

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

Absent: Jay Kelly, Executive Director, Manhattan Park District  
Kirsten VanDuyne, Executive Director, Wilmington 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:**

**III. General Functions (continued)**

- 1. Treasurer’s Report – President Marcquenski asked for a motion to accept the October 31, 2024 Treasurer’s Report.

*Board member Hassett moved to accept the October 31, 2024 Treasurer’s report and Board member Lewis seconded the motion. A roll call vote was taken.*

*Ayes: (6) LaMore, Chavez, Hassett, Lewis, Vitale, Marcquenski*

*Nays: (0)*

*Abstain:(0)*

*Absent: (2) VanDuyne, Kelly*

*Motion Carried*

- 2. Payment of Bills:
  - A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$229,372.78 which may include lodging and travel. Keith noted that some

of the items are higher this month because there is a lot of travel with the various teams.

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

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

*Motion Carried*

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

**IV. Consent Agenda:**

- 1. Approval of Regular Meeting Minutes of October 15, 2024. President Marcquenski asked for a motion.

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

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

*Motion Carried*

**V. Staff & Committee Reports**

**Executive Director –**

- a. Staff –
- b. Donations, Fundraising, Grants, Marketing, Outreach and PR – The Kindful Report is included in the Board’s packets showing the months donations. LWSRA got a \$9,000 Veterans Sports Grant from Move United. It will cover the travel, participation fees and hotels for events. \$3000 has been received for the Sensory Bus from Special People In Need.
- c. Foundation – The next meeting will be held on December 12th. He and Tom are working with the Foundation to get their financial information together for the audit. They are planning several events and have done Dine-In fund raisers.
- d. Sensory Garden – Walmart is finalizing their work. There will be a sign posted. This is Phase I
- e. Sensory Bus – There were photos of the progress on the work being done. It can be used for special events and will be free for in-District use. A charge will be made for others wanting to have it at their events. More donations are needed to get all the equipment installed. All equipment has been delivered to Nicholas.

- f. Strategic Plan Draft – A copy of the Plan was included in the Board’s packets. The Vision wording is still not finalized. The new tent has the wording “Building a Community Without Limits” as do a few other items and Keith does not want to have to change it. It will be discussed further.
- g. Distinguished Agency Review – Staff has been accomplishing a lot of the stuff, like the Power DMS. The next meeting will be in 2 weeks.

- 1. **Facility Maintenance Supervisor** – Report in the Board’s packets.
- 2. **Office Manager/Support Services** – Report in the Board’s packets. The Winter Brochure is being worked on.
- 3. **Superintendent of Recreation** – Melissa Jensen’s report was in the packets. She noted that the staff is in the planning stages for the holiday season. The Grinch will be held on December 15<sup>th</sup> and the family holiday party on the 16<sup>th</sup>. The part-time staff will have their party on the 18<sup>th</sup>. Board Members are welcome to join any of these events.
  - a. Staff and Safety
  - b. Inclusion
  - c. Part Time Staff
  - d. Athletic Supervisor
    - 1. Adapted Programing
  - e. Manager of Programs
    - 1. Teen, Adult, After School, and Titans
    - 2. Youth, Special Events, Summer Camp, Early Childhood - Four athletes have been selected to represent LWSRA for Special Olympics Illinois and will be announced next month. They will compete in Minnesota and travel will be paid by donations and Special Olympics Illinois. Two athletes under 23 have made Special Olympics for basketball and made the first cut.
  - f. Manager of Athletics
    - 1. Transportation & Safety
    - 2. Facility Rentals
    - 3. Special Olympics –

**VI. Finance & Personnel – None**

**VII. Facilities Planning – None**

**VIII. Old Business – None**

**IX. Executive Session - None**

**X. New Business –**

- a. Approval of Resolution #24-08 Bus Barn Lease – The rent has been kept down and the lease is the same. President Marcquenski asked for a motion to approve the Resolution #24-08/

***Board member Hassett made a motion to approve Resolution #24-08 Bus Barn Lease as presented and Board member Chavez seconded the motion. A roll call vote was taken.***

*Ayes: (6) Chavez, Hassett, Lewis, Vitale, LaMore, Marcquenski*

*Nays: (0)*

*Abstain:(0)*

*Absent: (2) VanDuyne, Kelly*

*Motion Carried*

**XI. Director/Board member Comments**

Executive Director Wallace said he won the re-election to the IPRA Board and thanked all for their support. He said lots of the staff will be taking their days off in the next couple of weeks. Staff will support Manhattan’s Round Barn event for the holiday season.

Board Member Chavez said thank you for all that LWSRA staff does and as the holiday season is approaching, enjoy your time off.

Board Member Hassett echoed Renee’s comments and told Melissa that they should meet after Thanksgiving to discuss 2025 Day Camp. She said Happy Thanksgiving.

Board member LaMore is looking forward to the Paint and Sip event in Peotone. She told all to have a great Thanksgiving and Happy Holidays.

Board member Vitale told staff to keep up the good work and Happy Thanksgiving to all.

Board member Lewis asked for a breakdown of the foundation’s golf outing. Keep up the good work.

President Marcquenski told all Happy Thanksgiving and to have a well-deserved time off and she appreciates all their efforts.

**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 9:48 a.m.*

Respectfully submitted by

Mary T. Strand, Recording Secretary