

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JANUARY 19, 2021 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.

Meeting held via a ZOOM Video Conference all attendees were off site.

General Functions

Call to Order: President Kelly called the meeting to order at 9:32 a.m.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Roll Call: Roll was taken and those present were:
Audrey Marcquenski, Director Frankfort Square Park District
Greg Vitale, Executive Director, Mokena Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Andrew Liaromatis, Wilmington Island Park District (*joined 9:39 a.m.*)
Gina Hassett, Executive Director, Frankfort Park District
Jay Kelly, Executive Director, Manhattan Park District
Barb Sim, Commissioner, Peotone Park District
Absent: None

Others present were: LWSRA Attorney John M. O’Driscoll; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; Marie Ventura, Accountant; and Mary Strand, Recording Secretary.

Guests: Residents Belinda Olszewski and Scott Lorenz

Public Comments: Belinda Olszewski asked what the profits from the Grinch event was going to be allocated for. Keith answered that the money raised is going to pay off the bus loans.
Also, she wanted to know if the Designated Funds from the Foundation was going to be put in Designated Funds under LWSRA. Keith answered that they have already been moved over under the LWSRA General Fund and designated to the same group that they were under in the Foundation.

Treasurer's Report

A. December 31, 2020 Treasurer’s Report – President Kelly asked for a motion to accept the December 31, 2020 Treasurer’s Report as presented. Keith noted he
Commissioner Hassett moved to accept the Treasurer’s report as presented and Commissioner Lewis seconded the motion.

Ayes: (6) Hassett, Lewis, Sim, Vitale, Marcquenski, Kelly

Nays: (0)

Abstain:(0)

Absent: (1) Liaromatis

Motion Carried

Payment of Bills President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$164,969.11 which may include lodging and travel. Executive

Director Wallace noted that there are two big payments included in the bills. The payments on the bus and contribution to NLPD for the playground made up a large portion of the bills.

Commissioner Vitale made a motion to approve the payment of the bills as presented and Commissioner seconded the motion.

Ayes: (6) Lewis, Sim, Vitale, Marcquenski, Kelly, Hassett

Nays: (0)

Abstain:(0)

Absent: (1) Liaromatis

Motion Carried

Special Guests: None

Communications: None

Consent Agenda:

- A. Approval of the Regular Meeting Minutes of December 15, 2020. President Kelly asked for a motion to approve the minutes as presented. (*Andrew Liaromatis joined the meeting at 9:39a.m.*)

Commissioner Vitale made a motion to approve the Regular Meeting Minutes of December 15, 2020 as presented and Commissioner Lewis seconded the motion.

Ayes: (5) Vitale, Marcquenski, Kelly, Hassett, Lewis

Nays: (0)

Present:(2) Sim, Liaromatis

Absent: (0)

Motion Carried

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Facility – Nothing to report.
- b. Donations, Fund Raising, Outreaching and Grants – The Foundation made their annual contribution of \$20,000 which helped to pay off the busses. The New Year raffle is being held for a TV and 3 cash prizes. All proceeds are to pay down the building obligation. Two Memorial Donations are being received soon. One is for an individual and the other will pay down the building obligation. Staff applied for a Dermatology Shade Grant of up to \$8,000 and will be turned over to NLPD for the playground Shade that is already installed. The Giving Tree was very successful. Keith thanked Frankfort Chamber, Frankfort Kiwanis, Tinley Park and Frankfort Rotary Club, Heather Glen HOA, Frankfort Park District, Frankfort Square Park District, Tinley Park High School, BNI, and the Mantiela family and Park View Christian Church. Kiwanis helped LWSRA give out food baskets.

- c. Foundation – Giving Tuesday helped raise \$8,000. Staff is helping them with the Bunny Breakfast planning. The Foundation is also working to have pizza fundraising events held with LWSRA events.
- d. Audit – Staff is gathering all the information for the auditors.

Upcoming Events – IAPD/IPRA Soaring to New Heights Conference, January 28-30.

2. FINANCIAL

- a. Accounts – Marie told the Board that staff is applying for a grant that will turn the PPE Loan into a Grant. She is working with the Lau’s as the process is lengthy.
- b. Busses – The titles to the busses should be received in January after the \$33,000 that was paid in December.
- c. Playground – The other large payment in December of \$30,000 was to NLPD for LWSRA commitment of \$200,000 that was raised for the project. There is one more payment remaining due in February.
- d. Donations – Marie created a spreadsheet for all donations and included in her report. It had an error that she will fix. This will be included monthly.
- e. Payroll – There was a corrected payroll entry in the bills due to an individual’s vacation.
- f. Old Plank Trail – The new accounts are funded and are still in the process of transitioning operations. Also implemented Community Pass
- g. Audit – Staff is providing records for the prior fiscal year. Marie is planning to convert to a new accounting system.
- h. Lincolnway Area Business Women – Marie belongs to this organization and they invited LWSRA to be the speaker at this evening’s meeting.

3. FACILITY FOREMAN

- a. Maintenance and Misc. Repairs – Air Quality, Inc. performed preventative maintenance on all furnace/HVAC systems at LWSRC on December 16th.
- b. Gym – Storage solutions of wheelchairs and adaptive sport equipment at the LWSRC has been completed.
- c. Classroom/Lobby and Bathrooms –John is currently doing the work to widen the stall openings in the bathrooms to accommodate the sport wheelchairs. One stall is done and Keith has a video that he will send to the commissioners.

