



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

**January 24, 2018**  
**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. Courtney Kaminsky – Program Specialist
  - B. Emily Nock – Program Specialist
  - C. Kate Moran – Program Specialist
  - D. Danielle Ralph - Intern
  
- III. Public Comment
  
- IV. Approval of Agenda
  
- V. Approval of Consent Agenda
  - A. Approval of Minutes, December 13, 2017
  - B. NWSRA Financial Reports, December 31, 2017
    - 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. BF Edwards Account Statement
    - 8. 4<sup>th</sup> Quarter Financial Reports
  - C. Warrants:
    - 1. Warrant #12A December 31, 2017 - \$332,653.46
    - 2. Warrant #1 January 24, 2018 - \$3,986.00
  - D. Bi-Weekly Payroll:
    - 1. 12/10/2017 - \$97,786.32
    - 2. 12/24/2017 - \$86,056.99
    - 3. 01/07/2018 - \$94,951.22
  - E. ADA Compliance Projects
    - 1. Schaumburg Park District - \$113,568.50
      - a. Freedom/Duxbury Park Pathway Connection
      - b. Campanelli Park Pathway Connection to Baseball Field Bleacher Pads
      - c. Meineke Park Challenge Course Sidewalk Connection
      - d. Schaumburg Golf Club Curb Cuts and Pathway
    - 2. Hoffman Estates Park District - \$123,971.00
      - a. MacArthur School Park Playground
      - b. Armstrong School Park Playground
      - c. Freedom Run H.C. Parking Stalls

*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

- d. Pine Park Pathway Reconstruction
  - e. Armstrong School Park Walkway
  - f. Shoe Factory Bike Path Paving Project
- VI. Correspondence
  - A. Written
  - B. Oral
- VII. Staff Reports
  - A. Program Report
  - B. 2017 Year End Statistics
    - 1. Program & Participant Statistics
  - C. 4<sup>th</sup> Quarter Goals Update
  - D. Marketing and P/R Report/Outreach Report -
  - E. SLSF
- VIII. Old Business
  - A. Full Time Staff Member Benefits Usage Selection
  - B. PURSUIT Update - Oral
  - C. Snoezelen Update - Oral
- IX. New Business
  - A. Appointment of Legal Counsel:
    - 1. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Heidi Katz (SLSF)
    - 2. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Heidi Katz (NWSRA)
  - B. Appointment of Director/Secretary – Tracey Crawford
  - C. Resolution R2018-3 - Appointment of Tracey Crawford as SLSF President
  - D. Resolution R2018-5 - Village Bank and Trust
  - E. Resolution R2018-6 – IPDLAF – General Account
  - F. Resolution R2018-7 – IPDLAF - Investment Holding Account
  - G. Resolution R2018-8 – IPDLAF – Master Services Agreement
  - H. Resolution R2018-9 – Sexual Harassment Policy Amendment
  - I. Ordinance O2018-1 – Surplus Ordinance – Display Case and Table
  - J. Other
- X. Information/Action Items
  - A. Fund Balance Update and Transfers
  - B. 2017 year review/ 2018 Goals
  - C. Directors Report/Work Plan
  - D. Other
- XI. Closed Session
 

Closed Session in accordance with Open Meetings Act to consider information regarding:

  - A. None
- XII. Action as a result of Closed Session
- XIII. Adjournment



- 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

# 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 13TH DAY OF DECEMBER, 2017 AT 10:30 A.M.**

Chairman LaFrenere 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 Meyers, Arlington Heights Park District; Ryan Risinger, Buffalo Grove Park District; Tom Busby, Elk Grove Park District; Dan Malartsik, Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jan Buchs, Wheeling Park District.

Also present: Tracey Crawford, Executive Director; Trisha Breitlow, Superintendent of Administrative Services; Brian Selders, Superintendent of Communication and IT; Miranda Woodard, Accounting Manager; Andrea Griffin, Superintendent of Recreation; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

None

Public Comment

None

Agenda

Chairman LaFrenere asked for a motion to approve the agenda dated December 13, 2017. Trustee Risinger made the motion and Trustee Hilgers seconded the motion to approve the agenda dated December 13, 2017. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman LaFrenere asked for a motion to approve the Consent Agenda of December 13, 2017. Trustee Hilgers made the motion and Trustee Meyers seconded the motion to approve the Consent Agenda dated December 13, 2017. Upon roll being called the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

## Old Business

### 2018 Budget and Public Comments

Executive Director Crawford asked for a motion to approve the 2018 Budget. Trustee Clark made the motion and Trustee Fahnstrom seconded the motion to approve the 2018 budget. Upon roll being called, the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

### Park District Staff Member Benefits Usage/NWSRA Member District Staff Benefits

Superintendent Griffin informed the Board that the Member District benefits were added to the second page of the Member District Services Membership and Program Usage agreement. The Member District benefits are the benefits that NWSRA would be offering to park district full-time staff. The yearly Member District benefit form shows what the park districts would be willing to give NWSRA full-time staff for 2018. In December, Superintendent Griffin will find out what benefits the Member Districts are willing to give to NWSRA staff and share that information with Board Members. In January, those benefits will be offered to NWSRA full-time staff, and Member Districts will offer NWSRA's benefits to park districts' full-time staff. NWSRA is offering the Yearly Member District Service Program to park district staff who have immediate family members with disabilities. Included are general recreation programs, special events, sports, swim lessons, sensory therapy, autism movement therapy, music lessons, STAR Academy, PURSUIT, and clubs. Trustee Clark asked if the park districts' family members would have to go through the same assessment and pre-requisites as other participants. Executive Director Crawford confirmed that they would. Trustee Clark inquired about the rationale for park districts not offering their total benefits to NWSRA staff. He offered to participate on a task force to explore reciprocal benefits. Trustee Clark replied with examples of why park districts might not offer their complete benefit package to NWSRA staff. Chairman LaFrenere asked for a motion to amend the Member District Services Membership and Program Usage Agreement to include the reciprocal agreements. Trustee Clark made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

### NWSRA ADA Compliance Project

Executive Director Crawford gave an overview and status of the ADA compliance project that is a result of the Board's request for guidelines for proposal submissions. Guidelines would include recommended percentages that park districts could bill for the ADA portion of projects. The process is three-fold. Step 1: Information on all ADA projects (from 2004 to present) was gathered and made electronic. Step 2: The Board reviewed and approved 6 main project categories and several sub-categories, which were based on ADA guidelines. This information will be uploaded in January; all projects will be visible to the park districts. Step 3: Categories will be reviewed and guidelines developed. John McGovern is consulting. The project will be completed at the end of January or beginning of February, and predicted to be active by the March Board Meeting. Trustee Clark asked if other models exist and commented on the low price from McGovern. Executive Director Crawford replied that NWSRA's will be the first of its kind. Trustee Clark recommended researching existing software programs to meet the project's needs. Executive Director Crawford asked for a motion to approve the proposal presented by WT Engineering. Trustee Clark made the motion and Trustee Morgan seconded the motion. Upon roll being called, the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

### New Business

Chairman LaFrener asked for a motion to approve the installation of officers. Trustee Fahnstrom made the motion and Trustee Clark seconded the motion. Upon voice vote the installation of officers was approved.

