

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JULY 18, 2023 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 Marcquenski 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
Kelly LaMore, Park Manager, Peotone Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Renee Chavez, Executive Director, Crete Park District
Kirsten VanDuyne, Executive Director, Wilmington Park District

Absent: Jay Kelly, Executive Director, Manhattan Park District
Gina Hassett, Executive Director, Frankfort Park District

Others present were: Keith Wallace, Executive Director;
Melissa Jensen, Superintendent of Recreation; Tom Kraus, Office Manager; and Caitlin Frenzer, LWSRA Attorney.

Guests: None

II. Public Comments: None

III. General Functions (continued)

1. June 30, 2023 Treasurer's Report – President Marcquenski asked for a motion to accept the June 30, 2023 Treasurer's Report. Keith informed the Board that the FY 2023/2024 Budget is not yet in the system. End of year accruals was discussed.

Commissioner Vitale moved to accept the June 30, 2023 Treasurer's report and Commissioner Lewis seconded the motion. A roll call vote was taken.

Ayes: (6) Lewis, Vitale, LaMore, VanDuyne, Chavez, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (2) Kelly, Hassett

Motion Carried

2. Payment of Bills:
 - A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$132,691.90 which may include lodging and travel.

Commissioner Lewis 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) Chavez, VanDuyne, Vitale, LaMore, Lewis, Marcquenski

Nays: (0)

Abstain: (0)

Absent: (2) Kelly, Hassett

Motion Carried

3. Special Guests: None

4. Communications: None

IV. Consent Agenda:

1. Approval of the Regular Meeting Minutes of June 20, 2023. President Marcquenski asked for a motion to approve the minutes.

Commissioner Vitale made a motion to approve the Consent Agenda as presented and Commissioner Chavez seconded the motion. A roll call vote was taken.

Ayes: (6) Vitale, VanDuyne, LaMore, Lewis, Chavez, Marcquenski

Nays: (0)

Abstain: (0)

Absent: (2) Kelly, Hassett

Motion Carried

V. Staff & Committee Reports

Executive Director -

- a. Staff – Keith reported that Riley Spreadbury left for a new position with the Center for Independent Living and she will be missed.
- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – The Kindful Report shows donations for June \$5,383. A \$10,000 donation has come in for Inclusion from the Aileen Andrews Foundation through Grant Seekers.
- c. Foundation Update – The monthly meeting was held on June 8th and Ron Gryga was appointed Vice President. Keith said the Foundation’s Golf outing on August 11th at Sanctuary is sold out. The outing at August 18th at Green Gardens is half sold.
- d. Non-resident Report – The fees generated an approximate 30% in revenue for FY 2023. It will be raised to 36% for the fall programs. Discussion was held.
- e. Executive Director Review – Keith and President Marcquenski met on July 14th to discuss his review. Discussion was held. A copy of the review will be distributed to the Board.
- f. Upcoming Meetings and events IPRA Board Retreat 7/27 - 7/29
- g. Wheelchair Softball World Series 8/3 - 8/5

1. **Facility Maintenance Supervisor** – Report in the Board’s packets.
2. **Office Manager/Support Services** – Report in the Board’s packets. The Spring-Summer Program Guide has been released online. Resident registration is now open with non-resident registration opening April 22nd.
3. **Superintendent of Recreation** – Melissa Jensen told the Board that the month’s reports were in their packets. Erica is working out very well as the Manager of Programs. Melissa was able to take some time off.
 - a. Staff and Safety – Twenty new part time staff were hired and 40 staff from last year were retained. Training took place on May 29th. Full time staff are still needed. Discussion was held.
 - b. Inclusion –
 - c. Manager of Recreation-
 1. Transportation –
 2. Teen, Adult, After School & Titans –
 3. Special Olympics – Two athletes will be competing in the 3-Hole and four will be competing in 6-Hole course play at the Region C competition on July 17th in Bartlett. We will be sending five unified partners and six traditional golfers to compete in the 9-Hole course play on July 25th in Joliet.
 4. Adapted Sports –
 5. Youth, Special Events, Summer Camp, and Virtual – Summer Camps are all at their maximum.
 6. Marketing & Public Relations –

VI. **Finance & Personnel** - None

VII. **Facilities Planning** - None

VIII. **Old Business** -

A. Resolution #23-03 Approval of additions and amendments in Policy Manual - Tabled

IX. **Executive Session** – None

X. **New Business** – Commissioner Lewis asked if there was an updated report of cost of the Inclusion participants per District. Keith will send to the Board. Discussion was held.

XI. **Director/Commissioner Comments**

Executive Director Wallace said it is very busy and staff is doing well. Keith will be DJing at the New Lenox Party in the Park on Friday.

Attorney Frenzer said that a review of the Policy Manual is ongoing.

Commissioner Chavez thanked the staff for helping to spread the word.

Commissioner VanDuyne knows the summers are tough, but staff is doing a great job. She appreciates all they do and encouraged them to stay strong.

Commissioner LaMore thanked Nadine for coming out on Saturday. It was great to have her there to help spread the word in Peotone.

Regular Board Meeting Minutes

July 18, 2023

Commissioner Vitale congratulated the staff on a good summer camp. He wished LWSRA the best of luck on the Wheelchair Softball Tournament.

Commissioner Lewis also said good luck on the tournament and commented that it is awesome that that type of event is held in the local area. He said great job everyone and keep doing what you have been doing.

Melissa said that a talent show for the last day of camp will be held during the last hour and invited all to attend.

Commissioner Marcquenski said it has been a great summer and all are doing a great job.

XII. Adjournment – President Marcquenski asked for a motion to adjourn.

Commissioner Lewis moved to adjourn the meeting and Commissioner Chavez seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 9:57 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary