

**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 20<sup>th</sup> DAY OF JANUARY, 2016 AT 10:30 A.M.**

Chairman Stein called the meeting to order at 10:30 a.m. Director Crawford took roll call. The following members of the Board were present: Tom Busby, Elk Grove Park District; Jeff Acks, Hanover Park Park District; Dean Bostrom, Hoffman Estates Park District; Greg Kuhs, 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; Tony LaFrenere, Schaumburg Park District; Jay Morgan, So. Barrington Park District; Dennis Stein, Streamwood Park District

Absent: Steve Sholten, Arlington Heights Park District, Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Robert Dowling, Inverness; and Jan Buchs, Wheeling 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; Kelly DeCorrevont, Business Services Coordinator; Katrina Place and Michael Rusin; Program Specialists and Jessica Vasalos, Administrative Coordinator as Recording Secretary.

Introduction of Guests

Jayne Finger introduced Katrina Place and Michael Rusin. New Program Specialists with NWSRA.

Public Comment

None

Agenda

Chairman Stein called for a motion to approve the agenda dated January 20, 2016. Trustee Kuhs moved and Trustee Charlesworth seconded the motion to approve the agenda dated January 20, 2016.

Approval of Consent Agenda

Chairman Stein called for a motion to approve the Consent Agenda of January 20, 2016. Trustee Fahnstrom moved and Trustee Morgan seconded the motion to approve the Consent Agenda dated January 20, 2016. Upon roll being called the vote was as follows:

AYE: Tom Busby, Jeff Acks, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Dennis Stein.

NAY: None

The motion carried.

Correspondence

Written

None

Oral

None

Program Staff Report

2015 Program & Participant Statistics

Superintendent Griffin informed the Board that the 2015 Year End participation summaries have been revamped and have a new look. They are much easier to read and are more clear and direct for the agencies themselves. Superintendent Griffin then explained the new reporting is broken down by appendix. The NWSRA 2015 year end statistics have been divided into 4 appendices. Appendix A shows the registration numbers for programs and activities where NWSRA collects registration forms. Appendix B includes the numbers from appendix A in addition to programs, events and activities that run in collaboration with outside agencies, school districts or member park districts in which NWSRA does not collect registration forms. Appendix C shows individual registration numbers of participants who register for all NWSRA programs listed in appendix A. Appendix D includes park district specific information as well as consolidated reports among all park districts for inclusion. From 2014-2015 the participation summary indicates a drop in registrations. This is misleading because there was not an actual drop. The registration process changed from four seasons of registration to three. This added convenience for families and provided an ease in staffing.

Fourth Quarter Goals Update

Superintendent Finger reported that all of NWSRA's 2015 Goals have been met with some exceeding expectations. NWSRA did many collaboratives in 2015. The newest one with the American Legion Baseball team. We are hoping this to become an annual event. One of the goals was assigning goals to each program. This was achieved and has been very successful. It allows parents to have a more in-depth description of the programs. New program clinics included: Jewelry Making, Winter Sports (cross country skiing) and snow shoeing, Learn to Ride a Bike and Pine Wood Derby Days. These are smaller programs that may only meet one time or 3 times. This smaller clinic will allow more variety to our families. This update will be more detailed in a presentation that Brian Selders will present later in this meeting.

Marketing & P/R Report

Brian Selders, Superintendent of Communications and IT informed the Board about the Arlington Heights Chamber of Commerce Non-Profit of the Year Awards. SLSF has been nominated and we are very hopefully to win this award. The installation of the phone system is completed and the new phones are working

well. There has been a new TV monitor with Apple TV mirroring capability installed in Board Room here at Park Central, thank you to Amy Charlesworth and her staff for that installation. The TV, in conjunction with the use of an iPad will provide video conferencing, Powerpoint presentations, video playback and more during Board meetings, trainings and conferences held in the Conference Room. In addition, a phone conferencing unit has been installed and allows phone conferencing for up to 20 individuals. This unit may also be used in the Conference Room. The 2015 Annual Report will be out in about a month. It should be noted that focus was placed on making it more visual by adding more pictures with stories vs. just stories. Last year's report was text heavy and we are trying to get away from being too wordy.

#### SLSF Update

Superintendent Sowa updated the board on the Celebrate Ability Gala. It was budgeted that SLSF would make \$114,000 during that event. We didn't quite make budget but we did very well making around \$90,000. Grant Writer, Cathy Splett, sent out many grant applications this year. SLSF did make budget on this line item. Elk Grove Rotary issued SLSF a Grant of \$83,000. However, they pay this monthly. In all, we have exceeded our Grant budget.

#### NEW BUSINESS

Executive Director Crawford announced the new NWSRA Executive Board as follows: Chairman Mike Clark, Vice Chair Tony LaFrener, Amy Charlesworth, Organizational Treasurer, Diane Hilgers as Personnel Committee Chair and Dennis Stein as Past Chair.

#### Recognition of Board Members

Chairman Clark recognized the outgoing Chair Dennis Stein.

#### Appointment of Legal Counsel

Chairman Clark made a motion to appoint Massucci, Blomquist, Anderson & Dunn to SLSF Legal Counsel. Trustee Charlesworth moved and Trustee Stein seconded the motion. Upon Voice Vote, the motion passed.