### Recognition of Board Members

Chairman LaFrener was recognized for his service to NWSRA as Board Chairman and his numerous accomplishments during that time. Trustee Diane Hilgers then took over as the new Board Chairman.

### Bus Bid

Superintendent Breitlow presented the bid for a 20-passenger vehicle. Only one company bid, and they came in under budget. Trustee Clark questioned why there was only one bid. Chairman Hilgers asked for a motion to approve the bus bid. Trustee LaFrener made the motion and Trustee Risinger seconded the motion. Upon roll being called, the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Surplus Ordinance

Chairman Hilgers asked for a motion to approve the Surplus Ordinance #02017-5. Trustee Clark made the motion and Trustee Malartsik seconded the motion. Upon roll being called, the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Resolution 2017-16 – Sexual Harassment Policy

Superintendent Breitlow reported that a new law was introduced in November, requiring an updated sexual harassment policy by Jan. 15. The new policy will be presented at the January Board meeting. Trustee Clark cautioned the other members of the Board not to assume that their existing policies are up-to-date; there may be some new changes needed. Chairman Hilgers asked for a motion to approve updating the sexual harassment policy. Trustee Fahnstrom made the motion and Trustee LaFrener seconded the motion. Upon roll being called, the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Informational/Action Items

##### Accident/Injury Summary for 2017

Superintendent Breitlow reported that there was one incident of vehicle vandalism. There is a lower number of employee non-participant related injuries. There was one miscellaneous injury. Trustee Meyers asked if NWSRA needs to do any follow up or change anything. At this time there is nothing that can be done to deter further issues. A suggestion was made to possibly use cameras to deter vehicle vandalism.

##### PURSUIT 3 and PURSUIT 4

Executive Director Crawford announced that PURSUIT 3 is planned for Mt. Prospect in 2018 and PURSUIT 4 is planned for Wheeling in 2019. Ninety-six families are ready to

participate and 191 families are interested. PURSUIT 2 will have STAR Academy and a Snoezelen Room. Trustee Clark asked if a full-time person will be needed to run this program. Executive Director Crawford stated that each site will get a full-time staff in charge of PURSUIT, STAR Academy and Snoezelen and will be a link to the staff onsite. Trustee Meyers stated that his district is using E-PACT, electronic medical forms, and recommends it for consideration.

#### Closed/Executive Session

At this time Executive Session was invoked to discuss Executive Session Minutes under Section 5ILCS 120/2(c)(21). Chairman Hilgers asked for a motion to convene into Executive Session at 11:15 a.m. under Section 2(c)(1) Personnel Section and 2 (c)(21) Executive Session Review of minutes. Trustee LaFrener made the motion and Trustee Fahnstrom seconded. Upon roll being called the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

The Regular Session meeting reconvened at 11:25 am.

#### Action Taken on Executive Session

Chairman Hilgers called for a motion to approve Resolution 2017-17 to not release any Executive Session Minutes as presented. Trustee Clark made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

Upon roll being called the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Fahnstrom made the motion and Trustee Risinger seconded the motion to adjourn the meeting at 11:28 a.m. Upon voice vote the motion carried.

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Secretary





## Account Statement - Transaction Summary

For the Month Ending **December 31, 2017**

### NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	10,001.71
Purchases	100,635.47
Redemptions	(100,179.03)
Unsettled Trades	0.00
Change in Value	0.00

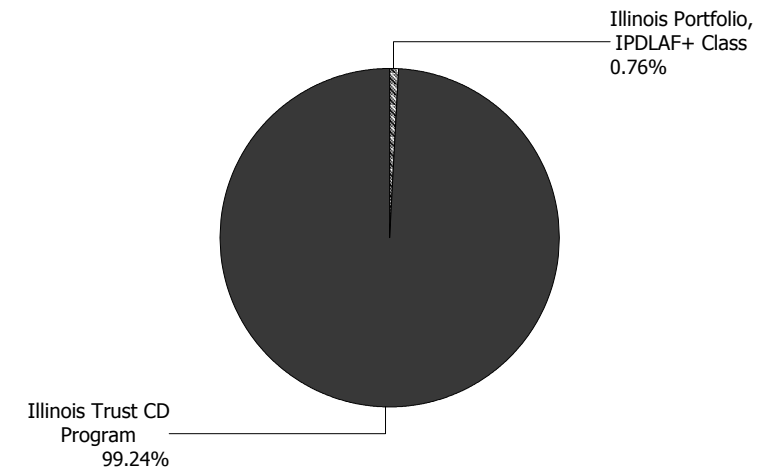
<b>Closing Market Value</b>	<b>\$10,458.15</b>
Cash Dividends and Income	8.78

Illinois Trust CD Program	
Opening Market Value	1,369,000.00
Purchases	100,000.00
Redemptions	(100,000.00)
Unsettled Trades	0.00
Change in Value	0.00

<b>Closing Market Value</b>	<b>\$1,369,000.00</b>
Cash Dividends and Income	626.69

Asset Summary		
	December 31, 2017	November 30, 2017
<b>Illinois Portfolio, IPDLAF+ Class</b>	10,458.15	10,001.71
<b>Illinois Trust CD Program</b>	1,369,000.00	1,369,000.00
<b>Total</b>	<b>\$1,379,458.15</b>	<b>\$1,379,001.71</b>

### Asset Allocation





## Investment Holdings

For the Month Ending **December 31, 2017**

### NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT - 4669

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
<b>Illinois Trust CD Program</b>							
06/08/17	06/08/17	CD - Ericson State Bank, NE	03/05/18	1.31	150,000.00	1,114.40	151,453.56
06/08/17	06/08/17	CD - Landmark Community Bank, TN	03/05/18	1.35	150,000.00	1,148.43	151,497.95
03/31/17	03/31/17	CD - First Internet Bank Of Indiana, IN	04/02/18	1.32	135,000.00	1,347.48	136,791.76
05/18/17	05/18/17	CD - Cornerstone Bank, Nebraska, NE	05/18/18	1.40	100,000.00	874.52	101,400.00
12/22/16	12/22/16	CD - Prudential Savings Bank, PA	06/20/18	1.40	210,000.00	3,020.55	214,389.86
08/25/17	08/25/17	CD - Unity National Bank Of Houston, TX	08/27/18	1.67	219,000.00	1,292.58	222,677.34
09/14/16	09/14/16	CD - Fieldpoint Private Bank & Trust, CT	09/14/18	1.20	200,000.00	3,116.71	204,800.00
10/13/17	10/13/17	CD - Cfg Community Bank, MD	10/15/18	1.65	105,000.00	379.73	106,741.99
12/26/17	12/26/17	CD - Bank Of The Ozarks, AR	12/26/18	1.85	100,000.00	30.41	101,850.00
<b>Total</b>					<b>\$1,369,000.00</b>	<b>\$12,324.81</b>	<b>\$1,391,602.46</b>



