

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON MARCH 19, 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
Kirsten VanDuyne, Executive Director, Wilmington Park District
Greg Vitale, Executive Director, Mokena Park District
Gina Hassett, Executive Director, Frankfort Park District
Kelly LaMore, Park Manager, Peotone Park District
Renee Chavez, Executive Director, Crete Park District

Absent: None

Others present were Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; Tom Kraus, Office Manager; Caitlin Frenzer, LWSRA Attorney; Melissa Daybell, Administrative Asst.
Guests: Carissa Pavlik

II. Public Comments: None

III. General Functions (continued)

1. February 29, 2024 Treasurer’s Report – President Marcquenski asked for a motion to accept the February 29, 2024 Treasurer’s Report. Board Member Lewis asked for an explanation of the amount in red on the Treasurer’s Report. Tom explained that it is an ERC fund that needs to be returned to the IRS less 20%. Auditors suggested it be kept separate.

Board member Hassett moved to accept the February 29, 2024 Treasurer’s report and Board member Chavez seconded the motion. A roll call vote was taken.

*Ayes: (8) Kelly, Lewis, Hassett, Vitale, VanDuyne, Chavez, LaMore, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

2. Payment of Bills:

- A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$153,094.99 which may include lodging and travel.

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

Ayes: (8) Kelly, Lewis, Chavez, LaMore, Hassett, Vitale, VanDuyne, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (0) Chavez, LaMore

Motion Carried

- 3. Special Guests: Melissa introduced Carissa Pavlik, the new Registrar. Carissa lives in Manhattan, teaches a variety of fitness classes and is happy to be part of the LWSRA family. Keith introduced Kristen Giacchino, Executive Director of River Valley Special Rec in Bradley. She came with Board Member Kelly LaMore to tour the LWSRA facility.

- 4. Communications: None

IV. Consent Agenda:

- 1. Approval of Regular Meeting Minutes of February 20, 2024.

Board member Vitale 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: (8) VanDuyne, Kelly, Chavez, Lewis, Hassett, LaMore, Vitale, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

V. Staff & Committee Reports

Executive Director -

- a. Staff – None
- b. Foundation – LWSRF is putting on the Bunny Breakfast event on March 30. Keith encouraged the Board Members to join. The flyer is included in the Board’s packets.
- c. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – See the Kindful Report for a full list of donations for the month. Two bi donations that were announced at last month’s meeting appear on the report this month; The Foundation’s \$60,000; and Lou Filosa’s \$15,000. Keith noted that the Wheelchair Basketball fundraiser will be held at Hickory Creek school on March

21st. Three grants were applied for, Christopher and Dana Reeves Equipment Grant; Move United Military Grant; and Ozinga Grant.

d. Sensory Garden Update – The Eagle Scout is waiting for approval to start his project.

1. **Facility Maintenance Supervisor** – Report in the Board’s packets
2. **Office Manager/Support Services** – Report in the Board’s packets. The summer brochure and programming is being worked on.
3. **Superintendent of Recreation** – Melissa Jensen’s report was in the packets. She said that the second session of programs is underway, and the wait lists are coming down. The numbers are better than the first session. She said that all is going well because there is a full staff now.
 - a. Staff and Safety –
 - b. Inclusion –
 - c. Manager of Recreation-
 1. Transportation –
 2. Teen, Adult, After School & Titans –
 3. Special Olympics – The State games in Bloomington were held in March. The 3 teams attending brought home medals. They took Bronze for the juniors, Gold for the women and Silver for the men.
 4. Adapted Sports –
 5. Youth, Special Events, Summer Camp, and Virtual -
 6. Marketing & Public Relations –

VI. Finance & Personnel -

- a. Illinois Trust Investment Company– Tom gave an overview of the Finance Meeting attended by Board Members Greg Vitale and Kirsten VanDuyne. Going through the presentation a 2nd time helped to clarify several things. Tom said it will provide an ease of access to the reports. He also noted that there is the ability to put the funds into CD’s that are FDIC insured. Matt from CSPAR gave some feedback on his use of the program and is very happy with it. Board Member Vitale said his concern was with insurability which was answered and from his standpoint the program is easier to administer.
- b. Lauterbach & Amen, LLP Engagement Letter – Keith recommended going with the services provided in the letter for the three years. He is very comfortable with them. Discussion was held to determine if a resolution was needed. Keith will clarify.

VII. Facilities Planning - None

VIII. Old Business - None

IX. Executive Session – None

X. New Business

- a. Motion to Approve Executive Session Minutes of February 18, 2020. President Marcquenski asked for a motion to approve the minutes.

