

**WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION
MINUTES OF THE AUGUST 13, 2020 MEETING OF THE BOARD OF DIRECTORS**

- I. CALL TO ORDER** – Chairman Mark Pawlowski called the meeting to order at 2:03 p.m. at the WDSRA offices, 116 N. Schmale, Carol Stream, IL 60188

ROLL CALL: Those participating:

Bloomington Park District	Joe Potts	Warrenville Park District	Matt Odom
Carol Stream Park District	Jim Reuter	West Chicago Park District	
Glen Ellyn Park District	Ryan Miller	Wheaton Park District	Mike Benard
Naperville Park District	Ray McGury	Winfield Park District	Mark Pawlowski
Roselle Park District	Lynn McAteer (2:04)		

A quorum was established.

WDSRA Staff participating: Executive Director Sandy Gbur, Superintendents Ted Adatto and Lea Jackman, Business Manager Curtis Lease, Administrative Assistant Ann Kennedy

- II. INTRODUCTION OF GUESTS** - Pawlowski introduced Matt Odom and Ryan Miller

- III. PUBLIC COMMENT** – None

IV. CONSENT AGENDA

1. Regular Board Meeting Minutes – June 11, 2020
2. Treasurer’s Report – April, May and June 2020
3. Disbursement Reports – May and June 2020
4. Tax Payment Report – As of July 31, 2020

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

- V. MEMBER DISTRICT UPDATES** - Benard reported that the construction fence at the Sensory Garden will be coming down any time now as the 1st phase of the treehouse has been completed. done. He thanked Gbur for the contact to supply the mulch. They hope to have a formal opening when possible. Potts reported that Bloomington is trying to gear up for schools. Odom said that Warrenville is the same. Pawlowski asked if they could talk after the meeting about e-care and the schools. Winfield is shovel ready on several projects waiting for funding from the State. Naperville, Glen Ellyn, Carol Stream and Roselle are all gearing up for the start of school.

- VI. CORRESPONDENCE** - Instead of passing the file around, Gbur reviewed the items placed in the Correspondence folder.

- VII. DIRECTOR’S REPORT** – In addition to the written report Gbur stated that the Response Team is re-creating by phases everything that happened in the pandemic in case they have to go back a phase. She will share with the Directors when finished.

Pawlowski encouraged everyone to continue to submit expenses to County Cares Act Funding. Although they have gone over the max they are still incurring expenses. He asked that Gbur keep track of expenses and that the Districts split up the WDSRA expenses for reporting. He asked that Gbur provide an updated amount from WDSRA for July.

Reuter commended Gedvilas and her team on receiving the GFOA award and endorsed the formation of the Warrenville Community Relations Task Force.

VIII. OLD BUSINESS

A. WDSRA Member Assessment Request 2021 – Benard/McGury moved that the Board **approve the final Member Assessment Request this month per the Articles of Agreement**. The motion passed with a Roll Call vote.

Yes	Bloomington Park District	Joe Potts
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Ryan Miller
Yes	Naperville Park District	Ray McGury
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Matt Odom
	West Chicago Park District	
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

B. Other – There was no other Old Business to come before the Board.

IX. NEW BUSINESS

A. Member Excess Inclusion Fund Refunds – Reuter/McGury moved that the Board **approve a refund of excess inclusion funds in the amount of \$11,506 to the Glen Ellyn Park District per policy**. The motion was unanimously passed with a voice vote.

B. Approval of West Chicago Special Recreation Budget for 2020-2021 – McAteer/Benard moved that the Board **approve the use of SRA funds by the West Chicago Park District**. Motion passed with a roll call vote.

Yes	Bloomington Park District	Joe Potts
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Ryan Miller
Yes	Naperville Park District	Ray McGury
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Matt Odom
	West Chicago Park District	
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

C. Acceptance of Audited Financials for FYE 04/30/20 – Reuter/McGury moved that the Board **accept the Audit for FYE 04-30-20**. The motion was unanimously passed with a voice vote.

