

**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 25th DAY OF JANUARY, 2017 AT 10:30 A.M.**

Trustee Clark called the meeting to order at 10:35 a.m. Director Crawford took roll call. The following members of the Board were present: Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Tom Busby, Elk Grove Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Steve Burgess, Schaumburg Park District; Jay Morgan, So. Barrington Park District and Jan Buchs, Wheeling Park District

Absent: Rick Hanetho, Arlington Heights Park District, Rick Wulbecker, Hanover Park Park District; Dean Bostrom, Hoffman Estates Park District; Robert Dowling, Inverness Park District; Bret Fahnstrom, River Trails Park District and Dennis Stein, Streamwood Park District

Also present: Tracey Crawford, Executive Director; Jayne Finger, Superintendent of Recreation; Andrea Griffin, Superintendent of Recreation; Nanette Sowa, Superintendent of Development; Brian Selders, Superintendent of Communication and IT; Trisha Breitlow, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager and Jessica Vasalos, Administrative Coordinator as Recording Secretary.

Introduction of Guests

None

Public Comment

None

Agenda

Trustee Clark called for a motion to approve the agenda dated January 25, 2017. Trustee Risinger made the motion and Trustee Fletcher seconded the motion. Upon voice vote the motion was approved.

Approval of Consent Agenda

Trustee Clark called for a motion to approve the Consent Agenda of January 25, 2017. Trustee Hilgers made the motion and Trustee Morgan seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Tom Busby, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Correspondence

Written

Executive Director Crawford reported the following:

1. Thank you letter from State Rep. David Harris, thanking us for the letter informing him of the expansion of PURSUIT.
2. Reverse notification letter regarding a withdrawal from BF Edwards.
3. A letter to Mike Clark from State Rep. Tom Morrison, including the newspaper article regarding the Distinguished Agency Award congratulating staff and NWSRA on their achievements

Oral

None

Program Staff Report

2016 Program & Statistics Report

Superintendent Griffin informed the Board that registrations were down 3.7% in 2016. This was mainly due to Hoffman Estates High School budget constraints. Their Transition Program was no longer able to participate which amounted to approximately 100 registrations. The decrease was also due to the merger of Little City and Country Side. NWSRA reached out to Countryside families informing them that we are still here to provide services. Superintendent Griffin also informed the Board that inclusion needs are up by 99 registrations.

Fourth Quarter Goals Update

Superintendent Finger informed the Board that 38 staff went to IPRA conference this year. Trisha Breitlow was recognized as the outing ITRS Director, Nicole Estrada was inducted as an IPRA Counsel Representative. Six staff spoke at the IPRA Conference. NWSRA was recognized for being awarded the Distinguished Agency Award and Tracey Crawford and Nanette Sowa were recognized for their work with IPRF Golf Outing. The Board was also informed that NWSRA held three weeks of Winter Break Camps at Rolling Meadows, Mount Prospect, Wheeling and Bartlett to accommodate the several different school schedules resulting in 72 registrations.

Marketing & P/R Report

Brian Selders, Superintendent of Communications and IT reported that he will present his marketing report during the 2016 year in review presentation.

SLSF Update

Superintendent Sowa updated the board that the final number for Grants issued to SLSF for the calendar year 2016 totaled \$104,816.00. The Annual Appeal raised \$17,450.00 not including a check received in January 2017 for 2016 in the amount of \$4,000. Superintendent Sowa also reminded the Board that the Gold Medal Fashion Show is in February and there are still seats available.

OLD BUSINESS

NONE

NEW BUSINESS

Appointment of Legal Counsel

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

AYE: Rita Fletcher, Ryan Risinger, Tom Busby, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Appointment of Director/Secretary

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

AYE: Rita Fletcher, Ryan Risinger, Tom Busby, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Resolutions 2017-1 BMO Harris – Money Market, Imprest and Payroll

Trustee Clark called for a motion to approve BMO Harris Bank Resolutions 2017-1. Trustee Burgess made the motion and Trustee Fletcher seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Tom Busby, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Resolution 2017-2 IPDLAF/US Bank – Accounts Payable

Trustee Clark called for a motion to approve the IPDLAF Bank Resolution. Trustee Burgess made the motion and Trustee Busby seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Tom Busby, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Resolution 2017-3 IPDLAF/US Bank – Investment Holding Account

Trustee Clark called for a motion to approve IPDLAF – US Bank Resolution. Trustee Risinger made the motion and Trustee Burgess seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Tom Busby, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Resolution 2017-4 Appointment of Tracey Crawford to SLSF President

Trustee Clark made a motion to appoint Tracey Crawford to the SLSF Board as President. Trustee Hilgers made the motion and Trustee Fletcher seconded the motion. Upon Voice Vote the motion passed.

