On a voice vote, the motion was passed unanimously.

3. Comments and Communications:

Director Greenwalt noted that a copy of a letter from Illinois Special Olympics was provided in everyone's packet. The letter expressed their appreciation for use of NEDSRA's facility for the Athlete Leadership Training.

4. Introduction of Guests and Staff:

There were no guests in attendance.

5. Financial Report

a. NEDSRA Consolidated Financial Report – April 15, 2011

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

Director Greenwalt indicated that the April 30, 2011, financial report has been received, but staff has not had an opportunity to review it thoroughly. As projected, it appears that NEDSRA will have considerable year-end revenue over expense, but more definite figures will be provided at the June Board meeting.

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – April 2011

Chairman Kuhs referred to the claims list presented for April 2011, which included checks #43141 to #43195, interim checks #43107 to #43140 and transfers totaling \$171,901.96.

Chairman Kuhs asked about the charge for Hawthorne Landscaping, Inc. for \$900.00. Director Greenwalt indicated that after review of staff's time and resources, NEDSRA felt it would be advantageous to utilize the landscaping company that Addison Park District uses. The charge reflects 4 months of service.

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

7. Chairman of the Board Comments:

a. 2011-2012 Committee Appointments

Chairman Kuhs indicated that a listing of the 2010-2011 committee appointments was included in the Board packet. He indicated that if anyone was interested in switching or wanted to continue serving on a particular committee, to notify him before the June Board meeting.

8. Committee Reports:

There were no Committee Reports.

9. Director's Report:

a. *Administrative Report* – Director Greenwalt advised the Board that the new phone system was installed since the report was prepared. The vendor is still going through a list of items to complete, but should be completed soon. A list of direct phone numbers for all staff has been included in the Board packet.

Jeena reported that she and Lisa Deets recently attended the IAPD Legislative Conference. She reported it was a good learning experience and she was able to meet some of the legislators.

Schiller Park received a Freedom of Information requests and, as a result, NEDSRA will be preparing a FOIA policy for the Board's consideration at a future Board meeting.

Recreation Report – Superintendent Lisa Deets reminded Board Members that Reach for the Stars is soon approaching and asked them to submit their RSVP's soon.

Fund Development – Director Karen Lesniak highlighted the following areas:

NEDSRA has been awarded a \$10,000 grant from the Oberweiler Foundation for the third consecutive year. Children with autism will benefit from this grant.

Karen reported on the corporate sponsors for the Special Olympics event as well as the various service clubs and community groups that are contributing to make this a special day.

Karen reported to the Board the receipt of a \$25,000 grant from the Illinois Department of Veterans Affairs in support of the Healthy Minds, Healthy Bodies Veterans Fitness program.

Karen expressed appreciation to Chairman Kuhs and his staff for their support of the Golf Marathon last week. She reported that this was another successful event and NEDSRA was fortunate that the rain held out. Karen indicated that the funds received so far, appear comparable to last year, and donations are still coming in.

b. WorkPlan Year-end Review/Questions

Director Greenwalt highlighted areas in the WorkPlan:

The Adapted Sports Programs have exploded in regards to participation and growth. Staff member Adam Kramer recently attended a Paralympics Conference in Colorado and NEDSRA is looking forward to new ideas he may have acquired.

The Veterans' Initiative, Health Minds/Healthy Bodies has also experienced significant growth and has become a catalyst for other park districts. Presently, there are about 75 participants in the program and training at other communities has been provided. Director Greenwalt expressed her appreciation to Mark McKinnon and the Addison Park District for their involvement.

Director Greenwalt has received master plans from FGM Architects for facility expansion. She has asked them to provide a breakdown of the plan costs, so that components of the master plan can be considered separately and possibly phased in increments and not deplete our capital funds.

Director Greenwalt reported that the connection between NEDSRA and Member Partners has grown in the past year. She indicated that it was nice to see many Member Partners attend the Jr. Bulls Tournament and there was attendance at the Sports Banquet. She indicated that it was good for Member Partners to view first-hand the services that they contribute towards.

Funding and resource alternatives have had some changes in the fundraising venues. The Zumbathon and Stroll-n-Roll were not held and alternative events are being looked into. A focus to reach out and acquire new corporate sponsors is the present focus and Karen has been working hard on this.

Director Greenwalt reported that the consolidation of the budget was accomplished, and hopes that this fiscal year's budget document is streamlined and easier to follow.

Options for revision to the funding formula has been deferred for review in next year's WorkPlan.

Director Greenwalt met with Trustee Leno to discuss the salary study regarding the minimum and maximum hiring ranges for positions. Director Greenwalt will bring forward recommendations once staffing changes are completed, which will occur over the next 12 months.

Computer training was conducted and completed throughout the year after the computer upgrade installation occurred.

Pension plan and IMRF work was conducted and will continue in 2011-2012 to reach a decision/conclusion.

Many of the infrastructure projects have been completed, but some have been put on hold in case there is an expansion in the near future.

The phone system was installed and the lobby entrance has been updated. The asset-disposal process has been accomplished and many unwanted/old items with value were sold, which has provided some needed storage space.