## Account Statement

For the Month Ending **December 31, 2017**

### NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT - 4669

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>Illinois Portfolio, IPDLAF+ Class</b>					
<b>Opening Balance</b>					<b>10,001.71</b>
12/01/17	12/01/17	IA_FEE CD GROUPED FEE TRANSACTION FOR: 11-30-2017	1.00	(168.75)	9,832.96
12/26/17	12/26/17	Purchase - Fixed Rate Maturity	1.00	100,626.69	110,459.65
12/26/17	12/26/17	IA_FEE CD GROUPED FEE TRANSACTION FOR: 12-26-2017	1.00	(10.28)	110,449.37
12/26/17	12/26/17	Redemption - Fixed Rate Investment	1.00	(100,000.00)	10,449.37
12/29/17	01/02/18	Accrual Income Div Reinvestment - Distributions	1.00	8.78	10,458.15
<b>Closing Balance</b>					<b>10,458.15</b>

	Month of December	Fiscal YTD July-December	
<b>Opening Balance</b>	10,001.71	6,109.04	<b>Closing Balance</b>
<b>Purchases</b>	100,635.47	429,378.98	<b>Average Monthly Balance</b>
<b>Redemptions (Excl. Checks)</b>	(100,179.03)	(425,029.87)	<b>Monthly Distribution Yield</b>
<b>Check Disbursements</b>	0.00	0.00	1.04%
<b>Closing Balance</b>	<b>10,458.15</b>	<b>10,458.15</b>	
<b>Cash Dividends and Income</b>	8.78	50.12	



## Account Statement

For the Month Ending **December 31, 2017**

### NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT - 4669

Trade Date	Settlement Date	Transaction Description	Maturity Date	Rate	Dollar Amount of Transaction
<b>Illinois Trust CD Program</b>					
12/26/17	12/26/17	BOUGHT - CD - Bank Of The Ozarks, AR (365 basis); Exp. Inc 1,850.00; Days to Maturity 365; Adv. BP 15.00	12/26/18	1.8500	100,000.00
12/26/17	12/26/17	MATURED - CD - First National Bank Of Mcgregor (The), TX Original Quantity 100,000.00	12/26/17	1.2500	(100,626.69)

NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW DECEMBER 31, 2017**

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	170,098	301,639	471,737
	OPER/MMA (Village Bank & Trust)	1,640,479		1,640,479
	IPDLAF	71,041		71,041
	CASH BANKS			0
	TOTAL	<u>1,882,118</u>	<u>301,789</u>	<u>2,183,907</u>
<b><u>RESERVES: INVESTMENTS</u></b>				
	BF EDWARDS		1,216,692	1,216,692
	PFM Asset Management	1,379,458		1,379,458
	TOTAL	<u>1,379,458</u>	<u>1,216,692</u>	<u>2,596,150</u>
<b><u>RESERVES:</u></b>				
	<b><u>OPERATING</u></b>			
	<b><u>CAPITAL</u></b>			
	MAX SAFE 1 (Village Bank & Trust)	1,336,037		1,336,037
	MAX SAFE 2 (Village Bank & Trust)	191,419		191,419
	SMALL BUS (Village Bank & Trust)	0		0
	TOTAL	<u>1,527,456</u>		<u>1,527,456</u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
	<b>December 31, 2017</b>	<u><u>\$ 4,789,032</u></u>	<u><u>\$ 1,518,481</u></u>	<u><u>\$ 6,307,513</u></u>
 <b><u>TOTAL CASH &amp; RESERVES</u></b>				
	<b>December 31, 2016</b>			
	CASH	\$ 2,130,441	\$ 239,778	\$ 2,370,219
	CASH BANKS	-	-	-
	RESERVES - OPER	1,269,026		1,269,026
	RESERVES - CAP	91,831		91,831
	RESERVES - INVEST	1,271,525	1,197,098	2,468,623
		<u><u>\$ 4,762,823</u></u>	<u><u>\$ 1,436,876</u></u>	<u><u>\$ 6,199,699</u></u>

NORTHWEST SPECIAL RECREATION ASSOCIATION

BUDGET VS ACTUAL and CASH BALANCE

NOVEMBER 30, 2017

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	901,789	903,314	1,525	375,477	140,906	(234,571)	526,312	762,408	236,096
February	43,171	65,863	22,692	371,910	278,104	(93,807)	(328,739)	(212,241)	116,499
March	534,362	429,501	(104,861)	564,303	458,851	(105,452)	(29,941)	(29,350)	591
April	63,585	79,434	15,849	433,835	325,005	(108,829)	(370,250)	(245,572)	124,678
May	1,131,512	913,253	(218,259)	435,071	333,124	(101,947)	696,441	580,129	(116,312)
June	63,660	489,509	425,849	469,581	403,778	(65,803)	(405,921)	85,731	491,652
July	922,202	500,403	(421,799)	494,027	496,486	2,460	428,176	3,917	(424,259)
August	63,610	321,668	258,058	421,835	617,654	195,819	(358,225)	(295,986)	62,240
September	304,825	230,817	(74,008)	542,352	454,787	(87,565)	(237,527)	(223,970)	13,557
October	138,938	320,338	181,401	412,160	335,886	(76,274)	(273,223)	(15,548)	257,675
<b>November</b>	<b>1,019,431</b>	<b>525,224</b>	<b>(494,207)</b>	<b>369,127</b>	<b>467,803</b>	<b>98,676</b>	<b>650,304</b>	<b>57,421</b>	<b>(592,884)</b>
December	136,338		(136,338)	425,606		(425,606)	(289,268)	0	289,268
<b>TOTAL YTD</b>	<b>5,187,084</b>	<b>4,779,323</b>	<b>(407,761)</b>	<b>4,889,678</b>	<b>4,312,384</b>	<b>(577,294)</b>	<b>297,406</b>	<b>466,939</b>	<b>169,533</b>

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	4,760,832	762,408	(345,398)	(93,278)	(9,945) a.	5,074,619
February	5,074,619	(212,241)	0	3,862	(140,575) a.	4,725,665
March	4,725,665	(29,350)	0	3,951	1,306 a.	4,701,572
April	4,701,572	(245,572)	0	3,951	672 a.	4,460,622
May	4,460,622	580,129	0	3,862	636 a.	5,045,249
June	5,045,249	85,731	0	3,951	862 a.	5,135,793
July	5,135,793	3,917	0	3,951	668 a.	5,144,328
August	5,144,328	(295,986)	0	3,928	(101,424) a.	4,750,846
September	4,750,846	(223,970)	0	3,971	98,266 a.	4,629,113
October	4,629,113	(15,548)	0	3,951	(10,436) a.	4,607,080
<b>November</b>	<b>4,607,080</b>	<b>57,421</b>	<b>0</b>	<b>3,921</b>	<b>(4,712) a.</b>	<b>4,663,710</b>
December	4,663,710	0			a.	4,663,710

