



We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

November 20, 2019
10:30 a.m. Regular Meeting
Park Central Conference Room
3000 W. Central Road
Rolling Meadows, IL

AGENDA

- I. Call to Order
 - A. Roll Call

- II. Introduction of Guests:
 - A. Jacob Joyce – Recruitment Coordinator
 - B. Alexzandra Ramoska – Program Specialist
 - C. Victoria Gonzalez – 5 Years’ Service Recognition
 - D. Michelle Bins – PFM Investment Update
 - E. Andrew Kucharski – Promet Source
 - F. Ashley Burns – Promet Source
 - G. John McGovern – WT Engineering

- III. Public Comment

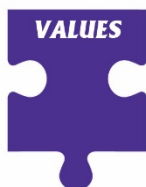
- IV. Approval of Agenda

- V. Approval of Consent Agenda - Pages - 4-66
 - A. Approval of Minutes, September 11, 2019
 - B. NWSRA Financial Reports, October 31, 2019
 - 1. PFM Account Statement
 - 2. NWSRA & SLSF Organizational Cash Overview
 - 3. NWSRA Budget vs. Actual
 - 4. SLSF Budget vs. Actual
 - 5. NWSRA Balance Sheets
 - 6. SLSF Balance Sheets
 - 7. Benjamin F Edwards Account Statement
 - C. Warrant:
 - 1. #9B dated 9/30/19 - \$178,972.74
 - 2. #10 dated 10/31/19 - \$234,937.16
 - 3. #11 dated 11/20/19 - \$18,528.54
 - D. Bi-Weekly Payroll:
 - 1. 09/01/19 - \$102,007.71
 - 2. 09/15/19 - \$92,780.33
 - 3. 09/29/19 - \$103,868.26
 - 4. 10/13/19 - \$106,537.02
 - 5. 10/27/19 - \$107,786.41
 - E. ADA Compliance Projects:
 - 1. Elk Grove Park District:

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

- a. Jack Claes – Counters, drawers, sink, floor space, faucets, dispenser - \$3,108.35
 - b. Clearmont – Benches, Routes, surfaces - \$39,227.99
 - c. Morton Park – Sidewalks, curb cuts, - \$7,570.86
 - d. Udall Park – Sidewalk - \$3,460
 - 2. Mount Prospect Park District:
 - a. Westbrook Park – Swings and mulch - \$3,740
 - 3. Prospect Heights Park District:
 - a. Jaycee Park – Landscaping, Playground Equipment, routes - \$24,694
 - 4. Hoffman Estates Park District:
 - a. South Ridge Park – playground equipment, fitness course, synthetic turf - \$75,738
- VI. Correspondence
- A. Written
 - B. Oral
- VII. Staff Reports - Pages 67-75
- A. Program Report
 - B. Marketing and P/R Report
 - C. SLSF
 - 1. Holiday Luncheon
 - D. Directors Report
- VIII. Old Business - Pages 76-100
- A. Health Survey Update
 - B. Merit Survey Update
 - C. Power DMS Update
 - D. Strategic Plan Survey Results
 - E. NWSRA Project Updates
 - 1. Snoezelen Sensory Room at Mount Prospect
 - 2. Dream Lab Accessible Technology Center at Rolling Meadows
 - 3. Community Sensory Garden at Hanover Park
 - 4. NWSRA Programming Space 4 – Wheeling and Buffalo Grove Update – Oral Report
 - F. Other
- IX. New Business - Pages 101-122
- A. PFM – Investment Update – Michelle Bins
 - B. Promet Source Presentation with WT Engineering – Andrew Kucharski and Ashley Burns
 - C. Promet Source Compliance Audit Agreement
 - D. Day Camp Transportation Bid
 - E. Surplus Ordinance Resolution O2019-11
 - F. ICMA Resolution R2019-12
 - G. Other

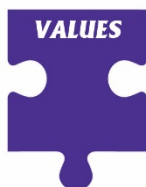


- Teamwork:** Support each other and work together
- Respect:** Be open, honest and kind
- Enthusiasm:** Exceed expectations
- Collaboration:** Combine resources to achieve common goals
- Communication:** Listen, share and adapt



To be a leading force, creating greater options that enrich the life experience of the participants, families and communities we serve

- X. Information/Action Items - Pages - 123-129
 - A. Personnel Committee Update
 - 1. Minutes
 - 2. HR Source Update
 - 3. Staff Changes
 - 4. Proposed Salary Ranges
 - 5. Proposed Merit Pool
 - 6. Proposed Health Insurance
 - B. Finance Committee Update
 - 1. Minutes
 - 2. FY 2019 Summary of Reserves
 - 3. FY 2020 Budget Document
 - 4. Assumptions
 - 5. Capital Replacement Plan FY2019-2023
 - 6. Proposed Unaudited 2018 Summary of Reserves
 - 7. PFM Investment Update
 - C. ADA Committee Update
 - 1. ADA Surveys Results
 - 2. Website Accessibility Presentation
 - D. IMRF Contribution Rate 2020
 - E. NWSRA 2020 Committees
 - F. 2020 Board Meeting Schedule
 - G. Other
- XI. Closed Session
- XII. Action as a result of Closed Session
- XIII. Adjournment



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- Enthusiasm:** Exceed expectations
- Collaboration:** Combine resources to achieve common goals
- Communication:** Listen, share and adapt



To be a leading force, creating greater options that enrich the life experience of the participants, families and communities we serve

V. Consent Agenda

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**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 11th DAY of SEPTEMBER, 2019, AT 10:30 A.M.**

Chairman Morgan called the meeting to order at 10:30 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Brian Meyer, Arlington Heights Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Julie Caporusso, 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, South Barrington Park District; Steve Muenz, Streamwood Park District.

Absent: Rita Fletcher, Robert Dowling, Mike Clark, Jan Buchs

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Cathy Splett, Superintendent of Development; Miranda Woodard, Accounting Manager; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Liz Thomas, Manager of Special Recreation; Brianna Assad and Anita Trzebunia, Interns; Georgia Klotz, Morgan Wirkus and David Yurik, Program Specialists; Dustin King, Operations Coordinator; Jessica Lamb, Foundation Manager; and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

Superintendent Hubsch introduced Brianna Assad and Anita Trzebunia, fall interns; Dustin King, Operations Coordinator; David Yurik and Morgan Wirkus Program Specialists; and Jessica Lamb, Foundation Manager. Superintendent Griffin recognized Liz Thomas for 15 years of dedicated service to NWSRA, and who will be succeeding JoAnn Snyder as Senior Manager of Special Recreation.

Public Comment

None

Agenda

Chairman Morgan asked for a motion to approve the agenda dated September 11, 2019. Trustee O'Brien made the motion and Trustee Charlesworth seconded the motion to approve the agenda dated September 11, 2019. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Morgan called for a motion to approve the Consent Agenda of September 11, 2019. Trustee Charlesworth made the motion and Trustee LaFrenere seconded the motion to approve the Consent Agenda dated September 11, 2019. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Steve Muenz

NAY: None

The motion carried.

Correspondence

Executive Director Crawford announced that a thank you card was received from Joann Wheeler for a floral arrangement sent on behalf of the Board and staff for Larry Wheeler's passing. NWSRA received an email from Ricky Novit complimenting staff's care of participants at Pirate's Cove and an email from Allison Liccar complimenting staff's care of participants at Blackberry Farm.

Staff Reports

Program Report

Superintendent Hubsch stated that NWSRA staff continually seeks out new certifications to keep NWSRA at the forefront of the therapeutic recreation industry. Six NWSRA staff have been certified in Autism Movement Therapy (AMT), which combines movement and music to stimulate communication. Superintendent Hubsch related an impactful success story related to the use of AMT with an NWSRA participant and thanked the Board for approving the conference and education budget.

Marketing and PR Report/Outreach

Superintendent Selders reported that the fall 2019 brochure has been distributed. The Transportation Needs and Obstacles focus groups have been completed and the data is being coded. Computers have been upgraded to Windows 10. The new brand video will be shown at Celebrate Ability. NWSRA has 180 new families. NWSRA has attended 33 expos.

SLSF

Superintendent Splett thanked Trustee Jarog and the Mount Prospect Park District for supporting the Moretti's Golf Outing. SLSF received a \$5000 grant from UPS. The Arlington Golf Outing will be held on September 12, and the T & M Golf Outing will be held on September 14, followed by the Women's Golf Outing on September 18. Through the relationship that a PURSUIT participant's mother has with Autism Speaks, \$2000 from a fundraiser will be contributed to SLSF.

Director's Report

Executive Director Crawford reported that there has been shifting of NWSRA staff due to retirements. She informed the Board that she will be attending the ATRA conference and the NRPA conference. She commented on the benefits of being on the ATRA Board. There is a large concern among agencies about aging persons with disabilities. Executive Director Crawford stated that there is a move toward requiring licensure for therapeutic recreational experts to practice. Executive Director Crawford, Trustee Morgan and Trustee Risinger spoke about the possibility of opening PURSUIT sites at Buffalo Grove and South Barrington Park Districts. Trustee Risinger stated that the plans will be shared with the Buffalo Grove Park District Board in October. Executive Director Crawford explained how this fits into the strategic regional approach to improve convenience for participants and their families.

Old Business

Snoezelen Sensory Room at Mount Prospect

Superintendent Griffin reported that installation is scheduled for the beginning of November.

Dream Lab Accessible Technology Center at Rolling Meadows

Superintendent Selders reported that the basic installation of the Dream Lab is complete and described the components. Technicians will test the equipment and install apps next week.

Community Sensory Garden at Hanover Park

Trustee O'Brien stated that construction on phase 1 of the Sensory Garden will begin on September 16. Quotes came in higher than expected but the balance was covered by SLSF. Planting will be done in the spring. The accessible route, granite surface and planter boxes will be done in the fall. The Tri-Village Garden Club will provide assistance. Executive Director Crawford invited the Board to join SLSF staff in touring the various NWSRA sites in 2020.

NWSRA Programming Space 4 – Wheeling

Superintendent Griffin stated that the furniture order will soon be placed. The Wheeling site is expected to open in January. Participants can trial PURSUIT in Hanover Park and Mount Prospect in November and transfer to Wheeling when it opens.

2020 Member District Annual Assessment Approval

Director Crawford stated that all of the MDA assessment resolutions have been completed. Chairman Morgan called for a motion to approve the 2020 Member District Annual Assessment. Trustee Fahnstrom made the motion and Trustee Charlesworth seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz

NAY: None

The motion carried.

Executive Director Crawford announced that the budget process begins on October 1. She thanked the Board for working with her on a plan for minimum wage and is sharing that with other agencies.

New Business

Audit Bid

Superintendent Negrillo reported that three bids were received for the NWSRA audit. Lauterbach & Amen was selected based on pricing, prior positive experience with them, and their familiarity with NWSRA's systems. A question was raised regarding NWSRA's policy in hiring this firm for a second time. Superintendent Negrillo replied that an accounting firm can conduct an audit for two 3-year terms. A question was raised as to just keeping them indefinitely, to which Director Crawford responded she would get back to the Board regarding keeping them indefinitely. Chairman Morgan called for a motion to approve Lauterbach & Amen

to perform the annual audit for the years 2020 - 2023. Trustee O'Brien made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Steve Muenz

NAY: None

The motion carried.

Power DMS

Superintendent Selders explained the functionality and benefits of Power DMS, a new software that many park districts are using for accreditation. Power DMS has multiple uses as a document management and training/onboarding system. There was extensive discussion about using NWSRA's capital funds to purchase Power DMS for 450 users – all full-time and part-time staff for the year. Trustee Talsma expressed concern about the cost of the system, in addition to the cost of the HR system and ADP for next year. After considering the options, the Board decided on purchasing Power DMS for limited number of employees. Chairman Morgan called for a motion to approve Power DMS (accreditation and document management modules) for 150 NWSRA employees. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Steve Muenz

NAY: None

The motion carried.

Human Resources Information System

Superintendent Negrillo showed screen shots of BambooHR, the human resources information system that NWSRA is considering, and described many features. Trustee Talsma asked if the information ties back to ADP. Trustee Talsma also asked if time-off is captured and Trustee Meyer asked if there is the ability for staff to contact other staff. Superintendent Negrillo replied in the affirmative to all. Trustee Talsma asked if there is a scheduling module; there is not. Superintendent Negrillo stated the benefits of BambooHR as easy customization, document management functionality and the ability to connect to QuickBooks and Power DMS. Superintendent Negrillo stated that she is studying the possibility of switching from ADP to QuickBooks for all payroll functions. Trustee Talsma asked if NWSRA has a contract with ADP and how much notice they would need to be given. Superintendent Negrillo reported that due to numerous problems with ADP, a lengthy notification will not be necessary. Chairman Morgan called for a motion to approve capital funds for the purchase of BambooHR. Trustee O'Brien made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Steve Muenz

NAY: None

The motion carried.

Information/Action Items

Executive Director Crawford stated that, in 2020, she will have John McGovern inform the ADA compliance committee on the latest information regarding website accessibility. Trustee Charlesworth suggested reaching out to WT's website host to get ADA information.

Adjournment

After no further business, Chairman Morgan called for a motion to adjourn. Trustee Risinger made the motion and Trustee Meyer seconded the motion to adjourn the September 11, 2019 meeting at 11:48 pm. Upon voice vote, the motion carried.

Secretary



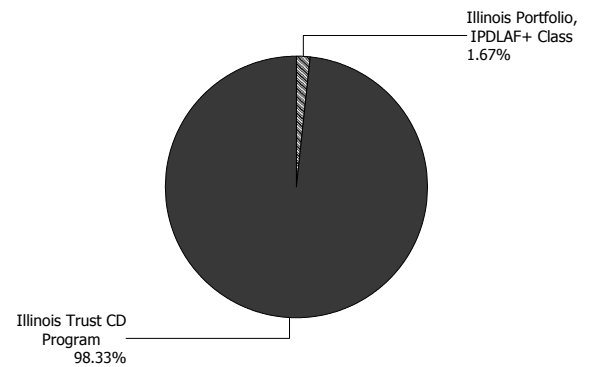
Account Statement - Transaction Summary

For the Month Ending **September 30, 2019**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	22,643.40
Purchases	6,290.35
Redemptions	(184.54)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$28,749.21
Cash Dividends and Income	37.56
Illinois Trust CD Program	
Opening Market Value	1,694,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$1,694,000.00
Cash Dividends and Income	0.00

Asset Summary		
	September 30, 2019	August 31, 2019
Illinois Portfolio, IPDLAF+ Class	28,749.21	22,643.40
Illinois Trust CD Program	1,694,000.00	1,694,000.00
Total	\$1,722,749.21	\$1,716,643.40
Asset Allocation		





Account Statement - Transaction Summary

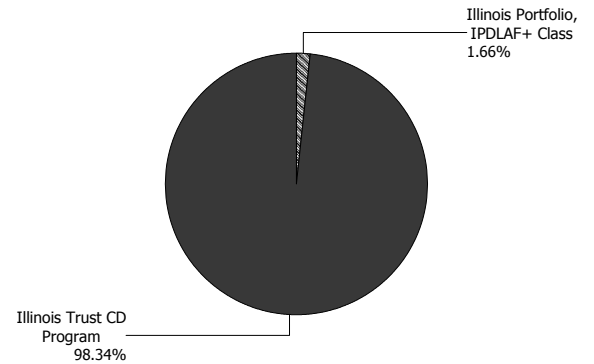
For the Month Ending **October 31, 2019**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	28,749.21
Purchases	43.95
Redemptions	(215.82)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$28,577.34
Cash Dividends and Income	43.95
Illinois Trust CD Program	
Opening Market Value	1,694,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$1,694,000.00
Cash Dividends and Income	0.00

Asset Summary		
	October 31, 2019	September 30, 2019
Illinois Portfolio, IPDLAF+ Class	28,577.34	28,749.21
Illinois Trust CD Program	1,694,000.00	1,694,000.00
Total	\$1,722,577.34	\$1,722,749.21

Asset Allocation



NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW SEPTEMBER 30, 2019

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>			
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	358,451	325,438	683,888
OPER/MMA (Village Bank & Trust)	1,147,814	100,765	1,248,579
IPDLAF	32,604		32,604
CASH BANKS	-		-
TOTAL	1,539,369	426,353	1,965,720
<u>RESERVES: INVESTMENTS</u>			
BF EDWARDS		1,185,025	1,185,025
PFM Asset Management	1,722,749		1,722,749
TOTAL	1,722,749	1,185,025	2,907,774
<u>RESERVES:</u>			
<u>OPERATING</u>			
MAX SAFE 1 (Village Bank & Trust)	1,489,152		1,489,152
MAX SAFE 2 (Village Bank & Trust)	469,191		469,191
TOTAL	1,958,342		1,958,342
<u>TOTAL CASH & RESERVES</u>			
September 30, 2019	\$ 5,220,460	\$ 1,611,378	\$ 6,831,837
 <u>TOTAL CASH & RESERVES</u>			
September 30, 2018			
CASH	\$ 1,832,386	\$ 398,401	\$ 2,230,787
RESERVES - OPER	1,543,609		1,543,609
RESERVES - CAP	184,545		184,545
RESERVES - INVEST	1,397,812	1,149,664	2,547,476
	\$ 4,958,352	\$ 1,548,065	\$ 6,506,417

NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW OCTOBER 31, 2019

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>			
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	477,406	167,276	644,682
OPER/MMA (Village Bank & Trust)	1,099,055	100,955	1,200,011
IPDLAF	100,120		100,120
CASH BANKS	-		-
TOTAL	1,677,081	268,381	1,945,462
<u>RESERVES: INVESTMENTS</u>			
BF EDWARDS		1,202,439	1,202,439
PFM Asset Management	1,722,577		1,722,577
TOTAL	1,722,577	1,202,439	2,925,016
<u>RESERVES:</u>			
<u>OPERATING</u>			
MAX SAFE 1 (Village Bank & Trust)	1,491,813		1,491,813
MAX SAFE 2 (Village Bank & Trust)	470,029		470,029
TOTAL	1,961,842		1,961,842
<u>TOTAL CASH & RESERVES</u>			
October 31, 2019	\$ 5,361,499	\$ 1,470,820	\$ 6,832,320
 <u>TOTAL CASH & RESERVES</u>			
October 31, 2018			
CASH	\$ 1,799,229	\$ 293,294	\$ 2,092,523
RESERVES - OPER	1,480,933		1,480,933
RESERVES - CAP	184,874		184,874
RESERVES - INVEST	1,399,525	1,104,687	2,504,212
	\$ 4,864,561	\$ 1,397,981	\$ 6,262,542

NORTHWEST SPECIAL RECREATION ASSOCIATION
 BUDGET VS ACTUAL and CASH BALANCE

SEPTEMBER 30, 2019

(A) BUDGET
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	948,647	710,865	(237,783)	401,084	181,515	(219,568)	547,564	529,349	(18,214)
February	62,547	422,818	360,271	399,880	376,603	(23,277)	(337,333)	46,215	383,548
March	563,512	315,198	(248,314)	453,422	477,682	24,260	110,091	(162,484)	(272,574)
April	103,569	454,438	350,869	671,175	353,162	(318,013)	(567,606)	101,276	668,883
May	1,225,847	1,098,973	(126,875)	476,908	292,680	(184,228)	748,939	806,292	57,353
June	538,659	673,423	134,765	524,377	429,364	(95,013)	14,281	244,059	229,778
July	551,339	74,975	(476,364)	461,858	541,794	79,936	89,481	(466,819)	(556,300)
August	106,377	404,488	298,111	462,625	790,715	328,090	(356,248)	(386,227)	(29,979)
September	346,863	160,917	(185,946)	736,076	401,025	(335,051)	(389,214)	(240,108)	149,106
October	183,464		(183,464)	397,517		(397,517)	(214,053)		214,053
November	1,068,814		(1,068,814)	397,017		(397,017)	671,797		(671,797)
December	192,302		(192,302)	468,278		(468,278)	(275,976)		275,976
TOTAL YTD	4,447,360	4,316,095	(131,265)	4,587,407	3,844,541	(742,866)	(140,046)	471,554	611,601

(B) CASH BALANCE

MONTH	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	5,204,174	529,349	(398,872)	6,452	(90,881) a.	5,250,222
February	5,250,222	46,215	0	6,421	(2,729) a.	5,300,129
March	5,300,129	(162,484)	0	3,921	(233) a.	5,141,333
April	5,141,333	101,276	0	3,830	2,746 a.	5,249,186
May	5,249,186	806,292	0	3,952	(791) a.	6,058,639
June	6,058,639	244,059	0	3,952	(717) a.	6,305,933
July	6,305,933	(466,819)	0	3,952	(5,016) a.	5,838,050
August	5,838,050	(386,227)	0	3,467	501 a.	5,455,790
September	5,455,790	(240,108)	0	3,891	479 a.	5,220,052
October	5,220,052	0			a.	5,220,052
November	5,220,052	0			a.	5,220,052
December	5,220,052	0			a.	5,220,052

a. FSA Withholding / Payments and collected key security deposits.

NORTHWEST SPECIAL RECREATION ASSOCIATION
BUDGET VS ACTUAL and CASH BALANCE

OCTOBER 31, 2019

(A) BUDGET
VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	948,647	710,865	(237,783)	401,084	181,515	(219,568)	547,564	529,349	(18,214)
February	62,547	422,818	360,271	399,880	376,603	(23,277)	(337,333)	46,215	383,548
March	563,512	315,198	(248,314)	453,422	477,682	24,260	110,091	(162,484)	(272,574)
April	103,569	454,438	350,869	671,175	353,162	(318,013)	(567,606)	101,276	668,883
May	1,225,847	1,098,973	(126,875)	476,908	292,680	(184,228)	748,939	806,292	57,353
June	538,659	673,423	134,765	524,377	429,265	(95,112)	14,281	244,158	229,877
July	551,339	74,975	(476,364)	461,858	541,794	79,936	89,481	(466,819)	(556,300)
August	106,377	404,488	298,111	462,625	790,690	328,065	(356,248)	(386,202)	(29,954)
September	346,863	164,699	(182,164)	736,076	408,839	(327,237)	(389,214)	(244,141)	145,073
October	183,464	601,230	417,766	397,517	453,083	55,566	(214,053)	148,147	362,200
November	1,068,814		(1,068,814)	397,017		(397,017)	671,797		(671,797)
December	192,302		(192,302)	468,278		(468,278)	(275,976)		275,976
TOTAL YTD	4,630,824	4,921,106	290,282	4,984,924	4,305,314	(679,610)	(354,100)	615,793	969,892

(B) CASH BALANCE

MONTH	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	5,204,174	529,349	(398,872)	6,452	(90,881) a.	5,250,222
February	5,250,222	46,215	0	6,421	(2,729) a.	5,300,129
March	5,300,129	(162,484)	0	3,921	(233) a.	5,141,333
April	5,141,333	101,276	0	3,830	2,750 a.	5,249,190
May	5,249,190	806,292	0	3,952	(791) a.	6,058,643
June	6,058,643	244,158	0	3,952	(699) a.	6,306,054
July	6,306,054	(466,819)	0	3,952	(5,016) a.	5,838,171
August	5,838,171	(386,202)	0	3,467	501 a.	5,455,936
September	5,455,936	(244,141)	0	3,891	(3,302) a.	5,212,384
October	5,212,384	148,147	0	3,952	(3,636) a.	5,360,847
November	5,360,847	0			a.	5,360,847
December	5,360,847	0			a.	5,360,847

a. FSA Withholding / Payments and collected key security deposits.