Chairman Clark made a motion to appoint Robbins Schwartz, Nicholas, Lifton & Taylor, Ltd and Heidi Katz to NWSRA Legal Counsel. Trustee Fahnstrom moved and Trustee Stein seconded the motion. Upon Voice Vote, the motion passed.

#### Appointment of Director/Secretary

Chairman Clark made a motion to Appoint Tracey Crawford as Executive Director of NWSRA and Secretary of NWSRA Board of Trustees. Trustee Stein moved and Trustee Bostrom seconded the motion to appoint Tracey Crawford. Upon Voice Vote, the motion passed.

#### Resolutions 2016-1, 2016-2, 2016-3

Chairman Clark made a motion to approve BMO Harris Bank Resolutions 2016-1, 2016-2 and 2016-3. Trustee Stein moved and Trustee Fahnstrom seconded the motion. Upon Voice Vote, the motion passed.

Resolution 2016-4 IPDLAF

Chairman Clark made a motion to approve the IPDLAF Bank Resolution. Trustee Clark moved and Trustee Fahnstrom seconded the motion. Upon Voice Vote, the motion passed.

Resolution 2016-5 IPDLAF – US Bank

Chairman Clark made a motion to approve IPDLAF – US Bank Resolution. Trustee Clark moved and Trustee Fahnstrom seconded the motion. Upon Voice Vote, the motion passed.

Resolution 2016-6 Appointment of Tracey Crawford to SLSF President

Chairman Clark made a motion to appoint Tracey Crawford to the SLSF Board as President. Trustee Bostrom moved and Trustee Stein seconded the motion. Upon Voice Vote the motion passed.

Resolution 2016-7 Village Bank and Trust

Chairman Clark made a motion to approve Resolution 2015-7. Trustee Stein moved and Trustee Bostrom seconded the motion. Upon Voice Vote the motion passed.

Approval of Organizational Chart

Chairman Clark made a motion to approve the Organizational Chart as presented. Trustee Charlesworth moved and Trustee Stein seconded the motion. Upon Voice Vote the motion passed.

Approval of Mission, Vision and Values Statement

Chairman Clark made a motion to approve the Mission, Vision and Values Statement Chart as presented. Trustee Stein moved and Trustee Fahnstrom seconded the motion. Upon Voice Vote the motion passed.

Disposal of Nortel Phone System

Chairman Clark made a motion to approve the disposal of the old Nortel Phone System and informed the Board that during the Executive Team meeting they discussed the fact that in the future they will use an Ordinance Form that Palatine Park District uses. Trustee Stein moved and Trustee Charlesworth seconded the motion. Upon Voice Vote the motion passed.

OLD BUSINESS

NONE

Information/Action Items

Approval of the Budget for 2016

Director Crawford thanked the Finance Committee for their detailed inquiry of the Budget. Director Crawford then asked for a motion to approve the 2016 Budget as presented. Trustee Stein also made note that there was no public input. Trustee Kuhs moved and Trustee Morgan seconded the motion. Upon Voice Vote the motion passed.

### Fund Balance Update

Kelly DeCorrevont, Business Services Coordinator, updated the Board on the current balances in our Operating Funds based on the newly adopted Fund Balance Policy. A motion was made to approve the balance transfers as presented by the Board. Upon further review, Trustee Bostrom and Chairman Clark recommended this be tabled until the official Audit is concluded in May. This recommendation was agreed upon by the Board.

### Directors Work Plan

Executive Director Crawford outlined her Directors Plan for 2016. These items will included an official evaluation of the Pursuit program. NWSRA is already starting to look for a Pursuit 2 location. The Pursuit program is in desperate need of a new Professional Sensory Room build by Flag House. A Comprehensive Strategic Plan will be conducted in house this year. Several Professional Colleagues will be giving us input and implementing portions of this project. NWSRA is currently going through the process of becoming a Distinguished Agency. This is a very comprehensive process and we are very excited to be in the midst of it. NWSRA will begin the PDRMA Review process very soon as well. Capital Replacement is always on the agenda for the year. During the recession, it became necessary to keep our aging fleet rather than replace some of the vehicles. This can no longer be done. It is becoming a more expensive burden to fix the vans, rather than replace them. During this process, we will be downsizing our fleet. NWSRA will be replacing the Mini's with more accessible lift vans. Fundraising is always on the docket. SLSF is continuing to look at diversifying our revenue portfolio. Succession Planning is a large component to the growth and strength of the agency. This includes the very direct conversations with staff to see where they want to go. It is interesting to talk to a staff member and realize they do not want to move up because they like programming. It is also a goal to get out and talk to our legislators. I want to make sure when changes are made in legislation that they understand the full impact it will make on our agency.

### 2015 Year in Review

Executive Director Crawford and Superintendent of Communication and IT, Brian Selders presented a comprehensive Year in Review for NWSRA.

### Adjournment

After no further business, Chairman Clark called for a motion to adjourn. Trustee Stein moved and Trustee Fahnstrom seconded the motion to adjourn the January 20, 2016 meeting at 11:45 am. Upon voice vote the motion carried.

  
Secretary