

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS NORTHWEST
SPECIAL RECREATION ASSOCIATION HELD AT PARK CENTRAL 3000 CENTRAL ROAD,
ROLLING MEADOWS, IL ON THE 23 OF JULY, 2025, at 10:30 am

Director Ferraro called the meeting to order at 10:30am, Superintendent of Recreation Rachel Hubsch took roll call, present were the following: Carrie Fullerton, Arlington Heights Park District; Ben Curcio, Elk Grove Park District; Steve Bessette, Hanover Park; Ben Rea, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Nick Troy, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Adam Vasquez, Streamwood Park District; Jan Buchs, Wheeling Park District.

Absent: Kevin Romejko, Bartlett Park District; Erika Strojinc, Buffalo Grove Park District; Craig Talsma, Hoffman Estates Park District; Robert Dowling, Inverness Park District; Jim Jarog, Mt. Prospect Park District; Jay Morgan, South Barrington Park District.

Staff Present: Andrea Griffin, Executive Director; Rachel Hubsch, Superintendent of Recreation; Victoria Gonzalez, Superintendent of Recreation; Tom Draper, Superintendent of Marketing and Communications, Nick Eckelberry, Manager of Finance; Sara Carey, Manager of Human Resources.

Introduction of Guests

Tom Draper introduced Jamie Blake, Receptionist; Rachel Hubsch introduced Caroline Cudney, Inclusion Coordinator and Karly Melendy, Inclusion Coordinator; Andrea Griffin introduced Victoria Gonzalez, Superintendent of Recreation and Sara Carey, Manager of Human Resources.

Public Comment

None

Approval of Agenda

Director Ferraro requested a motion to approve the agenda and move Audit Presentation/Acceptance by Ed Tracey from Seldon Fox from Old Business prior to approval of the Consent Agenda.

Director LaFrener made the motion, and Director Fullerton seconded the motion. Upon roll being called, the vote was as follows:

AYE: Carrie Fullerton, Ben Curcio, Steve Bessette, Ben Rea, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Tony LaFrener, Adam Vasquez, Jan Buchs

NAY: None

Motion carried

Audit Presentation/Acceptance presented by Ed Tracey from Seldon Fox

Ed Tracey thanked the board for having him at the meeting and presented the 12/31/24 annual audit. Ed noted that in addition to the audit report there was a letter of communication with those charged with governance along with the management letter. Director Griffin noted that Ed emailed on 7/25/25 prior to the board meeting that the management discussion and analysis section was originally left out.

Director Bessette stated that there is an error on the membership contributions on page 7. Ed replied that there is an extra four in there and that he will get that fixed. In addition, Ed pointed out that on the bottom of that same page it starts with 2023, and it should be 2024 and that he would fix that.

Director Fullerton asked if Ed would consider the number of adjusting journal entries high. Ed replied that half of the journal entries were related to the posting of the prior year.

Director Ferraro requested a motion to accept the 2024 audit as presented.

Director Fahnstrom made the motion, and Director Troy seconded the motion. Upon roll being called, the vote was as follows:

AYE: Carrie Fullerton, Ben Curcio, Steve Bessette, Ben Rea, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Tony LaFrener, Adam Vasquez, Jan Buchs

NAY: None

Motion carried

Approval of Consent Agenda

Director Ferraro requested a motion to approve the Consent Agenda for July 25, 2025. Director Rea made the motion, and Director Fullerton seconded the motion. Upon roll being called, the vote was as follows:

AYE: Carrie Fullerton, Ben Curcio, Steve Bessette, Ben Rea, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Tony LaFrenere, Adam Vasquez, Jan Buchs

NAY: None

Motion carried

Correspondence

Director Griffin shared that NWSRA received correspondence from State Representative Michelle Mussman, Senator Laura Murphy and Congresswoman Della Ramirez.

Director Griffin read an email that she received from a parent expressing their gratitude for services her and her family received from NWSRA.

Staff Reports

Recreation Report

Superintendent Hubsch spoke about summer day camp commercial transportation. On September 8, transportation to and from the PURSUIT Adult Day Program will no longer be provided by NWSRA. Staff have listed out all the alternative transportation options families can take advantage of. Information was also shared on transportation reimbursement with families.

Lastly Superintendent Hubsch informed Board Members that 2nd Quarter Participant Reports were available.

Director LaFrenere asked Superintendent Hubsch if we do best practice with day camp transportation or if the amount of transportation we offer is typical of other SRAs.

Superintendent Hubsch replied, that compared to other SRAs we are above and beyond.

Director LaFrenere asked regarding PURSUIT where the reimbursement for transportation that Clearbrook goes? Superintendent Hubsch replied, that the reimbursement goes to families/clients.

Marketing and Communications

Superintendent Draper reported on the near completion of our newest specialty space at the Buffalo Grove Fitness Center, the NWSRA Media Lab. Superintendent Draper then shared information on NWSRA website project which kicked off in May.

SLSF

Director Griffin shared that the SLSF team was still using Oracle, and in the final stages of switching over to a new CRM called Bloomerang.

Finance

Manager Eckelberry reported on the 2nd quarter financials.

Director Fahnstrom asked if the health insurance percentage is lower do to budgeting for the previous staffing structure, which was adjusted down in spring? Director Griffin stated that the budget is done year to year based on who took NWSRA health the previous year. In addition, Griffin shared that conversations relating to the possibility of NWSRA being dropped from the PDRMA Health Program caused those staff that could move to spouses' insurance in 2025 to do so.

A question asked by board members if NWSRA incentivizes staff moving to their spouse's insurance? Director Griffin shared that NWSRA does not, but will investigate. Director Fahnstrom & Fullerton shared that they have a good model.

Director Report

Director Griffin shared updates on her 180 Day Plan covering Leadership Alignment, Outreach and Engagement, Culture and Climate and Financial Foundation and gave an update on agency goals for 2025.

Director LaFrenere asked if we would be moving from Kevin Romejko as the Organizational Treasure to Nick Troy as he is easily accessible. LaFrenere also asked if it was typical if SRAs need board members to sign off on things, as Park Districts do not have board members sign off on things NWSRA is asking its board to sign off on and if staff can be the only signers? Director Griffin shared that staff would come to the September board meeting with some finance touch point changes.

New Business

Member District Annual Assessment

Director Griffin stated that there are two options in the MDAA packet, Option A and Option B. Staff are asking for a 2% increase next year. It was shared that a transposition in Buffalo Grove's MDAA amount was discovered in 2025 – causing them to contribute a higher share in 2025. For 2026. NWSRA will be crediting Buffalo Grove Park District the dollar amount overage, while the remaining 16 Member Park Districts will have a dollar amount added to their 2% to cover the credited amount to Buffalo Grove Park District.

Griffin requested a motion to approve the proposed 2026 MDAA increase of 2% (plus the additional dollar amount per Member Park District that covers what Buffalo Grove Park District will be credited) using the 2023 EAV figures, audited gross population numbers provided by each member district and the actual expenditures for inclusion services from 2024 as presented.

Director Fahnstrom made the motion, and Director Buchs seconded the motion for approval of 2026 MDAA. Upon roll being called, the vote was as follows:

AYE: Carrie Fullerton, Ben Curcio, Steve Bessette, Ben Rea, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Tony LaFrenere, Adam Vasquez, Jan Buchs,

NAY: None

Motion carried

Information/Action Items

Director Contract Ratification

Director Griffin shared her contract with board members and asked for it to be ratified. Director LaFrenere made the motion, and Director Fullerton seconded the motion for ratification of the Executive Director Contract. Upon roll being called, the vote was as follows:

AYE: Carrie Fullerton, Ben Curcio, Steve Bessette, Ben Rea, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Tony LaFrenere, Adam Vasquez, Jan Buchs,

NAY: None

Motion carried

Adjournment

Director Ferraro requested a motion to adjourn.

Director Fahnstrom made the motion, and Director Rea seconded the motion for adjournment. Upon voice vote the motion was approved.

The July 25, 2025, meeting was adjourned at 11:36 a.m.



9/24/2025

NWSRA Executive Director

Date