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

SEPTEMBER 30, 2019

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	215,749	236,674	20,925	8,364	4,728	(3,636)	207,386	231,946	24,561
February	53,189	54,360	1,170	4,270	10,936	6,666	48,919	43,424	(5,495)
March	44,070	29,955	(14,115)	86,366	12,113	(74,253)	(42,297)	17,842	60,138
April	19,725	49,523	29,799	5,011	28,015	23,004	14,713	21,508	6,795
May	53,576	1,121	(52,455)	149,556	100,346	(49,210)	(95,980)	(99,225)	(3,245)
June	28,680	66,080	37,400	10,241	25,581	15,339	18,438	40,499	22,061
July	19,775	49,962	30,188	5,923	22,027	16,104	13,852	27,935	14,084
August	38,986	34,507	(4,479)	4,203	17,840	13,637	34,783	16,667	(18,116)
September	85,941	49,355	(36,586)	71,048	6,933	(64,115)	14,893	42,423	27,529
October	50,234		(50,234)	114,382		(114,382)	(64,147)		64,147
November	76,783		(76,783)	27,700		(27,700)	49,082		(49,082)
December	20,718		(20,718)	219,007		(219,007)	(198,289)		198,289
TOTAL YTD	559,691	571,538	11,847	344,984	228,518	(116,465)	214,708	343,019	128,312

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,266,589	231,946	0	0	(1,603)	1,496,933
February	1,496,933	43,424	0	0	(62)	1,540,294
March	1,540,294	17,842	0	0	330	1,558,465
April	1,558,465	21,508	0	0	3,315	1,583,288
May	1,583,288	(99,225)	0	0	(895)	1,483,168
June	1,483,168	40,499	0	0	515	1,524,182
July	1,524,182	27,935	0	0	352	1,552,469
August	1,552,469	16,667	0	0	(393)	1,568,744
September	1,568,744	42,423	0	0	608	1,611,775
October	1,611,775	0				1,611,775
November	1,611,775	0				1,611,775
December	1,611,775	0				1,611,775

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

NINE MONTHS ENDING SEPTEMBER 30, 2019

	<u>2019</u>			<u>2018</u> PRIOR YR ACTUAL
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER</u> <u>(UNDER)</u>	
<u>REVENUE</u>				
GRANTS	\$ 209,350	\$ 260,360	\$ (51,010)	\$ 295,094
RESTRICTED FUNDRAISING	43,799	55,640	(11,841)	54,886
RESTRICTED DONATIONS	5,996	12,148	(6,152)	3,892
UNRESTRICTED FUNDRAISING	167,975	174,768	(6,793)	197,170
UNRESTRICTED DONATIONS	39,638	56,775	(17,137)	109,746
NWSRA WORKSHOPS	0	0	0	410
INVESTMENT TRANSFER	0	0	0	100,000
TOTAL REVENUE	<u>\$ 466,759</u>	<u>\$ 559,691</u>	<u>\$ (92,932)</u>	<u>\$ 761,197</u>
<u>EXPENDITURES</u>				
ADMINISTRATION	\$ 26,879	\$ 33,971	\$ (7,093)	\$ 36,523
RESTRICTED FUNDRAISING	10,450	11,985	(1,535)	11,543
UNRESTRICTED FUNDRAISING	39,201	55,906	(16,704)	53,395
GRANTS GIVEN	151,988	243,122	(91,133)	322,187
TOTAL EXPENSES	<u>\$ 228,518</u>	<u>\$ 344,984</u>	<u>\$ (116,465)</u>	<u>\$ 423,648</u>
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	<u>\$ 238,240</u>	<u>\$ 214,708</u>	<u>\$ 23,533</u>	<u>\$ 337,549</u>
<u>INVESTMENT INCOME (LOSS)</u>	104,779	0	104,779	34,773
<u>NET EXCESS REVENUE (EXPENSE)</u>	<u><u>\$ 343,019</u></u>	<u><u>\$ 214,708</u></u>	<u><u>\$ 128,312</u></u>	<u><u>\$ 372,322</u></u>

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

OCTOBER 31, 2019

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	215,749	236,674	20,925	8,364	4,728	(3,636)	207,386	231,946	24,561
February	53,189	54,360	1,170	4,270	10,936	6,666	48,919	43,424	(5,495)
March	44,070	29,955	(14,115)	86,366	12,113	(74,253)	(42,297)	17,842	60,138
April	19,725	49,523	29,799	5,011	28,015	23,004	14,713	21,508	6,795
May	53,576	1,121	(52,455)	149,556	100,346	(49,210)	(95,980)	(99,225)	(3,245)
June	28,680	66,080	37,400	10,241	25,581	15,339	18,438	40,499	22,061
July	19,775	49,962	30,188	5,923	22,027	16,104	13,852	27,935	14,084
August	38,986	34,507	(4,479)	4,203	17,840	13,637	34,783	16,667	(18,116)
September	85,941	49,355	(36,586)	71,048	6,933	(64,115)	14,893	42,423	27,529
October	50,234	48,926	(1,308)	114,382	189,385	75,003	(64,147)	(140,459)	(76,311)
November	76,783	(76,783)	27,700	27,700	(27,700)	49,082	(49,082)	(49,082)	
December	20,718	(20,718)	219,007	219,007	(219,007)	(198,289)	(198,289)	198,289	
TOTAL YTD	609,926	620,464	10,539	459,365	417,903	(41,462)	150,560	202,561	52,001

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,266,589	231,946	0	0	(1,603)	1,496,933
February	1,496,933	43,424	0	0	(62)	1,540,294
March	1,540,294	17,842	0	0	330	1,558,465
April	1,558,465	21,508	0	0	3,315	1,583,288
May	1,583,288	(99,225)	0	0	(895)	1,483,168
June	1,483,168	40,499	0	0	515	1,524,182
July	1,524,182	27,935	0	0	352	1,552,469
August	1,552,469	16,667	0	0	(393)	1,568,744
September	1,568,744	42,423	0	0	608	1,611,775
October	1,611,775	(140,459)	0	0	(99)	1,471,217
November	1,471,217	0				1,471,217
December	1,471,217	0				1,471,217

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

TEN MONTHS ENDING OCTOBER 31, 2019

	<u>2019</u>			<u>2018</u> PRIOR YR ACTUAL
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER</u> <u>(UNDER)</u>	
<u>REVENUE</u>				
GRANTS	\$ 215,183	\$ 281,220	\$ (66,037)	\$ 309,261
RESTRICTED FUNDRAISING	43,802	55,640	(11,838)	55,840
RESTRICTED DONATIONS	6,046	12,521	(6,475)	3,892
UNRESTRICTED FUNDRAISING	188,693	203,770	(15,077)	235,058
UNRESTRICTED DONATIONS	43,758	56,775	(13,017)	118,172
NWSRA WORKSHOPS	0	0	0	410
INVESTMENT TRANSFER	0	0	0	100,000
TOTAL REVENUE	<u>\$ 497,482</u>	<u>\$ 609,926</u>	<u>\$ (112,444)</u>	<u>\$ 822,632</u>
<u>EXPENDITURES</u>				
ADMINISTRATION	\$ 28,625	\$ 37,278	\$ (8,653)	\$ 37,992
RESTRICTED FUNDRAISING	10,450	12,245	(1,795)	11,543
UNRESTRICTED FUNDRAISING	53,366	73,388	(20,022)	69,699
GRANTS GIVEN	325,463	336,455	(10,992)	470,956
TOTAL EXPENSES	<u>\$ 417,904</u>	<u>\$ 459,366</u>	<u>\$ (41,462)</u>	<u>\$ 590,190</u>
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	<u>\$ 79,578</u>	<u>\$ 150,560</u>	<u>\$ (70,982)</u>	<u>\$ 232,442</u>
<u>INVESTMENT INCOME (LOSS)</u>	122,983	0	122,983	(9,689)
<u>NET EXCESS REVENUE (EXPENSE)</u>	<u><u>\$ 202,561</u></u>	<u><u>\$ 150,560</u></u>	<u><u>\$ 52,001</u></u>	<u><u>\$ 222,753</u></u>

Northwest Special Recreation Association

Balance Sheet

As of September 30, 2019

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	18,400.91
10600 · VB&T Bus Check 2	332,683.86
10700 · IPDLAF+	32,603.69
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,694,000.00
11200 · PFM Investments Hold Account - Other	28,749.21
Total 11200 · PFM Investments Hold Account	1,722,749.21
11500 · VB&T Operating/MM Account	1,147,486.95
11600 · Money Market (Harris Bank)	3,240.99
11650 · MAX SAFE 1 (Village Bank&Trust)	1,489,151.68
11660 · MAX SAFE 2 (Village Bank&Trust)	469,190.68
11810 · Credit Card - Discover	236.75
11820 · Credit Card - MasterCard	587.15
11830 · Credit Card - Visa	2,838.80
11840 · MC/VISA On-Line	-709.75
Total Checking/Savings	5,218,960.93
Accounts Receivable	
12000 · Accounts Receivable	3,571.50
Total Accounts Receivable	3,571.50
Other Current Assets	
12100 · INTEREST RECEIVABLE	28,329.13
12200 · PREPAID EXPENSES	30.35
12300 · Prepaid Lease	31,420.33
Total Other Current Assets	59,779.81
Total Current Assets	5,282,312.24
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	466,778.00
13110 · Accum.Depre- Equipment	-221,711.00
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,393,792.00
Total Fixed Assets	1,525,674.00
TOTAL ASSETS	6,807,986.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21200 · Accounts Payable	2,449.46
Total Accounts Payable	2,449.46
Other Current Liabilities	
21600 · Security Deposits	250.00
21700 · Unclaimed Payroll/Property	-99.98
22100 · FSA WH/PYMTS	9,436.71
Total Other Current Liabilities	9,586.73
Total Current Liabilities	12,036.19

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11/11/19
Accrual Basis

Northwest Special Recreation Association
Balance Sheet
As of September 30, 2019

	<u>Sep 30, 19</u>
Long Term Liabilities	
22500 · ACCRUED VACATION	99,217.00
Total Long Term Liabilities	<u>99,217.00</u>
Total Liabilities	111,253.19
Equity	
29500 · Retained Earnings	4,762,596.26
29550 · INVESTMENT IN CAPITAL ASSETS	1,466,516.00
Net Income	467,620.79
Total Equity	<u>6,696,733.05</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,807,986.24</u></u>

Northwest Special Recreation Association
Balance Sheet
 As of October 31, 2019

	Oct 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10300 · Petty Cash	500.00
10600 · VB&T Bus Check 2	477,405.99
10700 · IPDLAF+	100,119.60
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,694,000.00
11200 · PFM Investments Hold Account - Other	28,577.34
Total 11200 · PFM Investments Hold Account	1,722,577.34
11500 · VB&T Operating/MM Account	1,099,055.49
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,491,812.57
11660 · MAX SAFE 2 (Village Bank&Trust)	470,029.06
11800 · Credit Card - American Express	-20.00
11810 · Credit Card - Discover	-44.50
11820 · Credit Card - MasterCard	-172.50
11830 · Credit Card - Visa	214.00
11840 · MC/VISA On-Line	-590.50
Total Checking/Savings	5,360,886.54
Accounts Receivable	
12000 · Accounts Receivable	3,601.00
Total Accounts Receivable	3,601.00
Other Current Assets	
12100 · INTEREST RECEIVABLE	32,236.62
12300 · Prepaid Lease	27,499.09
Total Other Current Assets	59,735.71
Total Current Assets	5,424,223.25
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	466,778.00
13110 · Accum.Depre- Equipment	-221,711.00
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,393,792.00
Total Fixed Assets	1,525,674.00
TOTAL ASSETS	6,949,897.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21200 · Accounts Payable	2,019.77
Total Accounts Payable	2,019.77
Other Current Liabilities	
21600 · Security Deposits	250.00
21700 · Unclaimed Payroll/Property	-99.98
22100 · FSA WH/PYMTS	10,167.25
Total Other Current Liabilities	10,317.27
Total Current Liabilities	12,337.04
Long Term Liabilities	
22500 · ACCRUED VACATION	99,217.00
Total Long Term Liabilities	99,217.00
Total Liabilities	111,554.04

1:19 PM
11/11/19
Accrual Basis

Northwest Special Recreation Association
Balance Sheet
As of October 31, 2019

	<u>Oct 31, 19</u>
Equity	
29500 · Retained Earnings	4,756,034.60
29550 · INVESTMENT IN CAPITAL ASSETS	1,466,516.00
Net Income	615,792.61
Total Equity	<u>6,838,343.21</u>
TOTAL LIABILITIES & EQUITY	<u>6,949,897.25</u>

Special Leisure Services Foundation
Balance Sheet
As of September 30, 2019

	<u>Sep 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	325,438.02
10800 · VB&T MMA	100,764.89
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	37,406.93
11300 · BENJAMIN EDWARDS - Other	1,147,617.88
Total 11300 · BENJAMIN EDWARDS	<u>1,185,024.81</u>
11800 · Credit Card - American Express	-14.90
11830 · Credit Card - Visa	411.82
Total Checking/Savings	<u>1,611,774.64</u>
Other Current Assets	
12200 · Event Deposits	5,700.00
12400 · Interest Receivable	2,007.10
Total Other Current Assets	<u>7,707.10</u>
Total Current Assets	<u>1,619,481.74</u>
TOTAL ASSETS	<u>1,619,481.74</u>
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,001,227.34
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	343,019.35
Total Equity	<u>1,619,481.74</u>
TOTAL LIABILITIES & EQUITY	<u>1,619,481.74</u>

Special Leisure Services Foundation
Balance Sheet
As of October 31, 2019

	<u>Oct 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	167,275.84
10800 · VB&T MMA	100,955.48
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	37,772.03
11300 · BENJAMIN EDWARDS - Other	1,164,666.54
Total 11300 · BENJAMIN EDWARDS	<u>1,202,438.57</u>
11800 · Credit Card - American Express	-14.90
11830 · Credit Card - Visa	411.82
Total Checking/Savings	<u>1,471,216.81</u>
Other Current Assets	
12200 · Event Deposits	5,200.00
12400 · Interest Receivable	2,606.38
Total Other Current Assets	<u>7,806.38</u>
Total Current Assets	<u>1,479,023.19</u>
TOTAL ASSETS	<u>1,479,023.19</u>
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,001,227.34
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	202,560.80
Total Equity	<u>1,479,023.19</u>
TOTAL LIABILITIES & EQUITY	<u>1,479,023.19</u>



BENJAMIN F. EDWARDS & CO.
 INVESTMENTS for GENERATIONS
 One North Brentwood Blvd., Suite 850
 Saint Louis, MO 63105 314-726-1600

* 0057731 02 AB 0.409 02 TR 00294 X108PD06 000000

SPECIAL LEISURE SERVICES
 FOUNDATION
 ATTN TRACEY CRAWFORD
 3000 CENTRAL RD STE 205
 ROLLING MDWS IL 60008-2551



September 1, 2019 - September 30, 2019
 Account Number: ~~XXXXXXXX~~

Your Financial Advisor Is:
 HANSON / FISHER / VANDERLUGT
 (630) 871-2673

Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,177,389.96	\$1,080,198.21
Dividends, Interest and Other Income	3,546.93	17,765.05
Net Change in Portfolio¹	4,087.92	87,061.55
ENDING ACCOUNT VALUE	\$1,185,024.81	\$1,185,024.81
Estimated Annual Income	\$20,243.89	

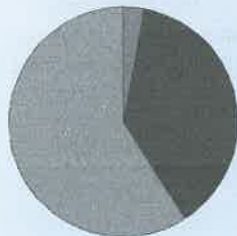
¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

S 057731 X108PD06 010906

The Bank Deposits in your account are FDIC insured bank deposits.

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
3%	Cash, Money Funds, and Bank Deposits	28,371.08	35,871.14	37,406.93
38%	Fixed Income	434,839.90	446,436.60	445,901.40
59%	Mutual Funds	616,987.23	695,082.22	701,716.48
100%	Account Total (Pie Chart)	\$1,080,198.21	\$1,177,389.96	\$1,185,024.81

Please review your allocation periodically with your Financial Advisor.





BENJAMIN F. EDWARDS & CO.

INVESTMENTS for GENERATIONS

One North Brentwood Blvd., Suite 850

Saint Louis, MO 63105

314-726-1600

* 0032851 02 AV 0.380 02 TR 00167 X107PD04 000000

SPECIAL LEISURE SERVICES
FOUNDATION
ATTN TRACEY CRAWFORD
3000 CENTRAL RD STE 205
ROLLING MDWS IL 60008-2551



October 1, 2019 - October 31, 2019

Account Number: ~~BRX1207X~~

Your Financial Advisor Is:

HANSON / FISHER / VANDERLUGT
(630) 871-2673

Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,185,024.81	\$1,080,198.21
Dividends, Interest and Other Income	365.10	18,130.15
Net Change in Portfolio¹	17,048.66	104,110.21
ENDING ACCOUNT VALUE	\$1,202,438.57	\$1,202,438.57
Estimated Annual Income	\$20,227.75	

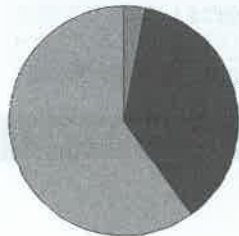
¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

S 0032851 X107PD04 010291

The Bank Deposits in your account are FDIC insured bank deposits.

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
3%	Cash, Money Funds, and Bank Deposits	28,371.08	37,406.93	37,772.03
37%	Fixed Income	434,839.90	445,901.40	446,560.45
60%	Mutual Funds	616,987.23	701,716.48	718,106.09
100%	Account Total (Pie Chart)	\$1,080,198.21	\$1,185,024.81	\$1,202,438.57

Please review your allocation periodically with your Financial Advisor.



**Warrant #9B
Summary
September 30, 2019**

Administration	Programs	Salary	Liability/Audit/IMRF	ADA/Capital
421000 Prof. Fees	422100 Rent Municipal	424100 Full Time	441000 Liability/PDRMA	450000 ADA Compliance
421100 Office Supply	422200 Rent Commercial	424200 Part Time	442000 Audit	460000 Capital Replacement
421150 Fees	422300 Program Dev.	424300 Payroll Processing	442100 FICA	
421200 Postage	422400 Program Supply	424500 Car Allowance	442200 IMRF	
421300 Phones/Fax	422500 Comm. Trans.			
421400 Conference/Education	422600 Staff Mileage			
421500 Memberships	422700 Trans. Maint.			
421600 Health Insurance	422800 gas/tolls/parking			
421700 Maint./Utilities	422900 Printing			
421800 Rent	423000 Sub./Ads.			
421900 Computers	423100 Public Awareness			
12000 Accounts Receivable				

Total VB&T Electronic Accounts Payable (IMRF, ADP, Excalibur, HP)	42,723.09
Total IPDLAF Electronic Accounts Payable (PCARDS)	47,515.38
Total VB&T Business Checking Accounts Payable	88,734.27
	<u>178,972.74</u>

Motion to approve Warrant #9B dated September 30, 2019 totaling

\$178,972.74

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #9B
 September 30, 2019**

Vendor	Description	Account	Amount
IMRF	Sept 2019	442201	15,623.07
	Sept 2019	442202	4,551.43
	Sept 2019	442203	172.24
	Sept 2019	442204	83.25
	Sept 2019	442205	1,926.01
	IMRF Total		22,356.00
ADP	FSA - September	424303	121.93
	Payroll - Aug	424301	206.44
	Payroll - Aug	424302	2,517.92
	ADP Total		2,846.29
Excalibur	Invoice - 180041	421902	345.00
	Invoice - 180620	421902	28.75
	Invoice - 180733	421902	7,288.75
	Invoice - 180914	421902	107.33
	Invoice - 181038	421906	1,559.50
	Invoice - 181159	421902	72.14
	Invoice - 181162	421902	70.38
	Invoice - 181209	421905	255.35
		Excalibur Total	
Wex Bank	Invoice 60724178	422801	7,241.54
ComEd	Svc 7/30 - 8/28	421702	552.06
Hewlett Packard Fin Svcs	Lease Payment # 1 & 2 Pd in Aug 2019	460001	-
	Hewlett-Packard Financial Services Total		-
Total Warrant #9B for Electronic Accounts Payable			42,723.09

**Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #9B
September 30, 2019**

Vendor	Description	Account	Amount
BMO Solutions			
Active Lock	office supplies	421103	21.27
Active Lock	office supplies	421103	7.15
Name Badges Intl	office supplies	421104	31.07
Name Badges Intl	office supplies	421104	108.19
Name Badges Intl	office supplies	421104	59.88
Amazon	office supplies	421105	6.99
Amazon	office supplies	421105	19.97
Amazon	office supplies	421105	23.61
Authorize.net	credit card and bank fees	421152	38.65
Pitney Bowes	postage	421202	465.00
Verizon Wireless	telephone/fax	421301	668.38
First Communications	telephone/fax	421304	505.27
Converged Digital Networks	telephone/fax	421305	314.00
PayPal/AAPRA	conference/education	421401	86.00
United Airlines	conference/education	421401	30.00
HomeAway	conference/education	421401	117.00
Orlando Vacation Homes	conference/education	421401	250.00
Starbucks	conference/education	421401	7.30
Uber	conference/education	421401	78.53
Uber	conference/education	421401	15.70
Uber	conference/education	421401	42.73
American Airlines	conference/education	421401	30.00
Uber	conference/education	421401	10.34
Uber	conference/education	421401	9.96
Hyatt Reg Baltimore	conference/education	421401	86.92
Hyatt Reg Baltimore	conference/education	421401	1.06
Baltimore Convention Ctr	conference/education	421401	14.00
Uber	conference/education	421401	14.95
Uber	conference/education	421401	17.23
IPRA	conference/education	421402	15.00
IPRA	conference/education	421402	75.00
PDRMA	conference/education	421403	65.00
IAPD	conference/education	421404	45.00
IL Assoc of Park Districts	conference/education	421404	637.00
Pepes	conference/education	421405	32.05
Jason's Deli	conference/education	421405	29.26
Westwood Tavern	conference/education	421405	42.51
Coopers Hawk	conference/education	421405	45.99
Starbucks	conference/education	421405	9.90
Starbucks	conference/education	421405	10.01
Michael's	conference/education	421405	27.32
Aqua	conference/education	421406	15.00
Portillos	conference/education	421406	34.57
Starbucks	conference/education	421406	24.42
Jimmy Johns	conference/education	421406	213.93
Panera	conference/education	421406	356.76
Dollar Tree	conference/education	421406	27.00
Dollar General	conference/education	421406	18.20

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #9B
September 30, 2019

Vendor	Description	Account	Amount
Panda Express	conference/education	421406	26.50
Jewel	conference/education	421406	33.07
Starbucks	conference/education	421406	6.70
Starbucks	conference/education	421406	4.81
Bulldogs	conference/education	421406	26.04
Amazon	conference/education	421406	31.84
Holiday Inn	conference/education	421407	283.01
HomeAway	conference/education	421407	367.15
Antonios	conference/education	421408	42.24
Peppermill	conference/education	421408	14.35
McDonalds	conference/education	421408	8.53
Peets	conference/education	421408	3.25
American Airlines	conference/education	421408	30.00
Peppermill	conference/education	421408	56.76
Uber	conference/education	421408	57.35
United Airlines	conference/education	421408	30.00
Lyft	conference/education	421408	30.62
United Airlines	conference/education	421408	40.00
United Airlines	conference/education	421408	30.00
Lyft	conference/education	421408	15.85
Lyft	conference/education	421408	19.72
Peppermill	conference/education	421408	55.76
Lyft	conference/education	421408	19.02
Peppermill	conference/education	421408	207.80
Peppermill	conference/education	421408	14.62
Peppermill	conference/education	421408	15.70
Peppermill	conference/education	421408	17.70
Peppermill	conference/education	421408	12.45
Lyft	conference/education	421408	20.38
Lyft	conference/education	421408	19.72
Lyft	conference/education	421408	20.17
Reno Travel Mart	conference/education	421408	51.18
McDonalds	conference/education	421408	4.53
American Airlines	conference/education	421408	70.00
American Airlines	conference/education	421408	30.00
Peppermill	conference/education	421408	60.09
Lyft	conference/education	421408	30.53
Chilis	conference/education	421408	37.41
Hudson	conference/education	421408	30.59
Peppermill	conference/education	421408	59.80
Farmers Market	conference/education	421408	9.00
Peppermill	conference/education	421408	24.09
Peppermill	conference/education	421408	10.83
Peppermill	conference/education	421408	55.22
Tokyo	conference/education	421408	73.60
Peppermill	conference/education	421408	25.44
Starbucks	conference/education	421408	29.85
Eldorado	conference/education	421408	80.75
Peppermill	conference/education	421408	79.39
Peppermill	conference/education	421408	14.70

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #9B
September 30, 2019

Vendor	Description	Account	Amount
Starbucks	conference/education	421408	12.82
Wild Garlic	conference/education	421408	16.22
NRPA	memberships/certifications	421503	75.00
NCTRC	memberships/certifications	421504	80.00
Nicor	maintenance/utilities	421703	15.78
Nicor	maintenance/utilities	421703	20.89
Hudson Energy	maintenance/utilities	421704	1,288.81
Comcast	maintenance/utilities	421706	171.63
Comcast	maintenance/utilities	421706	205.82
Comcast	maintenance/utilities	421706	141.85
AT&T	maintenance/utilities	421706	71.53
Comcast	maintenance/utilities	421706	163.50
Amazon	maintenance/utilities	421707	63.96
Amazon	maintenance/utilities	421707	149.90
Apple iTunes	computers	421905	0.99
Adobe Acrobat	computers	421905	14.99
Apple iTunes	computers	421905	9.99
Amazon	computers	421906	118.98
Converged Digital Networks	computers	421906	57.95
Amazon	computers	421906	118.98
Amazon	computers	421906	19.49
Amazon	computers	421906	49.48
Amazon	computers	421906	23.19
Chandlers Banquet	rental/municipal	422104	2,450.00
Rob Roy Golf Course	rental/municipal	422109	20.00
Elk Grove Bowl	commercial expense	422201	200.00
Buffalo Wild Wings	commercial expense	422201	59.74
Buffalo Wild Wings	commercial expense	422201	86.09
Decatur Conference	commercial expense	422204	274.66
Wendy's	commercial expense	422204	33.73
Decatur Conference	commercial expense	422204	137.33
Decatur Conference	commercial expense	422204	274.66
Decatur Conference	commercial expense	422204	282.72
Party City	commercial expense	422204	37.93
Didier Farms	commercial expense	422206	7.68
Didier Farms	commercial expense	422206	13.50
Elk Grove Bowl	commercial expense	422206	1,007.75
Elk Grove Bowl	commercial expense	422206	1,003.75
Brunswick Zone	commercial expense	422206	216.00
Poplar Creek Bowkling	commercial expense	422206	57.00
Arlington Lanes	commercial expense	422206	60.00
Brunswick	commercial expense	422206	36.00
Walgreens	commercial expense	422206	15.96
Thrown Elements	commercial expense	422206	588.00
Streamwood Bowl	commercial expense	422206	92.50
Arlington Lanes	commercial expense	422206	60.00
Didier Farms	commercial expense	422206	130.00
Twin Lakes	commercial expense	422206	25.00
7-Eleven	commercial expense	422208	34.85
Black Street	commercial expense	422208	285.00

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #9B
September 30, 2019

Vendor	Description	Account	Amount
Denver Airport	commercial expense	422208	14.41
Fareharbor	commercial expense	422208	225.00
Brooklyns	commercial expense	422208	150.10
7-Eleven	commercial expense	422208	49.10
Scratch Burrito	commercial expense	422208	211.84
Blue Moon	commercial expense	422208	245.00
Pepsi Tour	commercial expense	422208	150.00
Punch Bowl	commercial expense	422208	380.00
Denver Airport	commercial expense	422208	11.98
Denver Airport	commercial expense	422208	53.04
Comfort Suites	commercial expense	422208	3,627.67
Denver Airport	commercial expense	422208	22.71
Denver Airport	commercial expense	422208	34.29
Denver Airport	commercial expense	422208	27.58
Denver Airport	commercial expense	422208	30.91
Denver Airport	commercial expense	422208	44.96
7-Eleven	commercial expense	422208	38.52
Denver Cart Rental	commercial expense	422208	5.00
Denver Cart Rental	commercial expense	422208	5.00
McDonalds	commercial expense	422208	12.13
Cantina Grill	commercial expense	422208	35.00
Jaf Concessions	commercial expense	422208	18.09
Denver Cart Rental	commercial expense	422208	5.00
Denver Cart Rental	commercial expense	422208	5.00
Blue Moon Brewery	commercial expense	422208	19.00
Hudson News	commercial expense	422208	2.37
All Seasons Orchard	commercial expense	422209	112.00
All Seasons Orchard	commercial expense	422209	121.00
Sweet Ride Food Truck	commercial expense	422209	300.00
All Seasons Orchard	commercial expense	422209	139.00
Sweet Ride Food Truck	commercial expense	422209	396.90
Chicago Ice Cream Truck	commercial expense	422209	690.00
Little Caesar's	commercial expense	422210	41.20
Jewel	program development	422303	29.45
Aldi	supplies	422401	15.03
Jewel	supplies	422401	51.00
Jewel	supplies	422401	60.99
Dollar Tree	supplies	422401	3.22
Jewel	supplies	422401	16.65
Jewel	supplies	422401	63.08
Amazon	supplies	422404	25.98
Amazon	supplies	422404	32.16
Amazon	supplies	422404	19.95
Aldi	supplies	422406	30.21
Aldi	supplies	422406	21.54
Jewel	supplies	422406	16.74
Jewel	supplies	422406	5.49
Jewel	supplies	422406	13.56
Aldi	supplies	422406	21.08
Aldi	supplies	422406	19.34