4. SUPPORT SERVICES

- a. Registration - Community Pass was launched and all virtual programs were in it.
- b. Website & Technology – Tom is continuing to work on the website.
- c. Rentals – All rentals are currently canceled due to current restrictions and agency guidelines.
- d. Freedom Of Information Act – All FOIA requests for the month ending December 31, 2020 have been responded to.

5. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

- Staff – Melissa said that the staff did a great job on the four special events. All programs averaged 20 participants. They are now working on the Valentine Day Kits and sold 525 kits already. Staff has started a marketing committee which will oversee all fundraising and outreach efforts for the time being.

Congratulations to Tami and Mak for receiving the IPRF scholarships for the IPRA conference this year.

Congratulations to Nadine on receiving her CPRP certification.

- Safety – The committee continues to keep up with the ever-changing guidelines and meet to ensure LWSRA is providing a safe environment for participants.
- Inclusion – Staff will continue to offer training and support to the Districts. Andrew asked Melissa to contact him to discuss.
- Part-time staff – Nothing new to report.
- Outreach – Staff is reaching out to local businesses and organizations to spread word of the Valentine Day Kits and looking for sponsors and donors for future events.
- Bunny Breakfast – Melissa is working with the Foundation on the plans for this event.

B. Manager of Athletics

- Virtual Programs – Current programs started earlier this month. They remain the same as the last offerings. The workouts and the Snack and Chats are very popular.
- Transportation – The vehicles had minimal usage. All vehicles will be up to date on their IDOT safety inspections by mid-January.
- Safety – The monthly meeting was held on January 5th and Tier 33 COVID mitigations, facility updates and vehicle updates were discussed.
- Meetings and Webinars – Tami attended several meetings for IPRA and PDRMA during December. She will attend the IPRA/IAPD conference later in January.
- Special Olympics – All Basketball has been cancelled. Virtual programming will be offered to replace it.
- Titans – Virtual programs consisted of 3 themes in December, Superheroes, 80's and Polar Express. They were well attended. A virtual Moving With Mak was another popular offering. A virtual Bears Tailgating program was also offered and it highlighted players, videos and games.
- Nadine helped raise donations on December 11 at the Frankfort Midnight Madness event.
- Events – Staff all came together to put on a Grinch event in December that sold 430 kits of items and activities. It was such a huge success that it has inspired the staff to create a Valentine Day Kit. It is estimated we will sell 600 kits.

Finance/Personnel

- A. Monthly Financial Outlook – Keith discussed the estimated bills due and receipts. LWSRA finances are looking good through May, 2021. He projected what expenditures would be for January through May and put in the actual amounts in December. He will keep it updated monthly.

Facilities Planning None

Attorney None

Old Business None

New Business None

Director/Commissioner Comments

Commissioner Lewis asked for an estimated cost for the Lau's work on the grant. Marie had an hourly rate but not an actual. Previously they were paid \$2,000 for the start and owe when they are finished. PDRMA Grants are actual cash. The Grinch event was great. Hopefully LWSRA can continue to do well until the mitigations are lifted.

Commissioner Vitale told the staff that they did a great job on the brochure and is the reason registration is going so well. He said to keep an eye on the region metrics and within the next few weeks we can open up more.

Commissioner Marcquenski said thank you for the wonderful reports of care and positivity. She told the staff to keep up the good work. She was impressed with the work done on the Grinch kits and hoped for better times ahead.

Commissioner Sim thanked the staff and administration through the Pandemic.

Commissioner Hassett said she always appreciates the staff and positivity they bring to everything. She is looking forward to the Valentine Day Kits.

Commissioner Kelly echoed everyone in saying the LWSRA staff is doing an amazing job. He praised them for staying positive and engaging the community in these tough times. He congratulated Andrew said he follows along with the activities that the staff produces. It was really admirable and he complimented the Grinch, whoever he was!

Commissioner Kelly echoed everyone's comments. He congratulated the staff on the success of the Grinch and encouraged all to look at the videos. He complimented the staff on being flexible and adaptable in light of constant change. He also noted that when ideas are generated the money to put them together is not designated and therefore must be raised through donations. Sometimes we generate revenue to offset operation expenses. Keep up the good work and all that you do is appreciated.

Executive Director Wallace said that the Brochure was developed for in-person programs, but because there was no movement on the Tier designation all in-person offerings were taken out. If the mitigations are loosened the in-person programs are ready to go back into the brochure. Also the staff are all eligible for the first round of the Covid-19 Vaccine. He also said he appreciated the Board's support and the staff is stepping up to meet all changes.

Adjournment

President Kelly asked for a motion to adjourn the Regular Meeting.

Commissioner Lewis so moved and Commissioner Hassett seconded the motion. A roll call vote was taken.

Ayes: (7) Marcquenski, Kelly, Hassett, Lewis, Sim, Vitale, Liaromatis

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

The meeting adjourned at 10:16 a.m.

Respectfully submitted by
Mary T. Strand, Recording Secretary