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

NORTHWEST SPECIAL RECREATION ASSOCIATION

BUDGET VS ACTUAL and CASH BALANCE

DECEMBER 31, 2017

(A) BUDGET  
VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	901,789	903,314	1,525	375,477	140,906	(234,571)	526,312	762,408	236,096
February	43,171	65,863	22,692	371,910	278,104	(93,807)	(328,739)	(212,241)	116,499
March	534,362	429,501	(104,861)	564,303	458,851	(105,452)	(29,941)	(29,350)	591
April	63,585	79,434	15,849	433,835	325,005	(108,829)	(370,250)	(245,572)	124,678
May	1,131,512	913,253	(218,259)	435,071	333,124	(101,947)	696,441	580,129	(116,312)
June	63,660	489,509	425,849	469,581	403,778	(65,803)	(405,921)	85,731	491,652
July	922,202	500,403	(421,799)	494,027	496,486	2,460	428,176	3,917	(424,259)
August	63,610	321,668	258,058	421,835	617,654	195,819	(358,225)	(295,986)	62,240
September	304,825	230,817	(74,008)	542,352	454,787	(87,565)	(237,527)	(223,970)	13,557
October	138,938	320,338	181,401	412,160	335,886	(76,274)	(273,223)	(15,548)	257,675
November	1,019,431	525,199	(494,232)	369,127	467,803	98,676	650,304	57,396	(592,909)
<b>December</b>	<b>136,338</b>	<b>345,761</b>	<b>209,423</b>	<b>425,606</b>	<b>556,206</b>	<b>130,600</b>	<b>(289,268)</b>	<b>(210,445)</b>	<b>78,824</b>
TOTAL YTD	5,323,422	5,125,059	(198,363)	5,315,284	4,868,590	(446,694)	8,138	256,469	248,331

(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	4,760,832	762,408	0	(93,278)	(355,343) a.	5,074,619
February	5,074,619	(212,241)	0	3,862	(140,575) a.	4,725,665
March	4,725,665	(29,350)	0	3,951	1,306 a.	4,701,572
April	4,701,572	(245,572)	0	3,951	672 a.	4,460,622
May	4,460,622	580,129	0	3,862	636 a.	5,045,249
June	5,045,249	85,731	0	3,951	862 a.	5,135,793
July	5,135,793	3,917	0	3,951	668 a.	5,144,328
August	5,144,328	(295,986)	0	3,928	(101,424) a.	4,750,846
September	4,750,846	(223,970)	0	3,971	98,266 a.	4,629,113
October	4,629,113	(15,548)	0	3,951	(10,436) a.	4,607,080
November	4,607,080	57,396	0	3,921	(4,712) a.	4,663,685
<b>December</b>	<b>4,663,685</b>	<b>(210,445)</b>	<b>0</b>	<b>3,992</b>	<b>330,673 a.</b>	<b>4,787,906</b>

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

NOVEMBER 30, 2017

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	169,967	64,656	(105,312)	11,231	8,082	(3,150)	158,736	56,574	(102,162)
February	98,564	57,648	(40,916)	15,015	25,816	10,801	83,549	31,832	(51,717)
March	36,528	17,950	(18,578)	102,393	8,020	(94,373)	(65,865)	9,930	75,795
April	16,678	31,728	15,050	2,793	32,157	29,363	13,885	(429)	(14,314)
May	32,778	74,698	41,920	107,717	137,427	29,709	(74,939)	(62,728)	12,211
June	30,200	29,954	(246)	100,460	76,880	(23,581)	(70,261)	(46,926)	23,335
July	18,678	33,533	14,854	5,901	131,130	125,229	12,777	(97,598)	(110,375)
August	36,408	45,079	8,671	1,450	34,836	33,386	34,958	10,243	(24,716)
September	124,658	59,744	(64,914)	117,048	9,155	(107,893)	7,610	50,589	42,978
October	36,350	282,532	246,182	118,657	78,217	(40,440)	(82,308)	204,315	286,622
<b>November</b>	<b>72,660</b>	<b>71,972</b>	<b>(687)</b>	<b>17,117</b>	<b>40,659</b>	<b>23,542</b>	<b>55,542</b>	<b>31,313</b>	<b>(24,229)</b>
December	32,211		(32,211)	105,366		(105,366)	(73,156)	0	73,156
<b>TOTAL YTD</b>	<b>673,469</b>	<b>769,493</b>	<b>96,024</b>	<b>599,784</b>	<b>582,378</b>	<b>(17,406)</b>	<b>73,686</b>	<b>187,115</b>	<b>113,430</b>

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,436,876	56,574	(15,500)	0	(50)	1,477,900
February	1,477,900	31,832	0	0	(62)	1,509,670
March	1,509,670	9,930	112	0	0	1,519,712
April	1,519,712	(429)	0	0	(200)	1,519,083
May	1,519,083	(62,728)	0	1,500 a	(250)	1,457,605
June	1,457,605	(46,926)	0	0	(750)	1,409,929
July	1,409,929	(97,598)	0	0	0	1,312,332
August	1,312,332	10,243	0	0	500	1,323,074
September	1,323,074	50,589	0	0	0	1,373,663
October	1,373,663	204,315	0	0	250	1,578,228
<b>November</b>	<b>1,578,228</b>	<b>31,313</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>1,609,741</b>
December	1,609,741	0				1,609,741

a) Oversight during audit - \$1,499.97 Prepaid expense reversal from 2013 & 2015



SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

ELEVEN MONTHS ENDING NOVEMBER 30, 2017

	2017			2016
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	270,362	68,640	201,722	98,658
RESTRICTED FUNDRAISING	59,221	55,085	4,136	56,930
RESTRICTED DONATIONS	3,070	2,633	436	2,990
UNRESTRICTED FUNDRAISING	266,313	245,260	21,053	245,214
UNRESTRICTED DONATIONS	34,651	26,750	7,901	36,766
INVESTMENT TRANSFER	275,000	275,000	0	0
TOTAL REVENUE	908,616	673,368	235,247	440,558
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	39,777	37,964	1,813	28,669
RESTRICTED FUNDRAISING	11,409	12,880	(1,471)	11,704
UNRESTRICTED FUNDRAISING	95,341	90,606	4,734	88,663
GRANTS GIVEN	434,351	458,333	(23,982)	199,234
RECONCILIATION DISCREPANCY	1,500 <sup>a</sup>	0	1,500	0
TOTAL EXPENSES	582,378	599,784	(17,406)	328,270
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	326,238	73,585	252,653	112,287
<b><u>INVESTMENT INCOME (LOSS)</u></b>	135,878	101	135,777	63,504
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	\$ 462,115	\$ 73,686	\$ 388,430	\$ 175,791

