

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT THE NWSRA ADMINISTRATIVE OFFICES
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 24th DAY OF JANUARY, 2018 AT 10:30 A.M.**

Chairman Hilgers called the meeting to order at 10:32 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Rick Hanetho, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Tom Busby, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Dean Bostrom, Hoffman Estates Park District; Dan Malartsik, Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Jay Morgan, So. Barrington Park District; and Jan Buchs, Wheeling Park District.

Absent: Tony LaFrener, Schaumburg Park District; Dennis Stein, Streamwood Park District; Robert Dowling, Inverness Park District

Also present: Tracey Crawford, Executive Director; Jayne Finger and Andrea Griffin, Superintendents of Recreation; Nanette Sowa, Superintendent of Development; Brian Selders, Superintendent of Communication and IT; Trisha Breitlow, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager; Rachel Hubsch, Incoming Superintendent of Recreation; Courtney Kaminsky, Program Specialist; Emily Nock, Program Specialist; Kate Moran, Program Specialist; Danielle Ralph, Intern; and Jessica Vasalos, Administrative Coordinator as Recording Secretary.

Introduction of Guests

Superintendent Hubsch introduced 4 new employees: Kate Moran, Program Specialist, Cortney Kaminsky, Program Specialist, Emily Nock, Program Specialist, and Danielle Ralph, Intern. The Board of Trustees recognized Superintendent Finger, who is retiring in February, for her 29 years of service to NWSRA.

Public Comment

None

Agenda

Chairman Hilgers called for a motion to approve the agenda dated January 24, 2018. Trustee Morgan made the motion and Trustee Fletcher seconded the motion. Upon voice vote the motion was approved.

Approval of Consent Agenda

Chairman Hilgers called for a motion to approve the Consent Agenda of January 24, 2018. Trustee Fahnstrom made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Correspondence

Written

None

Oral

None

Program Staff Report

Superintendent Hubsch reported on two new annual events;

- JoAnn Snyder, Senior Manager of Special Recreation, created a special event on December 4, at Harper College Performing Arts Center. In collaboration with NWSRA and SLSF, the Harper College Symphony Orchestra performed a sensory friendly holiday concert for more than 100 attendees. NWSRA raised \$500 from this event.
- Manny Aguilar, incoming Manager of Special Recreation, along with NWSRA and SLSF co-workers, created the NWSRA Lightning All Star Tournament, held on January 6. The event raised over \$3500, which will be used for new uniforms for various sports, particularly the basketball team. The event was also an opportunity for the Booster Club to get involved.

2017 Year End Statistics

Superintendent Griffin reported that registrations and the number of individuals who access NWSRA programs and services have increased. In the fall, the STAR program gained 12 new participants. Inclusion registrations have increased due to NWSRA coordinators working closely with park districts' coordinators. Trustee Clark asked why there are many disabilities listed as "unknown." Superintendent Griffin replied that the information is often not shared.

4th Quarter Goal Update

Superintendent Finger shared highlights and status of goals. Trainings, staff meetings and in-services increased staff's understanding of NWSRA's budgeting and financial processes and procedures. Program consistency was also re-evaluated. NWSRA staff attended 34 networking events, exceeding the goal. The Lightning Athletic Committee created assessments to be used at the beginning and end of each seasonal sport to measure skill development and ensure proper team placement. Online training through the PDRMA website has eliminated some of the training at staff meetings. The strategic plan was utilized throughout the year

to create the 2018 goals. NWSRA surpassed the goal of offering 10 trainings for park district staff.

Marketing & P/R Report

Brian Selders, Superintendent of Communications and IT, reported that staff has been redesigning materials for programs, special events and recruitment to achieve brand consistency. A new online tracking system was created for requesting and tracking progress of new marketing materials. Staff attended 34 expos in 2017 and created more than 2000 impressions. NWSRA is reaching out to create more cross-promotional partnerships.

SLSF Update

Superintendent Sowa stated that the budgeted amount for SLSF events in 2017 was \$245,260 and the amount has been increased for 2018. SLSF helped NWSRA build the Hanover Park Park District ramp. The total amount of support that NWSRA received from SLSF in 2017 was \$550,000. Superintendent Sowa reminded the Board that NWSRA and SLSF are always looking for corporate volunteer opportunities. A postcard was mailed in January highlighting SLSF successes and the 2018 calendar including the Gold Medal Fashion Show to be held on Feb. 25.

OLD BUSINESS

Full-time Staff Member Benefits Usage Selection

Superintendent Griffin reported that, per the member district usage agreement, 24 NWSRA employees will be accessing benefits from their member districts. Superintendent Griffin shared the benefits that NWSRA offers for family members who have disabilities.

PURSUIT

Superintendent Griffin stated that the PURSUIT interest list has almost 100 names. NWSRA is working with the Mount Prospect Park District on the timeline to start construction on the new PURSUIT location.

SNOEZELEN

Superintendent Griffin met with Trustee O'Brien, Hanover Park Park District, and the Superintendent of Parks to work toward the completion of the Snoezelen Room at Hanover Park.

NEW BUSINESS

Appointment of Legal Counsel

Chairman Hilgers called for a motion to approve legal counsel for SLSF and NWSRA as outlined. Trustee Charlesworth made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Appointment of Director/Secretary

Chairman Hilgers called for a motion to appoint Tracey Crawford as Executive Director of NWSRA and Secretary of NWSRA Board of Trustees. Trustee Fahnstrom made the motion and Trustee Clark seconded the motion to appoint Tracey Crawford. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Resolution R2018-3 Appointment of Tracey Crawford as SLSF President

Chairman Hilgers called for a motion to approve Tracey Crawford as SLSF President. Trustee Risinger made the motion and Trustee Fletcher seconded the motion.

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Resolutions R2018-5-R2018-8 Bank Resolutions

Trustee Clark called for a motion to approve all of the Bank Resolutions R2018-5 through R2018-8, as presented. Trustee O'Brien made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Resolution R2018-9 – Sexual Harassment Policy Amendment

Chairman Hilgers called for a motion to approve the Sexual Harassment Policy Amendment. Trustee Bostrom made the motion and Trustee Charlesworth seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Trustee Bostrom announced that he was informed at the IPRA Conference that all elected officials have to take sexual harassment training outside of their organizations. The Board members said they had not heard of that requirement as of yet.

Ordinance O2018-1- Surplus Ordinance – Display Case and Table

Chairman Hilgers called for a motion to approve the O2018-1 Surplus Ordinance. Trustee Bostrom made the motion and Trustee Morgan seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Information/Action items

Fund Balance Update and Transfers

Superintendent Breitlow reviewed the amount of surplus to be added to investments. Executive Director Crawford informed the Board that in May funds might be requested for capital expenses related to programming.

2017 Year Review/2018 Goals

Executive Director Crawford and Superintendent Selders presented highlights of 2017. Executive Director Crawford discussed the highlights of the State of the Agency for 2017.

Superintendent Selders discussed the benefit of having certified staff leading programs and reviewed staff longevity. NWSRA received the IAPD/IPRA distinguished accreditation agency award and received the highest accreditation score in Illinois. Superintendent Selders also reviewed the 2017 revenue and expense analysis.

Director's Report/Work Plan

Executive Director Crawford stated that the Work Plan is available for review on the Directors site as well as the 2018 Work Plan is available for review.

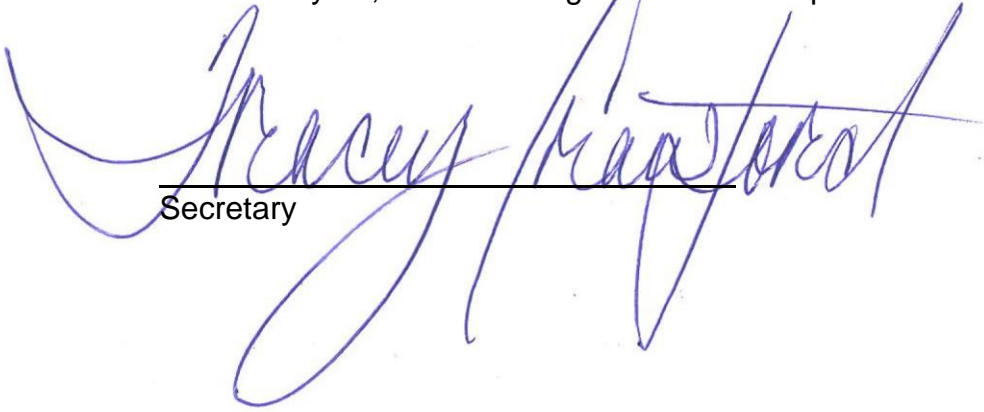
Closed Session

None

Trustee Hanetho thanked the Board of Trustees for the get well fruit basket.

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Fahnstrom made the motion and Trustee Risinger seconded the motion to adjourn the January 24, 2018 meeting at 11:46 am. Upon voice vote the motion carried.

A large, stylized handwritten signature in blue ink, which appears to read "Tracy Fahnstrom". The signature is written over a horizontal line.

Secretary