

**WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION
MINUTES OF THE REGULAR MEETING – October 23, 2014**

- I. **CALL TO ORDER** – Past Chairman Ray McGury **called the meeting to order** at 2:00 p.m. at the Western DuPage Special Recreation Association office located at 116 N. Schmale Road Carol Stream, Illinois.
ROLL CALL: Those Present:

Bloomington Park District	Sandy Vangundy	Warrenville Park District (arrived 2:02 pm)	Diane Dillow
Carol Stream Park District	Jim Reuter	West Chicago Park District	Gary Major
Glen Ellyn Park District	Kathleen Esposito	Wheaton Park District	Mike Benard
Naperville Park District	Ray McGury	Winfield Park District	Mark Pawlowski
Roselle Park District	Rob Ward		

Gbur welcomed Reuter to his first board meeting. A quorum was established.

WDSRA Staff: Executive Director, Sandy Gbur, Superintendents Sharon Gedvilas and Nancy Miner, IT Manager, Steve Eckelberry, Marketing/PR Manager, Sherry Manschot.

- II. **INTRODUCTION OF GUESTS & PUBLIC COMMENT** – None

III. **CONSENT AGENDA**

1. Minutes of Meeting – August 12, 2014 – REGULAR SESSION
2. Treasurer’s Reports – July and August 2014
3. Disbursement Report – July and August 2014
4. Member Tax Contribution Payment Report – As of October 1, 2014

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

IV. **MEMBER DISTRICT EVENTS/INFORMATION** –(Dillow arrived.) Benard commented that the photos being shown were about the opening of Phase 1 of the Sensory Garden and Playground. The preview event gave the opportunity to thank the donors and Phase 2 might be the time to see if member districts would like to join in the partnership of the Sensory Garden and Playground. Benard invited board members to a fundraising event for the Historical Museum and People’s Resource Center. Major reported on their dedication of a cooperative playground with the Chicago Bears. Ward reported that they received a PARC grant for a small center for adult and senior programming, and cultural arts. Esposito announced that the Glen Ellyn PD received a grant to install permeable pavers and thanked WDSRA for their support for their upcoming referendum for a pool. Dillow reported Warrenville Park District is updating their master plan.

V. **CORRESPONDENCE** – File was passed for Board member’s review of press clippings and general correspondence.

VI. **DIRECTOR’S REPORT** – Gbur thanked board members for attending the legislative breakfast and tour of the WDSRA office improvements made possible through legislative grants. Gbur outlined how she would make adjustments to align staff within the new salary bands and said that staff would write a procedure for how updates will be made in the future.

VII. **OLD BUSINESS** – Gbur reminded the board that they had approved the almost final Synergy Agreement and that that the final agreement which they received under separate cover had no substantive changes.

VIII. NEW BUSINESS - Gbur clarified that the West Chicago Park District wanted to table their special recreation budget and they would resubmit in December. Benard/Ward **moved to table the West Chicago Park District special recreation budget.** The motion unanimously passed.

Acceptance of Audit for FYE 4/30/14 – Pawlowski/Benard **moved to accept the Audit as presented.** The motion was unanimously passed.

Approve Personnel Policy Manual – Benard/Ward **approved the updated Personnel Policy Manual.** The motion was unanimously passed.

Approve IAPD credentials for Annual Meeting – Benard/Reuter **moved to appoint Gbur to be the WDSRA representative for the IAPD Annual meeting.** The motion was unanimously approved.

Approval of Surplus Property Ordinance 14-03 – Reuter/Dillow **moved to approve Ordinance 14-03.** The roll call vote was unanimously passed.

Yes	Bloomington Park District	Sandy Vangundy
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Kathleen Esposito
Yes	Naperville Park District	Ray McGury
Yes	Roselle Park District	Rob Ward
Yes	Warrenville Park District	Diane Dillow
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

IX. ADMINISTRATIVE REPORT – Gedvilas reported on the **Workload distribution project** she was leading. She reported that a 24 question survey was completed by staff regarding their workloads. The goal of the project was to was to lessen direct reports to the Supt. of Rec and to provide clerical support to the Executive Director and to redistribute workloads . Gedvilas discussed the process used to come up with new organizational charts for consideration. The charts presented ranged from the current amount of staff to +1 or +2 staff. Final recommendations will be made in December and the December board Assumptions will include any significant decisions that affect the budget.

X. RECREATION REPORT - Miner discussed WDSRA efforts to launch a new play based program called Lekotek that involves one on one play sessions for families with the opportunity to take toys home that will help with their child's development. Miner reported that this program will help us to increase our service for 0-5 year olds. Easter Seals of DuPage will partner with us and make referrals. This year's Auction's Raise the Paddle will be to support the Lekotek program. Miner reported that we are considering making this a mobile program at this time. Miner commented that a lot of new partnerships are coming our way due to Outreach. We have seen Outreach connect with 221 families and we have seen a 63% registration rate. The number one way people hear about WDSRA is their school district so the Outreach recent visits to all 17 school districts was most helpful.

XI. COMMUNICATIONS & DEVELOPMENT REPORT- Manschot reported that the Foundation trustees attended a chamber event on board development and WDSRA welcomed 2 new trustees, from Naperville and Glen Ellyn. She further explained the opportunity we had to match donations from NEW donors thanks to the Coleman Foundation. She thanked McGury, Fullerton and Harris for their participation in the “No ice bucket challenge” and showed the video of this. Gbur mentioned that the new Foundation Trustees invited to join the board in the last year are well connected and understands and supports our direction to pursue major gifts. Recognizing the need to lay the groundwork so that the Foundation trustees understand how the finances of the Foundation support the Association needs, we had Gedvilas, make a presentation. The power point she created was exactly what the board needed and Gbur will figure out how she can share it with the Board of Directors for viewing on their own.

XII. ADJOURNMENT – Benard/Dillow **moved to adjourn** at 2: 42 p.m. The motion passed unanimously.

Respectfully submitted,



Sandra Gbur, Board Secretary