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #9B
 September 30, 2019**

Vendor	Description	Account	Amount
Jewel	supplies	422406	12.77
Jewel	supplies	422406	12.47
Walmart	supplies	422406	6.76
Chipotle	supplies	422406	20.16
Amazon	supplies	422406	27.98
Amazon	supplies	422406	30.88
Dollar Tree	supplies	422406	7.00
Jewel	supplies	422406	19.35
Jewel	supplies	422406	19.35
Amazon	supplies	422406	7.99
Amazon	supplies	422406	39.99
Amazon	supplies	422406	50.19
Jewel	supplies	422406	33.58
Jewel	supplies	422406	33.58
Jewel	supplies	422406	16.97
Aldi	supplies	422406	23.99
Walmart	supplies	422406	17.52
Amazon	supplies	422406	9.40
Amazon	supplies	422406	29.48
Amazon	supplies	422406	35.47
Amazon	supplies	422406	69.99
Amazon	supplies	422406	204.43
Dollar Tree	supplies	422406	5.11
Dollar Tree	supplies	422406	2.20
Kuipers	supplies	422406	10.99
Amazon	supplies	422406	26.99
Amazon	supplies	422406	33.99
Amazon	supplies	422406	42.99
Amazon	supplies	422406	54.92
Amazon	supplies	422406	28.99
Amazon	supplies	422406	139.96
Amazon	supplies	422406	5.90
Amazon	supplies	422406	18.97
Walmart	supplies	422406	47.70
Jewel	supplies	422406	8.62
Redbox	supplies	422406	1.75
Dollar General	supplies	422406	14.04
Amazon	supplies	422406	19.47
Walgreens	supplies	422408	26.57
Amazon	supplies	422409	58.78
Amazon	supplies	422409	66.04
Amazon	supplies	422409	9.96
Amazon	supplies	422409	55.83
Amazon	supplies	422409	2.23
Amazon	supplies	422409	23.24
Amazon	supplies	422409	4.00
Dollar Tree	supplies	422409	3.00
Amazon	supplies	422409	155.30
Walmart	supplies	422409	33.34
Walmart	supplies	422409	12.46

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #9B
 September 30, 2019**

Vendor	Description	Account	Amount
Jewel	supplies	422409	23.90
Walmart	supplies	422409	19.66
Pet Supplies Plus	supplies	422409	4.50
Jewel	supplies	422409	64.08
Good Will	supplies	422409	13.43
Pet Supplies Plus	supplies	422409	4.50
Jewel	supplies	422409	32.64
Avery	supplies	422409	18.06
Jewel	supplies	422409	5.99
Amazon	supplies	422409	18.55
Snapfish	supplies	422409	50.48
Amazon	supplies	422409	(25.98)
Toys for Special Child	supplies	422409	1,261.60
Amazon	supplies	422409	26.94
Amazon	supplies	422409	6.89
Amazon	supplies	422409	149.34
Amazon	supplies	422409	24.23
Amazon	supplies	422409	9.90
Amazon	supplies	422409	39.76
Amazon	supplies	422409	15.79
Amazon	supplies	422409	37.46
Amazon	supplies	422409	15.96
NetFlix	supplies	422409	15.99
Amazon	supplies	422409	290.85
Dunkin	supplies	422409	12.31
Amazon	supplies	422409	15.06
Amazon	supplies	422409	72.40
Pet Supplies	supplies	422409	7.20
Amazon	supplies	422409	8.99
Dunkin	supplies	422409	43.01
Amazon	supplies	422409	17.98
Amazon	supplies	422409	31.78
Amazon	supplies	422409	11.96
Amazon	supplies	422409	295.40
Amazon	supplies	422409	8.99
Amazon	supplies	422409	29.90
Walmart	supplies	422409	14.92
Amazon	supplies	422409	6.99
Jewel	supplies	422409	34.67
Amazon	supplies	422409	10.95
Walmart	supplies	422409	72.54
Amazon	supplies	422409	10.95
Amazon	supplies	422409	31.48
Amazon	supplies	422409	16.99
Amazon	supplies	422409	191.30
Amazon	supplies	422409	12.45
Walmart	supplies	422409	15.95
Amazon	supplies	422409	13.96
Amazon	supplies	422409	19.99
Jewel	supplies	422409	26.73

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #9B
 September 30, 2019**

Vendor	Description	Account	Amount
Jewel	supplies	422409	75.51
Petco	supplies	422409	8.00
Jewel	supplies	422409	42.59
Dollar Tree	supplies	422409	31.00
Pet Supplies Plus	supplies	422409	4.50
Jewel	supplies	422409	41.43
Jewel	supplies	422409	26.81
Starbucks	supplies	422409	100.00
Walmart	supplies	422409	24.44
Walmart	supplies	422409	42.96
Walmart	supplies	422409	26.32
Walmart	supplies	422409	31.30
Walmart	supplies	422409	2.55
Ring USA	supplies	422409	315.56
Alliance	supplies	422411	761.12
Dollar Store	supplies	422412	8.00
Jewel	supplies	422412	51.90
Apple iTunes	supplies	422417	4.23
Target	supplies	422417	69.95
Rifton	supplies	422417	4,692.46
Rifton	supplies	422417	(1,207.96)
Amazon	supplies	422417	12.99
Amazon	supplies	422417	9.99
Amazon	supplies	422417	17.98
Jewel	supplies	422418	9.15
Jewel	supplies	422420	15.98
Jewel	supplies	422420	31.95
Dollar Tree	supplies	422420	16.42
Jewel	supplies	422420	3.42
Amazon	supplies	422420	28.95
Amazon	supplies	422420	63.97
Amazon	supplies	422420	46.95
Amazon	supplies	422420	19.96
Walmart	supplies	422420	34.23
Amazon	supplies	422420	46.76
Amazon	supplies	422420	9.78
Amazon	supplies	422420	10.39
Jewel	supplies	422420	31.05
Walmart	supplies	422420	13.40
United Airlines	commercial transportation	422508	490.00
Conoco	commercial transportation	422508	24.99
Conoco	commercial transportation	422508	24.09
United Airlines	commercial transportation	422508	480.00
Performance Ability	commercial transportation	422508	2,788.14
Conoco	commercial transportation	422508	12.82
Conoco	commercial transportation	422508	21.38
PB Payment Services	printing	422901	369.35
PB Payment Services	printing	422902	381.45
Accurate Office	printing	422904	972.46
Konica Minolta	printing	422906	1,371.23

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #9B
 September 30, 2019**

Vendor	Description	Account	Amount
Vista-print	printing	422908	30.58
Vista-print	printing	422908	36.79
Vista-print	printing	422908	37.79
Vista-print	printing	422908	98.99
Proflowers	public awareness/subscriptions/ads	423101	83.17
Palatine Chamber of Commerce	public awareness/subscriptions/ads	423102	200.00
Facebook	public awareness/subscriptions/ads	423102	102.76
Indeed	public awareness/subscriptions/ads	423102	375.27
Care.com	public awareness/subscriptions/ads	423102	75.00
Daily Herald	public awareness/subscriptions/ads	423103	95.60
Daily Herald	public awareness/subscriptions/ads	423103	95.60
Walmart	public awareness/subscriptions/ads	423109	32.68
Amazon	public awareness/subscriptions/ads	423109	5.00
Starbucks	ADA compliance	450001	10.60
Amazon	ADA compliance	450001	19.97
Amazon	ADA compliance	450003	16.48
Amazon	ADA compliance	450004	8.79
Amazon	ADA compliance	450006	39.94
Amazon	ADA compliance	450006	40.98
Amazon	ADA compliance	450009	14.99
Amazon	ADA compliance	450009	17.86
Starbucks	ADA compliance	450011	9.23
Target	ADA compliance	450012	8.14
Amazon	ADA compliance	450014	16.99
Panera	ADA compliance	450021	36.32
Nshore Primary	ADA compliance	450022	30.00
BambooHR	capital equipment replacement	460001	3,467.90
Total Warrant #9B for Electronic Accounts Payable			47,515.38

Northwest Special Recreation Association
VB T Business Checking Accounts Payable
Warrant #9B
September 30, 2019

Num	Name	Memo	Account	Amount
4169	Andrea Griffin	Mileage - Aug Mileage - Aug	10600 · VB&T Bus Check 2 422601 · Staff Mileage	-48.14 48.14 <hr/> 48.14
4170	Paul J Klopke	Guitar & Rhythm 8/12,16 & 27 Guitar & Rhythm 8/12,16 & 27	10600 · VB&T Bus Check 2 422409 · PURSUIT	-90.00 90.00 <hr/> 90.00
4171	South Barrington Park District	Jon Oliveri Aug 2019 Jon Oliveri Aug 2019	10600 · VB&T Bus Check 2 450015 · South Barrington	-160.00 160.00 <hr/> 160.00
4172	Jennifer Amaro	Sewing Class - Aug 2019 Sewing Class - Aug 2019	10600 · VB&T Bus Check 2 422409 · PURSUIT	-184.74 184.74 <hr/> 184.74
4173	BackOffice Thinking LLC	Invoice - NWSRA201908 Invoice - NWSRA201908	10600 · VB&T Bus Check 2 460001 · Capital Equipment Replacement	-1,250.00 1,250.00 <hr/> 1,250.00
4174	Precise Sounds	VOID: DJ Sports Banquet 090919	10600 · VB&T Bus Check 2	0.00 0.00
4175	SLSF	Refund - Microsoft ck 89586 Refund - Microsoft ck 89586	10600 · VB&T Bus Check 2 21700 · Unclaimed Payroll/Property	-1,011.99 1,011.99 <hr/> 1,011.99
4176	John S. Swift	Invoice 19-29931 Invoice 19-29931	10600 · VB&T Bus Check 2 422907 · Seasonal Brochure	-3,977.40 3,977.40 <hr/> 3,977.40
4177	VOID			0.00
4178	Slora, Andrea K	Reissue 2 PR Cks 2319410 & 2347776 Reissue 2 PR Cks 2319410 & 2347776	10600 · VB&T Bus Check 2 21700 · Unclaimed Payroll/Property	-16.62 16.62 <hr/> 16.62
4179	Bill's Auto & Truck Repair	Invoices 101134 - 101709 Invoices 101134 - 101709	10600 · VB&T Bus Check 2 422704 · Regular / Repair Service	-18,864.35 18,864.35 <hr/> 18,864.35
4180	Robbins Schwartz	Invoice 853953 Invoice 853953	10600 · VB&T Bus Check 2 421002 · Legal Fees	-50.00 50.00 <hr/> 50.00
4181	Goat Yoga Chicago Inc	3 Yoga Classes - Oct 1, 22 & 29 DP 3 Yoga Classes - Oct 1, 22 & 29 DP	10600 · VB&T Bus Check 2 422209 · PURSUIT	-900.00 900.00 <hr/> 900.00
4182	Body & Brain Yoga	Invoice # 0001 Invoice # 0001	10600 · VB&T Bus Check 2 421603 · Premium	-150.00 150.00 <hr/> 150.00
4183	NCPERS Group Life Insurance	Invoice 5436102019 Invoice 5436102019	10600 · VB&T Bus Check 2 421601 · Additional Life	-16.00 16.00 <hr/> 16.00
4184	Alexian Brothers Corporate Health Serv	Invoice 690094 & 691331 Invoice 690094 & 691331	10600 · VB&T Bus Check 2 441002 · Drug Tests / Physicals	-336.00 336.00 <hr/> 336.00
4185	Beth Lutsch	Refund - 631 Club F19, 2541 F19	10600 · VB&T Bus Check 2	-205.50

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #9B
 September 30, 2019**

Num	Name	Memo	Account	Amount
		Refund - 631 Club F19	11500 · VB&T Operating/MM Account	18.00
		Refund - 2541 F19	11500 · VB&T Operating/MM Account	187.50
				205.50
4186	Rolling Meadows Park District	Invoice 134Aug-Oct2019	10600 · VB&T Bus Check 2	-91.05
		Invoice 134Aug-Oct2019	421707 · Miscellaneous	60.70
		Invoice 134Aug-Oct2019	12200 · PREPAID EXPENSES	30.35
				91.05
4194	Precise Sounds	DJ Sports Banquet 090919	10600 · VB&T Bus Check 2	-350.00
		DJ Sports Banquet 090919	422204 · Special Events	350.00
				350.00
4195	GMediaWraps LLC	Invoice 1879	10600 · VB&T Bus Check 2	-180.00
		Invoice 1879	422909 · Miscellaneous	180.00
				180.00
4196	Manny Aguilar	Mileage	10600 · VB&T Bus Check 2	-180.38
		Mileage	422601 · Staff Mileage	180.38
				180.38
4197	Collier, Cayenne	Mileage	10600 · VB&T Bus Check 2	-107.88
		Mileage	422601 · Staff Mileage	107.88
				107.88
4198	Mary Lou D'Astice	Mileage	10600 · VB&T Bus Check 2	-46.98
		Mileage	422601 · Staff Mileage	46.98
				46.98
4199	Edwards, Megan	VOID: Mileage	10600 · VB&T Bus Check 2	0.00
				0.00
4200	Nicole Estrada	Mileage	10600 · VB&T Bus Check 2	-96.28
		Mileage	422601 · Staff Mileage	96.28
				96.28
4201	Tori Gonzalez	Mileage	10600 · VB&T Bus Check 2	-87.58
		Mileage	422601 · Staff Mileage	87.58
				87.58
4202	Andrea Griffin	Mileage	10600 · VB&T Bus Check 2	-65.54
		Mileage	422601 · Staff Mileage	65.54
				65.54
4203	Mackenzie Irelan	Mileage	10600 · VB&T Bus Check 2	-71.34
		Mileage	422601 · Staff Mileage	71.34
				71.34
4204	Lauren Jevaney	Mileage	10600 · VB&T Bus Check 2	-88.16
		Mileage	422601 · Staff Mileage	88.16
				88.16
4205	Klotz, Georgia	Mileage	10600 · VB&T Bus Check 2	-38.28
		Mileage	422601 · Staff Mileage	38.28
				38.28
4206	Kotsovos, Clariza	Mileage	10600 · VB&T Bus Check 2	-92.63
		Mileage	422601 · Staff Mileage	92.63
				92.63
4207	Kurkcu, Aidan	Mileage	10600 · VB&T Bus Check 2	-112.52
		Mileage	450020 · Rovers Salary	112.52
				112.52

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #9B
September 30, 2019

Num	Name	Memo	Account	Amount
4208	Lizalde, Rebecca	Mileage	10600 · VB&T Bus Check 2	-82.36
		Mileage	422601 · Staff Mileage	82.36
				<u>82.36</u>
4209	Jacklyn Moore	Mileage	10600 · VB&T Bus Check 2	-75.40
		Mileage	422601 · Staff Mileage	75.40
				<u>75.40</u>
4210	Moran, Kate	Mileage	10600 · VB&T Bus Check 2	-107.24
		Mileage	422601 · Staff Mileage	107.24
				<u>107.24</u>
4211	Trisha Palmieri	Mileage	10600 · VB&T Bus Check 2	-109.62
		Mileage	422601 · Staff Mileage	109.62
				<u>109.62</u>
4212	Paradise, Michele	Mileage	10600 · VB&T Bus Check 2	-12.76
		Mileage	422601 · Staff Mileage	12.76
				<u>12.76</u>
4213	Katrina Place	Mileage	10600 · VB&T Bus Check 2	-120.06
		Mileage	422601 · Staff Mileage	120.06
				<u>120.06</u>
4214	Ross, Jordan	VOID: Mileage	10600 · VB&T Bus Check 2	0.00
				0.00
4215	Snyder, Joann	Mileage	10600 · VB&T Bus Check 2	-42.34
		Mileage	422601 · Staff Mileage	42.34
				<u>42.34</u>
4216	Sposito, Maria	Mileage	10600 · VB&T Bus Check 2	-6.26
		Mileage	422601 · Staff Mileage	6.26
				<u>6.26</u>
4217	Erica Stanko	Mileage	10600 · VB&T Bus Check 2	-60.90
		Mileage	422601 · Staff Mileage	60.90
				<u>60.90</u>
4218	Elizabeth Thomas	Mileage	10600 · VB&T Bus Check 2	-113.10
		Mileage	422601 · Staff Mileage	113.10
				<u>113.10</u>
4219	Winston, Janae	Mileage	10600 · VB&T Bus Check 2	-127.02
		Mileage	422601 · Staff Mileage	127.02
				<u>127.02</u>
4220	Wirkus, Morgan T	Mileage	10600 · VB&T Bus Check 2	-93.38
		Mileage	422601 · Staff Mileage	93.38
				<u>93.38</u>
4221	Yurik, David	Mileage	10600 · VB&T Bus Check 2	-18.73
		Mileage	422601 · Staff Mileage	18.73
				<u>18.73</u>
4222	Elizabeth Medrano	Yoga 9/3,25 & 26	10600 · VB&T Bus Check 2	-120.00
		Yoga 9/3,25 & 26	422209 · PURSUIT	120.00
				<u>120.00</u>
4223	NSSEO	Invoice 6077 & 6078	10600 · VB&T Bus Check 2	-11,030.69
		Invoice 6077	422105 · Summer Day Camp	462.65

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #9B
 September 30, 2019**

Num	Name	Memo	Account	Amount
		Invoice 6078	422105 · Summer Day Camp	10,568.04
				<u>11,030.69</u>
4224	Rachel Hubsch	Reimb 8/9/19 Dunkin Donuts	10600 · VB&T Bus Check 2	-70.00
		Reimb 8/9/19 Dunkin Donuts	422405 · Summer Day Camp	70.00
				<u>70.00</u>
4225	South Barrington Park District	Jon Oliveri Sept 2019	10600 · VB&T Bus Check 2	-160.00
		Jon Oliveri Sept 2019	450015 · South Barrington	160.00
				<u>160.00</u>
4229	Edwards, Megan	Mileage - Sept Reissue	10600 · VB&T Bus Check 2	-113.91
		Mileage - Sept Reissue	422601 · Staff Mileage	113.91
				<u>113.91</u>
4230	Ross, Jordan	Mileage - Sept Reissue	10600 · VB&T Bus Check 2	-108.98
		Mileage - Sept Reissue	422601 · Staff Mileage	108.98
				<u>108.98</u>
4231	Bonaguro, Mary T	Mileage - Sept	10600 · VB&T Bus Check 2	-153.12
		Mileage - Sept	422601 · Staff Mileage	153.12
				<u>153.12</u>
4232	Nock, Emily	Mileage - Sept	10600 · VB&T Bus Check 2	-91.06
		Mileage - Sept	422601 · Staff Mileage	91.06
				<u>91.06</u>
4233	Megan Quandt	Mileage - Sept	10600 · VB&T Bus Check 2	-73.66
		Mileage - Sept	422601 · Staff Mileage	73.66
				<u>73.66</u>
4234	BackOffice Thinking LLC	Invoice - NWSRA201909	10600 · VB&T Bus Check 2	-2,593.75
		Invoice - NWSRA201909	421901 · Database Enhancements	2,593.75
				<u>2,593.75</u>
4235	PDRMA	Invoice 0919132H	10600 · VB&T Bus Check 2	-39,604.74
		Invoice 0919132H	421603 · Premium	39,604.74
				<u>39,604.74</u>
4236	River Trails Park District	Inv 092819 - Kayla W Smr Cmp	10600 · VB&T Bus Check 2	-724.51
		Inv 092819 - Kayla W Smr Cmp	450011 · River Trails	724.51
				<u>724.51</u>
4237	Robbins Schwartz	Invoice 854908	10600 · VB&T Bus Check 2	-50.00
		Invoice 854908	421002 · Legal Fees	50.00
				<u>50.00</u>
4238	Coach Eve Learn to Swim, LLC	Invoice 20162188	10600 · VB&T Bus Check 2	-3,976.96
		Invoice 20162188	424206 · Weekly Programs	3,976.96
				<u>3,976.96</u>
4239	Wright, Jocelyn	Mileage	10600 · VB&T Bus Check 2	-24.36
		Mileage	422601 · Staff Mileage	24.36
				<u>24.36</u>
Total for Warrant #9B VB&T Business Checking Accounts Payable				88,734.27

**Warrant #10
Summary
October 31, 2019**

Administration	Programs	Salary	Liability/Audit/IMRF	ADA/Capital
421000 Prof. Fees	422100 Rent Municipal	424100 Full Time	441000 Liability/PDRMA	450000 ADA Compliance
421100 Office Supply	422200 Rent Commercial	424200 Part Time	442000 Audit	460000 Capital Replacement
421150 Fees	422300 Program Dev.	424300 Payroll Processing	442100 FICA	
421200 Postage	422400 Program Supply	424500 Car Allowance	442200 IMRF	
421300 Phones/Fax	422500 Comm. Trans.			
421400 Conference/Education	422600 Staff Mileage			
421500 Memberships	422700 Trans. Maint.			
421600 Health Insurance	422800 gas/tolls/parking			
421700 Maint./Utilities	422900 Printing			
421800 Rent	423000 Sub./Ads.			
421900 Computers	423100 Public Awareness			
12000 Accounts Receivable				

Total VB&T Electronic Accounts Payable (IMRF, ADP, Excalibur, Wex, ComEd, HP)	58,572.07
Total IPDLAF Electronic Accounts Payable (PCARDS)	102,785.41
Total VB&T Business Checking Accounts Payable	<u>73,579.68</u>
	<u>234,937.16</u>

Motion to approve Warrant #10 dated October 31, 2019 totaling

\$234,937.16

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #10
 October 31, 2019**

Vendor	Description	Account	Amount
IMRF	Oct 2019	442201	7,494.97
	Oct 2019	442202	15,506.19
	Oct 2019	442203	182.01
	Oct 2019	442204	87.98
	Oct 2019	442205	2,052.52
	IMRF Total		25,323.67
ADP	FSA - October	424303	123.68
	Payroll - Sept	424301	206.44
	Payroll - Sept	424302	1,050.50
	Payroll - Sept	424304	19.80
	ADP Total		1,400.42
Excalibur	Invoice - 181364	460001	1,276.75
	Invoice - 181369	421902	7,406.05
	Excalibur Total		8,682.80
Wex Bank	Invoice 61278560 (10/23)	422801	11,461.13
	Invoice 61733327 (10/29)	422801	10,209.49
	Wex Bank		21,670.62
ComEd	Svc 8/28 - 9/27	421702	574.70
Hewlett Packard Fin Svcs	Lease Payment #3	460001	919.86
	Hewlett-Packard Financial Services Total		919.86
Total Warrant #10 for Electronic Accounts Payable			58,572.07

Northwest Special Recreation Association
VB Electronic Accounts Payable
Warrant #10
October 31, 2019

Vendor	Description	Account	Amount
BMO Solutions			
Amazon	office supplies	421100	25.49
Amazon	office supplies	421101	23.96
Easy Key	office supplies	421103	129.67
Home Depot	office supplies	421103	58.03
Home Depot	office supplies	421103	(52.77)
Amazon	office supplies	421105	18.50
Amazon	office supplies	421105	13.26
Huckelberry Notary Bonding,	office supplies	421106	79.95
Authorize.net	credit card and bank fees	421152	30.45
Verizon Wireless		421301	617.44
First Communications	telephone/fax	421304	505.27
Converged Digital	telephone/fax	421305	314.00
IPRA	conference/education	421401	205.00
Hyatt Regency Baltimore	conference/education	421401	108.76
American Airlines	conference/education	421401	30.00
Einstein BWI	conference/education	421401	13.74
Uber	conference/education	421401	27.74
Hyatt Regency Baltimore	conference/education	421401	505.90
Uber	conference/education	421401	88.58
IPRA/IAPD	conference/education	421402	270.00
IPRA/IAPD	conference/education	421402	245.00
IPRA	conference/education	421402	245.00
IADP	conference/education	421402	296.00
IPRA	conference/education	421402	245.00
IPRA	conference/education	421402	245.00
IPRA	conference/education	421402	245.00
IPRA	conference/education	421402	245.00
IAPD	conference/education	421402	270.00
IAPD/IPRA	conference/education	421402	336.00
IAPD/IPRA	conference/education	421402	336.00
Zapatras	conference/education	421402	74.66
Portillos	conference/education	421402	43.61
McDonalds	conference/education	421402	6.32
Coltons	conference/education	421402	71.27
Jimmy Johns	conference/education	421402	46.43
Fairfield Inn	conference/education	421402	251.24
IPRA	conference/education	421402	205.00
IPRA	conference/education	421402	99.00
IPRA	conference/education	421402	99.00
IPRA	conference/education	421402	296.00
IPRA	conference/education	421402	296.00
IPRA	conference/education	421402	296.00
IAPD	conference/education	421402	205.00
IPRA	conference/education	421402	296.00
IPRA	conference/education	421402	205.00
IPRA	conference/education	421402	296.00
IPRA/IAPD	conference/education	421402	205.00
IPRA	conference/education	421402	99.00
IPRA	conference/education	421402	296.00

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #10
 October 31, 2019**

Vendor	Description	Account	Amount
PDRMA	conference/education	421403	65.00
Smartceus	conference/education	421404	99.00
Starbucks	conference/education	421405	12.63
Starbucks	conference/education	421405	9.90
Walker Bros.	conference/education	421405	50.66
Walker Bros.	conference/education	421405	47.44
Walker Bros.	conference/education	421405	46.94
Starbucks	conference/education	421406	14.80
Jewel	conference/education	421406	10.75
Jewel	conference/education	421406	31.39
Jimmy Johns	conference/education	421406	40.58
Subway	conference/education	421406	16.23
Picante	conference/education	421406	20.13
Jewel	conference/education	421406	17.89
Starbucks	conference/education	421406	26.26
Jewel	conference/education	421406	121.54
Dunkin	conference/education	421406	39.94
Starbucks	conference/education	421406	9.41
Panera	conference/education	421406	33.29
Walmart	conference/education	421406	106.02
Doordash McAlisters	conference/education	421406	214.61
Starbucks	conference/education	421407	16.40
Jewel	conference/education	421407	36.44
Walgreens	conference/education	421407	32.20
Jewel	conference/education	421407	95.30
PayPal	conference/education	421407	150.00
PayPal	conference/education	421407	(150.00)
PayPal	conference/education	421407	(150.00)
PayPal	conference/education	421407	150.00
NCTRC	memberships/certifications	421504	80.00
NCTRC	memberships/certifications	421504	105.00
NCTRC	memberships/certifications	421504	25.00
NCTRC	memberships/certifications	421504	80.00
NCTRC	memberships/certifications	421504	105.00
National Council for NY	memberships/certifications	421504	325.00
IPRA/IAPD	memberships/certifications	421504	264.00
NCTRC	memberships/certifications	421504	80.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	300.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	300.00
IPRA	memberships/certifications	421507	300.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00

Northwest Special Recreation Association
VB Electronic Accounts Payable
Warrant #10
October 31, 2019

Vendor	Description	Account	Amount
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
Red Cross	conference/education	421510	30.00
Crisis Prevention	memberships/certifications	421510	989.00
Nicor	maintenance/utilities	421703	76.28
Nicor	maintenance/utilities	421703	78.16
Hudson Energy	maintenance/utilities	421704	948.13
Comcast	maintenance/utilities	421706	171.63
Comcast	maintenance/utilities	421706	141.85
Comcast	maintenance/utilities	421706	205.82
AT&T	maintenance/utilities	421706	72.82
Comcast	maintenance/utilities	421706	163.50
Amazon	maintenance/utilities	421707	58.77
Amazon	maintenance/utilities	421707	220.54
Amazon	maintenance/utilities	421707	14.98
Amazon	maintenance/utilities	421707	19.73
Apple	computers	421905	0.99
Google Play	computers	421905	25.00
Amazon	computers	421905	1.29
Adobe Acrobat	computers	421905	14.99
Apple	computers	421905	9.99
Converged Digital	computers	421906	58.95
Amazon	computers	421906	21.26
Amazon	computers	421906	23.49
Chicago Improv	commercial expense	422201	37.45
Chicago Improv	commercial expense	422201	4.50
Poplar Creek Bowl	commercial expense	422201	49.38
Poplar Creek Bowl	commercial expense	422201	17.00
Walmart	commercial expense	422201	23.88
Village Tavern	commercial expense	422201	450.41
AMC Randhurst	commercial expense	422201	183.84
AMC Randhurst	commercial expense	422201	(96.64)
AMC Randhurst	commercial expense	422201	112.24
Papa Johns	commercial expense	422201	59.23
Walmart	commercial expense	422201	59.78
Ginkgo Restaurant	commercial expense	422204	22.34
Subway	commercial expense	422204	35.16
Subway	commercial expense	422204	41.99
TicketsDancing	commercial expense	422204	494.57
TicketsDancing	commercial expense	422204	1,078.31
Chicago Bulls	commercial expense	422204	1,663.20
Portillos	commercial expense	422204	172.19
Arlington Lanes	commercial expense	422204	62.50

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #10
October 31, 2019

Vendor	Description	Account	Amount
Six Flags	commercial expense	422204	841.79
Six Flags	commercial expense	422204	61.99
Six Flags	commercial expense	422204	9.79
Six Flags	commercial expense	422204	50.59
Six Flags	commercial expense	422204	0.62
Six Flags	commercial expense	422204	7.61
Johnny Rockets	commercial expense	422204	23.89
Dancing with the Stars	commercial expense	422204	558.06
Hay Ride of Horror	commercial expense	422206	322.08
Color Me Mine	commercial expense	422206	20.00
Color Me Mine	commercial expense	422206	140.00
Goebberts	commercial expense	422206	221.00
Dollar Tree	commercial expense	422206	10.00
Dunn Museum	commercial expense	422206	20.00
McDonalds	commercial expense	422206	10.07
Elk Grove Bowl	commercial expense	422206	1,003.75
Elk Grove Bowl	commercial expense	422206	1,007.00
Elk Grove Bowl	commercial expense	422206	995.00
Brunswick	commercial expense	422206	60.76
Poplar Creek Bowl	commercial expense	422206	57.00
Brunswick	commercial expense	422206	4.43
Brunswick	commercial expense	422206	65.00
Poplar Creek Bowl	commercial expense	422206	42.75
Outback	commercial expense	422206	66.93
Poplar Creek Bowl	commercial expense	422206	51.30
Arlington Lanes	commercial expense	422206	62.50
Brunswick Zone	commercial expense	422206	72.00
Arlington Lanes	commercial expense	422206	55.00
Elk Grove Bowl	commercial expense	422206	999.75
Poplar Creek Bowl	commercial expense	422206	48.45
Arlington Lanes	commercial expense	422206	62.50
Morkes Chocolates	commercial expense	422206	30.00
McDonalds	commercial expense	422206	6.00
Randall Oaks Zoo	commercial expense	422206	42.50
Nickel City	commercial expense	422206	34.00
Brunswick Zone	commercial expense	422206	206.97
AMC Online	commercial expense	422206	155.04
Brunswick	commercial expense	422206	72.00
Brunswick	commercial expense	422206	351.00
Brunswick	commercial expense	422206	72.00
Bengstons	commercial expense	422209	216.00
Stades	commercial expense	422209	260.00
Didier Farms	commercial expense	422209	3.04
Didier Farms	commercial expense	422209	249.00
West Pier Laundry	commercial expense	422209	5.00
West Pier Laundry	commercial expense	422209	5.00
Bengstons	commercial expense	422209	228.00
Goebberts	commercial expense	422209	32.81
Amazon	commercial expense	422210	12.94
Amazon	commercial expense	422210	8.24

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #10
 October 31, 2019**

Vendor	Description	Account	Amount
Amazon	commercial expense	422210	8.24
Amazon	commercial expense	422210	15.74
Jewel	commercial expense	422210	17.81
Dollar Store	commercial expense	422210	13.12
Amazon	commercial expense	422210	17.28
Dollar Store	commercial expense	422210	5.50
Five Below	commercial expense	422210	10.78
Amazon	commercial expense	422210	34.66
Amazon	commercial expense	422210	13.28
Jewel	commercial expense	422210	44.28
ATRA	program development	422303	60.00
Starbucks	program development	422303	22.43
Dollar Tree	supplies	422401	5.00
Jewel	supplies	422401	39.83
Diddier Farms	supplies	422401	14.28
Dollar Tree	supplies	422401	6.00
Jewel	supplies	422401	25.48
Walmart	supplies	422401	44.64
Dollar Tree	supplies	422401	8.00
Dollar Tree	supplies	422401	26.00
Dominos	supplies	422401	75.41
Jewel	supplies	422402	26.25
Arlington Lanes	supplies	422402	20.00
Jewel	supplies	422402	24.26
Walmart	supplies	422402	115.36
Walmart	supplies	422402	7.06
Aldi	supplies	422402	36.74
Jewel	supplies	422402	58.04
Jewel	supplies	422402	2.05
Ultimate Screen Printing	supplies	422404	425.00
Six Flags	supplies	422404	54.31
Aldi	supplies	422406	21.93
Aldi	supplies	422406	17.84
Aldi	supplies	422406	4.71
Aldi	supplies	422406	4.71
Jewel	supplies	422406	25.75
Jewel	supplies	422406	15.89
Aldi	supplies	422406	26.63
Aldi	supplies	422406	15.91
Jewel	supplies	422406	6.48
Aldi	supplies	422406	26.01
Aldi	supplies	422406	24.43
Jewel	supplies	422406	30.69
Aldi	supplies	422406	29.48
Aldi	supplies	422406	17.37
Elly's	supplies	422406	67.85
Dollar Tree	supplies	422406	8.18
Dollar Tree	supplies	422406	29.00
Palatine Inn	supplies	422406	52.20
Dollar Tree	supplies	422406	9.00

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #10
 October 31, 2019**

Vendor	Description	Account	Amount
Walgreens	supplies	422406	11.84
Amazon	supplies	422406	39.98
Jewel	supplies	422406	40.00
Jewel	supplies	422406	42.35
Jewel	supplies	422406	31.39
Jewel	supplies	422406	31.39
Amazon	supplies	422406	42.97
Amazon	supplies	422406	4.55
Didier Farms	supplies	422406	23.81
Amazon	supplies	422406	17.99
Amazon	supplies	422406	21.99
Dollar Tree	supplies	422406	7.00
Dollar Tree	supplies	422406	6.00
Jewel	supplies	422406	3.58
Jewel	supplies	422406	28.31
Jewel	supplies	422406	28.31
Party City	supplies	422406	3.00
Party City	supplies	422406	3.99
Party City	supplies	422406	3.96
Dollar Tree	supplies	422406	3.00
Jewel	supplies	422406	34.00
Jewel	supplies	422406	35.85
At Home	supplies	422406	64.73
Meijer	supplies	422406	31.66
Izucar Bakery	supplies	422406	12.43
Jewel	supplies	422406	62.24
Dollar Tree	supplies	422406	3.00
Aldi	supplies	422406	29.00
Jewel	supplies	422406	54.48
Dollar Tree	supplies	422406	6.00
Amazon	supplies	422406	16.89
Jewel	supplies	422406	24.61
Jewel	supplies	422406	16.53
Walmart	supplies	422406	6.02
Walmart	supplies	422406	5.46
Jewel	supplies	422406	11.73
Dollar Tree	supplies	422406	12.79
Dollar Tree	supplies	422406	11.00
Jewel	supplies	422406	30.28
Jewel	supplies	422406	21.16
Jewel	supplies	422406	36.98
Jewel	supplies	422406	8.48
Amazon	supplies	422406	17.99
Amazon	supplies	422406	79.74
Amazon	supplies	422406	17.84
Jewel	supplies	422406	23.49
Jewel	supplies	422406	25.87
Michaels	supplies	422406	11.98
Target	supplies	422406	27.13
Shutterfly	supplies	422406	50.96

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #10
 October 31, 2019**

Vendor	Description	Account	Amount
Gamestop	supplies	422406	59.98
Streamwood Bowl	supplies	422406	45.00
Target	supplies	422406	33.35
EG Classic Cinemas	supplies	422406	25.50
Jewel	supplies	422406	25.45
Little Caesar's Pizza	supplies	422406	61.16
Streamwood Bowl	supplies	422406	112.50
Streamwood Bowl	supplies	422406	106.75
Randhurst 12	supplies	422406	0.89
Randhurst 12	supplies	422406	18.58
Randhurst 12	supplies	422406	7.00
McDonalds	supplies	422406	20.85
Alliance	supplies	422409	259.38
Amazon	supplies	422409	27.47
Amazon	supplies	422409	14.99
Amazon	supplies	422409	29.66
Netflix	supplies	422409	15.99
Amazon	supplies	422409	46.24
Amazon	supplies	422409	23.76
Amazon	supplies	422409	12.98
Amazon	supplies	422409	28.26
Amazon	supplies	422409	18.99
Amazon Fancy	supplies	422409	102.00
Amazon	supplies	422409	14.99
Pet Supplies Plus	supplies	422409	6.30
Amazon	supplies	422409	30.11
Amazon	supplies	422409	17.96
Amazon	supplies	422409	14.98
Amazon	supplies	422409	10.99
Amazon	supplies	422409	29.98
Pet Supplies Plus	supplies	422409	4.50
Walmart	supplies	422409	2.98
Walmart	supplies	422409	1.92
Jewel	supplies	422409	5.99
Pet Supplies Plus	supplies	422409	4.50
Jewel	supplies	422409	7.47
Walmart	supplies	422409	3.98
Amazon	supplies	422409	17.94
Amazon	supplies	422409	23.99
Amazon	supplies	422409	9.49
Amazon	supplies	422409	35.00
Snapfish	supplies	422409	20.74
Snapfish	supplies	422409	20.74
Snapfish	supplies	422409	20.74
Amazon	supplies	422409	59.92
Amazon	supplies	422409	12.99
Amazon	supplies	422409	17.48
Amazon	supplies	422409	36.90
Amazon	supplies	422409	6.68
Amazon	supplies	422409	17.47

**Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #10
October 31, 2019**

Vendor	Description	Account	Amount
Dollar Tree	supplies	422409	6.50
Target	supplies	422409	18.47
Walmart	supplies	422409	16.96
Walmart	supplies	422409	47.08
Pet Supplies Plus	supplies	422409	5.50
Walmart	supplies	422409	13.91
Pet Supplies Plus	supplies	422409	2.42
Walmart	supplies	422409	14.11
Walmart	supplies	422409	23.29
Walmart	supplies	422409	66.45
Amazon	supplies	422409	15.99
Amazon	supplies	422409	8.99
Amazon	supplies	422409	21.33
Amazon	supplies	422409	43.77
Amazon	supplies	422409	25.64
Amazon	supplies	422409	8.80
Amazon	supplies	422409	12.99
Amazon	supplies	422409	2.99
Jewel	supplies	422409	45.28
Jewel	supplies	422409	11.27
Jewel	supplies	422409	40.02
Jewel	supplies	422409	21.64
Pet Supplies Plus	supplies	422409	3.00
Jewel	supplies	422409	17.12
Jewel	supplies	422409	20.44
Ultimate Screen Printing	supplies	422417	314.00
Ultimate Screen Printing	supplies	422417	514.00
Dicks	supplies	422417	342.93
Amazon	supplies	422417	169.73
Amazon	supplies	422417	17.26
Amazon	supplies	422417	15.95
Amazon	supplies	422417	15.95
Amazon	supplies	422417	26.91
Amazon	supplies	422420	13.49
Aldi	supplies	422420	11.85
Tony's	supplies	422420	9.19
Illinois School Bus	commercial transportation	422505	48,500.00
Illinois Bus	commercial transportation	422505	10,000.00
Marathon	transportation/gas/tolls/parking	422801	75.00
Marathon	transportation/gas/tolls/parking	422801	49.61
PB Payment Services	printing	422901	369.35
PB Payment Services	printing	422902	381.45
Accurate Office Supply	printing	422904	77.08
IPRA	public awareness/subscriptions/ads	423101	120.00
Edible Arrangements	public awareness/subscriptions/ads	423101	68.98
Indeed	public awareness/subscriptions/ads	423102	250.00
Care.com	public awareness/subscriptions/ads	423102	75.00
Facebook	public awareness/subscriptions/ads	423102	95.66
LPI	public awareness/subscriptions/ads	423102	360.00
Daily Herald	public awareness/subscriptions/ads	423103	95.60

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #10
 October 31, 2019**

Vendor	Description	Account	Amount
CD One Price Cleaners	public awareness/subscriptions/ads	423109	14.99
Amazon	ADA compliance	450001	129.99
Amazon	ADA compliance	450001	12.99
Starbucks	ADA compliance	450001	12.74
Walmart	ADA compliance	450001	12.10
Starbucks	ADA compliance	450001	8.79
Amazon	ADA compliance	450002	56.96
Amazon	ADA compliance	450003	104.30
Amazon	ADA compliance	450004	104.30
Amazon	ADA compliance	450005	104.30
Target	ADA compliance	450006	70.81
Amazon	ADA compliance	450006	129.99
Amazon	ADA compliance	450008	104.30
Amazon	ADA compliance	450014	29.79
Amazon	ADA compliance	450014	17.99
Amazon	ADA compliance	450014	259.98
BambooHR	capital equipment replacement	460001	861.16
Total Warrant #10 for Electronic Accounts Payable			102,785.41

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #10
 October 31, 2019**

Num	Name	Account	Amount
4187	Park Central Condo Assn.	Invoice 810 Invoice 810	10600 · VB&T Bus Check 2 421801 · Condo Association Fee <u>1,065.00</u> 1,065.00
4188	Rolling Meadows Park District	Invoice 19-910 Invoice 19-910	10600 · VB&T Bus Check 2 421701 · Condo Maintenance <u>960.00</u> 960.00
4189	Mt. Prospect Park District	Invoice 2402 Invoice 2402	10600 · VB&T Bus Check 2 421804 · MPPD Rental Space <u>2,500.00</u> 2,500.00
4190	Hanover Park Park District	Invoice 1019 Invoice 1019	10600 · VB&T Bus Check 2 421803 · HPPD Rental Space <u>1,443.00</u> 1,443.00
4191	Goat Yoga Chicago Inc	3 Yoga Classes - Oct 1, 22 & 29 Bal 3 Yoga Classes - Oct 1, 22 & 29 Bal	10600 · VB&T Bus Check 2 422209 · PURSUIT <u>900.00</u> 900.00
4192	Frontline Technologies Group LLC	Invoice # INVUS108593 Invoice # INVUS108593	10600 · VB&T Bus Check 2 421905 · Miscellaneous Software <u>1,512.32</u> 1,512.32
4193	SEASPAR	ITRS VT Oct 6 2019 ITRS VT Oct 6 2019	10600 · VB&T Bus Check 2 422106 · Weekly Programs <u>80.00</u> 80.00
4226	ILRTA	ILRTA Conf Nov 4 & 5 ILRTA Conf Nov 4 & 5 - T Adatto ILRTA Conf Nov 4 & 5 - T Crawford ILRTA Conf Nov 4 & 5 - R Hubsch ILRTA Conf Nov 4 & 5 - A Griffin ILRTA Conf Nov 4 & 5 - L Thomas	10600 · VB&T Bus Check 2 421407 · Other Trainings/Workshops 421407 · Other Trainings/Workshops 421407 · Other Trainings/Workshops 421407 · Other Trainings/Workshops 421407 · Other Trainings/Workshops <u>145.00</u> 240.00 240.00 240.00 145.00 1,010.00
4227	Alphabet Soup Productions	Beauty & Beast Ticket Deposit Beauty & Beast Ticket Deposit	10600 · VB&T Bus Check 2 422209 · PURSUIT <u>303.75</u> 303.75
4228	Castle Party Rental LLC	Rental IMechanical Bull 10/14/19 Rental IMechanical Bull 10/14/19	10600 · VB&T Bus Check 2 422209 · PURSUIT <u>765.00</u> 765.00
4240	PDRMA	Invoice 1568945385 Invoice 1568945385	10600 · VB&T Bus Check 2 421407 · Other Trainings/Workshops <u>50.00</u> 50.00
4241	Jennifer L. Voss	Zumba (4) 9/17-10/08 Zumba (4) 9/17-10/08	10600 · VB&T Bus Check 2 422206 · Weekly Programs <u>267.50</u> 267.50
4242	U.S. Postal Service	Postage Refill 10/16/19 Postage Refill 10/16/19	10600 · VB&T Bus Check 2 421201 · Postage <u>1,000.00</u> 1,000.00
4243	SEASPAR	SEASPAR Swim Meet Nov 23 2019 SEASPAR Swim Meet Nov 23 2019	10600 · VB&T Bus Check 2 422106 · Weekly Programs <u>100.00</u> 100.00
4244	Clearbrook	STAR Scholarship May-Sept 2019 STAR Scholarship May-Sept 2019	10600 · VB&T Bus Check 2 422304 · STAR Scholarship Reimbursemen <u>1,477.20</u> 1,477.20

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #10
October 31, 2019

Num	Name	Account	Amount
			1,477.20
4247	Ross, Jordan	Return Deposit Fee ck 4214 Return Deposit Fee ck 4214	-12.00 12.00 <hr/> 12.00
4248	Lizalde, Rebecca	Mileage - Sept Reissue & Return Fee Mileage - Sept Reissue Return Deposit Fee Ck 4208	10600 · VB&T Bus Check 2 422601 · Staff Mileage 421151 · Bank Fees <hr/> -94.36 82.36 12.00 94.36
4249	Total Fire & Safety, Inc.	Invoice 145380 Invoice 145380	10600 · VB&T Bus Check 2 422703 · General Equipment <hr/> -305.45 305.45 305.45
4250	Elizabeth Medrano	Yoga Oct 1,2 & 8 Yoga Oct 1,2 & 8	10600 · VB&T Bus Check 2 422409 · PURSUIT <hr/> -120.00 120.00 120.00
4251	MG Professional Cleaning Service, Inc	Invoice 25001 Invoice 25001	10600 · VB&T Bus Check 2 421701 · Condo Maintenance <hr/> -1,939.47 1,939.47 1,939.47
4252	Jennifer Amaro	Sewing Class - Sept 2019 Sewing Class - Sept 2019	10600 · VB&T Bus Check 2 422409 · PURSUIT <hr/> -120.00 120.00 120.00
4253	Bonaguro, Mary T	Mileage - Oct Mileage - Oct	10600 · VB&T Bus Check 2 422601 · Staff Mileage <hr/> -94.54 94.54 94.54
4254	PDRMA	Invoice 1561416792 Invoice 1561416792	10600 · VB&T Bus Check 2 421403 · PDRMA Conf/Wkshps/Webnrs/Sci <hr/> -50.00 50.00 50.00
4255	Edwards, Megan	Reimb CDL Test & Return Deposit Fee CDL Test Reimbursement Return Deposit Fee Ck 4199	10600 · VB&T Bus Check 2 421502 · CDL Reimbursement / Renewal 421151 · Bank Fees <hr/> -62.00 50.00 12.00 62.00
4256	Bartlett Park District	Invoice 4665 Invoice 4665	10600 · VB&T Bus Check 2 422102 · Leisure Education <hr/> -65.00 65.00 65.00
4257	David Bulava	DJ 10/31/19 DJ 10/31/19	10600 · VB&T Bus Check 2 422409 · PURSUIT <hr/> -450.00 450.00 450.00
4258	BrightStar Health Care	Invoices 6/30 thru 8/4 (6) IVC 04690215 IVC 04700696 IVC 04712314 IVC 04723948 IVC 04734530 IVC 04746326	10600 · VB&T Bus Check 2 424205 · Summer Day Camp 424205 · Summer Day Camp 424205 · Summer Day Camp 424205 · Summer Day Camp 424205 · Summer Day Camp 424205 · Summer Day Camp <hr/> -8,610.00 98.00 1,092.00 1,876.00 1,848.00 1,862.00 1,834.00 8,610.00
4259	Illinois State Toll Highway Authority	Invoice G127000001769 Invoice G127000001769	10600 · VB&T Bus Check 2 422802 · Tolls <hr/> -2,168.05 2,168.05 2,168.05
4260	River Trails Park District	Reissue Ck 4120 2019 Summer Parkour	10600 · VB&T Bus Check 2 422106 · Weekly Programs <hr/> -325.70 325.70

Northwest Special Recreation Association
VB T Business Checking Accounts Payable
Warrant #10
October 31, 2019

Num	Name	Account	Amount
			325.70
4261	Michele Paradise/Petty Cash Program	Reimb - 8/15 - 10/22	10600 · VB&T Bus Check 2
		PC - Phone Case	421306 · Miscellaneous
		PC - Lunch Super Mtg	421405 · Evaluation Lunches
		PC - Lunch Mtg	421406 · Professional Meetings
		PC - Snacks Great America	422204 · Special Events
		PC - Tips	422209 · PURSUIT
		PC - Supplies	422406 · Weekly Programs
		PC - Supplies & Pants	422409 · PURSUIT
		PC - Lunch Mtg	450014 · Schaumburg
			343.81
4267	Lauren Jevaney	Reissue June Mileage ck 26667	10600 · VB&T Bus Check 2
		Reissue June Mileage ck 26667	422601 · Staff Mileage
			99.18
4268	PDRMA	Invoice 1566490342	10600 · VB&T Bus Check 2
		Invoice 1566490342	421403 · PDRMA Conf/Wkshps/Webnrs/Sci
			15.00
4269	Sasha R. Dall	PR10/25 DD Return	10600 · VB&T Bus Check 2
		PR10/25 DD Return	21700 · Unclaimed Payroll/Property
			110.11
4270	Michele Paradise/Petty Cash Program	Reimb - 10/23 - 10/31	10600 · VB&T Bus Check 2
		PC - Notary Signature	421106 · Miscellaneous
		PC - Food	422406 · Weekly Programs
		PC - Gas	422801 · Gas
			108.86
			146.37
4271	Paul J Klopke	Guitar & Rhythm Oct 21 & 28	10600 · VB&T Bus Check 2
		Guitar & Rhythm Oct 21 & 28	422409 · PURSUIT
			60.00
4272	Konica Minolta Business Solutions USA Inc	Invoice 261952871	10600 · VB&T Bus Check 2
		Invoice 261952871	421906 · Miscellaneous Hardware
			1,913.30
4273	WDSRA	Invoice 16332 Fall 2019	10600 · VB&T Bus Check 2
		Invoice 16332 Fall 2019	423102 · Ads / Job Postings
			107.30
4274	Manny Aguilar	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			139.78
4275	Mary Lou D'Astice	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			53.36
4276	Edwards, Megan	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			153.53
4277	Nicole Estrada	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			38.28
4278	Tori Gonzalez	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			45.24

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #10
 October 31, 2019**

Num	Name	Account	Amount
4279	Andrea Griffin	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-92.80
			92.80
			<u>92.80</u>
4280	Mackenzie Irelan	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-57.42
			57.42
			<u>57.42</u>
4281	Lauren Jevaney	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-75.40
			75.40
			<u>75.40</u>
4282	Georgia Klotz	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-44.66
			44.66
			<u>44.66</u>
4283	Kotsovos, Clariza	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-147.09
			147.09
			<u>147.09</u>
4284	Kurkcun, Aidan	Mileage	10600 · VB&T Bus Check 2
		Mileage	450020 · Rovers Salary
			-107.88
			107.88
			<u>107.88</u>
4285	Lizalde, Rebecca	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-70.76
			70.76
			<u>70.76</u>
4286	Cortney Lucente	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-73.08
			73.08
			<u>73.08</u>
4287	Jacklyn Moore	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-35.96
			35.96
			<u>35.96</u>
4288	Moran, Kate	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-72.33
			72.33
			<u>72.33</u>
4289	Nock, Emily	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-64.96
			64.96
			<u>64.96</u>
4290	Trisha Palmieri	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-33.06
			33.06
			<u>33.06</u>
4291	Paradise, Michele	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-11.77
			11.77
			<u>11.77</u>
4292	Erica Patricca	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-67.28
			67.28
			<u>67.28</u>
4293	Katrina Place	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-91.64
			91.64
			<u>91.64</u>
4294	Megan Quandt	Mileage	10600 · VB&T Bus Check 2
		Mileage	422601 · Staff Mileage
			-99.76
			99.76
			<u>99.76</u>

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #10
 October 31, 2019**

Num	Name	Account	Amount
4295	Ross, Jordan	Mileage Mileage	10600 · VB&T Bus Check 2 422601 · Staff Mileage <u>-180.21</u> 180.21
4296	Snyder, Joann	Mileage Mileage	10600 · VB&T Bus Check 2 422601 · Staff Mileage <u>-81.78</u> 81.78
4297	Sposito, Maria	Mileage Mileage	10600 · VB&T Bus Check 2 422601 · Staff Mileage <u>-17.40</u> 17.40
4298	Elizabeth Thomas	Mileage Mileage	10600 · VB&T Bus Check 2 422601 · Staff Mileage <u>-106.14</u> 106.14
4299	Winston, Janae	Mileage Mileage	10600 · VB&T Bus Check 2 422601 · Staff Mileage <u>-78.30</u> 78.30
4300	Wirkus, Morgan T	Mileage Mileage	10600 · VB&T Bus Check 2 422601 · Staff Mileage <u>-118.32</u> 118.32
4301	Wright, Jocelyn	Mileage Mileage	10600 · VB&T Bus Check 2 422601 · Staff Mileage <u>-29.58</u> 29.58
4302	Yurik, David	Mileage Mileage	10600 · VB&T Bus Check 2 422601 · Staff Mileage <u>-81.90</u> 81.90
4303	Carolyn Paxson	Wex Fuel Reimb - 10/23/19 Wex Fuel Reimb - 10/23/19	10600 · VB&T Bus Check 2 422802 · Tolls <u>-51.06</u> 51.06
4304	Robbins Schwartz	Invoice 856857 Invoice 856857	10600 · VB&T Bus Check 2 421001 · HR Consulting Services <u>-50.00</u> 50.00
4305	NCPERS Group Life Insurance	Invoice 5436112019 Invoice 5436112019	10600 · VB&T Bus Check 2 421601 · Additional Life <u>-16.00</u> 16.00
4306	PDRMA	Invoice 1019132H Invoice 1019132H	10600 · VB&T Bus Check 2 421603 · Premium <u>-40,458.04</u> 40,458.04
4307	Jacob Joyce	Mileage Mileage	10600 · VB&T Bus Check 2 422601 · Staff Mileage <u>-14.50</u> 14.50
4308	McKenzie Kibby	Inv 118365728 - Broken Glasses Inv 118365728 - Broken Glasses	10600 · VB&T Bus Check 2 441006 · Miscellaneous <u>-75.00</u> 75.00
Total for Warrant #10 VB&T Business Checking Accounts Payable			<u>73,579.68</u>

**Warrant #11
Summary
November 20, 2019**

Administration	Programs	Salary	Liability/Audit/IMRF	ADA/Capital
421000 Prof. Fees	422100 Rent Municipal	424100 Full Time	441000 Liability/PDRMA	450000 ADA Compliance
421100 Office Supply	422200 Rent Commercial	424200 Part Time	442000 Audit	460000 Capital Replacement
421150 Fees	422300 Program Dev.	424300 Payroll Processing	442100 FICA	
421200 Postage	422400 Program Supply	424500 Car Allowance	442200 IMRF	
421300 Phones/Fax	422500 Comm. Trans.			
421400 Conference/Education	422600 Staff Mileage			
421500 Memberships	422700 Trans. Maint.			
421600 Health Insurance	422800 gas/tolls/parking			
421700 Maint./Utilities	422900 Printing			
421800 Rent	423000 Sub./Ads.			
421900 Computers	423100 Public Awareness			
12000 Accounts Receivable				

Total VB&T Electronic Accounts Payable (IMRF, ADP, Excalibur, Wex, ComEd, HP)	2,899.18
Total IPDLAF Electronic Accounts Payable (PCARDS)	-
Total VB&T Business Checking Accounts Payable	<u>15,629.36</u>
	18,528.54

Motion to approve Warrant #11 dated November 20, 2019 totaling

\$18,528.54

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #11
 November 20, 2019**

Vendor	Description	Account	Amount
IMRF	Nov 2019	442201	
	Nov 2019	442202	
	Nov 2019	442203	
	Nov 2019	442204	
	Nov 2019	442205	
	IMRF Total		-
ADP	FSA - November	424303	-
	Payroll - Oct	424301	206.44
	Payroll - Oct	424302	1,262.96
	Payroll - Oct	424304	-
	ADP Total		1,469.40
Excalibur	Invoice -	460001	
	Invoice -	421902	
	Excalibur Total		-
Wex Bank	Invoice	422801	-
		Wex Bank	-
ComEd	Svc 9/27 - 10/28	421702	509.92
Hewlett Packard Fin Svcs	Lease Payment #4	460001	919.86
		Hewlett-Packard Financial Services Total	919.86
Total Warrant #11 for Electronic Accounts Payable			2,899.18

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #11
 November 20, 2019**

Num	Name		Account	Amount
4262	American Red Cross Training Svcs	Invoice 22231085 Invoice 22231085	10600 · VB&T Bus Check 2 421510 · Safety Training	-1,300.00 1,300.00 <u>1,300.00</u>
4263	Hanover Park Park District	Invoice 1119 Invoice 1119	10600 · VB&T Bus Check 2 421803 · HPPD Rental Space	-1,443.00 1,443.00 <u>1,443.00</u>
4264	Mt. Prospect Park District	Invoice 2403 Invoice 2403	10600 · VB&T Bus Check 2 421804 · MPPD Rental Space	-2,500.00 2,500.00 <u>2,500.00</u>
4265	Park Central Condo Assn.	Invoice 811 Invoice 811	10600 · VB&T Bus Check 2 421801 · Condo Association Fee	-1,065.00 1,065.00 <u>1,065.00</u>
4266	Rolling Meadows Park District	Invoice 19-911 Invoice 19-911	10600 · VB&T Bus Check 2 421701 · Condo Maintenance	-960.00 960.00 <u>960.00</u>
4309	U.S. Postal Service	Postage Refill 11/05/19 Postage Refill 11/05/19	10600 · VB&T Bus Check 2 421201 · Postage	-1,600.00 1,600.00 <u>1,600.00</u>
4310	Fariha M Masud	Pursuit Zumba 11/13/19 Pursuit Zumba 11/13/19	10600 · VB&T Bus Check 2 422209 · PURSUIT	-100.00 100.00 <u>100.00</u>
4311	BackOffice Thinking LLC	Invoice - NWSRA201910 Invoice - NWSRA201910	10600 · VB&T Bus Check 2 421901 · Database Enhancements	-187.50 187.50 <u>187.50</u>
4312	River Trails Park District	Ck Req Dated 10/14/19 Ck Req Dated 10/14/19	10600 · VB&T Bus Check 2 422104 · Special Events	-818.00 818.00 <u>818.00</u>
4313	Bill's Auto & Truck Repair	Inv 102136 -102514 Inv 102136 -102514	10600 · VB&T Bus Check 2 422704 · Regular / Repair Service	-5,655.86 5,655.86 <u>5,655.86</u>
Total for Warrant #11 VB&T Business Checking Accounts Payable				15,629.36

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Payroll
Date: November 20, 2019

Motion:

A motion to approve Payroll for the following Pay Periods Ending:

1. 09/01/19 - \$102,007.71
2. 09/15/19 - \$92,780.33
3. 09/29/19 - \$103,868.26
4. 10/13/19 - \$106,537.02
5. 10/27/19 - \$107,786.41

Liability	Taxes Debited				
Recap		Federal Income Tax		9,153.40	
		Earned Income Credit Advances		.00	
		Social Security - EE		6,169.98	
		Social Security - ER		6,169.98	
		Social Security Adj - EE		.00	
		Medicare - EE		1,442.98	
		Medicare - ER		1,442.98	
		Medicare Adj - EE		.00	
		Medicare Surtax - EE		.00	
		Medicare Surtax Adj - EE		.00	
		COBRA Premium Assistance Payments		.00	
		Federal Unemployment Tax		.00	
		State Income Tax		4,595.79	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		State Family Leave Insurance - EE		.00	
		State Family Leave Insurance - ER		.00	
		State Medical Leave Insurance - EE		.00	
		State Medical Leave Insurance - ER		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Transit Tax - EE		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		Total Taxes Debited	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	28,975.09
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	70,795.40
		ADP Check	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	2,237.22
	Total Amount Debited From Your Accounts				102,007.71
Bank Debits and Other Liability		Adjustments/Prepay/Voids		.00	
Taxes - Your Responsibility		None This Payroll			
					Total Liability
					102,007.71
					102,007.71

Liability Recap	Taxes Debited			
	Federal Income Tax		7,461.43	
	Earned Income Credit Advances		.00	
	Social Security - EE		5,656.51	
	Social Security - ER		5,656.52	
	Social Security Adj - EE		.00	
	Medicare - EE		1,322.83	
	Medicare - ER		1,322.80	
	Medicare Adj - EE		.00	
	Medicare Surtax - EE		.00	
	Medicare Surtax Adj - EE		.00	
	COBRA Premium Assistance Payments		.00	
	Federal Unemployment Tax		.00	
	State Income Tax		4,144.47	
	State Unemployment Insurance - EE		.00	
	State Unemployment/Disability Ins - ER		.00	
	State Unemployment Insurance Adj - EE		.00	
	State Disability Insurance - EE		.00	
	State Disability Insurance Adj - EE		.00	
	State Family Leave Insurance - EE		.00	
	State Family Leave Insurance - ER		.00	
	State Medical Leave Insurance - EE		.00	
	State Medical Leave Insurance - ER		.00	
	Workers' Benefit Fund Assessment - EE		.00	
	Workers' Benefit Fund Assessment - ER		.00	
	Transit Tax - EE		.00	
	Local Income Tax		.00	
	School District Tax		.00	
	Total Taxes Debited	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	25,564.66
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	63,038.67
	ADP Check	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	4,177.00
	Total Amount Debited From Your Accounts			92,780.33
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			

Total Liability	92,780.33
	92,780.33
	92,780.33

Liability	Taxes Debited			
Recap		Federal Income Tax		7,881.23
		Earned Income Credit Advances		.00
		Social Security - EE		6,264.90
		Social Security - ER		6,264.93
		Social Security Adj - EE		.00
		Medicare - EE		1,465.23
		Medicare - ER		1,465.18
		Medicare Adj - EE		.00
		Medicare Surtax - EE		.00
		Medicare Surtax Adj - EE		.00
		COBRA Premium Assistance Payments		.00
		Federal Unemployment Tax		.00
		State Income Tax		4,570.46
		State Unemployment Insurance - EE		.00
		State Unemployment/Disability Ins - ER		.00
		State Unemployment Insurance Adj - EE		.00
		State Disability Insurance - EE		.00
		State Disability Insurance Adj - EE		.00
		State Family Leave Insurance - EE		.00
		State Family Leave Insurance - ER		.00
		State Medical Leave Insurance - EE		.00
		State Medical Leave Insurance - ER		.00
		Workers' Benefit Fund Assessment - EE		.00
		Workers' Benefit Fund Assessment - ER		.00
		Transit Tax - EE		.00
	Local Income Tax		.00	
	School District Tax		.00	
	Total Taxes Debited	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	27,911.93
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	71,167.78
	ADP Check	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	4,788.55
	Total Amount Debited From Your Accounts			103,868.26
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			

Total Liability	103,868.26
	103,868.26
	103,868.26

Liability	Taxes Debited				
Recap		Federal Income Tax		8,132.47	
		Earned Income Credit Advances		.00	
		Social Security - EE		6,464.26	
		Social Security - ER		6,464.27	
		Social Security Adj - EE		.00	
		Medicare - EE		1,511.81	
		Medicare - ER		1,511.81	
		Medicare Adj - EE		.00	
		Medicare Surtax - EE		.00	
		Medicare Surtax Adj - EE		.00	
		COBRA Premium Assistance Payments		.00	
		Federal Unemployment Tax		.00	
		State Income Tax		4,712.51	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		State Family Leave Insurance - EE		.00	
		State Family Leave Insurance - ER		.00	
		State Medical Leave Insurance - EE		.00	
		State Medical Leave Insurance - ER		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Transit Tax - EE		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		Total Taxes Debited	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	28,797.13
	Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	72,848.13
		ADP Check	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	4,891.76
	Total Amount Debited From Your Accounts			106,537.02	
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00	
Taxes - Your Responsibility	None This Payroll				
				Total Liability	
				106,537.02	
				106,537.02	



Statistical Summary
Recap

NORTHWEST SPECIAL RE

Company Code: P5E
Region Name: CHICAGO REGION

Batch : 8002
Quarter Number: 4
Service Center: 060

Period Ending : 10/13/2019
Pay Date : 10/25/2019
Current Date : 10/22/2019

Week 43
Page 1

Liability	Taxes Debited			
Recap		Federal Income Tax		8,072.74
		Earned Income Credit Advances		.00
		Social Security - EE		6,491.35
		Social Security - ER		6,491.31
		Social Security Adj - EE		.00
		Medicare - EE		1,518.14
		Medicare - ER		1,518.13
		Medicare Adj - EE		.00
		Medicare Surtax - EE		.00
		Medicare Surtax Adj - EE		.00
		COBRA Premium Assistance Payments		.00
		Federal Unemployment Tax		.00
		State Income Tax		4,714.52
		State Unemployment Insurance - EE		.00
		State Unemployment/Disability Ins - ER		.00
		State Unemployment Insurance Adj - EE		.00
		State Disability Insurance - EE		.00
		State Disability Insurance Adj - EE		.00
		State Family Leave Insurance - EE		.00
		State Family Leave Insurance - ER		.00
		State Medical Leave Insurance - EE		.00
		State Medical Leave Insurance - ER		.00
		Workers' Benefit Fund Assessment - EE		.00
		Workers' Benefit Fund Assessment - ER		.00
		Transit Tax - EE		.00
		Local Income Tax		.00
		School District Tax		.00
	Total Taxes Debited	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	28,806.19
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	74,227.32
	ADP Check	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	4,752.90
	Total Amount Debited From Your Accounts			107,786.41
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			

Total Liability	107,786.41
	107,786.41
	107,786.41

VII. Staff Reports

[Return to Home](#)

Date: November 20, 2019

To: Tracey Crawford
From: Rachel Hubsch and Andrea Griffin
Re: Program Report, September 2nd – November 10th

On Sunday, September 21, Three Lightning Volleyball teams competed in the Special Olympic Region B District Tournament. NWSRA Blue Lightning will be advancing to the State Tournament in Rockford, on October 26 and 27. Floor Hockey, Bowling, Bocce, Gymnastics and Basketball are under way this and gearing up for District Tournaments. On Tuesday, October 8, Rec Plex in Mt. Prospect, provided gym space for two hours in order to complete assessments/tryouts for 79 athletes registered for Lightning Basketball. NWSRA will have seven Lightning Basketball Teams competing in Special Olympics!

As of today, 115 individuals are ready to start in the PURSUIT Adult Day Program. The interest list has a total of 240 individuals. Collaborative staff have toured 90 individuals through the STAR Academy After Care Program and/or the PURSUIT Adult Day Program. Staff have also completed 20 assessments of potential clients for the Wheeling PURSUIT Adult Day Program.

PURSUIT clients visited and participated in Goat Yoga Chicago, at Reverse the Kerrs Farm. Goat Yoga is the practice of traditional yoga with the addition of live goats. Goat Yoga is proven to lower blood pressure and relieve stress, along with many other mental health benefits. Clients enjoyed a 45 minute yoga session, followed by a meet and greet with baby goats. PURSUIT clients attended their own Art Show at Mitsubishi Electric. The organization hosted a week long silent auction for the art of the PURSUIT clients.

The PURSUIT Adult Day Program hosted a dessert truck event at the Rolling Meadows Community Center, where the community was invited as well as other NWSRA programs. The Rolling Meadows High School Soccer Team also stopped by to visit the event. Two local food truck vendors were contracted for the afternoon. The Collaborative Team attended at presented at the IL State Transition Conference in Collinsville IL. The team presented on: A Collaborative Model for a Licensed Therapeutic Recreation Post Transition Program.

On October 5th, fifty-one NWSRA participants tied up their running shoes and attended the River Trails Park District Trails Challenge Youth OCR. This is a 1.25 Mile (2K) Obstacle Course Race, hosted NWSRA participants where they conquered natural and man-made obstacles such as a sand pit army crawl, a spider web, balance beam plank, tunnel, mud pit with logs, running through the stream, climbing over wood walls, and trying out a rope swing. Thirty-three participants completed the race and the other individuals cheered on their peers, and volunteered directing the runners. Participants especially enjoyed getting muddy.

On Monday Oct 14th, NWSRA visited the Morton Arboretum, to trial their new Children's Garden. NWSRA participants and staff where invited to test the new garden and provide feedback after their visit.

The 2019/2020 school year Leisure education program is under way. This year, 1,350 students in 142 classes, will gain a broader understanding of where, why, how and with whom they can pursue their leisure interests and experiences. NWSRA full time staff are providing 38 different options for goal based leisure activities such as, Martial Arts, Sled Hockey, Rhythmic Movement,

and learning to cook over the campfire. Lakeshore Academy Gymnastics Center of Prospect Heights and NWSRA have collaborated to provide skilled gymnastics coaches to teach Tumbling activities at their facility. NWSRA staff will now be able to increase focus on creating opportunities for students to meet intended goals.

NWSRA Inclusion Services

The Inclusion Department welcomed exciting changes this fall. Katrina Place has been promoted from Inclusion Coordinator to Manager of Recreation (Collaboratives). With this promotion Jordan Ross, Program Specialist, will be promoted to the Inclusion Team starting in December. The Inclusion Team started the fall season with a continuation from the summer season's focus on on-site training with direct contact hours remaining at a 50% increase from the previous year. On September 11, the Fall Orientation for part-time Inclusion staff took place at Rolling Meadows Park District's Park Central. Session topics included an interactive session on downtime activities, and a spotlight on specific diagnoses (autism spectrum disorder, ADHD, and Down syndrome). Feedback was positive and focused on appreciation of new topics and interactive opportunities.

The Inclusion Team was active in trainings both local and regional. Ted Adatto, Manager of Inclusion Services, gave the keynote address at the Aurora Public Library's professional development day. Adatto opened the conference to a group of over 200 staff speaking about functional empathy. Lauren Jevaney, Inclusion Coordinator, provided a training for the Buffalo Grove Park District Clubhouse staff with a focus on behavior management and diagnosis specific information. Emily Nock, Inclusion Coordinator, presented to 75 Arlington Heights Park District CAP staff on behavior management and empathy. The Inclusion Team is excited to continue its redesigned Ability Awareness program with Arlington Heights District 25's, Ivy Hill Elementary School. The program will be delivered to 1st and 4th grade students on November 6th and 7th.

This new format will allow the program to be delivered annually, and works with the school curriculum to reinforce values of understanding, acceptance, and inclusion, while helping to combat bullying issues. The Inclusion Team had a strong presence at the Therapeutic Recreation Leadership Summit with Lauren Jevaney, Jacki Moore, and Jordan Ross all in attendance.

Behavior Intervention Team Update

The NWSRA Behavior Intervention Team focused on large-scale and individualized trainings for full-time staff to prepare for the fall season. Three new participants were identified by NWSRA staff and added to the Behavior Team caseload, while one case was reactivated. The Behavior Intervention Team received more than 10 formal requests for support with specific participants. They conducted onsite program observations at numerous weekly and collaborative programs.

On September 12th, several members of the Behavior Intervention Team presented to full-time staff on communication expectations, using specific support systems, and disability vs. age decision-making. On October 8th, Ted Adatto, Manager of Inclusion Services and Katrina Place Inclusion Coordinator, provided a training to the Prospect Heights Police Department's community volunteer group. The training focused on safe and successful interactions with individuals on the autism spectrum for 1st responders. The training received much positive feedback and will be offered to other interested departments. Ted Adatto and Liz Thomas, Manager of Recreation (Collaboratives), are looking forward to taking last year's successful in-house training on managing crisis with emergency services personnel to the larger stage of the Illinois Recreation Therapy Association Conference on November 4th.

MARKETING & PR REPORT SEPTEMBER/OCTOBER

As a leader in the field of Therapeutic Recreation, NWSRA maximizes public outreach through a variety of endeavors. The following report highlights some of the recent marketing and public relations activities:

MEDIA

DAILY HERALD

- Article on Unplug Illinois Day
- Appreciation Ad for Arlington Classic, Women's Golf Outing

DAILY HERALD BUSINESS LEDGER

- Article on Cathy Splett receiving CFRE
- Submitted SLSF information for the Business Ledger Philanthropy Guide

TRIBLOCAL/METROMIX

- Added SLSF events to online calendar of events

MISCELLANEOUS

- Ongoing ad in Hanover Township newsletter
- SLSF events posted online to the following sites: ABC Chicago, CBS Chicago, Daily Herald, WGN TV, Chicago Mama, Chicago Music Guide, North Shore Breaking News, B96, and more

ONLINE

- NWSRA Village videos posted
- New Staff of the Month posts
- Facebook ad optimization with Pixel integration project complete
- Project Updates page updated for Dream Lab, Sensory Garden and Snoezelen Room
- New features on NWSRA and Directors sites
- SLSF events with online registration posted
- New website search engine optimization tools enabled
- Bi-monthly NWSRA Now and SLSF Impact e-newsletters sent
- Monthly NWSRA and SLSF Board Update e-newsletters sent

PUBLICATIONS AND FLYERS

- New Inclusion brochure created
- Celebrate Ability Gala materials created
- Winter/Spring 2020 Brochure created
- SLSF Annual Appeal created
- SLSF Gold Medal Fashion Show invitation created
- New Collaborative staff profiles template
- Updated Snoezelen brochure and flyers
- Holiday Luncheon invitation
- Updated pieces with Unplug Illinois information
- New event flyers and logos created

MISCELLANEOUS

- ITRS/IPRA Award nominations submitted
- SLSF event videos created
- NWSRA Brand Video
- Dream Lab complete
- Submitted Snoezelen Sensory Therapy program for NRPA Innovation in Social Equity Award

IN PROGRESS

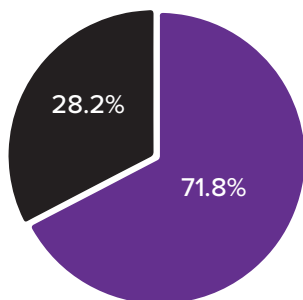
- Transportation Needs, Accommodations and Obstacles survey
- Year of Impact infographic
- Database build project
- 2019 Annual Report
- Various publications and online media
- Quickbooks transition
- 2019 NWSRA/SLSF materials
- NWSRA Village videos



WEBSITE STATISTICS

6,007 TOTAL PAGE VIEWS

2,741 TOTAL SESSIONS



■ New Visitor
■ Returning Visitor

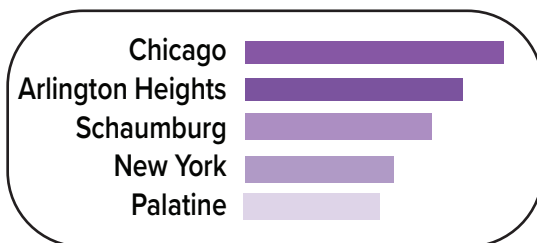
MOST VISITED PAGES

MOST VISITED PAGES	PAGE VIEWS	AVG. TIME SPENT
1. NWSRA Homepage	1,988	41 sec
2. NWSRA Brochure	771	2:09
3. NWSRA Staff Contacts	573	1:49
4. NWSRA Staff/Volunteer Portal	564	1:21
5. NWSRA Employment Opportunities	375	2:08
6. NWSRA PURSUIT	191	2:34
7. About NWSRA	165	1:42
8. NWSRA Volunteer Opportunities	129	2:11
9. NWSRA STAR Academy	104	57 sec
10. NWSRA Locations - Contact Info	99	48 sec

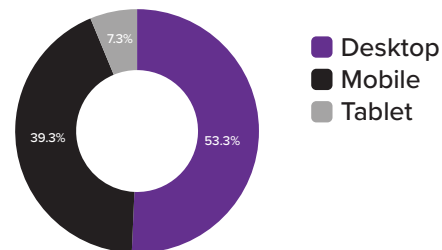
PAGE VIEWS

AVG. TIME SPENT

CITIES USERS ARE ACCESSING FROM



DEVICES BEING USED



■ Desktop
■ Mobile
■ Tablet

SOCIAL MEDIA STATISTICS



Total Page Likes: 8,344
 New Followers: 72
 Post Engagements: 5,960
 Post Reach: 33,542



Total Followers: 351
 New Followers: 9
 Impressions: 10.6K
 Profile Visits: 398



Total Followers: 391
 New Followers: 21
 Post Likes: 509

TRENDING POSTS

- Sports Banquet Promotion/Photos from event
- NWSRA Lightning All Star Game promotion
- NWSRA Volunteers at Chicago Ride for Autism
- Dream Lab Photo Album and Video Tour
- Sensory Garden Album
- Photos from Programs
- NWSRA Staff Enrichment Day at Feed My Starving Children
- Sibshop promotion
- SLSF Golf Outings
- SLSF reaching 1K on facebook

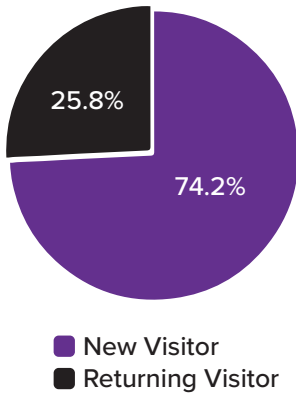


WEBSITE STATISTICS

www.nwsra.org

6,123 TOTAL PAGE VIEWS

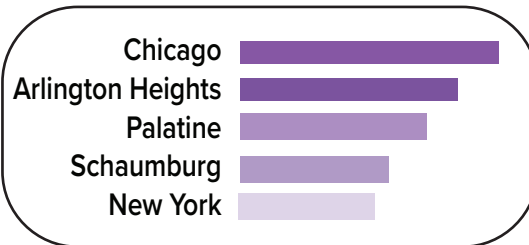
2,784 TOTAL SESSIONS



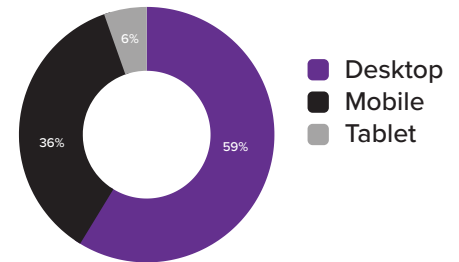
MOST VISITED PAGES

MOST VISITED PAGES	PAGE VIEWS	AVG. TIME SPENT
1. NWSRA Homepage	1,949	50 sec
2. NWSRA Brochure	697	1:55
3. NWSRA Staff/Volunteer Portal	610	1:19
4. NWSRA Staff Contacts	582	1:23
5. NWSRA Employment Opportunities	440	2:43
6. NWSRA PURSUIT	186	3:49
7. About NWSRA	148	1:06
8. NWSRA Directors	124	53 Sec
9. NWSRA Snoezelen Sensory Room	115	2:44
10. NWSRA Volunteer Opportunities	94	2:16

CITIES USERS ARE ACCESSING FROM



DEVICES BEING USED



SOCIAL MEDIA STATISTICS



Total Page Likes: 8,433
New Followers: 89
Post Engagements: 10,343
Post Reach: 32,535



Total Followers: 355
New Followers: 4
Impressions: 8.5K
Profile Visits: 632



Total Followers: 406
New Followers: 15
Post Likes: 631

TRENDING POSTS

- Mt. Prospect Snoezelen Room Progress Photos
- PURSUIT Trips/Goat Yoga Posts
- Staff Presentations at Zurich, State Wide Transition Conference, Aurora Public Library
- Special Event- Six Flags Great America
- PAL in Dream Lab
- Horseback Riding Volunteers Post
- Sensory Garden Update
- Down Syndrome Awareness Month
- NWSRA Halloween
- SLSF earned the GuideStar 2019 Gold Seal of Transparency



To: Tracey Crawford, Executive Director
From: Brian Selders, Superintendent of Communications & IT
Re: Outreach Committee Report
Date: November 4, 2019

In 2019, the NWSRA Outreach Committee continued its goal of planning and executing targeted outreach based on the areas and populations in need of increased NWSRA presence. The committee has engaged and informed new groups, families and individuals about NWSRA services. The Outreach Committee has expanded its list of identified organizations such as support groups and schools that are in need of an increased NWSRA presence and has created partnerships and collaborations to address the needs of the community.