Business Manager Lease walked the Board through the highlights of the Audit. There were no deficiencies and no Management Letter. The Operating Income statement showed a surplus of \$115,350 which is higher than anticipated. The Capital Fund projected a \$47,000 loss but it was only \$33,000 because several projects were deferred waiting for state grants.

Pawlowski asked for clarification if the increased fund balance in the Operating fund is because of reduced expenses due to COVID. Gbur responded yes and that were also cost savings realized by not filling two open positions.

D. Board Policy Manual Addition– Benard/McAteer moved that the Board **approve the addition of a new policy titled “Board Meetings During Public Health Disaster” to the Board Policy Manual.** The motion was unanimously passed with a voice vote.

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

X. ADMINISTRATION REPORT

Applicant Tracking Software – Reuter asked the staff to make sure they have good support and if so he is comfortable with the purchase.

Merit Increases – Pawlowski mentioned that Gbur made the decision to not issue merit increases on May 1 during the pandemic. Palowski said WDSRA is in a good financial position and merit increases could be awarded. The board shared their thoughts and left the decision to Gbur.

XI. RECREATION REPORT – Adatto reported that registration numbers are up and we are on course for a banner year. He praised the recreation staff for the in-house development of the professional looking program brochures and had them on display for the board to see their evolution. Adatto expressed his appreciation to the member districts for their feedback, support and discussions on providing services to people with special needs, especially for Inclusion. Adatto reported that the recreation team was planning ahead, assessing our risk tolerance to serve needier participants who require a closer staff to participant ratio. Adatto had one of the ten new sport chairs, funded through a grant from the Christopher and Dana Reeve Foundation on display.

XII. COMMUNICATIONS & DEVELOPMENT REPORT – The Charlie Long Golf Classic is being planned for September 28 at Arrowhead. There will be no dinner this year so a \$20 voucher to the Arrowhead restaurant will be given to each golfer. Jackman reported that there were 2 new sponsors, Tecvine and Qube and that the Gallo Family Foundation gave a substantial sponsorship. The Development staff is in the midst of a personalized postcard Thank You Campaign. Josh Binder was hired as the Grants Manager. Talks are under way on what the Bash 2021 will look like.

XIII. CLOSED SESSION – Reuter/McGury **moved to enter into Closed Session** at 3:02 pm under 5 ILCS 120/2 (c) (21) Discussion of minutes of meetings 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. A roll call vote showed approval to enter into closed session:

Yes	Bloomington Park District	Joe Potts
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Ryan Miller
Yes	Naperville Park District	Ray McGury
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Matt Odom
	West Chicago Park District	
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

The Board returned from Closed Session at 3:06 p.m. Roll Call:

Bloomington Park District	Joe Potts
Carol Stream Park District	Jim Reuter
Glen Ellyn Park District	Ryan Miller
Naperville Park District	Ray McGury

Roselle Park District	Lynn McAteer
Warrenville Park District	Matt Odom
West Chicago Park District	
Wheaton Park District	Mike Benard
Winfield Park District	Mark Pawlowski

XIV. Release of Closed Session Minutes – Benard/McAteer moved to approve and release the Closed Session minutes of April 11, 2019 and of December 12, 2019 and to release the minutes of 2/10/1982, 3/09/1983, 4/11/1984, 4/10/1985, 4/16/1986, 9/17/1986, 4/08/1987, 6/22/1988, 9/28/1988, 4/26/1990, 4/25/1991, 4/13/1993, 5/10/1994, 4/11/1995, 5/14/1996, 4/08/1997, 6/08/1999, 4/11/2000, 6/13/2000, 8/10/2004, 6/14/2005, 4/10/2007, 6/17/2008, 8/11/2009, 10/20/2009, 6/08/2010. The motion was passed by a voice vote.

XV. ADJOURNMENT – Odom/Miller moved to adjourn at 3:08 pm. The motion passed unanimously.

Respectfully submitted,



Sandra Gbur, Board Secretary