

**WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION
MINUTES OF THE February 11, 2021 MEETING OF THE BOARD OF DIRECTORS**

- I. CALL TO ORDER** – Chairman Mark Pawlowski **called the meeting to order** at 2:00 p.m. The meeting was held at the Winfield Park District, 0N020 S County Farm Rd in Winfield, IL.

ROLL CALL: Those participating:

Bloomington Park District	Joe Potts	Warrenville Park District	Tim Reinbold
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
Roselle Park District	Lynn McAteer		

A quorum was established.

WDSRA Staff also present: Executive Director Sandy Gbur, Superintendents Sharon Gedvilas, Ted Adatto and Lea Jackman, Administrative Assistant Ann Kennedy

- II. INTRODUCTION OF GUESTS** – There were no guests.

- III. PUBLIC COMMENT** – None

IV. CONSENT AGENDA

- A. Regular Board Meeting Minutes – December 10, 2020
- B. Special Board Meeting Minutes – January 21, 2021
- C. Treasurer’s Report – November and December 2020
- D. Disbursement Reports – November and December 2020
- E. Tax Payment Report – As of January 31, 2021

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

- V. MEMBER DISTRICT UPDATES** – Member districts did not have anything to report.

- VI. CORRESPONDENCE** - Gbur reported that a Thank you letter was received from Tom Wronski of the Illinois Park Law Enforcement for a presentation done by Gbur and Adatto. Heather Richardson was highlighted in an ISU article which will be emailed to the Directors.

- VII. DIRECTOR’S REPORT** – Gbur has been trying to set up group vaccination for WDSRA staff. She asked that if any member district is doing a group vaccination and has openings to please keep WDSRA staff in mind. GovHR interviews with staff were very positive and staff has a lot of confidence in the process. Pawlowski reported that GovHR is on track to post the position on February 15. He asked that future Board meeting agendas have a line for Executive Director Search update. Gbur has been working on audience development for the Bash. She thanked directors who have done videos and asked them to reach out to people they have brought in the past.

- VIII. OLD BUSINESS** - There was no Old Business to come before the Board

IX. NEW BUSINESS

- A. WDSRA Budget Summary** - Gedvilas walked through the Budget Summary. Key points were the goals that impact the budget, financial overview and program highlights that impact the budget.

- B. Operating Budget for Fiscal Year Ending April 30, 2022** - Gedvilas highlighted the deficit budget which was intended to spend down the surplus reserve. Due to COVID, WDSRA did not spend as much money on staff and supplies as intended, leaving a positive \$483,000 this year. A deficit budget of \$95,510 is recommended for next year.
- C. Capital Fund Budget for FYE April 30, 2022** – Gedvilas presented the narrative and assumptions for the Capital Fund. State grant paperwork has been done and once approved work will begin on capital projects. WDSRA will be reimbursed for expenditures. Benard cautioned that reimbursement could take several years.
- D. Long Range Financial Plan for Capital Expenditures FYE April 30, 2022** – Gedvilas presented the long range financial plan for capital expenditures including building maintenance, vehicle replacement, and furniture and equipment replacement schedule.
- E. Internal Fund Transfer** – Reuter/Benard moved to **approve an internal transfer of \$188,355 out of surplus operating funds to the capital fund.** 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	Dave Harris
Yes	Naperville Park District	Ray McGury
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

- F. Fund Balance Summary** – Gedvilas presented the Fund Balance projections based on park district information received. It assumes a transfer to the capital fund this year and in two years. Surplus in the final year is projected to be \$389,372.

The Board was asked to review all of the information presented in the budget and email questions and comments to Gedvilas by February 26.

- G. Approval of Glen Ellyn Special Recreation Budget for 2021** – Reuter/Reinbold moved that the Board approve the 2021 budget for use of SRA funds by the Glen Ellyn 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	Dave Harris
Yes	Naperville Park District	Ray McGury
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

- H. **Approval of Naperville Special Recreation Budget for 2021** - Reuter/McAteer moved that the Board approve the 2021 budget for use of SRA funds by the Naperville Park District. Motion passed with a roll call vote.

Yes	Bloomingtondale Park District	Joe Potts
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
Yes	Naperville Park District	Ray McGury
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

- I. **Approval of Wheaton Special Recreation Budget for 2021** – McGury/Reuter moved that the Board approve the 2021 budget for use of SRA funds by the Wheaton Park District. Motion passed with a roll call vote.

Yes	Bloomingtondale Park District	Joe Potts
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
Yes	Naperville Park District	Ray McGury
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

- J. **Approval of Carol Stream Special Recreation Budget for 2021** - McGury/Reinbold moved that the Board approve the 2021 budget for use of SRA funds by the Carol Stream Park District. Motion passed with a roll call vote.

Yes	Bloomingtondale Park District	Joe Potts
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
Yes	Naperville Park District	Ray McGury
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

- K. **Approval to Purchase Activity Bus through the IL State Bid for Vehicle Purchase** – Reuter/McAteer moved that the board approve the purchase of a new 14 passenger activity bus for \$54,800 through the Illinois Procurement program. Motion passed with a roll call vote.

Yes	Bloomingtondale Park District	Joe Potts
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
Yes	Naperville Park District	Ray McGury
Yes	Roselle Park District	Lynn McAteer

Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

Purchase is in accordance with the vehicle replacement schedule. Old van is in need of repairs and will be disposed of. It was recommended that WDSRA use Obenauf Auction Service to get rid of government equipment.

- X. Administrative Report** – Gedvilas gave a benefit enrollment update. McAteer asked about a stipend if an employee opts out of insurance. Gedvilas stated that they get 10% of what the agency saves.
- XI. RECREATION REPORT** – In-person programming resumed the beginning of February including the 1:3 Rec & Roll with the two sites being combined and participants shuttled to Carol Stream. A high volume of participants is anticipated for summer and the rec team is working on getting commitments for space. Fall inclusion numbers are down from years past but are 5-10 times higher than other SRAs. It will undoubtedly continue to rise. Five WDSRA recreation staff members were recognized at the IPRA 2021 Soaring to New Heights Conference for their leadership and contributions.
- XII. COMMUNICATIONS & DEVELOPMENT REPORT** – Annual Appeal concluded at just over \$72,000 which is an increase over previous years. Plans for Bash 2021 are proceeding. At this point the gross income is in excess of \$50,000 with some committed sponsorships still to come in. Jackman thanked the directors for their sponsorships and ask them for direction on the viewing packages. The Foundation is constantly looking for new Trustees and Jackman has had interviews with a few prospects. A possible Trustee from Comcast looks promising. The Development Manager position has been posted internally. Jackman gave a shout out to the City of Naperville which has worked closely with her to amend our grant requests.
- XIII. CLOSED SESSION** – Reuter/McGury **moved to enter into Closed Session** at 2:42 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

Yes	Bloomington Park District	Joe Potts
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
Yes	Naperville Park District	Ray McGury
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

The Board returned from Closed Session at 2:45 p.m. Roll Call:

Bloomington Park District	Joe Potts
Carol Stream Park District	Jim Reuter
Glen Ellyn Park District	Dave Harris
Naperville Park District	Ray McGury
Roselle Park District	Lynn McAteer
Warrenville Park District	Tim Reinbold
West Chicago Park District	Gary Major
Wheaton Park District	Mike Benard

Winfield Park District

Mark Pawlowski

- XIV. Action Items Resulting from Closed Session – Potts/Benard moved to approve and release the minutes of August 13, 2020, October 8, 2020 and December 10, 2020.** Motion passed unanimously with a voice vote.

Pawlowski asked that if anyone had potential candidates for the Executive Director position that they share them with himself or GovHR.

- XV. ADJOURNMENT – Benard/Reinbold moved to adjourn at 2:45 pm.** The motion passed unanimously with a voice vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sandra Gbur".

Sandra Gbur, Board Secretary