

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JULY 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 9:30a.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
Jay Kelly, Executive Director, Manhattan Park District
Gina Hassett, Executive Director, Frankfort Park District
Kelly LaMore, Park Manager, Peotone Park District
Renee Chavez, Executive Director, Crete Park District
Lea Pipiras, Director of Recreation, New Lenox Park District

Absent: Kirsten VanDuyne, Executive Director, Wilmington Park District
Greg Vitale, Executive Director Mokena Park District
Greg Lewis, Executive Director, New Lenox Community Park District

Others present were Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; Tom Kraus, Office Manager; John O’Driscoll, LWSRA Attorney; Melissa Daybell, Administrative Asst.; and Mary Strand, Recording Secretary.

Special Guests: None

II. Public Comments: None

III. General Functions (continued)

1. Treasurer’s Report – President Marcquenski asked for a motion to accept the June 30, 2024 Treasurer’s Report.

Board member Hassett moved to accept the June 30, 2024 Treasurer’s report and Board member Kelly seconded the motion. A roll call vote was taken.

Ayes: (6) Kelly, Pipiras, Hassett, Chavez, LaMore, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (2) VanDuyne, 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 \$233,617.85 which may include lodging and travel.

Board member Kelly 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: (6) Kelly, Pipiras, Hassett, Chavez, LaMore, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (2) VanDuyne, Vitale

Motion Carried

- 3. Special Guests: None
- 4. Communications: None

IV. Consent Agenda:

- 1. Approval of Regular Meeting Minutes of June 18, 2024 and Executive Session Minutes of June 18, 2024.

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

Ayes: (6) Kelly, Pipiras, Hassett, Chavez, LaMore, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (2) VanDuyne, Vitale

Motion Carried

V. Staff & Committee Reports

Executive Director -

- a. Foundation – LWSRF have their Quik Books implemented. Staff is still assisting until they get comfortable with it. Tom & Nadine are doing a great job. The Foundation has done several Eat and Earns to raise money. The second golf outing needs golfers.
- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – See the Kindful Report for a full list of donations for the month which totaled \$6623.50. Walmart will give \$5,000 grant. Three or 4 other Walmarts will also donate. Keith was put in touch with a program at Walmart that will help with projects. LWSRA did not receive the Reeves Grant.
- c. Audit – Fieldwork will begin September 30th.
- d. Power DMS- We have finally inserted all our manuals into Power DMS. We will be attempting to pursue the SRA distinguished accreditation.

- e. Participant Report – A copy of the numbers was in the Board’s packets. The final report will be released after the audit is completed. Keith suggested that the Board members share it with their Park Boards.
- f. Summer Camp – Board members are invited to the End of Camp Celebration on July 26th at 1:30pm.
- g. Softball Tournament – July 27 & 28 is the dates with 5 teams participating.
- h. Strategic Planning – The timeline is coming soon to begin to plan the next five years.

- 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 noted that they are in week 7 of summer camp and it is going well because there is a full staff.
 - a. Staff and Safety –
 - b. Inclusion – Nadine’s report showed 18 Intake meetings for the month. Keith pointed out the column in the report that shows how people are getting the information on the program.
 - c. Manager of Recreation-
 - 1. Transportation –
 - 2. Teen, Adult, After School & Titans –
 - 3. Special Olympics – The Summer Games were held in June. Participants brought home 18 gold medals, 15 silver medals, 8 bronze medals and numerous ribbons. It was held at ISU.
 - 4. Adapted Sports –
 - 5. Youth, Special Events, Summer Camp, and Virtual – Camp is at it’s max. Two extra vehicles for next year will allow us to enroll more campers. Vehicles and Space limitations are holding more participation down. Melissa asked if there was more space for the 2-6 year olds to join any of the regular programs at several Districts. Inclusion of the younger children is the direction that LWSRA is going.
 - 6. Marketing & Public Relations –

VI. Finance & Personnel -

- a. Executive Director Contract – The memo from Tressler LLP was included in the packets. It is discussing New Overtime Rule Issued By The U.S. Department of Labor. Discussion was held. Attorney O’Driscoll discussed how the regulations are being challenged.

VII. Facilities Planning - None

VIII. Old Business – None

IX. Executive Session - None

X. New Business

- a. Motion to release Executive Session Minutes June 18, 2024 - President Marcquenski asked for a motion to approve the release.

Board member Hassett made a motion to approve the release of the Executive Session Minutes of June 18, 2024 as presented and Board member Kelly seconded the motion. A roll call vote was taken.

Ayes: (6) Kelly, Phipras, Hassett, Chavez, LaMore, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (2) VanDuyne, Vitale

Motion Carried

- b. Resolution #24-07 A RESOLUTION APPROVING AN AGREEMENT BETWEEN LINCOLNWAY SPECIAL RECREATION ASSOCIATION AND KUYPERS BROTHERS INC. President Marcquenski asked for a motion to approve Resolution #24-07.

Board member Chavez made a motion to approve Resolution 24-07 as presented and Board member Hassett seconded the motion. A roll call vote was taken.

Ayes: (6) Hassett, Chavez, LaMore, Kelly, Phipras, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (2) VanDuyne, Vitale

Motion Carried

XI. Director/Board member Comments

Executive Director Wallace said there are a lot of activities going on and he would appreciate the Board members showing up. The smiles from the participants are what keeps staff going. He said thanks to all Districts for being flexible for the use of their facilities. He also asked if Special Olympics calls the Districts directly, to please direct them to LWSRA. He has some ins to get them facilities to use and also then LWSRA can benefit from any fund raising.

Board member Chavez said that Crete has an advocate that is giving LWSRA rave reviews to her Board. The intake was very safe, comfortable and friendly. She said thank you for everything else you do.

Board member Kelly said keep up the good work. The camp in Manhattan is going well. Nice job.

Board member Hassett said she has some ideas for Melissa for next year's camp location. She will talk to her staff and get back to Melissa.

Board member LaMore said she is glad everyone is having a good summer.

Lea Pipiras told the Board that NLPD is declaring a 2002 Chevy truck as surplus and LWSRA will purchase it for \$2,000 and have to put \$2,000 into some repairs. The service fee for the golf outing was rather steep, but it was worked out. A check is always an option.

Board member Marcquenski said the Participation Report looks great and thank you sharing.

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

Board member Hassett moved to adjourn the meeting and Board member LaMore 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