

WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION
MINUTES OF THE FEBRUARY 9, 2023 MEETING OF THE BOARD OF DIRECTORS

- I. **CALL TO ORDER** – Past Chairman Jim Reuter **called the meeting to order** at 2:01 p.m. The meeting was held at WDSRA, 116 N. Schmale, Carol Stream, Illinois

ROLL CALL: Those participating:

Bloomington Park District		Warrenville Park District	Tim Reinbold
Carol Stream Park District	Jim Reuter	West Chicago Park District	Gina Radun
Glen Ellyn Park District	Nick Cinquegrani	Wheaton Park District	Mike Benard
Naperville Park District	Brad Wilson	Winfield Park District	Mark Pawlowski
Roselle Park District	Lynn McAteer		

A quorum was established.

WDSRA Staff also present: Executive Director Dan Leahy, Superintendents Tammy Kerrins, Lea Jackman and Jorie Meyer, Business Manager Curtis Lease, Executive Assistant Ann Kennedy, Intern Matthew Wahl

- II. **INTRODUCTION OF GUESTS:** Matt Cinquegrani, Deputy Director at Glen Ellyn Park District, was in attendance for Dave Harris. Intern Matthew Wahl, New Superintendent of Recreation Jorie Meyer, Business Manager Curtis Lease filling in for Superintendent Sharon Gedvilas.

- III. **PUBLIC COMMENT** – None

IV. **CONSENT AGENDA**

- A. Regular Board Meeting Minutes – December 8, 2022
- B. Treasurer's Report – November and December 2022
- C. Disbursement Reports – November and December 2022
- D. Tax Contribution Payment Report – As of January 31, 2023

Pawlowski/Benard **moved to approve the Consent Agenda**. The motion passed with a voice vote.

- V. **MEMBER DISTRICT UPDATES** – From Wheaton Park District, the DuPage County Historical Museum Foundation will host a Casino Night on March 10 at Arrowhead Golf Club.

- VI. **DIRECTOR'S REPORT** – In January the Winfield Rec & Roll site opened, currently for only 2 days per week with 13 participants though there has been an uptick in interest. Twelve staff members attended the IPRA/IAPD Conference. Leahy taped a segment for NCTV with School Districts 203 and 204 on the transition program. Planned airing is March 9. A lot of Bash preparation is taking place. Thank you to the staff, especially Sharon Gedvilas and Lisa Santoria for managing a new HR system, Teams 365, payroll and EdApp, all along with the building upheaval of new paint and flooring.

VII. **OLD BUSINESS**

- A. **Other** There was no Old Business to come before the Board.

VIII. **NEW BUSINESS**

- A. **WDSRA Budget Summary** – Lease highlighted the Budget Process and the Agency Goals that will impact the Budget. The Financial Overview shows a planned reduction in the in the fund balance by the end of the fiscal year. Lease drew the Boards attention to the Program Highlights that will Impact the Budgets.

- B. Operating Budget for Fiscal Year Ending April 30, 2024 – Draft I** – Lease reviewed the Budget Assumptions and the intentional spend down of surplus funds to meet Agency Goals and the new strategic plan.
- C. Capital Fund Budget for FYE April 30, 2024 – Draft I** – Capital projects for the new year include addressing windows, blinds and ceiling tiles. We do not anticipate that we will get the second capital grant to build the patio.
- D. Long Range Financial Plan for Capital Expenditures FYE April 30, 2024 – Draft I** – Planned Capital improvement schedules were reviewed plus detailed breakdown of next couple of pages.
- E. Fund Balance Summary** -Fund Balance Projections for the next 3 years were presented. We will be running out of surplus funds by the end of 2028.
- F. Approval of Glen Ellyn Special Recreation Budget** – Pawlowski/Benard moved to approve the budget for use of SRA funds by the Glen Ellyn Park District. Motion passed by Roll Call Vote.

	Bloomingtondale Park District	
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Nick Cinquegrani
Yes	Naperville Park District	Brad Wilson
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gina Radun
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

- G. Approval of Naperville Special Recreation Budget for 2023** – Benard/Pawlowski moved to approve the budget for use of SRA funds by the Naperville Park District. Motion passed by Roll Call Vote.

	Bloomingtondale Park District	
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Nick Cinquegrani
Yes	Naperville Park District	Brad Wilson
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gina Radun
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

- H. Approval of Carol Stream Special Recreation Budget for 2023** – Reinbold/McAteer moved to approve the budget for use of SRA funds by the Carol Stream Park District. Motion passed by Roll Call Vote.

	Bloomingtondale Park District	
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Nick Cinquegrani
Yes	Naperville Park District	Brad Wilson
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold

Yes	West Chicago Park District	Gina Radun
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

I. Approval of Wheaton Special Recreation Budget for 2023 - Pawlowski/Wilson moved to approve the budget for use of SRA funds by the Wheaton Park District. Motion passed by Roll Call Vote.

	Bloomington Park District	
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Nick Cinquegrani
Yes	Naperville Park District	Brad Wilson
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gina Radun
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

J. Approval of West Chicago Park District Special Request for reimbursement of special recreation expenditures not in their 2022-2023 Budget - Reinbold/McAteer moved to approve the special request for reimbursement for use of SRA funds by the West Chicago Park District. Motion passed by Roll Call Vote.

	Bloomington Park District	
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Nick Cinquegrani
Yes	Naperville Park District	Brad Wilson
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gina Radun
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

K. Approve Ordinance No. 23-01 Surplus Property – Pawlowski/Benard moved to approve Ordinance No. 23-01 Surplus Property. Motion passed by Roll Call vote.

	Bloomington Park District	
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Nick Cinquegrani
Yes	Naperville Park District	Brad Wilson
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gina Radun
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

L. Other – There was no other New Business to come before the Board.

IX. STAFF REPORTS

A. Administration – The transition to UKG for Human Resources and payroll software is moving along well. Insurance enrollment and benefit plans will be added to the system soon.

- B. **Recreation** – Thank you for the facility agreements for summer camps. On the coming Saturday there will be a wheelchair basketball fundraiser at Timothy Christian High School to support IHSA and tournament participation.
- C. **Staffing and Support Services** – They are implementing a new applicant tracking and hiring system. 18 staff members have been hired in the past few months. Staff is going out to schools and getting in front of students for recruitment. Inclusion statistics are in the packet. WD surveyed families in the fall. There were 17 responses and almost all gave a 5 on a scale of 1-5. We are doing a ton of training, including park district staff. Rec & Roll currently has 336 registrations and the anticipation is that will increase. 14 Timothy Christian students came out in the beginning of January to spend six days working with Rec & Roll program. Currently reaching out to Timothy Christian to volunteer at swim meets.
- D. **Foundation** – Annual Appeal funds raised was \$78,050, down from the previous year with 13 fewer donors. Thank you for your Bash support. All things point to a very successful Bash. Sponsorship is up from 25 to 36 total sponsors. Raise the Paddle will be for a scholarship endowment. Intending to fill the Development Manager position in April.

XIII. Adjournment: Wilson/Pawlowski moved that the Board adjourn at 2:37 pm. Motion passed unanimously with a voice vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dan Leahy".

Dan Leahy, Board Secretary