Board member Hassett made a motion to approve the Executive Session Minutes of February 18, 2020, and Board member Kelly seconded the motion. A roll call vote was taken.

Ayes: (7) Kelly, Lewis, Chavez, LaMore, Hassett, VanDuyne, Marcquenski

Nays: (0)

Abstain:(1) Vitale

Absent: (0)

Motion Carried

- b. Motion to Amend the March 21, 2023 Minutes to show reference to February 15, 2022, instead of May 15, 2022. - President Marcquenski asked for a motion and noted that the February 15, 2022 minutes were declassified.

Board member Lewis made a motion to amend the March 21, 2023 Minutes to show reference to February 15, 2022 instead of May 15, 2022 and Board member Hassett seconded the motion. A roll call vote was taken.

Ayes: (8) Kelly, Lewis, Chavez, LaMore, Hassett, Vitale, VanDuyne, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

- c. Motion to Report on Review of Executive Session Meeting Minutes - President Marcquenski asked for a motion to Report on Review of Executive Session Meeting Minutes. She said the Board has done the semi-annual review and has found the Executive Session Minutes of May 15, 2018 and February 18, 2020 no longer need to remain confidential and are available for public inspection. There are no other minutes that remain confidential. Board Member Lewis requested that the President and Executive Director should make a recommendation ahead of the meeting to the Board.

Board member Kelly made a motion to approve the Report on Review of Executive Session Meeting Minutes and Board member Hassett seconded the motion. A roll call vote was taken.

Ayes: (8) Kelly, Lewis, Chavez, LaMore, Hassett, Vitale, VanDuyne, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

- d. Motion to approve Resolution #24-01 Approving Destruction of Certain Closed Session Recordings - President Marcquenski asked for a motion to approve Resolution #24-01. Discussion was held to clarify that the dates be included on the agenda. Attorney Frenzer said the dates are included in the Resolution which is sufficient. There are no other Executive Session Minute Recordings over 18 months after today.

Board member Kelly made a motion to approve Resolution #24-01 Approving Destruction of Certain Closed Session Recordings and Board member LaMore seconded the motion. A roll call vote was taken.

*Ayes: (8) Lewis, Chavez, LaMore, Hassett, Kelly, Vitale, VanDuyne, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

- e. Resolution #24-02 A Resolution Approving the Declaration of Trust of The Illinois Trust (Formerly Known as The Illinois Institutional Investors Trust) and Authorizing the Execution thereof and Authorizing Certain Officials to Act on Behalf of Lincolnway Special Recreation Association – President Marcquenski asked for a motion to approve Resolution #24-02. Board Member Lewis asked if Tom and Keith were bonded. They are not sure and Keith will look into it.

Board member Vitale made a motion to approve Resolution #24-02 Approving the Declaration of Trust of The Illinois Trust and Authorizing the Execution thereof and Authorizing Certain Officials to Act on Behalf of Lincolnway Special Recreation Association and Board member Hassett seconded the motion. A roll call vote was taken.

*Ayes: (8) Lewis, Chavez, LaMore, Hassett, Kelly, Vitale, VanDuyne, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

- f. Resolution #24-03 A Resolution Authorizing the Disposal of Certain Records by the Lincolnway Special Recreation Association – President Marcquenski asked for a motion to approve Resolution #24-03.

Board member Kelly made a motion to approve Resolution #24-3 Authorizing the Disposal of Certain Records by the Lincolnway Special Recreation Association and Board member LaMore seconded the motion. A roll call vote was taken.

*Ayes: (8) Lewis, Chavez, LaMore, Hassett, Kelly, Vitale, VanDuyne, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

XI. Director/Board member Comments

Executive Director Wallace teams are going to Nationals and Wheelchair Basketball swept the State Titles.

Board Member Chavez told all to keep moving. She can't believe basketball is coming to an end.

Board member Kelly said great job month to month and keep up the good work.

Board member Hassett said she is glad that LWSRA was able to fill the open positions. She commented on the generosity of Lou Filosa. Keep up the good job.

Board member VanDuyne said congratulations on all your wins and going to Nationals. Good luck on everything and great job as always.

Board Member LaMore said Peotone welcomed LWSRA on Friday for a St. Patty's celebration. Everyone had a good time and it was appreciated. She thanked the staff for bringing the good times down to them.

Board member Vitale said keep up the good work.

Board member Lewis noted that the Board cleaned up the records and its goo to hare we have new people.

Board member Marcquenski said congratulations on the wins and new staff. She said she was happy to see the new intakes numbers and to thank Nadine. Thank you all very much.

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

Board member Hassett moved to adjourn the meeting and Board member Kelly seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:01 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary