
NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION



BOARD OF TRUSTEES MEETING MINUTES

Wednesday, November 3, 2010

1. Call to Order: Vice Chairman Cec Sullivan 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:

Members Present
Mark McKinnon, Addison Park District
Bob Jarecki, Bensenville Park District
Dave Harris, 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
John Bealer, Village of Schiller Park
Steve Munsie, Village of Villa Park

Members Absent
Greg Kuhs, Wood Dale Park District

Staff & Guests
Larry Reiner, Executive Director
Rosanna Furman, Recording Secretary
Staff: Susan Balling and Lisa Deets

2. Approval of Minutes:

- a. Board of Trustees Meeting – October 6, 2010

Vice Chairman Cec Sullivan asked if there were any questions regarding the minutes from the October 6, 2010, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Leno moved to approve the minutes from the October 6, 2010, Board of Trustees meeting as presented. Trustee Bealer seconded the motion. On a voice vote, the motion was passed with 8 ayes and 2 abstentions from Trustees Friedrichs and Barron.

3. Comments and Communications:

Director Reiner indicated that there were a few newspaper articles provided to each Trustee, which included the Division III Wheelchair Basketball Tournament, "Cruisers Classic" event that was held on Saturday, October 24, 2010. This program has been growing through the outreach of Staff Adam Kramer. Superintendent Deets reported that there have been a few families who felt that their athlete's skill level had grown to a level and they needed a more challenging team. The NWBA approved a transfer to another team.

4. Introduction of Guests and Staff:

There were no guests present.

5. Financial Report:

a. NEDSRA Consolidated Monthly Financial Report – October 15, 2010

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

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – October 2010

Vice Chairman Sullivan referred to the claims list presented for October 2010, which included checks #42761 to #42760, interim checks #42723 to #42760 and transfers totaling \$124,832.28. There being no further questions or comments, Trustee Friedrichs motioned to approve the disbursements of October 2010 as presented. Trustee McKinnon seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments:

Vice Chairman Sullivan read and presented retiring Executive Director Reiner with an honorary Resolution from NEDSRA, citing some of his accomplishments during his 33 years of employment. Vice Chairman Sullivan asked for a motion to approve the Resolution #1-11-10. Trustee McKinnon motioned to approve Resolution #1-11-10, seconded by Trustee Barron. On a roll call vote, the motion was passed unanimously.

Vice Chairman Sullivan called for a motion to recess the Regular Board of Trustees meeting so that photos could be taken. A cake was also provided to honor retiring Executive Director Reiner. Trustee Connolly made a motion to recess the Regular Board of Trustees meeting, seconded by Trustee Friedrichs. On a voice vote the motion passed unanimously and the meeting recessed at 1:56 p.m.

Vice Chairman Sullivan reconvened the Regular Board of Trustees meeting at 2:11 p.m.

a. Fiscal Year 2011 Board Meeting Dates

Vice Chairman Sullivan asked for a motion to approve the Board Meeting Dates for calendar year 2011, which includes dates scheduled for budget meetings. A motion to approve the Board Meeting Dates for fiscal year 2011 was made by Trustee Connolly. Trustee Barron seconded the motion. On a voice vote, the motion passed unanimously.

8. Committee Reports:

- a. Personnel Committee
- b. Pension Ad-Hoc Committee

The Personnel and Pension Ad-Hoc Committee Chairman indicated there was no report.

9. Director's Report:

a. *Recreation Report* – Superintendent Deets highlighted the Recreation Department's 6-month status, which was provided to the Board of Trustees.

- In addition to reviewing the participation and revenue numbers for the past six months, Lisa verbally provided numbers from last year at this time, for comparison.
- Lisa noted that there was a decrease in program participation from youth with disabilities and seniors with mental disabilities.
- There is an increase in programs for individuals with autism and inclusion costs.
- Lisa also reviewed budget status and reported on program fee and staff payroll.
- Lisa thanked Lombard for their support of the Sweetest Day Dance, which was attended by 6 other SRAs.
- Lisa also noted that the SRAs Got Talent Show, held auditions and selected one individual from each SRA to participate. The final program will be videotaped by North Central College in Naperville and will be shared with the Board as soon as it is available.

b. *Fund Development* – Director Reiner highlighted the following areas:

- A summary of the Golf Classic was provided to the Board. The net profit had been anticipated to be \$43,217, however \$53,206 was achieved. This exceeded our budgetary expectations by almost \$9,000.00. Staff thanked the Bensenville Park District for their outstanding support of the Golf Classic.

c. *Administrator's Operation Report*

1. DCEO Grant

Director Reiner reported that the association received \$242,500 from the DCEO grant. Additional money has been vouchered, but has not been released.

Director Reiner reported that he was willing to help the Board and staff in trying to get funds released from the state for funds already promised and vouchered. He reported that as a result of the new elections, there will be some change in leadership. There is a legislative meeting planned to discuss grants and how they will be funded and results of this may provide information as to when those funds will be released.

2. Phone System – Request for Proposal

Director Reiner reported that the current phone system at NEDSRA is obsolete and used equipment has had to be purchased on Ebay. Rosanna also reported that the number of incoming lines is often insufficient and doesn't meet our needs during various times of the day for incoming/outgoing calls. A total replacement is in this year's budget and WorkPlan. An RFP has been prepared, which asks that vendors identify features for their phone units, maintenance agreements and includes a list of NEDSRA's needs. Staff have asked the Board to review and offer any suggestions or recommendations to the RFP before it is mailed to perspective vendors on November 8, 2010. A recommendation will be provided to the Board of Trustees at their February 2011 meeting.

Director Reiner reported that due to the increase in wheelchair sports, NEDSRA is looking to acquire some type of cargo van, which can accommodate the transport of many wheelchairs. Staff is researching options and needs.

Director Reiner has contacted DCEO in regards to the recent survey (audit), in hopes that it would be completed before his departure. He will follow up to see if he can expedite this process.

He discussed some of the capital needs for NEDSRA with Superintendent Deets and Trustee McKinnon in hopes to receive some of the second round of Park Grant funds. Funds will need to be designated for architectural services, so that professional plans can be submitted with the grant application. NEDSRA is in need of a larger garage facility, programming/multipurpose space on the first floor, as well as storage space and storage areas at member partner facilities to reduce the hauling of supplies for programs.

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

11. New Business:

a. Bank Signature Authorizations

Vice Chairman Sullivan indicated that bank signature authorizations are being requested, so that Susan Balling, Greg Kuhs, Mark McKinnon and Steven Steinberg are on the record as signatories for all NEDSRA accounts and investments. This will remove Director Reiner from the signatory list. There being no questions or comments, Vice Chairman Sullivan asked for a motion.

Trustee Friedrichs made a motion to approve Susan Balling, Greg Kuhs, Mark McKinnon and Steven Steinberg as signatories on NEDSRA's bank accounts and investment instruments and authorize Susan Balling and staff to complete the appropriate documentation as necessary. We further authorize adding the new Executive Director's name as a signatory, subsequent to the appointment by the Board of Trustees. Trustee Barron seconded the motion. On a Roll Call vote, the motion was passed unanimously.

b. Illinois Association of Park Districts 2010 Credentials

The Illinois Association of Park Districts requests that each member of the IAPD designate a representative for all of their association meetings and conferences. This will ensure that our membership has a voice in the association. A Credentials Certificate will be signed and mailed to IAPD by November 30, 2010 indicating that Chairman Greg Kuhs has been appointed as the Delegate and Tom Connolly as the Alternate.

Vice Chairman Sullivan asked if there were any questions or comments regarding the IAPD 2010 Credentials. There being no questions or comments, Vice Chairman Sullivan asked for a motion to appoint Delegate Greg Kuhs and Alternate Tom Connolly. Trustee Friedrichs made a motion to approve appointment to IAPD, seconded by Trustee McKinnon. On a Roll Call vote the motion passed unanimously.

12. Executive Session:

a. 6-Month Review of Executive Session Minutes

b. Discussion of Executive Session Minutes (content only) – October 6, 2010

c. For the purpose of discussing issues related to the hiring, firing, disciplining or compensation of personnel. 5 ILCS 120/2(c)(11)

d. For the purpose of discussing imminent or potential pending litigation against the agency. 5 ILCS 120/2(c)(1)

Vice Chairman Sullivan asked for a motion to adjourn to Executive Session. Trustee Friedrichs made a motion to adjourn to Executive Session at 2:50 p.m. for the purpose of 6-Month review of Executive Session Minutes; to discuss Executive Session Minutes for October 6, 2010; to discuss issues related to the hiring, firing, disciplining or compensation of personnel; and for the purpose of discussing imminent or potential pending litigation against the agency. Trustee Bealer seconded the motion. On a Roll Call vote, the motion was passed unanimously.

Board of Trustees Meeting – November 3, 2010

At 4:10 pm, Trustee Leno made a motion to reconvene the Regular Board of Trustees meeting, and Trustee Friedrichs seconded the motion. On a Roll Call vote, the motion was passed unanimously.

13. Take Action, if any on Items Discussed in Executive Session

The Executive Session minutes from May 5, 2010 through October 6, 2010 have been previously reviewed by the Board of Trustees. It is the NEDSRA Chairperson's recommendation that these minutes not be released at this time. A motion to not release the Executive Session minutes for the past 6 months was made by Trustee Leno. The motion was seconded by Trustee Friedrichs. On a voice vote, the motion was passed unanimously.

14. Adjournment – There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Leno at 4:13 p.m. The motion was seconded by Trustee Friedrichs. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

Rosanna Furman, Recording Secretary

Cec Sullivan, Vice Chairman

John Bealer, Secretary