

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JANUARY 16, 2024 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 9:31a.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 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
Gina Hassett, Executive Director, Frankfort Park District

Absent: Kelly LaMore, Park Manager, Peotone Park District
Kirsten VanDuyne, Executive Director, Wilmington Park District

Others present were Keith Wallace, Executive Director;
Tom Kraus, Office Manager; and John O’Driscoll, LWSRA Attorney.
Guests: Edwin Keating; Dave Macek; Lou Filosa; Ron Gryga; and Julie Lechaug.

II. Public Comments: None

III. General Functions (continued)

- 1. December 31, 2023 Treasurer’s Report – President Marcquenski asked for a motion to accept the December 31, 2023 Treasurer’s Report. Keith noted that the expenses.

Board member Hassett moved to accept the December 31, 2023 Treasurer’s report and Board member Lewis seconded the motion. A roll call vote was taken.

*Ayes: (6) Kelly, Lewis, Chavez, Hassett, Vitale, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (2) VanDuyne, LaMore*

Motion Carried

- 2. Payment of Bills:
 - A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$158,223.54 which may include lodging and travel.

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

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

Nays: (0)

Abstain:(0)

Absent: (2) VanDuyne, LaMore

Motion Carried

3. Special Guests:

a. LWSR Foundation – President Marcquenski welcomed the members of the Foundation. Dave Macek, President, said it is their job to support LWSRA as much as they can because there is never enough money to do what LWSRA does. He said primarily the money raised is from the Golf Outing and Bunny Breakfast with other individual contributions. He noted that he and others have become more active in their efforts and continue to work with the Agency. He then presented a check for \$60,000 from the Foundation to President Marcquenski on behalf of LWSRA. Photos were taken. Lou Filosa stated that rarely, in life, can you see the fruits of your labors, but with LWSRA, it is very relevant here. He thanked Keith and the staff for all their efforts, quality of work and sincerity. The Board members expressed their appreciation. *(LWSRF left at 9:38 a.m.)*

b. Edwin Keating, Intern from Aurora University – Edwin stated he is 27 years old. He originally pursued a degree in Criminal Justice, but did not like it. He took a test to see where his interests were. It showed that he likes helping people and he switched to Therapeutic Recreation and loves it. He is from Oak Forest. The Board welcomed him.

4. Communications: None

IV. Consent Agenda:

1. Approval of Regular Meeting Minutes of December 19, 2023
2. Approval of the Regular Meeting Minutes of November 21, 2023.

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

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

Nays: (0)

Abstain:(0)

Absent: (2) VanDuyne, LaMore

Motion Carried

V. Staff & Committee Reports

Executive Director -

- a. Staff – Interviews for the Registrar position were held with three very strong candidates. Tom has made a selection will be notifying the candidates. He anticipates the selected candidate will start soon. The Athletic Supervisor position has been filled by Mak Nong. Mak is a returning employer and Keith is happy to have him back. Many things contributed to him seeking another position and now returning to LWSRA.
- b. Foundation – They made their annual gift and Keith expressed his appreciation. Board member Kelly asked what the highest donation from LWSRF was and Keith confirmed that today’s \$60,000 was the highest. Discussion of the interaction between LWSRA and LWSRF was held. Melissa said that Nadine is doing an excellent job of interacting with the Foundation.
- c. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – See the Kindful Report for a full list of donations for the month. The Suburban Service League donated \$5,000 for financial assistance. Dr. Karen Eisenbart donated \$5,000 for another piece of sensory equipment in the Sensory Room. She also committed to another \$5,000 for more equipment and funding for the sensory bus when that project is underway. The Grant Seekers annual appeal letter has been updated. Board member Vitale asked how they were working out. One donor inquired why the letter was the same as last year. Keith said LWSRA is about break even with them. They do not do government grants. Keith also said that he finished all information for the DEOC Grant and is awaiting word from them that they will release the money to LWSRA. Discussion was held. Audit – Keith scheduled the audit presentation to the Board for next month’s meeting.
- d. Sensory Garden Update – None

1. **Facility Maintenance Supervisor** – Report in the Board’s packets

2. **Office Manager/Support Services** – Report in the Board’s packets

3. **Superintendent of Recreation** – Melissa Jensen’s report was in the packets. She reported that programs started back up after the holidays. She said that the staff is almost full, but she will be bringing in several Program Specialist to help round out the staff. Board member Kelly asked what the highest donation from LWSRF was and Keith confirmed that today’s \$60,000 was the highest. Discussion of the interaction between LWSRA and LWSRF was held. Melissa said that Nadine is doing an excellent job of interacting with the Foundation.

- 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 –

VI. Finance & Personnel - None

VII. Facilities Planning - None

VIII. Old Business - None

IX. **Executive Session** – None

X. **New Business**

XI. **Director/Board member Comments**

Excutive Director Wallace said staff is dealing with the cold weather and just trying to stay open during this time so LWSRA participants have somewhere to go.

Board member Kelly wished all a Happy New Year. He said the results of the Foundation’s efforts is huge on their behalf. It all comes down to relationships and what the staff is doing with them. He thinks the relationship is where the positive outcomes is. He told the staff to keep up the good work with it.

Board member Hassett echoed Board member Kelly. She agreed it is all about relationships. She also said thanks to the staff for keeping the doors open.

Board member Lewis asked Attorney O’Driscoll for a list of when he is presenting at conference. He noted that Amy is doing a good job scheduling for the luncheon and everyone has responded. His group was moved because an individual has disabilities and were moved closer to the stage. If there are concerns please contact him. There was a great response from the legislators and he will find out who will be at his tables. It will be either Senator Joyce or an aide. He said John Wilson is the Interim Executive Director in Bourbonnais Park District and invited Senator Joyce to sit with him. He told Board members and staff to keep their eyes and ears open at conference. He told Edwin Keating welcome and this is a great organization to do his internship at. He wished him good luck. Discussion of the conference was held. Board Member Lewis also noted that there was discussion at the Legislative meeting regarding showers at splash pads. He wanted to make all aware that if the water is recycled, then separate showers/locker rooms will be needed. Discussion of NLPD golf range was held. He also said that the bids for pickle ball courts came in below costs for NLPD at Water Chase Park.

Board member Marcquenski said many thanks to LWSRF for their donation and thanks to all the staff for all their efforts to support each other in the largest donation ever. She thanked the staff for all their efforts to keep the doors open during the difficult weather. She said it’s cold outside, try to keep warm.

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

Board member Hassett moved to adjourn the meeting and Board member Vitale seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:05 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary