

**SOUTH EAST ASSOCIATION FOR
SPECIAL PARKS AND RECREATION**

Minutes of the Regularly Scheduled Board Meeting Held
November 21, 2017 at the SEASPAR Office,
4500 Belmont Road, Downers Grove, IL 60515

Call to Order: Dan Garvy called the meeting to order at 3:30 p.m.

Roll Call:

Present:	Village of Brookfield	Mary Pezdek
	Clarendon Hills Park District	Kelly Smith
	Darien Park District	Stephanie Gurgone
	Downers Grove Park District	Bill McAdam
	Park District of LaGrange	Dean Bissias
	Community Park District of LaGrange Park	Aleks Briedis
	Lisle Park District	Dan Garvy
	*Village of Western Springs	Ray Jasica
	Woodridge Park District	Mike Adams
	Executive Director	Matt Corso
	Superintendent	Catherine Morava
	Superintendent	Karen Lesniak
	Fund Development Coordinator	Lisa Rasin
	Marketing Coordinator	Morgan Drdak
	Recording Secretary	Carol Kocek
Absent:	Lemont Park District	Louise Egofske
	Village of Indian Head Park	Brenda O'Laughlin
	Westmont Park District	Bob Fleck
Visitors:	Administrative Assistant	Nicole Guzior

Public Comment and Correspondence:

Morgan Drdak reviewed her Marketing Plan. She stated that in September the website redesign was completed. The redesign includes mobile friendly pages resulting in an increase in number of pages visited over mobile platforms. Fundraising tools included the addition of AmazonSmile, GoodWorld, and increased Giving Tuesday marketing. Newer sources include eBay for Charity and Giving Assistant.

Digital and print included the Clarendon Courier, the Western Springs Journal, and the Darien Police Yearbook. She stated that SEASPAR received first place in the IPRA Agency Showcase Social Media category.

Marketing efforts in 2018 include special ed classrooms, parent support groups, cooperative services such as Home Front Health, Drop In Center, and the Stroke Support Group.

Approval of Consent Agenda:

Dean Bissias moved to approve the Minutes from the October 21, 2017 Board Meeting; the Cash Disbursements in the amount of \$55,258.94; and the Bank Reconciliation from October 21, 2017, as presented. Ray Jasica seconded the motion.

Voting Aye: LaGrange, Western Springs, Brookfield, Clarendon Hills, Darien,
Downers Grove, LaGrange Park, Woodridge, Lisle

Voting Nay: None

Absent, Not Voting: Indian Head Park, Lemont, Westmont

Motion Carried Unanimously

Recreation Report:

Cathy Morava invited Board members and staff to the Holiday Spectacular on December 4 at the Village of Western Springs Theater. The Aktion Club was still taking orders for their Poinsettia Sale.

Administrative Services Report:

Karen Lesniak reported she attended additional trainings to acquire her Safety Coordinator Certificate. She attended her first PDRMA RMI and enjoyed the experience. She stated that she has had meetings with contractors for the various facility improvements.

Karen congratulated Lisa Rasin on a successful Trivia Night including the silent auction and gift baskets.

Fund Development Report:

Lisa Rasin reported Trivia Night was a huge success. She plans to expand the event next year to accommodate 300.

Lisa invited the Board to attend the fundraiser/grand opening at Home & Manor in Downers Grove. The admission fee is \$25 and proceeds will be donated to SEASPAR.

Dan Garvy encouraged donations to the Annual Appeal.

Marketing Report:

Morgan Drdak had nothing further to add to her report.

Lisa Rasin thanked Morgan for her efforts with fundraising which has shown results.

Executive Director Report:

Matt Corso congratulated Morgan on a job well done. Morgan has been with SEASPAR for two years and has had a major impact on SEASPAR marketing. Matt noted the difficulty of promoting SEASPAR in 12 communities and school districts.

Matt invited the Board to drop by the St. Francis Bowling Tournament on Friday, December 1.