Resolution 2017-5 Village Bank and Trust

Trustee Clark made a motion to approve Resolution 2015-7. Trustee Burgess made the motion and Trustee Morgan seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Tom Busby, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Approval of 3rd Floor Copier Quote

Brian Selders presented to the Board staff recommendation for the 3rd floor copier. After a brief explanation Mr. Selders called for a motion to approve Konica Minolta as the vendor for the 3rd floor copier for a lease term of 48 months. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Tom Busby, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Full Time Staff member Benefits Usage Selection

Superintendent Griffin updated the Board on the number of staff and what districts were chosen by said staff. The Superintendents will be notified as to the staff that have selected their district.

RMCC Lease Agreement

Trustee Charlesworth updated the Board that the Rolling Meadows Park District Board has approved a new lease for the years of 2017-2020. There was no rate increase. Trustee Clark called for a motion to approve the lease agreement as presented. Trustee Fletcher made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Tom Busby, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Hanover Park Park District/Pursuit 2

Hanover Park Park District Lease Agreement

Executive Director Crawford informed the Board that the Hanover Park Park District Board has approved the lease for the addition of the Pursuit 2 program to be housed in the Hanover Park Park District. Trustee Fletcher asked for clarification of the "180 Month" term of the lease. Director Crawford informed the Board that the attorneys for both parties have drafted and approve the lease with those terms due to the fact that SLSF will be adding an accessible ramp to the building. Director Crawford called for a motion to approve the lease as presented. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Tom Busby, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Memorandum of Understanding

Executive Director Crawford reported to the Board that the Memorandum of Understanding is for information purposes and further explains the SLSF contribution to the Pursuit 2 program at Hanover Park Park District.

Ramp Update/Timeline

Superintendent Griffin explained the timeline that was given in that packet and informed the Board that the ramp construction will begin in the spring and conclude in early summer.

Information/Action Items

Fund Balance Update

Trisha Breitlow, Superintendent of Administrative Services, updated the Board on the current balances in our Operating Funds based on Fund Balance Policy. It was also determined that transfers will take place after the official audit is completed in May.

2016 year in review/ 2017 Goals

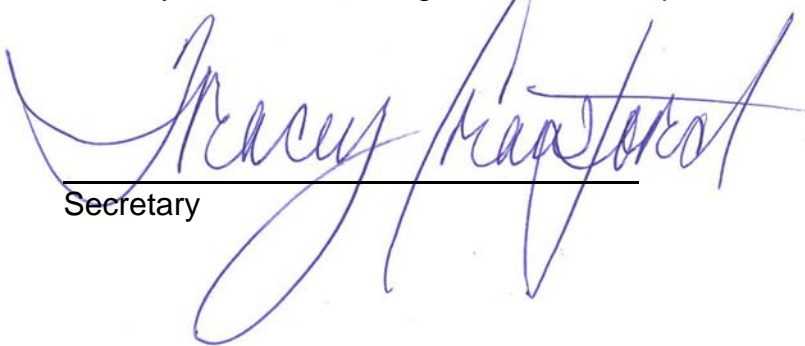
Executive Director Crawford and Superintendent Selders conducted a presentation on the year in review and which highlighted the accomplishments of 2016 and outlined the new goals for 2017.

Directors Work Plan

Executive Director Crawford outlined her Directors Plan for 2017. These items will included putting the Strategic Plan action steps in place. Provide mentoring and training opportunities for identified staff at all levels as well as opening Pursuit 2 and implementation of the new database. Superintendent Finger is retiring in 2018. Therefore, succession planning is underway to fill the position. Three staff have identified themselves as interested in the position.

Adjournment

After no further business, Trustee Clark called for a motion to adjourn. Trustee Hilgers made the motion and Trustee Risinger seconded the motion to adjourn the January 25, 2017 meeting at 11:54 am. Upon voice vote the motion carried.

A handwritten signature in blue ink, appearing to read "Tracy Hilgers", is written over a horizontal line. The signature is fluid and cursive.

Secretary