Following is a list of accomplishments based on the Outreach Committee goals and strategies:

1. Welcome packets sent to 201 new families
2. Reached out to School Districts to post Day Camp brochure and Seasonal Brochure to online virtual backpacks
3. Increased outreach to minority patrons via introduction of a multilingual website, updating of print materials in Spanish, partnership with Townships to distribute NWSRA materials
4. Promoted NWSRA services at 42 expos and events
5. Provided speaking and presentation opportunities to NWSRA full time staff
6. Marketing/referral partnerships have been created with:
 - a. NowPow- Rush University Medical Center
 - b. Project World Impact- SLSF web page
7. Meetings have been held with the following businesses/organizations to discuss future partnership:
 - a. National Association for Down Syndrome (NADS)
 - b. YMCA Metropolitan Chicago
 - c. AMITA Health Alexian Brothers Center for Mental Health

The Outreach Committee will continue to find innovative ways to create partnerships and increase awareness.

Date: November 2019
To: Tracey Crawford, Executive Director
From: Cathy Splett, Superintendent of Development
RE: SLSF Update for November NWSRA Board Meeting

Sponsorships: Sponsorship dollars are part of the SLSF event budgets. The FY 2019 budgeted amount is \$76,600. To date, \$70,400 has been received. SLSF staff are attending networking events and meeting with businesses to solicit new sponsorships for not only events, but to also provide the opportunity to sponsor one of our five focus areas.

Grants: The FY 2019 budgeted grant total is \$268,000. To date, SLSF has applied for \$381,127 in grants. From the proposals sent, \$221,600 in grant money has been approved and \$215,183.30 has been received. SLSF has been invited to submit a new grant due to the recommendation from SLSF Board Member, Al Crook through the Insurance Industry Charitable Foundation.

Events: The FY 2019 Events budgeted amount is \$309,420. The total amount received in event dollars as of November 3rd is \$227,339.77. A portion of those dollars represent event sponsorships as shown in the sponsorship portion of this report. Additional money from the Gala on November 8th is expected.

Donations: SLSF has four areas for individual donations: Memorial, General, Annual Appeal and Kevin's Club.

- Memorial Donations = \$3,796.70. The majority of the donations were made in memory of Judy Houser.
- General Donations = \$36,386.10. Currently SLSF has 29 monthly donors who have donated \$6,034.17.
- Annual Appeal = \$6,753.22. The majority of these funds are received in December.
- Kevin's Club = \$2,121.00. Currently there are four donors.

SLSF will be segmenting the Holiday Appeal mailing list into four areas in order to personalize "the ask". The segmentations will be consistent donors, event donors, NWSRA participant families who are non-donors and lapsed donors. SLSF is hopeful that segmenting the list will lead to additional donations and increased revenue.

Grants to NWSRA: The Board approved a grant to NWSRA in the amount of \$350,000 for FY 2019. SLSF has granted \$214,848.47 to NWSRA. SLSF has directly paid \$110,614 for the creation of the Dream Lab, Sensory Garden and Mt. Prospect Sensory Room.

Expenses: SLSF is slightly below target at 62% for expenses. Anticipated major expenses are the remaining balance of the Mt. Prospect Sensory Room, the Hanover Park Sensory Garden, furniture for the NWSRA Programming space in Wheeling, the Gala, the Holiday Appeal mailing and the Holiday Luncheon.

2019 Goals: In August the SLSF team attended an offsite retreat that allowed them to step away from their regular day-to-day activities and focus on the integrated development plan, adjustments that need to be made and what the future looks like for NWSRA and SLSF. During this retreat, the team focused on the current mission statement and contemplated if it is still relevant to how the foundation has grown since 1980. A new mission statement was created along with a vision statement and core values. The SLSF Board of Directors will electronically vote to approve the mission and vision statements along with the core values in December 2019.

The team is currently developing goals and an action plan for the 2020 fiscal year.



2019
Holiday Luncheon

Wednesday, December 11, 2019

Chandler's Steak House
401 N. Roselle Rd.
Schaumburg, IL 60194

*Please join us as we
recognize supporters of:*



Please RSVP to Jessica Lamb
at (847) 392-2848 ext. 255
by December 4, 2019

Agenda:

- 11:30 a.m.**
Cocktails
- 12:00-2:00 p.m.**
Lunch & Presentation
Kevin T. Kendrigan Spirit Award

Chairman's Partnership Award
- Media Partner Award
Daily Herald

VIII. Old Business

[Return to Home](#)

2019 for 2020 NWSRA Health Benefits Survey

2. Who is your health care provider?	
Member Park District	Health Care Provider
Arlington Heights Park District	Blue Cross Blue Shield of IL
Bartlett Park District	PDRMA
Buffalo Grove Park District	Blue Cross Blue Shield of IL
Elk Grove Park District	Blue Cross Blue Shield of IL
Hanover Park Park District	PDRMA
Hoffman Estates Park District	PDRMA
Inverness Park District	
Mount Prospect Park District	Blue Cross/Blue Shield of Illinois
Palatine Park District	IPBS - broker; BCBS - HMO; UHC - PPO
Prospect Heights Park District	PDRMA
River Trails Park District	
Rolling Meadows Park District	PDRMA
Salt Creek Park District	United Healthcare
Schaumburg Park District	Cigna
South Barrington Park District	United Healthcare
Streamwood Park District	
Wheeling Park District	PDRMA

3. Do you offer vision and dental benefits?		
Member Park District	Yes	No
Arlington Heights Park District	X	
Bartlett Park District	X	
Buffalo Grove Park District	X	
Elk Grove Park District	X	
Hanover Park Park District	X	
Hoffman Estates Park District	X	
Inverness Park District		
Mount Prospect Park District	X	
Palatine Park District	X	
Prospect Heights Park District	X	
River Trails Park District		
Rolling Meadows Park District	X	
Salt Creek Park District	X	
Schaumburg Park District	X	
South Barrington Park District	X	
Streamwood Park District		
Wheeling Park District	X	

2019 for 2020 NWSRA Health Benefits Survey

4. How do you offer your dental and vision benefits?

A. Your Dental and Vision benefits are bundled with your health insurance?

Member Park District	Yes	No	Other
Arlington Heights Park District		X	
Bartlett Park District	X		
Buffalo Grove Park District	X		
Elk Grove Park District		X	
Hanover Park Park District	X		
Hoffman Estates Park District		X	
Inverness Park District			
Mount Prospect Park District		X	
Palatine Park District		X	
Prospect Heights Park District		X	
River Trails Park District			
Rolling Meadows Park District	X		
Salt Creek Park District	X		
Schaumburg Park District		X	
South Barrington Park District		X	
Streamwood Park District			
Wheeling Park District		X	

Dental is a separate policy and is part of the covered benefit. Vision is an optional benefit selected by the employee and paid for by employee.

4. How do you offer your dental and vision benefits?

B. Vision and Dental benefits are offered as a cafeteria style option?

Member Park District	Yes	No	Other
Arlington Heights Park District	X		
Bartlett Park District	X		
Buffalo Grove Park District		X	
Elk Grove Park District	X		
Hanover Park Park District		X	
Hoffman Estates Park District	X		
Inverness Park District			
Mount Prospect Park District		X	
Palatine Park District	X		
Prospect Heights Park District		X	A la carte
River Trails Park District			
Rolling Meadows Park District		X	
Salt Creek Park District		X	
Schaumburg Park District	X		
South Barrington Park District		X	
Streamwood Park District			
Wheeling Park District	X		

We offer 2 medical plans through BCBS of Illinois. We offer 1 dental plan through Principal. And we offer a vision discount plan through VSP.

We offer both, however, we use Guardian Dental with Davis Vision

2019 for 2020 NWSRA Health Benefits Survey

5. What is the % that your employees contribute to their health insurance?

Member Park District/SRA	HMO			
	%EE	%EE+ child	%EE +1	%family
Arlington Heights Park District	12%	15%	15%	15%
Bartlett Park District	17%	24%	24%	24%
Buffalo Grove Park District	0%	8%	9%	11%
Elk Grove Park District	10%	25%	25%	25%
Hanover Park Park District	0%	0%	0%	0%
Hoffman Estates Park District	25%	25%	25%	25%
Inverness Park District				
Mount Prospect Park District	N/A	N/A	N/A	N/A
Palatine Park District	12%	15%	15%	16%
Prospect Heights Park District	10%	10%	10%	10%
River Trails Park District	10%	10%	10%	10%
Rolling Meadows Park District	10%	25%	25%	25%
Salt Creek Park District	10%	15%	15%	15%
Schaumburg Park District	N/A	N/A	N/A	N/A
South Barrington Park District	8%	8%	8%	8%
Streamwood Park District				
Wheeling Park District	11%	15%	15%	18%

As we do not have IMPF, our health insurance is covered at a higher level than many districts.

5. What is the % that your employees contribute to their Health insurance? PPO

Member Park District/SRA	PPO			
	%EE	%EE+child	%EE+1	%family
Arlington Heights Park District	12%	15%	15%	15%
Bartlett Park District	17%	24%	24%	24%
Buffalo Grove Park District	10%	12%	13%	17%
Elk Grove Park District	10%	25%	25%	25%
Hanover Park Park District	6%	6%	6%	6%
Hoffman Estates Park District	N/A	N/A	N/A	N/A
Inverness Park District				
Mount Prospect Park District	14%	11%	10%	10%
Palatine Park District	12%	15%	15%	16%
Prospect Heights Park District	11%	15%	15%	20%
River Trails Park District	10%	10%	10%	10%
Rolling Meadows Park District	10%	25%	25%	25%
Salt Creek Park District	10%	15%	15%	15%
Schaumburg Park District	10%	10%	10%	10%
South Barrington Park District	8%	8%	8%	8%
Streamwood Park District				
Wheeling Park District	12%	16%	16%	19%

We do not offer PPO

There is a 25% premium differential savings if the opt out of the ppo vs HMO

2019 for 2020 NWSRA Health Benefits Survey

6. What are your employee's deductible amounts?		HMO		
Member Park District/SRA	\$EE	\$EE+ child	\$EE +1	\$family
Arlington Heights Park District				
Bartlett Park District				
Buffalo Grove Park District				
Elk Grove Park District				
Hanover Park Park District				
Hoffman Estates Park District				
Inverness Park District				
Mount Prospect Park District				
Palatine Park District				
River Trails Park District				
Prospect Heights Park District				
Rolling Meadows Park District				
Salt Creek Park District				
Schaumburg Park District				
South Barrington Park District				
Streamwood Park District				
Wheeling Park District				

6. What are your employee's deductible amounts? PPO in/PPO out				
	\$EE	\$EE+child	\$EE+1	\$family
Arlington Heights Park District	2,500/5,000	5,000/7,500	5,000/7,500	7,500/15,000
Bartlett Park District	2,000/2,000	3,000/3,000	3,000/3,000	4500/4500
Buffalo Grove Park District	3500/7,000	7,000/10,000	7,000/10,000	7,000/10,000
Elk Grove Park District	1,000/2,000	1,000/2,000	1,000/2,000	3,000/6,000
Hanover Park Park District	1500/1500	1500/1500	1500/1500	1500/1500
Hoffman Estates Park District	N/A	N/A	N/A	N/A
Inverness Park District				
Mount Prospect Park District	2,500/5,000	5,000/10,000	5,000/10,000	5,000/10,000
Palatine Park District	2,500/2500	5,000/5,000	5,000/5,000	4500/5,000
River Trails Park District	500/1,000	1,000/2,000	1,000/2,000	1,500/3,000
Prospect Heights Park District	1,500/3000	1,500/3000	1,500/3000	1,500/3000
Rolling Meadows Park District	500/1,000	1,000/2,000	1,000/2,000	1,500/3,000
Salt Creek Park District	1,500/5,000	3,000/10,000	3,000/10,000	3,000/10,000
Schaumburg Park District	500/1000	1,000/2,000	1,000/2,000	1,500/3,000
South Barrington Park District	3,000/5,000	6,000/10,000	6,000/10,000	9000/15,000
Streamwood Park District				
Wheeling Park District	1,500/3,000	3,000/6,000	3,000/6,000	4,500/9,000

The park district reimburses up to 80% of the deductible. Employee is responsible for first and last \$350, district pays \$2,80. for E+1 and family, employee first and last \$700 - district pays \$5,450 (total deductible is \$6,850)

2019 for 2020 NWSRA Health Benefits Survey

7. Do you offer and HRA?		
Member Park District	Yes	No
Arlington Heights Park District	X	
Bartlett Park District	X	
Buffalo Grove Park District	X	
Elk Grove Park District		X
Hanover Park Park District	X	
Hoffman Estates Park District		X
Inverness Park District		
Mount Prospect Park District	X	
Palatine Park District	X	
Prospect Heights Park District		X
River Trails Park District	X	
Rolling Meadows Park District		X
Salt Creek Park District		X
Schaumburg Park District		X
South Barrington Park District		X
Streamwood Park District		
Wheeling Park District	X	

8. What is the HRA amount based on the following Categories?				HMO
Member Park District/SRA	EE	EE+child	EE+1	family
Arlington Heights Park District	N/A	N/A	N/A	N/A
Bartlett Park District				
Buffalo Grove Park District	N/A	N/A	N/A	N/A
Elk Grove Park District				
Hanover Park Park District				
Hoffman Estates Park District	N/A	N/A	N/A	N/A
Inverness Park District				
Mount Prospect Park District				
Palatine Park District				
Prospect Heights Park District				
River Trails Park District				
Rolling Meadows Park District	N/A	N/A	N/A	N/A
Salt Creek Park District				
Schaumburg Park District				
South Barrington Park District	N/A	N/A	N/A	N/A
Streamwood Park District				
Wheeling Park District				

2019 for 2020 NWSRA Health Benefits Survey

8. What is the HRA amount Based on the following Categories?				PPO
Member Park District/SRA	\$EE	\$EE+child	\$EE+1	\$family
Arlington Heights Park District	\$1,500	\$2,000	\$2,000	3,000
Bartlett Park District	1,500	1,500	1,500	
Buffalo Grove Park District	N/A	N/A	N/A	N/A
Elk Grove Park District	N/A	N/A	N/A	N/A
Hanover Park Park District	1,250	1,250	1,250	1,250
Hoffman Estates Park District	N/A	N/A	N/A	N/A
Inverness Park District				
Mount Prospect Park District	N/A	N/A	N/A	N/A
Palatine Park District	2,000			
Prospect Heights Park District	N/A	N/A	N/A	N/A
River Trails Park District	1,000	2,000	2,000	3,000
Rolling Meadows Park District	N/A	N/A	N/A	N/A
Salt Creek Park District	N/A	N/A	N/A	N/A
Schaumburg Park District	N/A	N/A	N/A	N/A
South Barrington Park District	N/A	N/A	N/A	N/A
Streamwood Park District				
Wheeling Park District	1,000	2,000	2,000	3,000

The park district reimburses up to 80% of the deductible. Employee is responsible for first and last \$350, district pays \$2,800. for E+1 and family, employee pays first and last \$700 - district pays \$5,450 (total deductible is \$6,850).

Please note that our HRA pays for \$2000 for in-network only single EE and \$3500 for in-network only EE plus spouse, EE plus children, and family. HRA - Single - \$2000. Family - \$4000. We will be switching to an HAS in Jan. Single \$1000 Family \$2000

9. If you do not offer an HRA, do you reimburse a portion of the employee's deductible?			
Member Park District	Yes	No	Other
Arlington Heights Park District		X	
Bartlett Park District			
Buffalo Grove Park District			see above
Elk Grove Park District		X	
Hanover Park Park District		X	
Hoffman Estates Park District		X	
Inverness Park District			
Mount Prospect Park District			
Palatine Park District			See above
Prospect Heights Park District		X	
River Trails Park District	X		
Rolling Meadows Park District		X	
Salt Creek Park District		X	
Schaumburg Park District		X	
South Barrington Park District		X	
Streamwood Park District			
Wheeling Park District			

2019 for 2020 NWSRA Health Benefits Survey

10. What is the amount of the reimbursement based on the following categories?				HMO
Member Park District/SRA	EE	EE+child	EE+1	family
Arlington Heights Park District				
Bartlett Park District				
Buffalo Grove Park District				
Elk Grove Park District				
Hanover Park Park District				
Hoffman Estates Park District				
Inverness Park District				
Mount Prospect Park District				
Palatine Park District				
River Trails Park District				
Prospect Heights Park District				
Rolling Meadows Park District				
Salt Creek Park District				
Schaumburg Park District				
South Barrington Park District				
Streamwood Park District				
Wheeling Park District				

10. What is the amount of the reimbursement based on the following categories?				PPO
Member Park District/SRA	EE	EE+child	EE+1	family
Arlington Heights Park District	N/A	N/A	N/A	N/A
Bartlett Park District	N/A	N/A	N/A	N/A
Buffalo Grove Park District	\$2,500	\$5,000	\$5,000	\$5,000
Elk Grove Park District	N/A	N/A	N/A	N/A
Hanover Park Park District	N/A	N/A	N/A	N/A
Hoffman Estates Park District	N/A	N/A	N/A	N/A
Inverness Park District				
Mount Prospect Park District	N/A	N/A	N/A	N/A
Palatine Park District	\$1,000	\$2,000	\$2,000	\$2,000
River Trails Park District	\$1,000	\$2,000	\$2,000	\$3,000
Prospect Heights Park District	N/A	N/A	N/A	N/A
Rolling Meadows Park District	N/A	N/A	N/A	N/A
Salt Creek Park District	N/A	N/A	N/A	N/A
Schaumburg Park District	N/A	N/A	N/A	N/A
South Barrington Park District	N/A	N/A	N/A	N/A
Streamwood Park District				
Wheeling Park District	N/A	N/A	N/A	N/A

2020 NWSRA Merit Increase/Pool Survey

14 Responses

Member Park District/SRA	2019 Merit	2020 Merit
Arlington Heights Park District	3.00%	N/A
Bartlett Park District	3.00%	
Buffalo Grove Park District	3.50%	3.50%
Elk Grove Park District	2.75%	2.75%
Hanover Park Park District	N/A	N/A
Hoffman Estates Park District	3.00%	
Inverness Park District		
Mount Prospect Park District	3.00%	3.00%
Palatine Park District	3.00%	3.00%
River Trails Park District		
Prospect Heights Park District	3.00%	
Rolling Meadows Park District	3.00%	3.00%
Salt Creek Park District	3.50%	3.50%
Schaumburg Park District	3.00%	3.00%
South Barrington Park District	3.00%	3.00%
Streamwood Park District		
Wheeling Park District	3.00%	3.00%
NWSRA	3.00%	???

Average Merit Increase	3.05%	3.08%
Minimum %	3.00%	
Maximum %	4.00%	

Date: November 20, 2019
To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: PowerDMS- Distinguished Accreditation

As a follow up to the September Board Meeting conversation regarding the use of Power DMS, staff have reduced the number of users to 150. Based on this reduction in the number of users, the updated annual cost for the software is \$8,234.50. Staff will utilize the software to ensure a streamlined approach toward the IAPD/IPRA Distinguished Accreditation process, as well as the following capabilities:

- Centrally-located and secure document management for policies, procedures, and other agency-wide documents
- Increasing efficiency and decreasing redundancy of forms
- Improvement of onboarding process and streamlining of trainings for employees
- Real-time tracking of trainings completed and certifications achieved
- Minimization of liability by having real-time records of completion
- Ability to integrate with Human Resource Information Systems (HRIS) through API key.
- Readily available training modules for use of software at all levels of the organization

Following is the anticipated timeline for implementation:

- September 2019: Approval of Purchase by NWSRA Board of Trustees
- November 2019: Purchase of software
- November 2019-January 2020: Onboarding of system/training of Admin
- February 2020-June 2020: Training of Full Time Staff/Uploading of Documents
- July 2020: Begin ongoing implementation of trainings into software

Staff look forward to implementation of PowerDMS.

Date: November 5, 2019
To: Tracey Crawford, Executive Director
From: Andrea Griffin, Superintendent of Recreation
Re: Snoezelen Sensory Room Update

SLSF has secured all of the funding necessary for the creation and completion of the Mt. Prospect Snoezelen Sensory Room. This will be the third Snoezelen Sensory Room for NWSRA. NWSRA's first Snoezelen Sensory Room opened in 2016 in the NWSRA Programming Space at the Rolling Meadows Park District. The second opened in 2018 in the NWSRA Programming Space at the Hanover Park Park District. Each Snoezelen Sensory Room is unique, and designed to meet the needs generated by each programming space.

Purpose and Goals of the Project

Snoezelen Sensory Rooms are therapeutic spaces where participants are placed in a soothing and/or stimulating environment. Each Snoezelen Sensory Room is designed to deliver stimuli to various senses and be used to provide multisensory or single sensory focus. It is a non-directive therapy that is controlled by the participant not by the therapist and individualized to each participant's sensory and behavioral needs. By allowing one to participate through their own free will in a safe environment, staff maximize the individual's potential to focus, feel in control, make choices and reduce mental and physical pain and anxiety.

- Physical Improvement ○ Fine & gross motor
- Cognitive Improvement ○ Problem solving & discussion making
- Emotional Improvement ○ Cooperation/Collaboration & Increased Confidence
- Affective Improvement ○ Improvements in Affective Regulation & Emotional Expression
- Linguistic Improvement ○ Utilizing Descriptive/Expressive Language & Word Association/Meaning ex. Slimy
- Social Improvement ○ Verbal Communication & Nonverbal Communication

Project Implementation Timeline

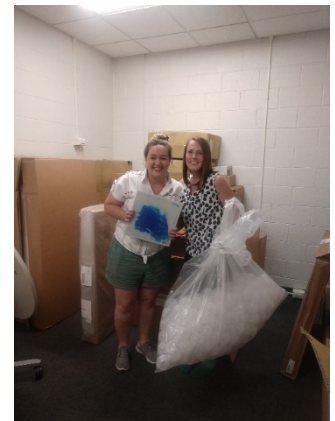
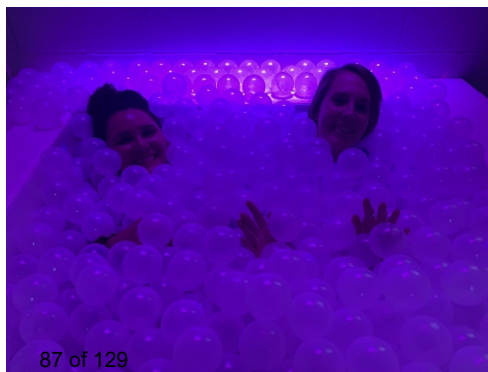
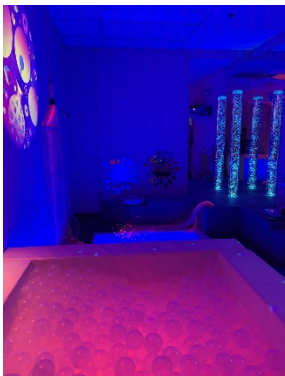
Following is the implementation timeline for the Snoezelen Sensory Room:

Month	Implementation to Take Place
January	Mt. Prospect Park District staff verifies measurements of Snoezelen Sensory Room provided by January 28 th
February	Verified measurements sent of Sensory Room to Flaghouse and orders sensory equipment
February	Mt. Prospect Park District staff receive three RFQ's for completion of electrical plan provided by Flaghouse.
May	Electrical work begins
Summer	Equipment shipped
Fall	Room installed

Progress To Date

Following are the meetings that have taken place to date regarding the creation of the Snoezelen Sensory Room

- In January, Bob Smith from Mt. Prospect and Flaghouse had phone conversation regarding electrical plan
- February Andrea Griffin and Flaghouse had phone conversation regarding placing order of equipment
- Electrical work completed by Mt. Prospect Park District
- Equipment shipping May – July
- Equipment still needed to be received – GestureTek and Fiber Optic Comb
- Scheduling of room installation taking place in October
- Growth of Sensory Team by two CTRS, training for new members will take place in August and September
- October 28th & 29th Flaghouse installed the room
- October 30th – to date, staff are training on the room and putting finishing touches on room
- Room will be in use starting December 2019



Appendix A

Photos of Pieces and Map of Room

FLAGHOUSE[®]

snoezelen[®]

Custom Sensory Room Presentation

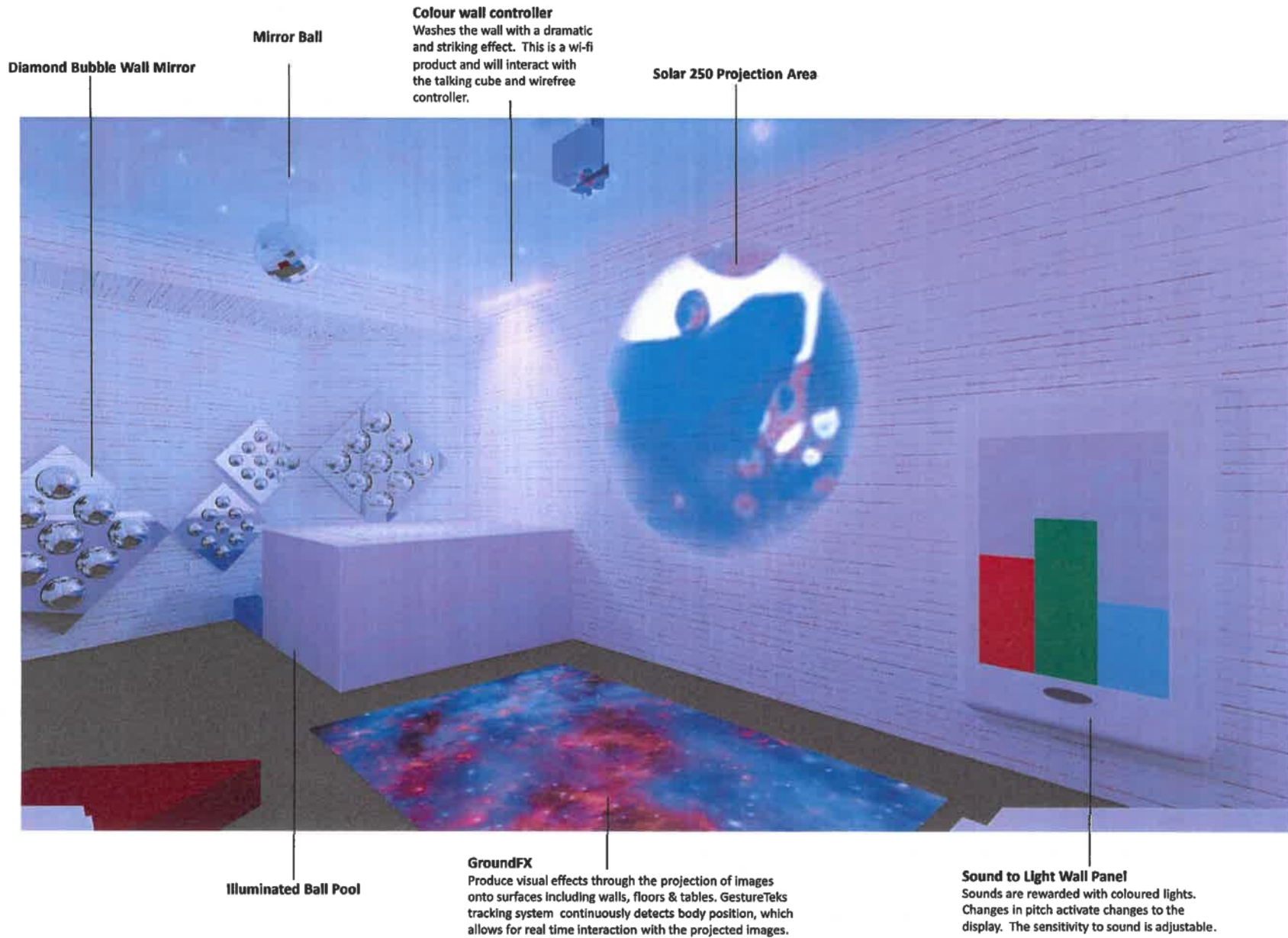


NWSRA

235 Yorkland Blvd. North York, ON M2J 4Y8
601 Flaghouse Dr. Hasbrouck Heights, NJ 07604

1-800-265-6900
1-800-265-6900

www.flaghouse.ca
www.flaghouse.com



NWSRA

Date: 04/23/2018

Drawn by: TWH

**IMPORTANT!
PLEASE READ
FOR RECOMMENDED
RECEPTILES**

We suggest installing a radio frequency system such as an Aspire RF System. Your electrician should be able to source this system or one that is similar locally. If they are unable to please call Cooper Industries at 866-853-4293 or custserv@cooperwiringdevice.com