\*includes BF Edwards Investment Income and Interest Income from BAC account

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

DECEMBER 31, 2017

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	169,967	64,656	(105,312)	11,231	8,082	(3,150)	158,736	56,574	(102,162)
February	98,564	57,648	(40,916)	15,015	25,816	10,801	83,549	31,832	(51,717)
March	36,528	17,950	(18,578)	102,393	8,020	(94,373)	(65,865)	9,930	75,795
April	16,678	31,728	15,050	2,793	32,157	29,363	13,885	(429)	(14,314)
May	32,778	74,698	41,920	107,717	137,427	29,709	(74,939)	(62,728)	12,211
June	30,200	29,954	(246)	100,460	76,880	(23,581)	(70,261)	(46,926)	23,335
July	18,678	33,530	14,851	5,901	131,127	125,226	12,777	(97,598)	(110,375)
August	36,408	45,079	8,671	1,450	34,836	33,386	34,958	10,243	(24,716)
September	124,658	59,744	(64,914)	117,048	9,154	(107,894)	7,610	50,590	42,980
October	36,350	282,532	246,182	118,657	78,217	(40,440)	(82,308)	204,315	286,622
November	72,660	73,293	634	17,117	41,980	24,862	55,542	31,313	(24,229)
<b>December</b>	<b>32,211</b>	<b>(203,486)</b>	<b>(235,696)</b>	<b>105,366</b>	<b>123,116</b>	<b>17,749</b>	<b>(73,156)</b>	<b>(326,601)</b>	<b>(253,446)</b>
TOTAL YTD	705,680	567,325	(138,355)	705,150	706,810	1,660	530	(139,485)	(140,015)

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,436,876	56,574	(15,500)	0	(50)	1,477,900
February	1,477,900	31,832	0	0	(62)	1,509,670
March	1,509,670	9,930	112	0	0	1,519,712
April	1,519,712	(429)	0	0	(200)	1,519,083
May	1,519,083	(62,728)	0	1,500 a	(250)	1,457,605
June	1,457,605	(46,926)	0	0	(750)	1,409,929
July	1,409,929	(97,598)	0	0	0	1,312,332
August	1,312,332	10,243	0	0	500	1,323,074
September	1,323,074	50,590	0	0	(40)	1,373,624
October	1,373,624	204,315	0	0	250	1,578,189
November	1,578,189	31,313	0	0	200	1,609,702
<b>December</b>	<b>1,609,702</b>	<b>(326,601)</b>	<b>235,140</b>	<b>0</b>	<b>250</b>	<b>1,518,491</b>

a) Oversight during audit - \$1,499.97 Prepaid expense reversal from 2013 & 2015

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

TWELVE MONTHS ENDING DECEMBER 31, 2017

	2017			2016 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	50,195	75,500	(25,305)	104,816
RESTRICTED FUNDRAISING	58,221	55,910	2,311	56,930
RESTRICTED DONATIONS	16,890	3,900	12,990	2,990
UNRESTRICTED FUNDRAISING	257,656	245,260	12,396	246,009
UNRESTRICTED DONATIONS	39,708	50,000	(10,292)	54,872
INVESTMENT TRANSFER	275,000	275,000	0	0
TOTAL REVENUE	697,669	705,570	(7,901)	465,616
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	48,561	48,995	(434)	34,423
RESTRICTED FUNDRAISING	11,409	12,880	(1,471)	11,704
UNRESTRICTED FUNDRAISING	95,341	93,275	2,066	90,935
GRANTS GIVEN	550,000	550,000	0	355,196
RECONCILIATION DISCREPANCY	1,500 <sup>a</sup>	0	1,500	0
TOTAL EXPENSES	706,810	705,150	1,660	492,257
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	(9,141)	420	(9,561)	(26,641)
<b><u>INVESTMENT INCOME (LOSS)</u></b>	144,656	110	144,546	70,545
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	\$ 135,515	\$ 530	\$ 134,985	\$ 43,904

\*includes BF Edwards Investment Income and Interest Income from BAC account

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of December 31, 2017

	<b>Dec 31, 17</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	170,098.00
10700 · IPDLAF+	71,041.02
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,369,000.00
11200 · PFM Investments Hold Account - Other	10,458.15
<b>Total 11200 · PFM Investments Hold Account</b>	1,379,458.15
11500 · VB&T Operating/MM Account	1,640,479.08
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,336,036.88
11660 · MAX SAFE 2 (Village Bank&Trust)	191,419.09
11800 · Credit Card - American Express	294.00
11810 · Credit Card - Discover	81.50
11820 · Credit Card - MasterCard	-938.50
11830 · Credit Card - Visa	-3,491.01
11840 · MC/VISA On-Line	830.00
<b>Total Checking/Savings</b>	4,785,808.20
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	651.88
<b>Total Accounts Receivable</b>	651.88
<b>Other Current Assets</b>	
12100 · INTEREST RECEIVABLE	12,324.81
12200 · PREPAID EXPENSES	3,932.70
12300 · Prepaid Lease	112,846.51
<b>Total Other Current Assets</b>	129,104.02
<b>Total Current Assets</b>	4,915,564.10
<b>Fixed Assets</b>	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	217,531.52
13110 · Accum.Depre- Equipment	-41,025.77
13200 · Transportation Equipment	1,099,898.35
13210 · Accum.Depre.	-1,183,663.16
13300 · Leasehold Improvements	64,128.49
<b>Total Fixed Assets</b>	1,570,243.43
<b>TOTAL ASSETS</b>	<b>6,485,807.53</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
21600 · Security Deposits	2,250.00
21700 · Unclaimed Payroll/Property	103.35
22100 · FSA WH/PYMTS	9,955.32
23000 · Deferred Revenue	49,494.50
23200 · Deferred Member District Assmnt	330,017.81
<b>Total Other Current Liabilities</b>	391,820.98
<b>Total Current Liabilities</b>	391,820.98
<b>Long Term Liabilities</b>	
22500 · ACCRUED VACATION	98,063.17
<b>Total Long Term Liabilities</b>	98,063.17
<b>Total Liabilities</b>	489,884.15

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of December 31, 2017

	<u>Dec 31, 17</u>
<b>Equity</b>	
29500 - Retained Earnings	4,157,957.29
29550 - INVESTMENT IN CAPITAL ASSETS	1,582,945.35
Net Income	255,020.74
<b>Total Equity</b>	<u>5,995,923.38</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>6,485,807.53</b></u>

Special Leisure Services Foundation  
**Balance Sheet**  
As of December 31, 2017

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · Petty Cash	150.00
10300 · VB&T Checking	301,638.87
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	78,102.35
11300 · BENJAMIN EDWARDS - Other	1,138,589.48
<b>Total 11300 · BENJAMIN EDWARDS</b>	<u>1,216,691.83</u>
11800 · Credit Card - American Express	-20.00
11830 · Credit Card - Visa	30.00
<b>Total Checking/Savings</b>	<u>1,518,490.70</u>
<b>Other Current Assets</b>	
12300 · ACCOUNTS RECEIVABLE-OTHER	40.00
<b>Total Other Current Assets</b>	<u>40.00</u>
<b>Total Current Assets</b>	<u>1,518,530.70</u>
<b>TOTAL ASSETS</b>	<u><u>1,518,530.70</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
21200 · Deferred Revenue	235,140.00
<b>Total Other Current Liabilities</b>	<u>235,140.00</u>
<b>Total Current Liabilities</b>	<u>235,140.00</u>
<b>Total Liabilities</b>	235,140.00
<b>Equity</b>	
29000 · Retained Earnings	1,405,392.68
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	-139,485.03
<b>Total Equity</b>	<u>1,283,390.70</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,518,530.70</u></u>



