

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON DECEMBER 20, 2022 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS**

**I. 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:  
Jay Kelly, Executive Director, Manhattan Park District  
Audrey Marcquenski, Director, Frankfort Square Park District  
Gina Hassett, Executive Director, Frankfort Park District  
Kelly LaMore, Park Manager, Peotone Park District  
Greg Lewis, Executive Director, New Lenox Community Park District  
Kirsten VanDuyne, Executive Director, Wilmington Park District (*joined at 9:40p.m.*)  
Renee Chavez, Executive Director, Crete Park District  
Absent: Greg Vitale, Executive Director, Mokena Park District

Others present were: Keith Wallace, Executive Director;  
Melissa Jensen, Superintendent of Recreation; John O’Driscoll, LWSRA Attorney; Tom Kraus, Office Manager; Riley Spreadbury, Administrative Assistant; and Mary Strand, Recording Secretary.

Guests: None

**II. Public Comments: None**

**III. General Functions (continued)**

1. November 30, 2022 Treasurer’s Report – President Kelly November 30, 2022 Treasurer’s Report. There were some items that needed corrections. Tom will send out an explanation of the corrections to the Board. President Kelly asked for a motion to accept the November 30, 2022 Treasurer’s Report pending Attorney review.

*Commissioner Hassett so moved to accept the November 30, 2022 Treasurer’s report pending Attorney review and Commissioner Lewis seconded the motion. A roll call vote was taken.*

*Ayes: (6) Lewis, Kelly, Marcquenski, LaMore, Hassett, Chavez*

*Nays: (0)*

*Abstain:(0)*

*Absent: (2) VanDuyne, Vitale*

*Motion Carried*

2. Payment of Bills:

- A. President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$231,352.54 which may include lodging and travel. Keith noted that the total included an amount that was returned to the IRS.

*Commissioner Hassett made a motion to approve the payment of the bills as presented and Commissioner LaMore seconded the motion. A roll call vote was taken.*

*Ayes: (6) LaMore, Hassett, Kelly, Chavez, Marcquenski, Lewis*

*Nays: (0)*

*Abstain: (0)*

*Absent: (2) VanDuyne, Vitale*

*Motion Carried*

3. Special Guests: none

4. Communications: None

**IV. Consent Agenda:**

- 1. Approval of the Regular Meeting Minutes of November 15, 2022. President Kelly asked for a motion to approve the minutes.

*Commissioner Lewis made a motion to approve the Regular Meeting Minutes of November 15, 2022 as presented and Commissioner Hassett seconded the motion. A roll call vote was taken.*

*Ayes: (5) Hassett, LaMore, Marcquenski, Lewis, Kelly*

*Nays: (0)*

*Abstain: (1) Chavez*

*Absent: (2) VanDuyne, Vitale*

*Motion Carried*

**V. Staff & Committee Reports**

**Executive Director**

- a. Foundation Update – The annual holiday meeting was held on December 8<sup>th</sup>. They discussed the golf outing dates and location as well as bunny breakfast. They will attend the January 2023 LWSRA Board Meeting to make a presentation. They kicked off their Giving Tuesday campaign which will run into the new year.
- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR –Keith noted that the Kindful report shows the total of \$13,960 and gives a breakdown of the individual amounts.
- c. Vehicle Discussion – The agency sent the Explorer out for bid. Bid opening will be on January 9<sup>th</sup> at LWSRA. Keith will follow up with the dealers.
- d. Rescue Plan Funds – No updates since last meeting.
- e. Audit – A draft audit is at committee and will be presented at the January 2023 meeting.
- f. IRS discussion – The SRA Directors had a meeting on December 2<sup>nd</sup> on this topic to help determine what and who we are. Grants, tax code, filling out W-9s are all affected. Discussion was held.

- g. Day with The Grinch – The events raised \$12,000.
- h. IAPD/IPRA Conference January 26th -29th

1. **Facility Maintenance Supervisor** – Report in the Board’s packets.
2. **Office Manager/Support Services** – Report in the Board’s packets. Winter brochure registration is now open. Program registration is being done more online.
3. **Superintendent of Recreation** – Melissa Jensen told the Board that the month’s reports were in their packets. The part -time staff party was held at Thunder Bowl and Full-time staff went to Top Golf to celebrate. Melissa noted that LWSRA is holding programs in all Districts and LWSRA has pick up points in Crete, Peotone and Wilmington for 2 dances being held at LWSRC.
  - a. Staff and Safety – Staff is doing a fantastic job. Melissa is still trying to hire a new Recreation Specialist.
  - b. Inclusion – Nadine signed up 8 new participants, 4 of which were from Wilmington.
  - c. Part time staff –
  - d. Manager of Recreation-
    1. Transportation – Commissioner Lewis made Keith aware of a problem with New Lenox’s buses that might also be a problem with LWSRA’s buses.
    2. Teen, Adult, After School & Titans –
    3. Special Olympics –
    4. Adapted Sports – Basketball season has started. A bowling program has begun in Wilmington.
    5. Youth, Special Events, Summer Camp, and Virtual –

**VI. Finance/Personnel** – None

**VII. Facilities Planning** – None

**VIII. Old Business** - None

**IX. Executive Session** – None

**X. New Business** – None

**XI. Director/Commissioner Comments**

Commissioner VanDuyne said thank you for all the help and assistance that LWSRA gave through the past year. She appreciates all their efforts.

Commissioner LaMore told the Board and staff to have a Merry Christmas. She said she hopes everyone has a great year ahead. She is looking forward to all the exciting things to come.

Commissioner Lewis said it’s been a really good year and he is glad LWSRA is back to doing what they should and encouraged the staff to keep up the good work. He wished all a Merry Christmas and Happy New Year.

Commissioner Chavez thanked everyone for getting the work done upfront to get Crete on board. She said she is thrilled to hear that Wilmington is getting more members. She met with people from Crete Monee school and they are now starting to get some people enrolled.

Commissioner Marcquenski said she loves the brochure. She said thank you to the staff for all they do and keep on doing what they have been doing. She wished all Merry Christmas and Happy New Year.

Commissioner Hassett wished everyone Merry Christmas. She attended the Grinch event and congratulated Keith and staff on all their efforts. She cautioned them that they stretch themselves very thin during December. She let the Board know that 2 current Frankfort Board members were the only ones to file petitions for the 2 four-year terms up for election in April 2023.

Attorney O’Driscoll said Merry Christmas. His firm will be hosting at the conference.

Executive Director Wallace told the Board that staff is reevaluating some of their events to determine which are truly making money. He thanked the Board for all their support. He said his team is great.

Commissioner Kelly said Manhattan had their Winterfest early in December. They had set aside a time frame for Special Needs attendees and the Grinch attended. He thanked all for their assistance. It’s been an awesome year. He thanked everyone on the staff and the Board. He said he appreciates and values the team efforts everyone brings. He is proud of how well the Board works together for the best intentions of those we serve in our communities. He wished everyone Merry Christmas and Happy New Year.

**XII. Adjournment**

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

*Commissioner Chavez so moved, and Commissioner Hassett seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:14 a.m.*

*Motion Carried*

Respectfully submitted by

Mary T. Strand, Recording Secretary