

**WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION
MINUTES OF THE REGULAR MEETING – OCTOBER 13, 2016**

I. CALL TO ORDER – Chairman Jim Reuter **called the meeting to order** at 2:01 p.m. at the Western DuPage Special Recreation Association office located at 116 N. Schmale Road Carol Stream, Illinois.

ROLL CALL: Names of those Present:

Bloomington Park District	Carrie Fullerton	Warrenville Park District	Tim Reinbold
Carol Stream Park District	Jim Reuter	West Chicago Park District	
Glen Ellyn Park District	Dave Harris	Wheaton Park District	Mike Benard (2:25 pm)
Naperville Park District		Winfield Park District	Mark Pawlowski
Roselle Park District	Mose Rickey		

A quorum was established.

WDSRA Staff: Executive Director, Sandy Gbur, Superintendents Sharon Gedvilas, Lea Jackman and Nancy Miner, IT Manager, Steve Eckelberry, Administrative Assistant, Ann Kennedy, Business Manager, Curtis Lease, Athletics Manager, Becky Prince, Program Manager, Jorie Meyer, Program Supervisor, Kristy Ekner

II. PUBLIC COMMENT – None

III. INTRODUCTION OF GUESTS & PUBLIC COMMENT – Chairman Reuter introduced Matt Beran from Lauterbach & Amen and Julie Evans, Foundation Board Trustee.

IV. CONSENT AGENDA

1. Minutes of Meeting – August 4, 2016
2. Treasurer’s Report – July and August 2016
3. Disbursement Report – July and August 2016
4. Member Tax Contribution – As of September 27, 2016

Pawlowski/Fullerton **moved to approve the Consent Agenda.** All in favor; none opposed; motion passed.

V. MEMBER DISTRICT UPDATES –

Play for All Garden and Playground Updates- Gbur thanked Ray McGury for helping with site visits to the Sensory Garden and Playground, promoting it to 7 Naperville business leaders.

Mark Pawlowski and Lea Jackman met with Northwest Medical and got them to reinstate the scholarship program for WDSRA. Fullerton reported that the Bloomington Park District has a referendum on the November 8 ballot asking for \$9.9 million for a 20 year bond to finance capital improvements and maintenance.

VI. CORRESPONDENCE – The file was passed for Board member’s review.

VII. AUDIT PRESENTATION

Matt Beran of Lauterbach & Amen presented the Audit to the Board. A Management Letter was not provided because no additional comments were made. Kudos were given to Superintendent Gedvilas on a great audit. A Certificate of Achievement was awarded. Lauterbach & Amen gave an Unmodified Opinion which is the highest given. Chairman Reuter also congratulated the staff and thanked them for their hard work.

VIII. STRATEGIC PLAN PRESENTATION

Staff members gave presentations on the Strategic Plan Vision Groups work. Executive Director, Sandy Gbur – Introduction and Overview, Program Manager, Jorie Meyer – Culture, Athletics Manager, Becky Prince – Service Excellence, Program Supervisor, Kristy Ekner – Talent Management, Athletics Manager, Becky Prince – Partnerships, Business Manager, Curtis Lease – Sustainability

To conclude, Gbur distributed copies of the Vision Statements and the steps that initiatives to be worked on. From this work 2 Strategic Plan documents will be created; one for external communication and the other for internal. Chairman Reuter asked how WDSRA plans to keep the document fresh and reviewed. Gbur reported that this is a rolling process that will continue with goal groups creating SMART goals. Progress reports will be provided to the board and staff are evaluated on their goal progress. After a few years more input will be sought. Benard congratulated the staff and asked if there were any unintended surprises. Gedvilas said that the staff was grateful to be involved and have a voice. Miner said she was very pleased with the level of commitment from the staff.

IX. DIRECTOR’S REPORT – In addition to her written report, Gbur highlighted the following:

Board Meeting Schedule – Gbur asked if the Board could meet on February 23, 2017 and March 23, 2017 so the staff could have more time to work on the Budget.