# BENJAMIN F. EDWARDS & CO.

INVESTMENTS for GENERATIONS

One North Brentwood Blvd., Suite 850  
Saint Louis, MO 63105 314-726-1600

\* 0022525 02 AB 0.400 02 TR 00130 X109PA04 000000

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



December 1, 2017 - December 31, 2017  
Account Number:

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

### Portfolio at a Glance

	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,207,913.38</b>	<b>\$1,197,097.58</b>
Withdrawals (Cash & Securities)	0.00	-125,000.00
Dividends, Interest and Other Income	34,963.53	51,295.41
<b>Net Change in Portfolio<sup>1</sup></b>	<b>-26,185.08</b>	<b>93,298.64</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,216,691.83</b>	<b>\$1,216,691.83</b>
Estimated Annual Income	\$18,378.27	

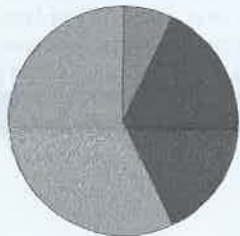
<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

S 022525 X109PA04 023759

### 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
7%	Cash, Money Funds, and Bank Deposits	49,732.24	76,934.46	78,102.35
36%	Fixed Income	391,337.10	443,689.00	442,486.85
57%	Mutual Funds	756,028.24	687,289.92	696,102.63
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,197,097.58</b>	<b>\$1,207,913.38</b>	<b>\$1,216,691.83</b>

Please review your allocation periodically with your Financial Advisor.



NWSRA  
FY 2017 Financial Report  
January-December 2017

Line Item #	Description	FY 2017 Budget	Jan - Dec 2017	% Change from Budget	Explanation
<b>Income</b>					
310000	Member District Assessments	4,152,137.48	4,152,136.86	100.0%	On target for this line item.
320000	Program Fees	543,787.31	563,376.43	103.6%	On target for this line item.
321000	Transportation - Door to Door	8,650.00	6,167.00	71.3%	Participants choose to meet at facilities and restructuring of programs with door to door transportation. Income is below what was budgeted due to less campers (summer Day Camp) registering for door-to-door trans for summer day camp and less participants enrolled in Adult Club
321100	Transportation - Pick up Points	19,350.00	20,018.50	103.5%	On target for this line item.
340000	Non-Program Revenue	59,596.00	71,928.52	120.7%	Above budget due to collaborative reimbursement of staff that was not budgeted at beginning of the year.
350000	SLSF Grant Contributions	275,000.00	275,000.00	100.0%	On target for this line item.
360000	Sale of Fixed Assets	2,000.00	1,974.94	98.7%	Ended the year slightly below target, due to less money received in vehicle auction than anticipated.
370000	Interest	12,400.90	33,898.21	273.4%	Budgeted conservatively, plus strong interest rates.
380000	Revenue SLSF	500.00	558.50	111.7%	On target for this line item. <i>(Paid FY2017)</i>
385000	Transfer of Reserve	250,000.00	200,000.00	80.0%	\$150,000 has been transferred to cover the RMCC rent, which was paid in first quarter. \$50,000 transferred to cover furniture costs at HPCC. The remainder of the budgeted transfer was not needed. ** Note error in 3rd quarter report which indicated \$212,000.
	<b>Total Income</b>	<b>5,323,421.69</b>	<b>5,325,058.96</b>	<b>100.0%</b>	
<b>Administration</b>					
421000	Professional Fees	12,480.00	8,808.75	70.6%	Below budget due to no extensive legal fees.
421100	Office Supplies	2,910.00	7,754.96	266.5%	Office supplies are much higher than budgeted due to pre-purchasing of 2018 office supplies.
421150	Credit Card & Bank Fees	8,400.00	8,340.65	99.3%	On target for this line item.
421200	Postage	7,560.00	7,633.59	101.0%	On target for this line item.
421300	Telephone/Fax	10,050.00	10,128.06	100.8%	On target for this line item.
421400	Conference/Education	27,506.77	37,171.78	135.1%	Over budget due to unanticipated miscellaneous trainings and workshops such as SMART CEUs (NCTRC) and CPI training.
421500	Memberships	15,164.00	15,306.29	100.9%	On target for this line item.
421600	Health Insurance	589,454.53	465,242.33	78.9%	Slightly below budget due to budgeting for maximum exposure of employees in the health plan, which was not reached in enrollment.
421700	Maintenance/Utilities	47,805.68	34,493.79	72.2%	Below budget due to lower than anticipated costs for Hudson Energy and money allocated for furniture cleaning reallocated to furniture purchase.
421800	Rent	179,780.00	168,374.46	93.7%	Slightly below budget due to Hanover Park Lease not starting until March when it was budgeted for 12 months.
421900	Computer	70,505.00	104,995.48	148.9%	Computer expenses are higher than budgeted due to pre-payment for 2018 cloud conversion project, pre-purchase of hardware and software to be used in 2018.
	<b>Subtotal Administration Expense</b>	<b>971,615.98</b>	<b>868,250.14</b>	<b>89.4%</b>	
422100	Rental Municipal	31,341.25	27,319.84	87.2%	This expense is slightly lower than budgeted due to the available use of park district gym space instead of use of school gyms.
422200	Rental Commercial (Commercial Expenses	135,060.00	127,369.46	94.3%	Slightly lower due to facilities charging based on weekly attendance.
422300	Program Development	6,000.00	10,354.57	172.6%	Expense is higher than budgeted due to start of STAR Academy.
422400	Program Supplies	41,303.50	63,152.71	152.9%	Over budget due to items purchased at end of FY that will not be purchased in 2018.
422500	Commercial Transportation	79,683.50	79,119.59	99.3%	On target for this line item.
422600	Transportation Program Staff	17,500.00	21,619.71	123.5%	This expense is averaging approximately 20% higher than 2016. Programming space in Hanover Park is a factor.
422700	Transportation Maintenance	76,375.00	66,041.78	86.5%	Slightly under budget with less maintenance needs during routine quarterly checks.
422800	Transportation Gas/Tolls/Park	48,000.00	41,265.13	86.0%	Below budget due to higher gas prices anticipated.
422900	Printing	41,600.00	47,642.98	114.5%	Expenses are higher than budgeted due to pre-purchase of 2018 paper and stationery.