Matt reported that Dick Hanus donated \$2,000 as a holiday gift. SEASPAR is thankful for his continued support after the passing of his son, Rick, who was a long-time participant.

Matt reported that the IPRA multi-state summit was outstanding. Jaws dropped when the out of state representatives saw the SEASPAR Wonders room. Many had questions and were impressed with SEASPAR's relationship with member entities. The model of an SRA was very well received.

Matt reported that the auditors were almost done with the tax return. He also met with Jamie Wilkey about redesigning the budget worksheet to make it a more useful tool.

Matt asked if the levy needed to be approved by each entity Board. Ray Jasica stated that in the past this was true but currently only the SEASPAR Board must approve the levy. Ray said he informs his Board, but they do not have to approve it. Matt thanked Ray for the clarification.

Matt stated that his goal is to responsibly reduce the fund balance to an appropriate level. Some of the capital options suggested are already part of the capital replacement plan but he would like to move forward with them now.

Matt stated that an opportunity for an EAGLES' site in Lemont was proposed. Startup costs for the site can come from the fund balance. The site would require a new van, computers, technology, and staff. The site itself is ready to host the program.

Dan Garvy asked which projects were already included in the budget. Matt replied nothing was in the current budget; however the flooring is a capital improvement planned for the near future. He noted the current ideas for the fund balance are not program centric aside from the EAGLES' site and power soccer equipment.

Mike Adams asked if we would need to add full-time staff in the near future or are we land locked at the current office. Matt did not anticipate adding any full-time staff in the near future. He stated that he is remodeling and furnishing the office at the Darien EAGLES site to be more functional for two staff. Lisa Raisin will be moving there as soon as the furnishings are set up. Dawn Krawiec will be moving from the server room to Lisa's office.

Kelly Smith asked if Dawn Krawiec would be able to take on a fourth site without additional assistance. Matt was confident that Dawn would be able to handle it as the site would start small. Dawn has been very successful at delegating management tasks to her site directors.

Cathy Morava added that Dawn may be pulled from other areas in order to make sure she had enough time to allocate to four sites.

Dan Garvy asked if there were any additional comments. Matt clarified that the fund balance is \$330,000.

Ray Jasica noted that our facilities are getting older and need regular maintenance. He suggested we budget accordingly so we do not need Board approval moving forward.

Bill McAdam stated that six of 16 HVAC units were recently replaced at the recreation center. Matt indicated that the capital replacement plan included our HVAC unit.

Matt Corso opened discussion to making a voluntary payment to IMRF from the fund balance. Making a payment would help decrease the employer contribution rate. The best time to make a payment is at the end of the calendar year to go into effect the next year.

Ray Jasica asked what the effect would be if we paid off our IMRF liability and funded 100%. Mike Adams replied that the fund cannot be fully funded since it is an estimated number.

*Ray Jasica left the meeting at 4:20 p.m.

The Board directed Matt Corso to contact IMRF for further information and to schedule a time for representatives to attend an upcoming meeting.

The Board directed that if a representative was not available for the December meeting, that meeting would be cancelled as there was no pending business, and IMRF representatives would be invited to the next available meeting.

Unfinished Business:

None

New Business:

None

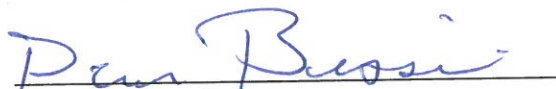
Member Entity Projects and Events:

Mary Pezdek acknowledged the great job the EAGLES did on painting the banners on display at the Village Hall.

Adjournment:

Mary Pezdek moved to adjourn the regularly scheduled November 21, 2017 SEASPAR Board Meeting at 4:29 p.m. Kelly Smith seconded the motion. Upon voice vote, the motion was carried unanimously.

Respectfully submitted,



Dean Bissias, Secretary
South East Association for
Special Parks And Recreation



Carol Kocek, Recording Secretary