

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 24 OF SEPTEMBER, 2025, at 10:30 am

Director Talsma 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; Kevin Romejko, Bartlett Park District; Ben Curcio, Elk Grove Park District; Steve Bessette, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mt. Prospect Park District; 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; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District.

Absent: Erika Strojinc, Buffalo Grove Park District and Robert Dowling, Inverness 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, Anne Kiwala, Superintendent of Development and Nick Eckelberry, Manager of Finance.

Introduction of Guests

Victoria Gonzalez introduced Patrick Paulson, Recreation Specialist; Abigail Updike, Recreation Specialist; Patrick Hurst Manager of Support Services and Emily Meyer, Manager of Special Recreation.

Public Comment

Director Talsma asked for public comments and there were none.

Approval of Agenda

Director Talsma asked for approval of the agenda.

Director Janda made the motion, and Director LaFrenere seconded the motion for approval of Agenda. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Director Talsma called for a motion to approve the Consent Agenda for September 24, 2025.

Director Janda made the motion, and Director LaFrenere seconded the motion for approval of Consent Agenda. Upon roll being called, the vote was as follows:

Roll Call:

Arlington Height: yes

Bartlett: yes

Elk Grove: yes

Hanover Park: yes

Hoffman Estates: yes

Mt. Prospect: yes

Palatine: yes

Prospect Heights: yes

River Trials: yes

Rolling Meadows: yes

Salt Creek: yes

Schaumburg: yes

South Barrington: yes

Streamwood: yes

Wheeling: yes

The motion carried.

Correspondence

Director Griffin shared that NWSRA received correspondence from Hanover Park Township on behalf of the Sensory Garden at Hanover Park Park District, thanking NWSRA for the donations to the Township.

Staff Reports

Recreation Report

Superintendent Gonzalez spoke about Lightning Athletics, Social Clubs and Healthy Minds Healthy Bodies program, summer day camp statistics, inclusion services and revenue collected for the PURSUIT Program

Director LaFrenere asked Superintendent Gonzalez what made up the revenue from the PURSUIT Program. Superintendent Gonzalez reminded the board that Clearbrook's fiscal year is July through June. She explained that revenue collected in beginning of September from Clearbrook was NWSRA portion of the PURSUIT Program fees.

Marketing and Communications

Superintendent Draper reported on the Love Local Pod Cast that NWSRA and SLSF staff participated in. Superintendent Draper shared a project the marketing team is working on, "Kevin's Legacy".

Finance

Manager Eckelberry reported on NWSRA moving into regular operations with Paycom and how NWSRA has moved to the Long-Term Team. He highlighted staff are meeting with new finance software companies to learn about what they offer. Manager Eckelberry shared that NWSRA did not receive any audit bids.

Director Talsma asked a question regarding what other Park Districts used for their finance software.

Director Talsma suggested that Park Districts talk to their audit firm and explain NWSRA is an adjunct to them.

SLSF

Superintendent Kiwala shared that SLSF has a new fundraising CRM. She then shared information on the SLSF golf outings held yearly.

Director LaFrenere shared suggestions on the Rotary/SLSF split for golf outings. In addition to calculating the cost of staff time for golf outings.

Director Talsma discussed if there should be a consideration for the Park Districts that give up their golf course for the day to SLSF.

Director Report

Director Griffin shared upcoming NWSRA events being held. She 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 Griffin asked the board to take an informal pole to approve the purchase of a mini van that money was approved for in the 2025 capital budget.

Director Talsma asked for motion to approve the purchase of a Chrysler Pacifica Minivan through Source Well for an amount not to exceed \$48,000.

Director Fahnstrom made the motion, and Director Bassette seconded the motion for approval of Consent Agenda. Upon roll being called, the vote was as follows:

Roll Call:

Arlington Height: yes

Bartlett: yes

Elk Grove: yes

Hanover Park: yes

Hoffman Estates: yes

Mt. Prospect: yes

Palatine: yes

Prospect Heights: yes

River Trials: yes

Rolling Meadows: yes

Salt Creek: yes

Schaumburg: yes

South Barrington: yes

Streamwood: yes

Wheeling: yes

The motion carried.

Director Griffin brought up discussion on committees and extending the term of the Board Chair and Vice Chair.

Old Business

Member District Annual Assessment

Director Griffin asked for a motion to approve the 2026 MDAA as presented on at the July 2025 board meeting.

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

Roll Call:

Arlington Height: yes

Bartlett: yes

Elk Grove: yes

Hanover Park: yes

Hoffman Estates: yes

Mt. Prospect: yes

Palatine: yes

Prospect Heights: yes
River Trials: yes
Rolling Meadows: yes
Salt Creek: yes
Schaumburg: yes
South Barrington: yes
Streamwood: yes
Wheeling: yes
The motion carried.

New Business

Manager Eckelberry discussed changing NWSRAs check signing guidelines.

Director Talsma suggested looking at the entire policy manual and bringing all changes to the board for approval in November.

After further discussion Director Griffin and Manager Eckleberry will update policy manual and ask for approval for changes at the November meeting.

Director Griffin asked for a motion to remove Kevin Romejko as Organizational Treasure and move Nick Troy into the position effective October 1, 2025.

Director Fahnstrom made the motion, and Director Curcio seconded the motion for Nick Troy to be NWSRA Organizational Treasure. Upon voice vote, the motion was carried.

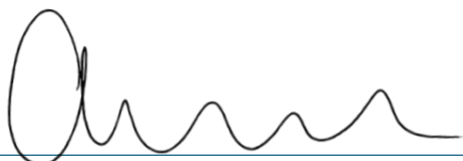
Information/Action Items

None

Adjournment

After no further business, Director Talsma called for a motion to adjourn. The September 24, 2025, meeting was adjourned at 11:40 a.m.

Director Janda made the motion, and Director Fahnstrom seconded the motion for adjournment. The meeting was adjourned.



Andrea Griffin | Executive Director

11/19/2025

Date