

**WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION  
MINUTES OF THE REGULAR MEETING – December 1, 2016**

**I. CALL TO ORDER** – Chairman Jim Reuter **called the meeting to order** at 2:12 p.m. at the Fort Hill Recreation Center, 20 Fort Hill Drive, Naperville, Illinois.

**ROLL CALL:** Names are listed for those Present:

Bloomington Park District	Carrie Fullerton	Warrenville Park District	Diane Dillow
Carol Stream Park District	Jim Reuter	West Chicago Park District	Gary Major
Glen Ellyn Park District	Dave Harris	Wheaton Park District	Mike Benard
Naperville Park District	Ray McGury	Winfield Park District	Mark Pawlowski (2:31 pm)
Roselle Park District	Rob Ward		

A quorum was established.

WDSRA Staff Present: Executive Director, Sandy Gbur, Superintendents Sharon Gedvilas, Lea Jackman and Nancy Miner, IT Manager, Steve Eckelberry, Administrative Assistant, Ann Kennedy.

**II. INTRODUCTION OF GUESTS & PUBLIC COMMENT** – There were no guests and no public comment.

**III. CONSENT AGENDA**

1. Minutes of Meeting – October 13, 2016
2. Treasurer’s Report – September and October 2016
3. Disbursement Report – September and October 2016
4. Member Tax Contribution – As of November 18, 2016

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

**IV. MEMBER DISTRICT UPDATES – Play for All Garden and Playground Updates-** Benard reported that Play for All Foundation held its Annual Meeting. They hope for additional funds from Wesley Luehring for the Treehouse phase. Design phase will start in 30-60 days with ground breaking in the summer. Benard emphasized that WDSRA is not considered a source of funds for the playground project. Funds come from individuals, service organizations, park district partners, etc.

Fullerton announced that **Bloomington Park District** passed their referendum. Benard reported that **Wheaton Park District** is opening 2 ice rinks near the Central Athletic Complex.

**V. CORRESPONDENCE** – The file was passed for review by Board members.

**VI. DIRECTOR’S REPORT** – In addition to her written report, Gbur highlighted the following: The external Strategic Plan document, which is being mailed out to focus group participants, is included in the Correspondence folder. The internal document will be more detailed and will be submitted for review and approval at the February meeting.

**VII. OLD BUSINESS**

A. **Other:** Benard presented his request to have 10% of the salary of key personnel reimbursed by the 5-8 levy. He was asking for agreement by the end of December, Wheaton's fiscal year, to have the funds released and to be able to close their books. As the item was not on the agenda, consensus was to allow the 10% reimbursement of two staff salaries for Wheaton and similar decisions for other agencies would be made on an agency by agency basis. Formal vote will be taken at the February 2017 meeting.

B. Benard also asked for approval of full reimbursement of a Special Recreation item which went over budget. Sunnyside Park was budgeted at \$13,000 and came in at \$26,000. Consensus was to allow payment and have an addendum approved at the February 2017 meeting.

**VIII. NEW BUSINESS**

A. **Approve 2017-2018 Budget Assumptions** - Benard/Pawlowski **moved to approve the 2017-2018 Budget Assumptions.** All in favor; none opposed; motion passed.

B. **Approval of Personnel Policy Manual Changes** - Pawlowski/Ward **moved to approve the Personnel Policy Manual changes as presented.** All in favor; none opposed; motion passed.

There was no objection to the Incentive and Bereavement leave changes. Ward felt that the Bereavement leave should be paid. Benard asked if action should be delayed on the FLSA items. The WDSRA Leadership Team felt that the reclassification of 11 people was going well and they would like to continue with staff being reclassified to non-exempt salaried. Staff said they will re-evaluate things if the law changes and take this first year as a trial run. Benard commented that he felt it would be difficult to go back should we decided to make a change in the future.

C. **Approval of Surplus Property Ordinance No. 16-05** - Benard/Dillow **moved to approve the Surplus Property Ordinance No. 16-05.** 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
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

D. **Approval of 2016-2017 Goals** - Benard/Dillow **moved to approve the 2016-2017 Goals.** All in favor; none opposed; motion passed.

E. **Approve Resolution No. 16-02 to Adopt Travel Expense Reimbursement Policy** - Benard/McGury **moved to approve Resolution No. 16-02.** 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
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

**IX. RECREATION REPORT** – In addition to the written report Miner announced that special town hall meetings are being held regarding athletic programming as there were comments in the needs assessment survey results regarding communication. The goal is to inform parents of all that goes into planning and scheduling athletic programs. Miner reported that the first meeting held in Naperville was well attended. The second will be January 11 at WDSRA.

**X. COMMUNICATIONS & DEVELOPMENT REPORT-** Jackman reported that the Bash is in full swing with sponsor commitments coming in. Giving Tuesday was an enormous success with an excess of \$30,000 with the Coleman match. Northwestern Medicine grant funds came in and there are two new grantors, the Max and Victoria Dreyfuss Foundation and the Lazarra Family Foundation.

**XI. Closed Session in accordance with 5 ILCS 120/2(c)(21) - Dillow/Ward moved to go into closed session** at 3:12 p.m. under 5 ILCS 120/2(c)(21) Discussion of minutes of meeting lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06. 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
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

Ward/McGury **moved to arise from closed session** at 3:14 pm. All in favor; none opposed; motion passed.

**XII. ACTION ITEMS RESULTING FROM CLOSED SESSION**

Benard/Fullerton **moved to approve and release the June 2, 2016 closed session minutes.** All in favor; none opposed; motion passed.

**XIII. ADJOURNMENT** – Dillow/Benard **moved to adjourn** at 3:15 p.m. The motion passed unanimously.

Respectfully submitted,



Sandra Gbur, Board Secretary