

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON SEPTEMBER 19, 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 9:30 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
Jay Kelly, Executive Director, Manhattan Park District
Renee Chavez, Executive Director, Crete Park District
Greg Vitale, Executive Director, Mokena Park District

Absent: Gina Hassett, Executive Director, Frankfort Park District
Kirsten VanDuyne, Executive Director, Wilmington Park District

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

II. Public Comments: None

III. General Functions (continued)

1. August 31, 2023 Treasurer's Report – President Marcquenski asked for a motion to accept the August 31, 2023 Treasurer's Report. Keith noted that the expenses are a little high due to the World Series, but LWSRA will be reimbursed for some of it. The adjustments will be done in October with the auditor.

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

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

Nays: (0)

Abstain:(0)

Absent: (2) Hassett, VanDuyne

Motion Carried

2. Payment of Bills:

- A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$261,433.96 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) Kelly, Chavez, Vitale, Lewis, LaMore, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (2) Hassett, VanDuyne

Motion Carried

3. Special Guests:

- A. Melissa Daybell- Administrative Assistant - Keith introduced the new hire Melissa.
- B. Emma Kreitz - Program Specialist- Inclusion- Emma is a long-time employee and is transitioning to Inclusion. Emily gave an overview of her ongoing education.

4. Communications: None

IV. Consent Agenda:

- 1. Approval of the Regular Meeting Minutes of August 15, 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: (5) Vitale, Kelly, Lewis, LaMore, Marcquenski

Nays: (0)

Abstain:(1) Chavez

Absent: (2) Hassett, VanDuyne

Motion Carried

V. Staff & Committee Reports

Executive Director -

- a. Staff – Keith stated that he is happy to welcome the new staff and just a couple more and LWSRA will be fully staffed.
- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – The Kindful Report shows donations for August of \$290. A \$2,500 donation from Exceptional Children’s organization. We have a grant out for People in Need for \$3000. Unfortunately, LWSRA did not get the Hartford grant for adaptive equipment. LWSRA received \$10,000 from the Chicago Southland Convention & Visitors Bureau from the teams and athletes that stayed in area hotels at the 2023 Wheelchair World Series.

Regular Board Meeting Minutes

September 19, 2023

\$3800 from the Knights of Columbus was received and will be used to fund financial assistance and upcoming sensory projects.

- c. Foundation Update –Keith thanked everyone who supported both golf outings.
- d. Board Governance Document- Staff & legal are still working on a few items. The draft will be circulated for review this month to take action in October.
- e. Sensory Garden- Staff is in the planning phase of this project. They will be working with a few Eagle Scouts to complete this project. Also funds from the DEOC Grant as well as donations will be used for the project. Attachments of the proposed garden were in the Board’s packets. It has been discussed with the Village of New Lenox.

- 1. **Facility Maintenance Supervisor** – Report in the Board’s packets
- 2. **Office Manager/Support Services** – The Fall brochures were provided to each District.
- 3. **Superintendent of Recreation** – Melissa Jensen’s report was in the packets. She will be speaking at the TR Summit September 22nd.
 - a. Staff and Safety – Emma Krietz was promoted to Program Specialist concentrating on Inclusion. Melissa welcomed the additional help.
 - b. Inclusion – The packets contained the Budget for Inclusion
 - c. Manager of Recreation-
 - 1. Transportation – Tammy has been discussing the buses with Reynolds and they are fine.
 - 2. Teen, Adult, After School & Titans –
 - 3. Special Olympics – Hawks Softball teams are at the end of their seasons. Both teams will represent LWSRA at the 2023 Special Olympics. Volleyball Unified teams will compete in the Region E tournament on September 17th and the traditional team will compete in Region C tournament on October 1st. LWSRA had seventeen golfers in the Golf Greats program. Medals were won in various outings. Discussion of a SO coach was held.
 - 4. Adapted Sports –
 - 5. Youth, Special Events, Summer Camp, and Virtual
 - 6. Marketing & Public Relations – Nadine’s report showed the intakes for the month.

VI. Finance & Personnel - None

VII. Facilities Planning - None

VIII. Old Business - None

IX. Executive Session – None

X. New Business – None

XI. Director/Commissioner Comments

Executive Director Wallace said it has been very busy and all is going well. Commissioner Chavez said thank you for all you do.

Commissioner Kelly said that Summer Camp in Manhattan wrapped up and it was wonderful to see the park very busy. The brochure looks great and he said to keep up the good work. He also told the commissioners that Manhattan Park District did receive a grant for a trail by the Round Barn and is looking to annex it to the Village proper. The fire house purchase is complete, and he is looking forward to the Park District moving into the building in a couple of years.

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 said the brochure looks awesome with so many fun programs.

Commissioner Vitale said the staff did a good job on the brochures. He thanked Tammy and Keith for letting Mokena Park District use won of the buses.

Commissioner Lewis welcomed Melissa and Emma. He said the brochure looks good and to keep up the efforts to get grants.

Commissioner Marcquenski said that the golf tournament was great. She said the brochure content and look was fantastic. She welcomed the new staff and said keep up the good work that it's an exciting time.

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

Commissioner Kelly moved to adjourn the meeting and Commissioner LaMore seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 9:50 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary