

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON AUGUST 15, 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
Kelly LaMore, Park Manager, Peotone Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Kirsten VanDuyne, Executive Director, Wilmington Park District
Jay Kelly, Executive Director, Manhattan Park District
Stacy Proper, Supt. of Recreation, Frankfort Park District

Absent: Renee Chavez, Executive Director, Crete Park District
Greg Vitale, Executive Director, Mokena Park District

Others present were: Keith Wallace, Executive Director;
Tom Kraus, Office Manager; Caitlin Frenzer, LWSRA Attorney; and Mary Strand,
Recording Secretary.

Guests: None

II. Public Comments: None

III. General Functions (continued)

1. July 31, 2023 Treasurer's Report – President Marcquenski asked for a motion to accept the July 31, 2023 Treasurer's Report.

Commissioner Lewis moved to accept the July 31, 2023 Treasurer's report and Commissioner LaMore seconded the motion. A roll call vote was taken.

Ayes: (6) Lewis, LaMore, VanDuyne, Kelly, Proper, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (2) Chavez, Vitale

Motion Carried

2. Payment of Bills:
 - A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$208,511.43 which may include lodging and travel.

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

Ayes: (6) LaMore, VanDuyne, Kelly, Proper, Lewis, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (2) Chavez, Vitale

Motion Carried

3. Special Guests: None

4. Communications: None

IV. Consent Agenda:

1. Approval of the Regular Meeting Minutes of July 18, 2023. President Marcquenski asked for a motion to approve the minutes.

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

Ayes: (5) VanDuyne, Kelly, Lewis, LaMore, Marcquenski

Nays: (0)

Abstain:(1) Proper

Absent: (2) Chavez, Vitale

Motion Carried

V. Staff & Committee Reports

Executive Director -

- a. Staff – Keith reported that Interviews have been scheduled for Administrative Assistant position. There were 9 applicants and so far 2 are looking very good for the position.
- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – The Kindful Report shows donations for July \$11,862.44. The \$10,000 donation has been deposited for Inclusion from the Aileen Andrews Foundation through Grant Seekers. A copy of the list of applications for grants was included in the Board’s packets. An application for a grant sponsored by Representative DeLuca was discussed.
- c. Foundation Update –Keith said the Foundation’s Golf outing held on August 11th at Sanctuary was sold out. The outing at August 18th at Green Gardens sold 21 foursomes.
- d. The Wheelchair Softball World Series was held on 8/3 - 8/5 and won by Team Japan. It was co-sponsored with Oak Lawn Park District and the Windy City Thunderbolts.
- e. Keith attended the IPRA Board Strategic planning Retreat on 7/27-7/29. Some information will be disseminated to the Board at a later date. Surveys were sent out to the Board.
- f. Board Governance Manual – Tabled, it will be on the September Agenda.

1. **Facility Maintenance Supervisor** – Report in the Board’s packets. In addition to the report Keith noted that the floors were all refinished recently. Commissioner Lewis informed everyone that the company Air Quality has just sold.
2. **Office Manager/Support Services** – The Fall brochure is available, and registration is open. Non-resident registration started August 10th. President Marcquenski commented that there was a lot of good content in it and staff did a good job. Commissioner Lewis asked Tom if he would contact the auditors to figure out what the transfer should be. Accruals were discussed.
3. **Superintendent of Recreation** – Melissa Jensen was absent, but her report was in the packets.
 - a. Staff and Safety –
 - b. Inclusion –
 - c. Manager of Recreation-
 1. Transportation –
 2. Teen, Adult, After School & Titans –
 3. Special Olympics –
 4. Adapted Sports –
 5. Youth, Special Events, Summer Camp, and Virtual
 6. Marketing & Public Relations – Nadine’s report showed 5 intakes for the month.

VI. Finance & Personnel - None

VII. Facilities Planning - None

VIII. Old Business -

- A. Resolution #23-03 A RESOLUTION APPROVING ADDITIONS AND AMENDMENTS TO THE EMPLOYEE HANDBOOK FOR LINCOLNWAY SPECIAL RECREATION ASSOCIATION- President Marcquenski asked for a motion, subject to attorney review, to approve Resolution #23-03, a Resolution approving additions and amendments to the Employee Handbook for Lincolnway Special Recreation Association.

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

Ayes: (6) LaMore, VanDuyne, Kelly, Proper, Lewis, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (2) Chavez, Vitale

Motion Carried

IX. Executive Session – None

X. New Business –

4. Resolution #23-5 A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION, THE CRETE PARK DISTRICT, THE FRANKFORT PARK DISTRICT, THE FRANKFORT SQUARE PARK DISTRICT, THE MANHATTAN PARK DISTRICT, THE MOKENA COMMUNITY

Regular Board Meeting Minutes

August 15, 2023

PARK DISTRICT, THE NEW LENOX COMMUNITY PARK DISTRICT, THE PEOTONE PARK DISTRICT, AND THE WILMINGTON ISLAND PARK DISTRICT FOR THE CONTINUATION OF THE ADDITIONAL CONTRIBUTION FOR CAPITAL PROJECTS TO THE LWSRA FACILITY. All Districts have approved. President Marcquenski asked for a motion to approve Resolution #23-5. Discussion was held.

Commissioner Lewis so moved subject to pending signatures and Commissioner Kelly seconded the motion. A roll call vote was taken.

Ayes: (6) VanDuyne, Kelly, Proper, Lewis, LaMore, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (2) Chavez, Vitale

Motion Carried

XI. Director/Commissioner Comments

Executive Director Wallace said thank you to the staff for all the work they did on the World Series Softball, the golf outing, and supporting the Districts and summer camp.

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

Stacy Proper said she attended the golf outing and she thanked the staff for all their hard work.

Commissioner Kelly said the golf outing was an awesome day. It was great to see all the partners involved though out the day. The course looks great. The summer camp hosted in Manhattan went well and all did a great job.

Commissioner VanDuyne said she was unable to attend the golf. She loves what the staff does and said they are doing a great job.

Commissioner LaMore congratulated everyone on all their hard work. She appreciates everything the staff has done. She will stop by Green Gardens Gold Outing on Friday. She likes what the staff is doing and said keep up the good work.

Commissioner Lewis complimented Keith and staff on the World Series Softball. He said it looked like there was more support for the event than in the past. He also thought the golf outing held at the Sanctuary went very well. He said consider upping the price to have just one event. He said he likes what is going on with the staff.

Commissioner Marcquenski said It will be nice to see Keith getting some additional support. She congratulated the staff on the summer programming and told them to enjoy a little peace while it lasts. Frankfort Square will be coming to the Green Gardens outing on Friday and she is looking forward to it.

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

Commissioner Lewis moved to adjourn the meeting and Commissioner Kelly seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:00 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary

