

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD VIA VIRTUAL BOARD MEETING,
<https://us02web.zoom.us/j/81930453774>
CALL IN NUMBER: 1(312) 626-6799, Meeting ID: 819 3045 3774
ON THE 23RD DAY OF SEPTEMBER, 2020 AT 10:30 A.M.**

Vice Chairman Fahnstrom called the meeting to order at 10:30 a.m. Superintendent Selders took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romejko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Ryan Risinger, Robert Dowling, and Tony LaFrenere

Arrived Late: Ben Curcio, and Mike Clark

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Cathy Splett, Superintendent of Development; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Miranda Woodard, Accounting Manager; Mackenzie Ireland, Lily Moser, Stephanie Habel, Laura Bernard Sandt, Interns.

Introduction of Guests

Vice Chairman Fahnstrom recognized both Mackenzie Ireland and Andrea Griffin for their years of service. Superintendent Hubsch introduced Lily Moser, Stephanie Habel and Laura Bernard Sandt.

Public Comment

None

Approval of Agenda

Vice Chairman Fahnstrom asked for a motion to approve the agenda dated September 23, 2020. Trustee O'Brien made the motion and Trustee Hilgers seconded the motion to approve the agenda dated September 23, 2020. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Approval of Consent Agenda

Vice Chairman Fahnstrom called for a motion to approve the Consent Agenda of September 23, 2020. Trustee Janda made the motion and Trustee Hilgers seconded the motion to approve the Consent Agenda dated September 23, 2020. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Correspondence

None

Staff Reports

Program Report

Superintendent Hubsch shared a story about NWSRA participant Michael Waller, who participated in NWSRA Inclusion and is now the top runner at Palatine High School for Cross Country. He was featured in an online article and by the Daily Herald. He made great strides in NWSRA programs and is now thriving. NWSRA helped him work through his communication skills and socialization.

Marketing and PR Report/Outreach

Superintendent Selders is currently working on promotion of monthly NWSRA programming, new signage at Buffalo Grove and Wheeling programming spaces and virtual tours for the program spaces to be shared at the Celebrate Ability Virtual Gala.

SLSF

Superintendent Splett updated the Board about the Arlington Classic Golf Outing and thanked Trustee Fullerton and her staff for their support. Also discussed was the Women's Golf Outing, which grossed the most amount of revenue since 2009. The Caddy Auction was very successful. Staff are gearing up for the final two golf outings; the Buffalo Grove Golf Classic and the Terrazzo and Marble Supply Companies Golf Outing. The Celebrate Ability Virtual Gala registration information will be sent out during the week of September 28-October 2.

Director's Report

Executive Director Crawford informed the Board that she and Carrie Fullerton appeared on the "Good News in Parks" show sponsored by Playcor, along with other Parks and Recreation Professionals across the country. The ATRA conference is now virtual and has over 500 professionals registered to attend. She is now officially serving as the President-Elect for ATRA. NWSRA received several awards from ATRA, including the Outstanding Professional of the Year Award given to Andrea Griffin, the Organization/Institution Citation given to NWSRA, and the Individual Citation given to Brian Selders. Director Crawford has hosted several Safe Zone Conversations with various organizations, including the Palatine Park District, Glenview Park District, Romeoville Park District, Downers Grove Park District and a Parks and Recreation agency in Ohio. Park Districts have embraced the conversations, and the Diversity Section looks forward to future discussions on issues relating to women, LGBTQ, and Latino communities. A staff member has been identified as positive for COVID-19 at NWSRA.

Precautions have been taken, and Director Crawford is proud of her team's efforts to ensure safety. Mike Clark stated that he has also had positive staff at his Park District, and that contact tracing as well as being as transparent as much as possible is important. Staff have appreciated the ongoing communication. Director Crawford also gave kudos to Superintendent Negrillo for her efforts during this time.

Old Business

Community Sensory Garden at Hanover Park

Superintendent Griffin reported that the Community Sensory Garden at Hanover Park Park District is nearing completion. They will be installing permanent shade and additional shrubberies in the garden. They have made several friends throughout the community, including some volunteers who have assisted in maintaining the garden.

NWSRA Programming Space 4 & 5– Wheeling and Buffalo Grove Update

Superintendent Griffin reported that the Wheeling location is complete and up and running. Director Crawford added that virtual tours will be shared on both spaces once available. The Buffalo Grove space is currently waiting on the arrival of furniture, but programs are running successfully.

Covid 19 Update

At this time, Executive Director Crawford, Superintendent Selders, Superintendent Negrillo, Superintendent Griffin and Superintendent Hubsch presented the COVID-19 Update presentation, outlining all that staff have done during the pandemic including revenue and expenses.

2021 Member District Annual Assessment Approval

Executive Director Crawford stated that all of the MDAA assessment resolutions have been completed. NWSRA is happy to report that 100% of Member Districts approved their MDAA. Vice Chairman Fahnstrom called for a motion to approve the 2021 Member District Annual Assessment. Trustee Morgan made the motion and Trustee Romejko seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

New Business

Postponement of the Printing RFQ

Superintendent Selders reported that due to the uncertainty of returning to providing print copies of the brochure, NWSRA would like to postpone the printing RFQ until 2021 for projects beginning in 2022. Trustee Fletcher asked about sending a postcard to NWSRA participants to get them to the online site with digital information. Superintendent Selders said he would move forward with sending this type of postcard to families. Trustee Talsma asked if any other Park Districts are still printing their brochures. Four Board Members responded that they have gone to strictly digital.

NWSRA 2nd and 3rd Floor Copier RFQ

Superintendent Selders gave an overview of the 2nd and 3rd floor copier results, with a 48 month lease to begin on or after September 28, 2020. Trustee Talsma stated that the pricing provided by Konica Minolta was impressive, and asked about the benefits of leasing versus owning. Superintendent Selders responded that the lease allows for the inclusion of the maintenance contract, printing costs and machine cost to be included in one price, and that the new Konica Minolta OneRate pricing was only available through lease. He also added that a review of the smaller printers was performed to compare OneRate pricing, and due to the quantity of prints from the smaller printers, it made more financial sense to keep the smaller printers on their current plan while moving the 2nd and 3rd floor copiers to the OneRate pricing. Vice Chairman Fahnstrom called for a motion to approve the Copier RFQ as presented. Trustee Talsma made the motion and Trustee Janda seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Information/Action Items

None

Adjournment

After no further business, Vice Chairman Fahnstrom called for a motion to adjourn. Trustee Talsma made the motion and Trustee Fullerton seconded the motion to adjourn the September 23, 2020 meeting at 11:25 am. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.



Secretary