NWSRA  
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423100	Public Awareness	10,150.00	14,157.38	139.5%	Expenses are higher than budgeted due to pre-purchase of 2018 giveaways and staff support items
	<b>Subtotal Program Expense</b>	<b>487,013.25</b>	<b>498,043.15</b>	<b>102.3%</b>	
	<b>Salary</b>				
424100	Full Time Staff Salary	2,067,032.79	1,921,329.19	93.0%	Slightly below budget, with some salary savings due to open positions in the summer.
424200	Part Time Staff Salary	462,025.00	400,779.01	86.7%	Slightly below budget due to budgeting an increase of \$10/hour for the year, but implementing in July.
424300	Payroll Processing	28,765.70	26,006.15	90.4%	On target for this line item.
424500	Car Allowance	7,800.00	7,500.00	96.2%	On target for this line item.
	<b>Subtotal Salary Expense</b>	<b>2,565,623.49</b>	<b>2,355,614.35</b>	<b>91.8%</b>	
	<b>Liability/Audit/IMRF</b>				
441000	Liability/PDRMA	85,469.39	85,974.32	100.6%	On target for this item.
442000	Audit	6,000.00	6,000.00	100.0%	On target for this item.
442100	Employer FICA	231,428.05	202,887.26	87.7%	Below budgeted amount due to salaries being below budget.
442200	IMRF	279,049.43	270,806.75	97.0%	On target for this item.
	<b>Subtotal Liability/Audit/IMRF Expenses</b>	<b>601,946.87</b>	<b>565,668.33</b>	<b>94.0%</b>	
	<b>ADA Compliance/ Capital</b>				
450000	ADA Compliance	496,144.59	452,798.45	91.3%	Slightly below budget due to budgeting conservatively with a pay rate increase to minimum \$10.00 which went into effect July 1.
460000	Capital Equipment Replacement	192,940.00	220,492.88	114.3%	Slightly above budget due to higher than anticipated furniture costs for Hanover Park programming space and purchasing furniture for the Collaboratives Department.
	<b>Subtotal ADA/Capital Expenses</b>	<b>689,084.59</b>	<b>673,291.33</b>	<b>97.7%</b>	
	<b>Total Expenses</b>	<b>5,315,284.18</b>	<b>4,960,867.30</b>	<b>93.3%</b>	
	<b>Net Income(Revenue-Expenses)</b>	<b>8,137.51</b>	<b>364,191.66</b>	<b>4475.5%</b>	

**Warrant #12A  
Summary  
December 31, 2017**

<b>Administration</b>	<b>Programs</b>	<b>Salary</b>	<b>Liability/Audit/IMRF</b>	<b>ADA/Capital</b>
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 IPDLAF Electronic Accounts Payable (PCARDS, IMRF,ADP)**

**76,527.42**

**Total VB&T Business Checking Accounts Payable**

**256,126.04**

**332,653.46**

Motion to approve Warrant #12A dated December 31, 2017 totaling

**\$332,653.46**

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #12A**  
**December 31, 2017**

Vendor	Description	Account	Amount
<b>IMRF</b>	December 2017	442201	34,925.13
<b>ADP</b>	FSA Monthly - Dec	424303	120.18
	3rd Qtr Reports	424302	19.80
	Payroll 12/8/17	424301	141.95
	Payroll 12/8/17	424302	553.71
	Payroll 12/21/17	424301	141.95
	Payroll 12/21/17	424302	538.59
			<b>1,516.18</b>
<b>Excalibur</b>	Invoice 165976	421902	86.28
	Invoice 166091	421902	558.00
	Invoice 166100	421902	2,806.20
	Invoice 166232	421902	42.50
	Invoice 166236	421906	628.95
	Invoice 166245	421902	143.75
	Invoice 166289	421902	1,445.00
	Invoice 166388	421902	(1,005.50)
	Invoice 166330	421902	85.00
	Invoice 166355	421902	115.00
	Invoice 166370	421902	255.00
			<b>5,160.18</b>
<b>BMO Solutions</b>			
Netflix	Fraudulant Charge Refund	12000	(7.99)
Netflix	Fraudulant Charge Refund	12000	(11.89)
Netflix	Fraudulant Charge Refund	12000	(11.58)
Netflix	Fraudulant Charge Refund	12000	(13.99)
Amazon	Fraudulant Charge to be refunded	12000	130.47
Netflix	Fraudulant Charge to be refunded	12000	13.99
Netflix	Fraudulant Charge to be refunded	12000	11.69
Netflix	Fraudulant Charge to be refunded	12000	10.99
Staples	Office Supplies	421105	135.27
Menards	Office Supplies	421105	26.88
Amazon	Office Supplies	421105	13.87
Authorize.net	Office Supplies	421152	20.00
UPS Store	Postage	421201	240.95
Pitney Bowes	Postage	421202	465.00
Verizon	Telephone/Fax	421301	182.63
Verizon	Telephone/Fax	421302	130.08
First communications	Telephone/Fax	421304	412.35
Converged Digital Networks	Telephone/Fax	421304	99.40
Converged Digital Networks	Telephone/Fax	421305	67.50
NRPA	Conference/Education	421401	650.00
IAPD	Conference/Education	421402	89.00
IAPD	Conference/Education	421402	80.00
IPRA	Conference/Education	421402	(269.00)
Bowlero	Conference/Education	421406	879.85
Fatty's Pub & Grill	Conference/Education	421406	78.14
Maggianos	Conference/Education	421406	250.00

**Northwest Special Recreation Association**  
**VB T Electronic Accounts Payable**  
**Warrant #12A**  
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Vendor	Description	Account	Amount
Maggianos	Conference/Education	421406	881.50
Eglectic	Conference/Education	421406	29.87
Walker Bros	Conference/Education	421406	55.38
Walker Bros	Conference/Education	421406	12.18
Jimmy Johns	Conference/Education	421406	29.58
Training Venue	Conference/Education	421407	299.00
WILS	Conference/Education	421407	25.00
American Red Cross	Memberships/Certifications	421501	27.00
NRPA	Memberships/Certifications	421503	70.00
NCTRC	Memberships/Certifications	421504	80.00
NCTRC	Memberships/Certifications	421504	80.00
IPRA	Memberships/Certifications	421507	254.00
IPRA	Memberships/Certifications	421507	254.00
IPRA	Memberships/Certifications	421507	254.00
IPRA	Memberships/Certifications	421507	254.00
IPRA	Memberships/Certifications	421507	254.00
IPRA	Memberships/Certifications	421507	254.00
IPRA	Memberships/Certifications	421507	254.00
PATH International	Memberships/Certifications	421513	85.00
Amazon	Memberships/Certifications	421513	10.99
Amazon	Memberships/Certifications	421513	99.00
WILS	Memberships/Certifications	421513	40.00
WILS	Memberships/Certifications	421513	40.00
Comcast	Maintenance/Utilities	421706	139.85
Comcast	Maintenance/Utilities	421706	157.57
AT&T	Maintenance/Utilities	421706	70.35
Comcast	Maintenance/Utilities	421706	162.58
Alliance Paper	Maintenance/Utilities	421707	248.05
Walmart	Maintenance/Utilities	421707	121.89
Converged Digital	Computers	421902	850.20
Converged Digital Networks	Computers	421902	1,494.45
Screencloud	Computers	421905	20.00
Animoto	Computers	421905	264.00
Apple iTunes	Computers	421905	1.05
Apple iTunes	Computers	421905	0.99
Constant Contact	Computers	421905	840.00
Amazon	Computers	421906	124.08
Walmart	Computers	421906	92.74
Amazon	Computers	421906	43.96
Amazon	Computers	421906	16.99
Cabella's	Commercial Expenses	422202	466.19
Bartlett Nature Center	Commercial Expenses	422202	130.00
Arlington Lanes	Commercial Expenses	422202	7.95
Arlington Lanes	Commercial Expenses	422202	20.25
Brunswick	Commercial Expenses	422202	21.00
Arlington Lanes	Commercial Expenses	422202	83.25
Elk Grove Bowl	Commercial Expenses	422202	15.75
Jewel	Commercial Expenses	422204	26.89
Biaggi	Commercial Expenses	422204	32.98
Comfort Suites	Commercial Expenses	422204	108.30
WonderWorks	Commercial Expenses	422205	48.00
Brunswick Zone	Commercial Expenses	422206	42.00