Trustee Leno asked if thoughts and ideas were under consideration for next year's WorkPlan for the Board to consider. Director Greenwalt indicated that this would be brought to the Board next month for consideration. Included with this will be the Request for Proposals for Attorney and HVAC services. Also under consideration will be the needs and methods of accomplishing NEDSRA's business and financial functions, particularly since payroll will be contracted out to a payroll service.

Trustee Connolly complimented Director Greenwalt and the NEDSRA staff on the accomplishments outlined in the WorkPlan, despite the transition that has occurred.

10. Unfinished Business

a. NEDSRA FY 2011-2012 Budget

Director Greenwalt indicated that the budget was revised based on the changes requested at the last Board meeting pertaining to the Member Partner contribution. The changes were made to allow for a reduction in budgeted contributions from Member Partners of \$88,588.

Chairman Kuhs asked for a motion to approve the NEDSRA Fiscal Year 2011-2012 Budget with the changes requested during the April 6, 2011, Board of Trustees meeting.

Trustee Connolly commented that he reviewed the Articles of Agreement since the April 6, 2011, Board of Trustees meeting. He commented that during the past two years, the Member Partners have swayed from what is outlined in the Articles of Agreement and, as a result, would like to make the motion.

Trustee Connolly made a motion to approve the NEDSRA Fiscal Year 2011-2012 Budget with the changes requested during the April 6, 2011, Board of Trustees meeting including the stipulation that this action does not create any precedence for future budget decisions. The motion was seconded by Trustee Sullivan.

Trustee Leno asked if Trustee Connolly could explain the reasoning for stipulation in the motion. Trustee Connolly indicated that he wanted to ensure that the Board was following the agreement that all signed and approved. He indicated that he was concerned that the Board has moved away from the Articles of Agreement as written. Trustee Sullivan reported that her Board asked if the Articles of Agreement had been amended for the change in Member Partner contribution for the fiscal year 2011-2012.

Director Greenwalt indicated that she would like the Board to work on the agreement as part of the Strategic Plan discussion regarding the funding formula, and to come up with something that works for all and to stick with it.

Chairman Kuhs asked for a roll call vote and the vote was approved unanimously.

11. New Business

a. Resolution #01-05-11 – Appointment of Pension Trustee

Director Greenwalt indicated that the appointment of an Ethics Advisor, Auditor and Pension Trustee is normally conducted during the May Board of Trustees meeting. NEDSRA, however, has an agreement with the auditor and there was no need to appoint them until we complete the third year of our agreement and determine if we will continue with their services. The Ethics Advisor has historically been our attorney, Steven Bloomberg. We do not have a contract with him and the Board has asked staff to conduct a request for proposal for legal services. This will be addressed in the WorkPlan, but Director Greenwalt has started this process. The request presented is to appoint Director Greenwalt as the Pension Trustee, and continue with Steve Steinberg as a Pension Trustee.

Chairman Kuhs asked for a motion. Trustee Friedrichs made a motion to appoint Jeena Greenwalt and continue the appointment of Steve Steinberg, as the authorized NEDSRA representative/trustees to the NEDSRA pension plan, and to approve the required formal resolution attached, including the execution of all required documents to implement the amendment to the plan. Trustee McKinnon seconded the motion. On a roll call vote, the motion passed unanimously.

b. Resolution #02-05-11 – Electronic Attendance at Meetings

Director Greenwalt reported that the resolution was brought about by the Open Meetings Act which allows remote attendance at meetings under certain circumstances for one Board Member at a time.

Trustee Leno commented that a modification would need to be made to the Articles of Agreement to reflect this change. There was discussion regarding the option to have Alternates attend the Board meeting in case the Trustee is unable and when a proxy vote is under discussion.

Chairman Kuhs asked for a motion. Trustee Cherveney made a motion to approve Resolution #02-05-11, Defining Meeting and Adopting Procedures for Electronic Attendance at Meetings as presented. The motion was seconded by Trustee Sullivan. On a roll call vote, the motion passed unanimously.

12. Executive Session

Chairman Kuhs asked for a motion to adjourn to Executive Session at 2:23 pm. Trustee Cherveney made a motion to adjourn to Executive Session for the purposes of discussing issues related to the hiring, firing, disciplining or compensation of personnel. 5 ILCS 120/2(c)(1), and for the discussion of minutes of meetings lawfully closed under the Open Meetings Act for purposes of a semi-annual review of the minutes. 5ILCS 120/2(c)(21). The motion was seconded by Trustee Sullivan. On a roll call vote, the motion passed unanimously.

At 4:05 pm, Trustee Sullivan made a motion to reconvene the Regular Board of Trustees meeting. Trustee Friedrichs seconded the motion. On a roll call vote, the motion was passed unanimously.

13. Take Action, if any, on Items discuss in Executive Session - No action was taken during Regular Board of Trustees meeting.

14. Adjournment – There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Sullivan at 4:06 p.m. The motion was seconded by Trustee Barron. On a voice vote, the

motion was passed unanimously.

Board of Trustees Meeting – May 11, 2011

Respectfully submitted,

Rosanna Furman, Recording Secretary

Greg Kuhs, Chairman

Mark McKinnon, Secretary