Diane Dillow Announces Retirement this December – Several ideas were exchanged to celebrate Dillow’s retirement. Gbur will contact Dillow and see what she would like.

Naperville Park District interested in Hosting a Board Meeting at Fort Hill Activity Center – The Board agreed to hold the December 1, 2016 meeting at Fort Hill.

Annual Member District Visits – Changes to the proposed Annual Visit calendar were suggested by board members.

X. OLD BUSINESS

A. **Investment Policy** – Pawlowski/Benard **moved to accept the Investment Policy as presented.** All in favor; none opposed; motion passed.

XI. NEW BUSINESS

A. **Acceptance of Audited Financials for FYE 4/30/16** – Benard/Fullerton **moved to accept the Audit for FYE 4/30/16.** All in favor; none opposed; motion passed.

Benard congratulated Superintendent Gedvilas and her team on a successful audit.

B. **Approval of Designate for IAPD credentials for annual meeting** – Benard/Pawlowski **moved to approve Carrie Fullerton as the delegate and Sandy Gbur as the alternate to vote at the Annual meeting of the Illinois Association of Park Districts.** All in favor; none opposed; motion passed.

C. **Approval of Roselle Park District Special Recreation 2017 Budget** – Benard/Pawlowski **moved approve the budget as presented.** The motion passed with a Roll Call.

Yes	Bloomington Park District	Carrie Fullerton
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
	Naperville Park District	
Abstain	Roselle Park District	Mose Rickey
Yes	Warrenville Park District	Tim Reinbold
	West Chicago Park District	

Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

D. Award Bid for Cable Infrastructure Project – Benard/Fullerton moved to approve the bid from Midwest Communications Technologies, Inc. (dba Black Box Network Services) to relocate the existing data cabling and switches from the boiler room to the server and remove the old cable for \$21,935. The motion passed with a Roll Call.

Yes	Bloomingtondale Park District	Carrie Fullerton
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
	Naperville Park District	
Yes	Roselle Park District	Mose Rickey
Yes	Warrenville Park District	Tim Reinbold
	West Chicago Park District	
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

E. Approval of ACT Services, Inc. Retainer Fee for the Western DuPage Special Recreation Association – Benard/Pawlowski moved to approve the ACT Services, Inc. contract as presented. The motion passed with a Roll Call.

Yes	Bloomingtondale Park District	Carrie Fullerton
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
	Naperville Park District	
Yes	Roselle Park District	Mose Rickey
Yes	Warrenville Park District	Tim Reinbold
	West Chicago Park District	
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

F. Other: Future Board meetings – Benard/Fullerton moved to change the February 2017 Board Meeting to February 23, 2017, to change the March 2017 Meeting to March 23, 2017, and to move the December 1, 2016 to the Fort Hill Activity Center in Naperville. All in favor; none opposed; motion passed.

- XII. ADMINISTRATION REPORT –** Superintendent Gedvilas reviewed her written report and updated the Board on the work being done to meet FSLA requirements. Ten recreation staff will be moved to non-exempt status. A combination of factors including streamlining processes, using more volunteers, scheduling trips to bridge pay periods, and offering comp time in lieu of overtime pay will begin. Benard cautioned on allowing comp time for overtime as it could be an administrative headache. He felt it would be better to pay the staff and have them at work rather than off.
- XIII. RECREATION REPORT –** There was no report in addition to the written report. Consensus was that the Food Truck Festival was awesome.
- XIV. COMMUNICATIONS & DEVELOPMENT REPORT-** Superintendent Jackman thanked the Board for their involvement with the BMW event. They are working to build the Foundation Board with new members.

Members were urged to be on the lookout for the Annual Appeal and Giving Tuesday letters. Bash planning is in full swing and sponsorship letters will go out soon. Jackman reported that due to the grant received from the Alfred Bersted Foundation for designing a new web site, a new logo design will also be included.

XV. ADJOURNMENT – Benard/Fullerton **moved to adjourn** at 3:25 p.m. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sandra Gbur". The signature is written in a cursive, flowing style.

Sandra Gbur, Board Secretary