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Acrylic Mirrors, 80" Bubble Tube,
40" Square Base, Fiber Optics,
Custom Bench and Wireless Controller

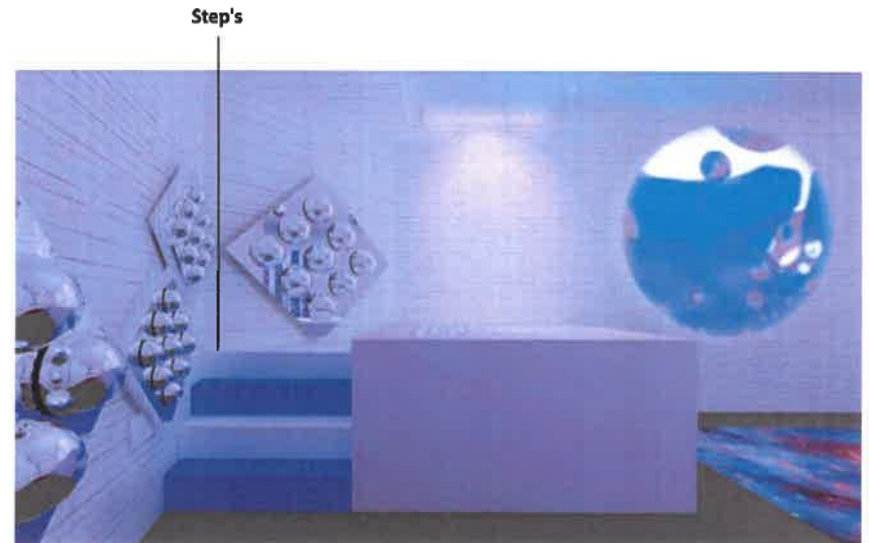


VibroMusic Wedge



4 Splash Mirrors

Laser Stars Projector, Aroma Diffuser,
WiFi Spotlight, Solar 250 Projector
and Stereo



Step's

NWSRA

Date: 04/23/2018

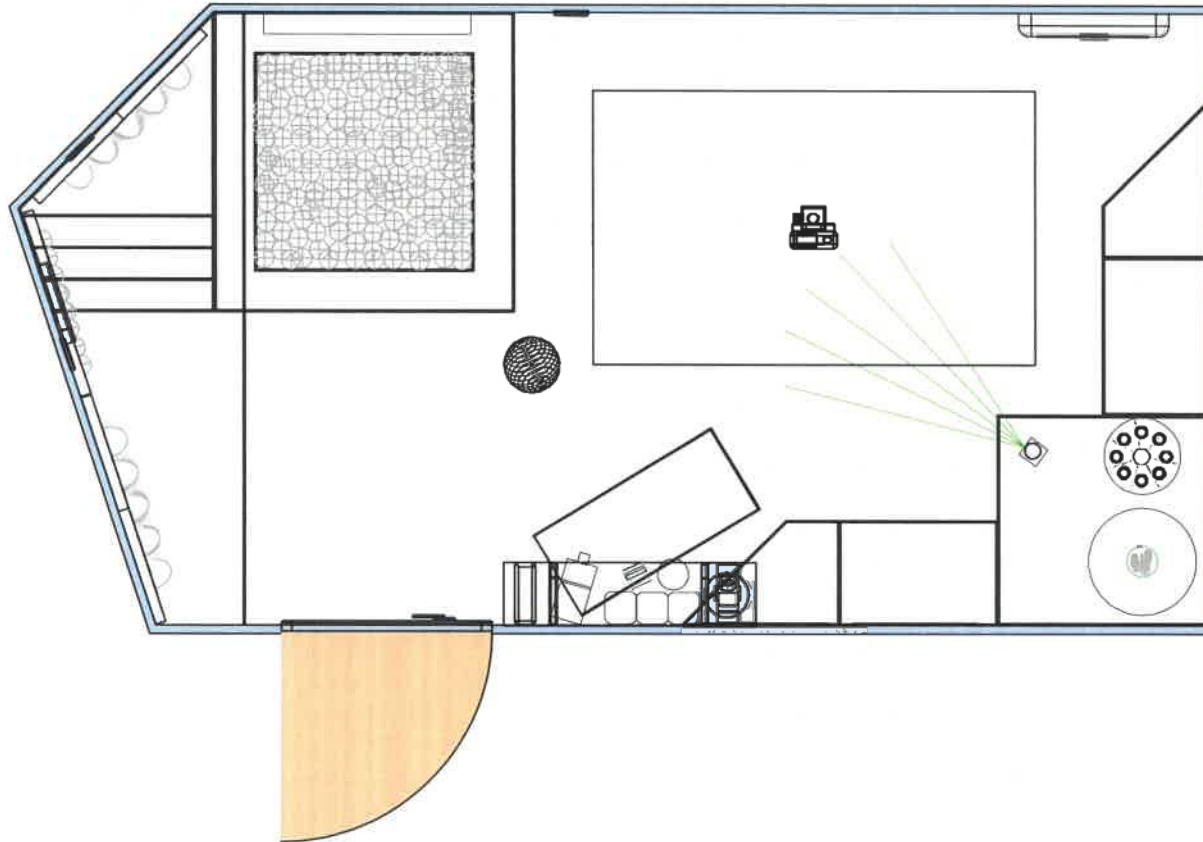
Drawn by: TWH

**IMPORTANT!
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RECEPTILES**

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NWSRA

Date: 04/23/2018

Drawn by: TWH

**IMPORTANT!
PLEASE READ
FOR RECOMMENDED
RECEPTACLES**

We suggest installing a radio frequency system such as an Aspire RF System. Your electrician should be able to source this system or one that is similar locally. If they are unable to please call Cooper Industries at 866-853-4293 or custserv@cooperwiringdevice.com

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To: Tracey Crawford, Executive Director
From: Brian Selders, Superintendent of Communications & IT
Rachel Hubsch, Superintendent of Recreation
Re: Dream Lab Accessible Technology Center Update
Date: November 4, 2019

NWSRA was fortunate to have been granted \$83,000 to create a state of the art accessible technology lab, the Dream Lab Accessible Technology Center. This center will enable clients to compensate for the impairments they experience, promoting independence, decreasing the need for additional support, and allowing for access of information and enjoyment of music, sports, travel, and the arts independently. This room will be an equalizer for diverse learners and can assist with social development and motivation and help staff personalize therapeutic lessons. Following are details of the project and an update on progress thus far:

Purpose and Goals of the Project

The Dream Lab will empower people throughout our communities to realize their full potential through a fully accessible window to the world. Following are the goals of the project:

- Promote a person's physical and mental well-being through the use of interactive technology
- Provide relief from tension and give a sense of accomplishment
- Promote fine and gross motor skills
- Engage stimulation of all senses
- Encourage communication and working with others
- Ability to transfer knowledge of tech skills from NWSRA to home/work
- Engage in good digital citizenship
- Know and appreciate the importance of technology
- Ability to apply tools, materials, processes and technical concepts safely and efficiently
- Uncover and develop individual talents
- Apply problem-solving techniques
- Apply creative abilities
- Adjust to the changing environment
- Facilitate experiences encouraging flexibility, adaptability, resourcefulness and embracing new challenges

The Dream Lab will be used by a variety of programs, including PURSUIT, STAR Academy, Leisure Education, Social Clubs, Music Classes, Sensory and Technology Classes and Specialized STEM camps and programs. In addition, the facility will provide additional opportunities for potential collaborative programs with other Park District programs including Preschool, Seniors, etc.

Project Implementation Timeline

Following is the implementation timeline for the Dream Lab Accessible Technology Center:

Month	Implementation to Take Place	Status
April	Electrical outlets/Cat 6 cables/Lighting	Complete
April	Installation of camera system	Complete
April	Installation of new switch/network connectivity/wireless access point	Complete
May-June	Wall wrap installation within room	Complete
June-July	Installation of Equipment/Furniture/Room Darkening shades	Complete
August- September	Finalizing network configurations Installing Software	Complete
October	Opening for PURSUIT	Complete

Progress To Date

Following are the meetings that have taken place to date regarding the implementation of the Dream Lab, as well as progress thus far:

- Admin Team meetings to discuss the pieces needed within the room as well as room layout.
 - *Room layout is complete*
- Meeting with Rolling Meadows Park District to review lighting, electrical and other cabling needs.
 - *Installation of cabling is now complete*
- Meetings with Microsoft:
 - To discuss equipment needed for the room.
 - *Equipment from Microsoft has been delivered*
 - To discuss inviting the PURSUIT Adult Day program out to the Microsoft store to assist with the completion of the room design, once overall room design is approved by the Admin Team.
 - *PURSUIT Adult Day program visited Microsoft store to provide elements of design that they liked within the room.*
- GMediawraps
 - Installed wall wrap designs
- Meetings with Excalibur Technology
 - To discuss network requirements of the room and any backend hardware needed.
 - *Switches, WiFi and network configured, ready for hardware installation.*
- Quotes from Roberts Drapery, 3 Day Blinds and Eddie Z's Blinds and Drapery
 - For quotes on installation of room darkening shades
 - *Chose Eddie Z's and shades installed*
- Meeting with Converged Digital Networks

- To discuss installation of security cameras
 - *Installation of security cameras is complete*
- Ordering TapIt whiteboard, Padzilla and other equipment complete
- TapIt Whiteboard installed
- Padzilla Installed
- 3D printer installed
- Virtual Reality installed
- All computers installed
- Xbox installed
- Apple TV installed
- Microsoft Surfaces installed
- Augmented Reality Software installed

Date: November 12, 2019
To: Tracey Crawford, Executive Director
From: Andrea Griffin, Superintendent of Recreation
Re: Community Sensory Garden

NWSRA is thrilled to have been granted \$40,000 to create a Community Sensory Garden at the Hanover Park Park District Community Center.

A sensory garden is an environment that is designed with the purpose of stimulating the senses. This stimulation occurs through plants and the use of materials that engage one's senses of sight, smell, touch, taste, and sound. The use of the garden can primarily focus on one sense, or it can incorporate all of them, be used as an educational tool that allows them to explore and learn about their senses and nature, provides them with a healthy place of discovery and allows a therapeutic and safe way for the participants to explore their senses. Following are details of the project and an update on progress thus far:

Purpose and Goals of the Project

The Community Sensory Garden will provide a therapeutic environment that the entire Hanover Park Community can enjoy.

Research has shown that when individuals with disabilities interact in a garden it helps them increase their awareness of the world around them. In addition, the Community Sensory Garden will allow the NWSRA PURSUIT Adult Day Program and STAR Academy After Care Program to include Horticulture Therapy in its activities.

- Create a therapeutic connection between people and plants
- Promote a person's physical and mental wellbeing
- Provide relief from tension, and give a sense of accomplishment
- Gardening can divert your thoughts about yourself and your situation.
- Promote fine and gross motor skills
- Stimulation of the senses
- Teach how to participate in a cooperative effort
- Physical benefits
- Learn how to form positive relationships
- Increase nonverbal communication
- Facilitate experiences encouraging flexibility, adaptability and resourcefulness

Project Implementation Timeline

Following is the implementation timeline for the Community Sensory Garden:

Month	Implementation to Take Place
January	Meeting with Hanover Park staff to discuss the creation of the Community Sensory Garden
March	Hanover Park staff receive 3 RFP from Landscape Architect
April	Landscape Architect selected
May	On site meetings with Landscape Architect
July	Plans with cost prepared and shared
August	Bids received & Park Board approves
September	Construction of project begins
November	Completion of phase 1 of project
Spring 2020	Completion of project

Progress To Date

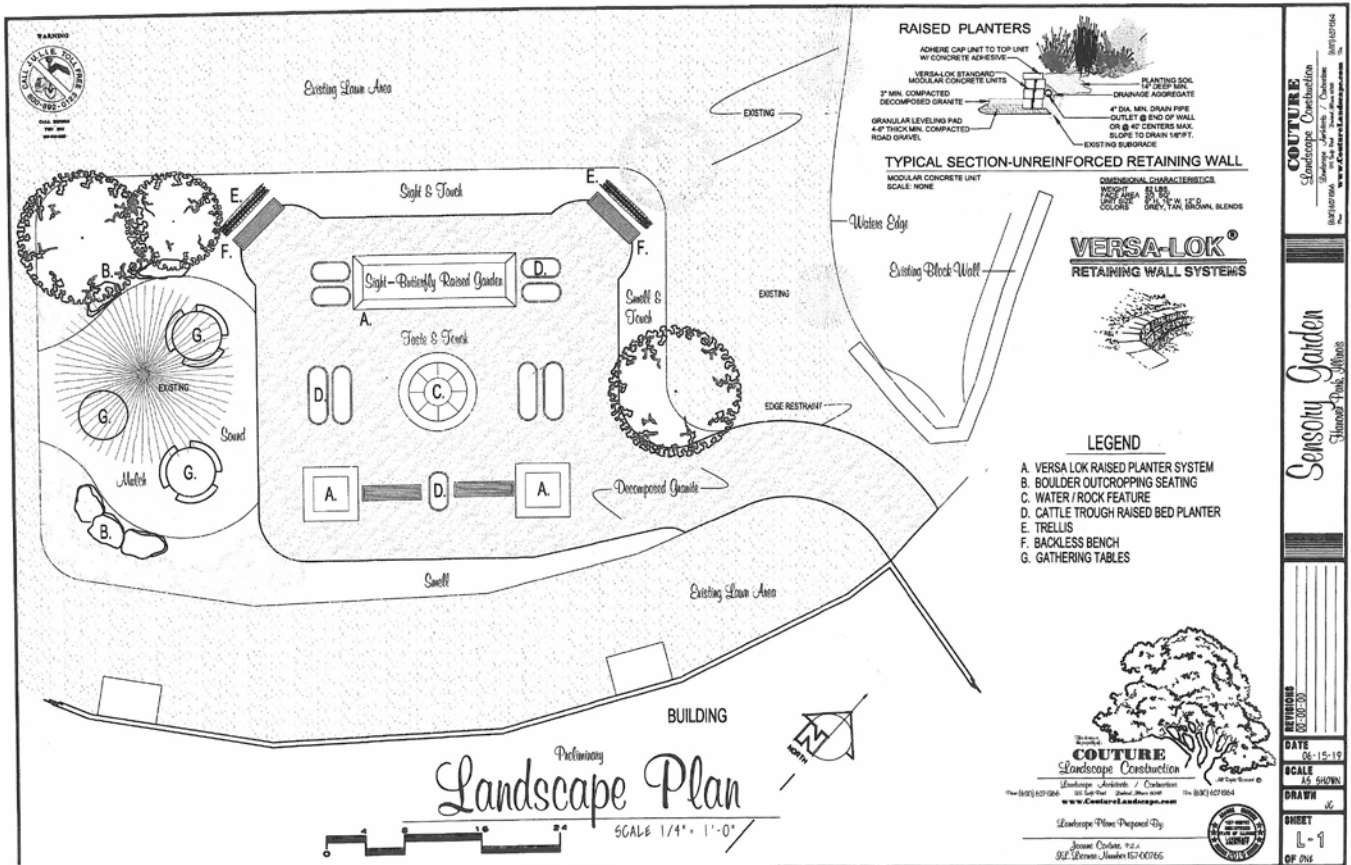
Following are the meetings that have taken place to date regarding the creation of the Community Sensory Garden, as well as progress thus far:

- Andrea Griffin, NWSRA Superintendent of Recreation, Cathy Splett, SLSF Foundation Manager and Liz Thomas, NWSRA
- Manager of Special Recreation meet with Hanover Park Park District staff to discuss the creation of the Community Sensory Garden
- Sensory Garden Team formed & 1st meeting held
- Team:
 - Andrea Griffin, NWSRA Superintendent of Recreation
 - Cathy Splett, SLSF Superintendent of Development
 - Joann Snyder, Senior Manager of Special Recreation
 - Liz Thomas, NWSRA Manager of Special Recreation
 - Nicole Estrada, Manager of Support Services
 - Trisha Palmieri, Collaborative Coordinator
 - Katrina Place, Inclusion Coordinator
 - Megan Edwards, Program Specialist
 - Meeting to research horticulture trainings and program development of horticultural therapy
- Phone conversation took place on 4/13 followed by email on 5/1 with Bob O'Brian, Executive Director Hanover Park, Tracey Crawford, Executive Director of NWSRA, Andrea Griffin, Superintendent of Recreation and Cathy Splett, SLSF Foundation Manager regarding design and meetings to be held moving forward.

- Sensory Garden Team attended an all day training on 5/1 at the Chicago Botanic Gardens focusing on play in nature, mental health and healing, education and lesson planning in a garden environment.
- Meeting held on May 21st with Gabe Villar Hanover Park Park District Superintendent of Parks and Planning, Tracey Crawford NWSRA Executive Director, Andrea Griffin NWSRA Superintendent of Recreation, Cathy Splett SLSF Foundation Manager, Chris Starke from WT Engineering and Joanne Couture of Couture Landscaping.
 - Meeting discussed NWSRA's vision, grant restrictions and amount of money allocated to project
- Meeting held on June 26th with Bob O'Brien Executive Director of Hanover Park Park District, Tracey Crawford NWSRA Executive Director, Andrea Griffin NWSRA Superintendent of Recreation and Joanne Couture of Couture Landscaping.
 - Joanne shared plans for garden and discussed placement of plants, garden decorations, walkway, and seating.
 - Within the next few weeks cost will be put with the shared plans and NWSRA staff will decided on project phases
 - Hanover Park Park District to do the removal of current ground and prepair space for landscaping
- Timeline provided by Bob O'Brien Executive Director of Hanover Park Park Distirct to Tracey Crawford NWSRA Executive Director, Andrea Griffin NWSRA Superintendent of Recreation and Cathy Splett SLSF Foundation Manager on August 8th, 2019
- First invoice submitted to SLSF for \$5,325 for land survey and construction drawings received Friday, August 16, 2019.
- PHASE 1 of the Sensory Garden Project started, to be no more than \$24,850. The remaining \$9,825 will be used for PHASE 2 in the Spring.

Appendix A

Garden Plans



Items to be planted in the garden



IX. New Business

[Return to home](#)

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Promet Source- Accessibility Compliance Audit
Date: November 4, 2019

Attached for your review, is a memo regarding a proposed audit to be performed by Promet Source, to ensure website accessibility compliance. Promet Source specializes in ADA, WCAG, and 508 compliance audits, code level remediation, accessibility training and on-going support.

All services provided will ensure ADA Section 508 and WCAG 2.1 AA Accessibility compliance. The total for services is \$8,300. This is a budgeted amount reflected in the 2019 NWSRA Budget.

NWSRA looks forward to partnering with Promet Source to ensure website accessibility.

Motion:

Motion to approve the Statement of Work provided by Promet Source in the amount of \$8,300.

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Promet Source- Accessibility Compliance Audit
Date: November 4, 2019

During the month of October, the ADA Compliance Task Force met to discuss the existing ADA Compliance Submission Process and any recommendations for improvement, as well as discuss website accessibility standards. During the meeting, representatives from Promet Source provided the Task Force with information regarding website accessibility, as well as access to an accessibility score for each Park District's website for those in attendance. Promet Source specializes in ADA, WCAG, and 508 compliance audits, code level remediation, accessibility training and on-going support.

As a leading force, NWSRA looks to ensure ADA Compliance in all aspects, including website accessibility. Promet Source has provided NWSRA with a Statement of Work that encompasses the following:

- Statement of Accessibility to promptly minimize risk and reduce liability
- 1st round of Automated Testing
- 1st round of Manual Testing
- Remediation performed by NWSRA
- 2nd Round of Automated & Manual Testing
- Remediation performed by NWSRA
- Confirmation & Documentation

All services provided will ensure ADA Section 508 and WCAG 2.1 AA Accessibility compliance. The total for services is \$8,300, and this amount has been budgeted to be paid in 2019. NWSRA looks forward to partnering with Promet Source to ensure website accessibility.

To: Jay Morgan, Chair
From: Tracey Crawford, NWSRA Executive Director
Re: Cliff Notes for Summer Day Camp 2020 Bus Bid
Date: November 20, 2019

Representatives from First Student and Grand Prairie Transit attended the bid opening on Wednesday, October 16, 2019. Both bus companies met the bid specs.

A summary of the comparison between the two bus companies is attached for Board review.

Grand Prairie Bus Company came in at the lowest bid. Based on Day Camp 2020 anticipated needs, the expenses for day camp commercial transportation will be \$110,043.50.

Staff is recommending to accept the bid of Grand Prairie Bus Company.

Motion:

A Motion to approve Grand Prairie Bus Company Bid in the amount of \$110,043.50

To: Tracey Crawford, Executive Director
 From: Rachel Hubsch, Superintendent of Recreation
 Re: Bus Bid Summary for Summer Day Camp 2020
 Date: November 20, 2019

Requests for bids for NWSRA Day Camp transportation were published in the Daily Herald. Two bus companies submitted bids and representatives from First Student and Grand Prairie Transit attended the bid opening on Wednesday, October 16, 2019 at 10:00 a.m. NWSRA staff attending the bid opening were Rachel Hubsch, Superintendent of Recreation and Victoria Gonzalez, Manager of Special Recreation. The table below depicts the fees for the submitted bids.

Company	Pick up/ drop off daily fee per bus	Door-to- Door daily fee per bus	Field Trips	Air Cond.?	Bus Aide Fee	Three References Provided	Cert. of Ins. Provided
First Student	\$172.00	\$185.00	\$42.00/hour - charge gate to gate	Yes 20 vehicles	\$18.20 per hour	Yes	Yes
Grand Prairie Transit	\$179.50	\$190.00	\$45.00/hour - charge pick up point to drop off point	Yes 10 Vehicles	\$18.20 per hour	Yes	Yes

The tables below compare First Student and Grand Prairie based on anticipated 2020 Day Camp needs.

First Student	Daily Rate	# Routes	# Days	# Hours	# Field Trips	Total
PU/DO	\$ 172.00	5	44			\$ 37,840.00
PU/DO	\$ 172.00	5	25			\$ 21,500.00
D-T-D Routes	\$ 185.00	2	25			\$ 9,250.00
Field Trips	\$ 42.00			7	60	\$ 17,640.00
Bus Aids - 9 week	\$ 18.20	5	44	4		\$ 16,016.00
Bus Aids - 5 week	\$ 18.20	5	25	4		\$ 9,100.00
						\$ 111,346.00
Grand Prairie Transit	Daily Rate	# Routes	# Days	# Hours	# Field Trips	Total
PU/DO	\$ 179.50	5	44			\$ 39,490.00
PU/DO	\$ 179.50	5	25			\$ 22,437.50
D-T-D Routes	\$ 190.00	2	25			\$ 9,500.00
Field Trips	\$ 45.00			5	60	\$ 13,500.00
Bus Aids - 9 week	\$ 18.20	5	44	4		\$ 16,016.00
Bus Aids - 5 week	\$ 18.20	5	25	4		\$ 9,100.00
						\$ 110,043.50

History:

Grand Prairie Transit was awarded the bid in 2013, 2015, 2016, 2017 and 2019. First Student was awarded the bid in 2011, 2012, 2014 and 2018.

The projected bus bid for 2020 is higher due accurate numbers from the Day Camp revamp and adding more field trips to commercial transportation due to shortage in NWSRA part-time drivers.

Reference Checks:

NWSRA awarded Grand Prairie Transit the bid in 2013, 2015, 2016, 2017 and 2019. NWSRA has continued to have a very positive experience working with Grand Prairie Transit. Therefore, references were not checked this year due to our current history of working with the company and the positive experience we have had. Three references were contacted in 2016 in which NSSRA, FVSRA and WSSRA all provided favorable references.

**NORTHWEST SPECIAL RECREATION ASSOCIATION
ORDINANCE #O2019-11**

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE CONVEYANCE OR
SALE OF SURPLUS PERSONAL PROPERTY OF THE NORTHWEST SPECIAL
RECREATION ASSOCIATION COOK COUNTY, ILLINOIS**

WHEREAS, the Northwest Special Recreation Association, Cook County, Illinois (“Park District”) owns personal property as described in Addendum A. hereinafter known as the “Property,” and

WHEREAS, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22)(“Code”), the Park District is authorized to sell, convey or donate any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the Park District; and

WHEREAS, the Board of Park Commissioners (“Board”) has reviewed a staff report finding that the Property is no longer useful to the Park District and recommending its sale, donation or disposal and the Board concurs with that recommendation.

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Northwest Special Recreation Association, Cook County, Illinois, as follows:

Section 1. The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them into this Ordinance by this reference.

Section 2. The Board finds that the Property is no longer necessary and useful to the Park District and declares it to be for the best interests of the Park District and its residents to dispose of the Property in the following manner:

Sell the Property to the highest bidder.

or

Trade-In the Property

or

Donate the Property to such person or entity that will make use of the equipment.

or

Dispose of the Property if the District is unable to sell or donate identified equipment.

Section 3. The seller, Northwest Special Recreation Association, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. The Northwest Special

Recreation Association neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said items.

The buyer agrees to purchase said items in an “**as is**” condition with all faults. The buyer understands that the seller does not expressly or implicitly warrant that the said items meet or comply with any applicable safety standards (examples: ASTM, OSHA, CPSC). The buyer is solely responsible for determining that the said items are appropriate for any and all particular uses.

The buyer further agrees to indemnify, hold harmless and defend the Northwest Special Recreation Association and its officers, agents and employees from any and all claims resulting from injuries, damages and losses arising out of, connected with, or in any other way associated with the use of said items.

Section 4. The Board authorizes and directs the Executive Director take such action necessary to sell, donate or dispose of the Property as herein authorized.

Section 5. This ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted this 20th day of November, 2019.

Ayes:

Nays:

Absent:

Chairman, Jay Morgan
Board of Trustees
Northwest Special Recreation Association

ATTEST:

Secretary Tracey Crawford
Board of Trustees
Northwest Special Recreation Association

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS.

SECRETARY’S CERTIFICATE

I, Tracey Crawford, do hereby certify that I am Secretary of the Board of Trustees of the Northwest Special Recreation Association, Cook County, Illinois, and as such official I am keeper of the records, ordinances, files and seal of said Agency; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of:

AN ORDINANCE authorizing and providing for the conveyance or sale of surplus personal property of the Northwest Special Recreation Association, Cook County, Illinois

adopted at a duly called Regular Meeting of the Board of Trustees of the Agency, held at the Park Central, in said Agency at 10:30 a.m. on the 20th day of November, 2019.

I FURTHER CERTIFY that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Northwest Special Recreation Association, Rolling Meadows, Illinois this 20th day of November, 2019.

Tracey Crawford, Secretary
Board of Trustees
Northwest Special Recreation Association

(SEAL)

Date: November 20, 2019

To: Jay Morgan, NWSRA Board Chairman

From: Tracey Crawford, NWSRA Executive Director

Re: Adding of additional benefits for employees

The Personnel Committee met and reviewed the proposal of the addition of ICMA Retirement Corporation to the benefit package offered to employees. This additional benefit poses no cost to the agency's budget. It is the Personnel Committee's recommendation to approve the agreement presented to the NWSRA Board.

Motion:

A motion to approve Resolution R2019-12, ICMA Retirement Corporation Agreement with NWSRA as presented.

ADMINISTRATIVE SERVICES AGREEMENT

Between

ICMA Retirement Corporation

and

Northwest Special Recreation Association

Type: 457

Account #: 300833

ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement (“Agreement”), made as of the ____ day of _____, 20____ between the International City Management Association Retirement Corporation (“ICMA-RC”), a nonprofit corporation organized and existing under the laws of the State of Delaware, and the Northwest Special Recreation Association (“Employer”), an entity organized and existing under the laws of the State of Illinois with an office at 3000 West Central Road, Suite 205, Rolling Meadows, Illinois 60008.

RECITALS

Employer acts as public plan sponsor of a retirement plan (“Plan”), and in that capacity, has responsibility to obtain administrative services and investment alternatives for the Plan;

VantageTrust is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Ruling 81-100, 1981-1 C.B. 326, which provides for the commingled investment of retirement funds;

ICMA-RC, or its wholly owned subsidiary, acts as investment adviser to VantageTrust Company, LLC, the Trustee of VantageTrust;

ICMA-RC has designed, and VantageTrust offers, a series of separate funds (the “Funds”) for the investment of plan assets as referenced in VantageTrust’s principal disclosure documents, the VantageTrust Disclosure Memorandum and the Funds’ Fact Sheets (together, “VT Disclosures”); and

ICMA-RC provides a range of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, and benefit disbursement.

AGREEMENTS

1. Appointment of ICMA-RC

Employer hereby appoints ICMA-RC as Administrator of the Plan to perform all nondiscretionary functions necessary for the administration of the Plan. The functions to be performed by ICMA-RC shall be those set forth in Exhibit A to this Agreement.

2. Adoption of Trust

Employer has adopted the Declaration of Trust of VantageTrust Company and agrees to the commingled investment of assets of the Plan within VantageTrust. Employer agrees that the investment, management, and distribution of amounts deposited in VantageTrust shall be subject to the Declaration of Trust, as it may be amended from time to time and shall also be subject to terms and conditions set forth in disclosure documents (such as the VT Disclosures or Employer Bulletins) as those terms and conditions may be adjusted from time to time.

3. Employer Duty to Furnish Information

Employer agrees to furnish to ICMA-RC on a timely basis such information as is necessary for ICMA-RC to carry out its responsibilities as Administrator of the Plan, including information needed to allocate individual participant accounts to Funds in VantageTrust, and information as to the employment status of participants, and participant ages, addresses, and other identifying information (including tax identification numbers). Employer also agrees that it will notify ICMA-RC in a timely manner regarding changes in staff as it relates to various roles. Such notification is to be completed through the online EZLink employer contact options. ICMA-RC shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant or beneficiary that is furnished by such participant or beneficiary, and ICMA-RC shall not be responsible for any error arising from its reliance on such information. ICMA-RC will provide reports, statements and account information to the Employer through EZLink, the online plan administrative tool.

Employer is required to send in contributions through EZLink, the online plan administration tool provided by ICMA-RC. Alternative electronic methods may be allowed but must be approved by ICMA-RC for use. Contributions may not be sent through paper submittal documents.

To the extent Employer selects third-party funds that do not have fund profile information provided to ICMA-RC through our electronic data feeds from external sources (such as Morningstar) or third-party fund providers, the Employer is responsible for providing to ICMA-RC timely fund investment updates for disclosure to Plan participants. Such updates may be provided to ICMA-RC through the Employer's investment consultant or other designated representative.

4. ICMA-RC Representations and Warranties

ICMA-RC represents and warrants to Employer that:

- (a) ICMA-RC is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement. The ability of ICMA-RC, or its wholly owned subsidiary, to serve as investment adviser to VantageTrust Company is dependent upon the continued willingness of VantageTrust Company for ICMA-RC, or its wholly owned subsidiary, to serve in that capacity.
- (b) ICMA-RC is an investment adviser registered as such with the U.S. Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended.
- (c) ICMA-RC shall maintain and administer the Plan in accordance with the requirements for eligible deferred compensation plans under Section 457 of the Internal Revenue Code and other applicable federal law; provided, however, that ICMA-RC shall not be responsible for the eligible status of the Plan in the event that the Employer directs ICMA-RC to administer the Plan or disburse assets in a manner inconsistent with the requirements of Section 457 or otherwise causes the Plan not to be carried out in accordance with its terms. Further, in the event that the Employer uses its own customized plan document, ICMA-RC shall not be responsible for the eligible status of the Plan to the extent affected by terms in the Employer's plan document that differ from those in ICMA-RC's standard plan document. ICMA-RC shall not be responsible for monitoring state or local law applicable to retirement plans or for administering the Plan in compliance with local or state requirements regarding plan administration unless Employer notifies ICMA-RC of any such local or state requirements.

5. Employer Representations and Warranties

Employer represents and warrants to ICMA-RC that:

- (a) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.
- (b) Employer understands and agrees that ICMA-RC's sole function under this Agreement is to act as recordkeeper and to provide administrative, investment or other services at the direction of Plan participants, the

Employer, its agents or designees in accordance with the terms of this Agreement. Under the terms of this Agreement, ICMA-RC does not render investment advice, is neither the “Plan Administrator” nor “Plan Sponsor” as those terms are defined under applicable federal, state, or local law, and does not provide legal, tax or accounting advice with respect to the creation, adoption or operation of the Plan and its related trust. ICMA-RC does not perform any service under this Agreement that might cause ICMA-RC to be treated as a “fiduciary” of the Plan under applicable law, except, and only, to the extent that ICMA-RC provides investment advisory services to individual participants enrolled in Guided Pathways Advisory Services.

- (c) Employer acknowledges and agrees that ICMA-RC does not assume any responsibility with respect to the selection or retention of the Plan’s investment options. Employer shall have exclusive responsibility for the Plan’s investment options, including the selection of the applicable mutual fund share class. Where applicable, Employer understands that the VT Retirement Income Advantage Fund is an investment option for the Plan and that the fund invests in a separate account available through a group variable annuity contract. By entering into this Agreement, Employer acknowledges that it has received the Important Considerations document and the VT Disclosures and that it has read the information therein concerning the VT Retirement Income Advantage Fund.
- (d) Employer acknowledges that certain such services to be performed by ICMA-RC under this Agreement may be performed by an affiliate or agent of ICMA-RC pursuant to one or more other contractual arrangements or relationships, and that ICMA-RC reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer.
- (e) Employer acknowledges that it has received ICMA-RC’s Fee Disclosure Statement, prepared in substantial conformance with ERISA regulations regarding the disclosure of fees to plan sponsors.
- (f) Employer approves the use of its Plan in ICMA-RC external media, publications and materials. Examples include press releases announcements and inclusion of the general plan information in request for proposal responses.

6. Participation in Certain Proceedings

The Employer hereby authorizes ICMA-RC to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings involving the garnishment of benefits or the transfer of benefits pursuant to the divorce or separation of participants in the Plan. Unless Employer notifies ICMA-RC otherwise, Employer consents to the

disbursement by ICMA-RC of benefits that have been garnished or transferred to a former spouse, current spouse, or child pursuant to a domestic relations order or child support order.

7. Compensation and Payment

- (a) **Plan Administration Fee.** The amount to be paid for plan administration services under this Agreement shall be 0.55% per annum of the amount of Plan assets invested in VantageTrust. Such fee shall be computed based on average daily net Plan assets in VantageTrust.

- (b) **Compensation for Management Services to VantageTrust, Compensation for Advisory and other Services to the VT III Vantagepoint Funds and Payments from Third-Party Mutual Funds.** Employer acknowledges that, in addition to amounts payable under this Agreement, ICMA-RC, or its wholly owned subsidiary, receives fees from VantageTrust for investment advisory services and plan and participant services furnished to VantageTrust. Employer further acknowledges that ICMA-RC, including certain of its wholly owned subsidiaries, receives compensation for advisory and other services furnished to the VT III Vantagepoint Funds, which serve as the underlying portfolios of a number of Funds offered through VantageTrust. For a VantageTrust Fund that invests substantially all of its assets in a third-party mutual fund not affiliated with ICMA-RC, ICMA-RC or its wholly owned subsidiary receives payments from the third-party mutual fund families or their service providers in the form of 12b-1 fees, service fees, compensation for sub-accounting and other services provided based on assets in the underlying third-party mutual fund. These fees are described in the VT Disclosures and ICMA-RC's fee disclosure statement. In addition, to the extent that third party mutual funds are included in the investment line-up for the Plan, ICMA-RC receives administrative fees from its third party mutual fund settlement and clearing agent for providing administrative and other services based on assets invested in third party mutual funds; such administrative fees come from payments made by third party mutual funds to the settlement and clearing agent.

- (c) **Redemption Fees.** Redemption fees imposed by outside mutual funds in which Plan assets are invested are collected and paid to the mutual fund by ICMA-RC. ICMA-RC remits 100% of redemption fees back to the specific mutual fund to which redemption fees apply. These redemption fees and the individual mutual fund's policy with respect to redemption fees are specified in the prospectus for the individual mutual fund and referenced in the VT Disclosures.

- (d) **Payment Procedures.** All payments to ICMA-RC pursuant to this Section 7 shall be made from Plan assets held by VantageTrust or received from third-party mutual funds or their service providers in connection with Plan

assets invested in such third-party mutual funds, to the extent not paid by the Employer. The amount of Plan assets administered by ICMA-RC shall be adjusted as required to reflect any such payments as are made from the Plan. In the event that the Employer agrees to pay amounts owed pursuant to this Section 7 directly, any amounts unpaid and outstanding after 30 days of invoice to the Employer shall be withdrawn from Plan assets.

The compensation and payment set forth in this Section 7 are contingent upon the Employer's use of ICMA-RC's EZLink system for contribution processing and submitting contribution funds by ACH or wire transfer on a consistent basis over the term of this Agreement.

8. Contribution Remittance

Employer understands that amounts invested in the Plan are to be remitted directly to Vantagepoint Transfer Agents in accordance with instructions provided to Employer by ICMA-RC and are not to be remitted to ICMA-RC. In the event that any check or wire transfer is incorrectly labeled or transferred to ICMA-RC, ICMA-RC may return it to Employer with proper instructions.

9. Indemnification

ICMA-RC shall not be responsible for any acts or omissions of any person with respect to the Plan or its related trust, other than ICMA-RC in connection with the administration or operation of the Plan. Employer shall indemnify ICMA-RC against, and hold ICMA-RC harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against ICMA-RC by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or its related trust, excepting only any and all loss, damage, penalty, liability, cost or expense resulting from ICMA-RC's negligence, bad faith, or willful misconduct.

10. Term

This Agreement shall be in effect and commence on the date all parties have signed and executed this Agreement ("Inception Date"). This Agreement may be terminated without penalty by either party on sixty days advance notice in writing to the other; provided however, that the Employer understands and acknowledges that, in the event the Employer terminates this Agreement (or replaces the Vantagepoint PLUS Fund, offered by VantageTrust, as an investment option in its investment line-up), ICMA-RC retains full discretion to release Plan assets invested in the Vantagepoint PLUS Fund in an orderly manner over a period of up to 12 months from the date ICMA-RC receives written notification from the Employer that it has made a final and binding selection of a replacement for ICMA-RC as administrator of the Plan (or a replacement investment option for the Vantagepoint PLUS Fund).

11. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.
- (b) ICMA-RC may modify this agreement by providing 60 days' advance written notice to the Employer prior to the effective date of such proposed modification. Such modification shall become effective unless, within the 60-day notice period, the Employer notifies ICMA-RC in writing that it objects to such modification.
- (c) The parties agree that enhancements may be made to administrative services under this Agreement. The Employer will be notified of enhancements through the Employer Bulletin, quarterly statements, electronic messages or special mailings. Likewise, if there are any reductions in fees, these will be announced through the Employer Bulletin, quarterly statement, electronic messages or special mailing.

12. Notices

Unless otherwise provided in this Agreement, all notices required to be delivered under this Agreement shall be in writing and shall be delivered, mailed, e-mailed or faxed to the location of the relevant party set forth below or to such other address or to the attention of such other persons as such party may hereafter specify by notice to the other party.

ICMA-RC: Legal Department, ICMA Retirement Corporation, 777 North Capitol Street, N.E., Suite 600, Washington, D.C., 20002-4240
Facsimile; (202) 962-4601

Employer: at the office set forth in the first paragraph hereof, or to any other address, facsimile number or e-mail address designated by the Employer to receive the same by written notice similarly given.

Each such notice, request or other communication shall be effective: (i) if given by facsimile, when transmitted to the applicable facsimile number and there is appropriate confirmation of receipt; (ii) if given by mail or e-mail, upon transmission to the designated address with no indication that such address is invalid or incorrect; or (iii) if given by any other means, when actually delivered at the aforesaid address.

13. Complete Agreement

This Agreement shall constitute the complete and full understanding and sole agreement between ICMA-RC and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. This Agreement supersedes all written and oral agreements, communications or negotiations among the parties. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

14. Titles

The headings of Sections of this Agreement and the headings for each of the attached schedules are for convenience only and do not define or limit the contents thereof.

15. Incorporation of Exhibits

All Exhibits (and any subsequent amendments thereto), attached hereto, and referenced herein, are hereby incorporated within this Agreement as if set forth fully herein.

16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.

In Witness Whereof, the parties hereto certify that they have read and understand this Agreement and all Schedules attached hereto and have caused this Agreement to be executed by their duly authorized officers as of the Inception Date first above written.

NORTHWEST SPECIAL RECREATION ASSOCIATION

By _____
Signature/Date

By _____
Name and Title (Please Print)

INTERNATIONAL CITY MANAGEMENT
ASSOCIATION RETIREMENT CORPORATION

By  _____
Erica McFarquhar
Assistant Secretary

Please return an executed copy of the Agreement to a Delivery Address, either:

- (a) Electronically to PlanAdoptionServices@icmarc.org, or
- (b) In paper form to ICMA-RC
ATTN: PLAN ADOPTION SERVICES
777 North Capitol Street NE
Suite 600
Washington DC 20002-4240

Exhibit A

Administrative Services

The administrative services to be performed by ICMA-RC under this Agreement shall be as follows:

- (a) Participant enrollment services, including providing a welcome package and enrollment kit containing instructions and notices necessary to implement the Plan's administration. Employees will enroll online or through a paper form. Employer can also enroll employees through EZLink.
- (b) Establishment of participant accounts for each employee participating in the Plan for whom ICMA-RC receives appropriate enrollment instructions. ICMA-RC is not responsible for determining if such Plan participants are eligible under the terms of the Plan.
- (c) Allocation in accordance with participant directions received in good order of individual participant accounts to investment funds offered under the Plan.
- (d) Maintenance of individual accounts for participants reflecting amounts deferred, income, gain or loss credited, and amounts distributed as benefits.
- (e) Maintenance of records for all participants for whom participant accounts have been established. These files shall include enrollment instructions (provided to ICMA-RC through Account Access or EZLink), beneficiary designation instructions and all other documents concerning each participant's account.
- (f) Provision of periodic reports to the Employer through EZLink. Participants will have access to account information through Investor Services, Voice Response System, Account Access, and Text Access, and through quarterly statements that can be delivered electronically through Account Access or by postal service.
- (g) Communication to participants of information regarding their rights and elections under the Plan.
- (h) Making available Investor Services Representatives through a toll-free telephone number from 8:30 a.m. to 9:00 p.m. Eastern Time, Monday through Friday (excluding holidays and days on which the securities markets or ICMA-RC are closed for business (including emergency closings)), to assist participants.
- (i) Making available access to ICMA-RC's web site, to allow participants to access certain account information and initiate certain plan transactions at any time. Account access is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance. The scheduled maintenance window is outlined at <https://accountaccess.icmarc.org>.
- (j) Maintaining the security and confidentiality of client information through a system of controls including but not limited to, as appropriate: restricting plan and participant information only to those who need it to provide services, software

and hardware security, access controls, data back-up and storage procedures, non-disclosure agreements, security incident response procedures, and audit reviews.

- (k) Making available access to ICMA-RC's plan sponsor EZLink web site to allow plan sponsors to access certain plan information and initiate plan transactions such as enrolling participants and managing contributions at any time. EZLink is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance. The scheduled maintenance window is outlined at <https://ezlink.icmarc.org>.
- (l) Distribution of benefits as agent for the Employer in accordance with terms of the Plan. Participants who have separated from service can request distributions through Account Access or via form.
- (m) Upon approval by the Employer that a domestic relations order is an acceptable qualified domestic relations order under the terms of the Plan, ICMA-RC will establish a separate account record for the alternate payee and provide for the investment and distribution of assets held thereunder.
- (n) Loans may be made available on the terms specified in the Loan Guidelines, if loans are adopted by the Employer. Participants can request loans through Account Access.
- (o) Guided Pathways Advisory Services – ICMA-RC's participant advice service, "Fund Advice", and asset allocation service, "Asset Class Guidance" may be made available through a third-party vendor on the terms specified on ICMA-RC's website.
- (p) ICMA-RC will determine appropriate delivery method (electronic and/or print) for plan sponsor/participant communications and education based on a number of factors (audience, effectiveness, etc.).

X. Information /Action Items

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Preliminary Notice of Illinois Municipal Retirement Fund Contribution Rate for Calendar Year 2020

Date April 2019

Employer name NORTHWEST SPEC REC ASSN

Employer No. 05436

The IMRF Board of Trustees adopted an optional phase-in rate for 2020 for the Regular plan only. Shown below are member contribution rates, and your employer's 2020 preliminary actuarial determined contribution (ADC) rate(s) and optional phase-in rate.

IMRF ADC Contribution Rates	
Regular	
Member Contributions (tax-deferred)	4.50%
Employer Contributions	
• Retirement Rate	
Normal Cost	5.78%
Funding Adjustment <over> under	4.84%
Net Retirement Rate	10.62%
• Other Program Benefits	
Death.....	0.05%
Disability.....	0.09%
Supplemental Benefit Payment.....	0.62%
Early Retirement Incentive	0.00%
• TOTAL EMPLOYER RATE	11.38%

Below is the 2020 optional phase-in rate:

IMRF Optional Phase-in Contribution Rate	
Regular	
TOTAL EMPLOYER RATE	10.24%

For the Regular plan, you may select the ADC rate, optional phase-in rate, or a rate between the two.

Please provide your rate selection by Friday, August 30, 2019, via email to Dionne Green, Employer/Member Data Unit Supervisor at dngreen@imrf.org. If IMRF does not receive your selection by this date, we will assume your employer has selected the ADC rate. This rate will be reflected on your Final Notice of Illinois Municipal Retirement Fund Contribution Rate for Calendar Year 2020, scheduled for release in November 2019.

For more information about the Preliminary Notice of IMRF Contribution Rates for Calendar Year 2020, view your secure messages in Employer Access. If you have any questions, please contact Employer/Member Data Unit Supervisor Dionne Green at 630-706-4234 or Finance Relations Manager Audrey Brown-Ryce at 630-706-4246.

NORTHWEST SPEC REC ASSN
TRACEY M. CRAWFORD, EXECUTIVE DIRECTOR
3000 CENTRAL RD
ROLLING MEADOWS IL 60008-2551



We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

Northwest Special Recreation Association 2020 Committee/Task Force Assignments

EXECUTIVE COMMITTEE

Ryan Risinger, Chair
Bret Fahnstrom, Vice Chair**
Jay Morgan, Past Chair
Christina Ferraro, Personnel Committee Chair

SPECIAL LEISURE SERVICES FOUNDATION

Amy Charlesworth, Organizational Treasurer
Tony LaFrenera
Diane Hilgers

PERSONNEL COMMITTEE

Christina Ferraro, Chair
Craig Talsma
Jan Buchs
Brian Meyer
Rita Fletcher
Jeffery Janda
Jay Morgan

FINANCE COMMITTEE

Bret Fahnstrom, Vice Chair**
Bob Dowling
Bob O'Brien
Ben Curcio
Jim Jarog
Mike Clark

ADA COMPLIANCE PROJECT COMMITTEE

Tom Pope
Doug Kettel
Ryan Risinger
Amy Charlesworth

Tracey Crawford
Andrea Griffin

****The Vice Chair for the NWSRA Board also serves as the Finance Committee Chair. Updated 11/8/16
Updated 11/13/19**

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling



"We exist to provide outstanding opportunities through recreation for children and adults with disabilities."

**NWSRA/SLSF
Board Meeting Schedules - Calendar Year 2020**

Northwest Special Recreation Association

- December 11, 2019 Annual Meeting – Public Hearing for FY 2019 Budget
(Second Wednesday) - Due to the Holiday Luncheon
Meeting held @ Chandlers, Schaumburg, IL
- January 15, 2020 Year in Review (Third Wednesday due to IPRA Conference)
- March 18, 2020 (Third Wednesday)
- May 27, 2020 (Fourth Wednesday)
- July 22, 2020 (Fourth Wednesday)
- September 23, 2020 (Fourth Wednesday)
- November 18, 2020 (Third Wednesday) – Due to the Thanksgiving Holiday
- December 9, 2020 (Second Wednesday) – Due to the Holiday Luncheon
Meeting held @ Holiday Luncheon location - Public Hearing for FY 2021 Budget

NOTE: **All meetings will begin at 10:30 a.m.**, at Park Central, 3000 Central Road, Rolling Meadows, unless otherwise indicated.

Special Leisure Services Foundation

- January 21, 2020 Annual Meeting (Third or Fourth Tuesday due to
the IPRA Conference)
- May 19, 2020 (Third Tuesday)
- October 20, 2020 (Third Tuesday)
- December 9, 2020 Holiday Luncheon (Second Wednesday)

NOTE: **All meetings will begin at 3:30 p.m.**, at Park Central, 3000 Central Road, Rolling Meadows, unless otherwise indicated.

Anyone who plans to attend a meeting, and who requires a special accommodation due to a disability, should contact NWSRA 48 hours in advance of the meeting.

**Northwest Special Recreation Association
Committee Meeting Tentative Dates:**

Personnel Committee – October 14, 2020 Finance Committee – May 27 & November 4, 2020

An extension of the local park districts serving
Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • www.nwsra.org

LEGAL NOTICE
ADVERTISEMENT FOR BIDDING
FOR: Day Camp Bussing Services
OWNER: Northwest Special Recreation Association
3000 W. Central Road Rolling Meadows, IL 60008
The Northwest Special Recreation Association will receive separate sealed bids until 10:00 a.m. on Wednesday, October 16 at the Northwest Special Recreation Association, 3000 W. Central Rd, Rolling Meadows, IL, 60008 for daily summer day camp and field trip bussing. Copies of the bidding specifications will be available at the Northwest Special Recreation Association office by contacting Rachel Hubsch at (847) 392-2848 or rhubsch@nwspa.org or by accessing the bid documents at www.nwspa.org/bid.
The above bids will be opened and read publicly of 10:00 a.m. on Wednesday, October 16 at the Northwest Special Recreation Association office.
The Northwest Special Recreation Association reserves the right to reject any or all proposals which, in its judgment, will be to the best interest of the public. Only bids in compliance with the provisions of the specifications will be considered.
Northwest Special Recreation Association
Rachel Hubsch, CTRS, CPRP
Superintendent of Recreation
Published in Daily Herald October 2, 2019 (4533335)

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ARLINGTON CLASSIC GOLF OUTING

Thursday, September 12, 2019

In Benefit:



The Rotary Club of Arlington Heights



Duffer of the Year
Carol Blackwood



Bronze Sponsor:



Duffer Hall of Fame

- 1971 - Bill Bowers
- 1972 - Bill Bowers
- 1973 - Bill Bowers
- 1974 - Bill Bowers
- 1975 - Bill Bowers
- 1976 - Bill Bowers
- 1977 - Bill Bowers
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- 2019 - Bill Bowers

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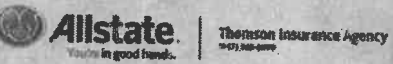
SPONSORS:

Alumni Duffer Sponsors

Dinner:



Lunch:



Beverage:



Ron & Diane Crawford



HOLE SPONSORS:

- Allen Gabe Law LLC
- APC Financial Group
- Arlington Heights Ford
- Benjamin F. Edwards & Co., David Hanson
- Brian Properties
- Dakota-K Auto Repair & Tire Center
- Drost, Kivlahan, McMahon & O'Connor, LLC
- Genther Family
- James J. Bertucci, CFP
- Jennifer Burnidge, State Farm Insurance
- John & Gloria Amling
- Liberty Mutual
- Linda Borton & Ed Soban
- Mary Stitt
- McClure, Inserra & Co.
- Metro Federal Credit Union
- Metropolis Performing Arts Centre
- Money Management Educators
- Northwest Speech and Hearing Center, Ltd.
- Schultz Supply Co.
- Speer Financial, Inc.
- The BIG KID

Sign Sponsor: **KOLBI** Pipe Marker Co.

Thank you sponsors!