**Northwest Special Recreation Association**  
**VB Electronic Accounts Payable**  
**Warrant #12A**  
**December 31, 2017**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Streamwood Bowl	Commercial Expenses	422206	210.75
Brunswick Zone	Commercial Expenses	422206	54.00
Brunswick	Commercial Expenses	422206	54.00
All Animal Expo	Commercial Expenses	422206	30.00
Target	Commercial Expenses	422206	82.52
Dollar Tree	Commercial Expenses	422206	9.00
Streamwood Bowl	Commercial Expenses	422209	89.25
Streamwood Bowl	Commercial Expenses	422209	50.00
Jimmy Johns	Commercial Expenses	422209	125.36
Elk Grove Bowl	Commercial Expenses	422209	90.00
Speidi S Sport Grill	Commercial Expenses	422209	100.00
Streamwood Bowl	Commercial Expenses	422209	176.25
Brunswick Zone	Commercial Expenses	422209	147.01
Arlington Lanes	Commercial Expenses	422209	204.50
Poplar Creek Bowl	Commercial Expenses	422209	200.00
Poplar Creek Bowl	Commercial Expenses	422209	252.55
Brunswick Zone	Commercial Expenses	422209	223.48
Elk Grove Bowl	Commercial Expenses	422209	90.00
Vini's Pizza	Commercial Expenses	422209	111.45
Arlington Lanes	Commercial Expenses	422209	267.18
Amazon	Program Development	422303	(434.35)
Amazon	Program Development	422303	188.86
Gordon Food Service	Program Development	422303	54.92
Jewel	Program Development	422303	21.96
Jewel	Program Development	422303	4.49
Dollar Tree	Supplies	422401	10.00
Jewel	Supplies	422401	88.80
Dollar Store	Supplies	422401	20.00
Dollar Store	Supplies	422401	68.00
Dollar Store	Supplies	422401	40.00
Dollar Store	Supplies	422401	40.00
Jewel	Supplies	422401	15.51
Jewel	Supplies	422401	9.70
Dollar Tree	Supplies	422401	15.38
Dollar Tree	Supplies	422401	9.62
Gordon Food Service	Supplies	422401	10.60
Walmart	Supplies	422401	65.67
Gordons	Supplies	422401	236.99
Dollar Tree	Supplies	422401	7.00
Gordon Food Service	Supplies	422402	16.94
Crown Trophy	Supplies	422404	22.98
Jewel	Supplies	422404	28.37
Jewel	Supplies	422404	7.90
Walmart	Supplies	422404	20.31
Jewel	Supplies	422405	2.37
Walmart	Supplies	422405	13.26
Walmart	Supplies	422405	9.71
Dollar Tree	Supplies	422405	12.00
Dollar Tree	Supplies	422405	6.00
Dollar Tree	Supplies	422405	10.00
Amazon	Supplies	422405	29.92
Dollar Tree	Supplies	422405	31.50

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #12A**  
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Vendor	Description	Account	Amount
Dollar Tree	Supplies	422405	3.62
Dollar Tree	Supplies	422405	4.23
Dollar Tree	Supplies	422405	5.44
Dollar Tree	Supplies	422405	9.06
Dollar Tree	Supplies	422405	3.65
Jewel	Supplies	422406	57.06
Aldi	Supplies	422406	48.39
Aldi	Supplies	422406	28.46
Aldi	Supplies	422406	28.46
Aldi	Supplies	422406	31.62
Walmart	Supplies	422406	19.88
Walmart	Supplies	422406	19.88
Walmart	Supplies	422406	19.88
Walmart	Supplies	422406	19.88
Amazon	Supplies	422406	2.12
Amazon	Supplies	422406	28.10
Amazon	Supplies	422406	168.57
Amazon	Supplies	422406	37.36
Amazon	Supplies	422406	41.17
Amazon	Supplies	422406	17.85
Amazon	Supplies	422406	47.85
Jewel	Supplies	422406	10.79
Michaels	Supplies	422406	33.23
Meijer	Supplies	422406	73.43
Jewel	Supplies	422406	11.98
Jewel	Supplies	422406	15.25
Aldi	Supplies	422406	33.09
Amazon	Supplies	422409	(28.01)
Gamestop	Supplies	422409	9.87
Amazon	Supplies	422409	35.96
Paypal Foundations	Supplies	422409	100.00
Amazon	Supplies	422409	35.89
Walmart	Supplies	422409	8.46
Walmart	Supplies	422409	17.79
Walmart	Supplies	422409	5.95
Walmart	Supplies	422409	5.24
Jewel	Supplies	422409	6.47
Walmart	Supplies	422409	7.66
Jewel	Supplies	422409	20.00
Jewel	Supplies	422409	29.85
Jewel	Supplies	422409	45.97
Meijer	Supplies	422409	84.98
Dollar Tree	Supplies	422417	10.00
Dollar Tree	Supplies	422417	38.00
Walmart	Supplies	422417	46.94
GFS	Supplies	422417	320.58
Dicks Sports	Supplies	422417	(90.00)
Amazon	Supplies	422417	14.69
Walmart	Supplies	422417	10.97
Wishlist	Supplies	422418	199.24
Amazon	Supplies	422418	187.04
Amazon	Supplies	422418	95.94

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #12A**  
**December 31, 2017**

Vendor	Description	Account	Amount
Amazon	Supplies	422418	68.69
Flaghouse	Supplies	422418	262.16
Flaghouse	Supplies	422418	381.64
Michaels	Supplies	422418	(5.65)
Amazon	Supplies	422418	40.97
Innovative	Supplies	422418	928.00
Amazon	Supplies	422418	134.60
Flaghouse	Supplies	422418	219.24
Amazon	Supplies	422418	49.98
Amazon	Supplies	422418	476.95
PB Payment	Printing	422901	369.35
PB Payment	Printing	422902	381.45
Office Max	Printing	422904	506.10
Vistaprint	Printing	422908	93.40
Vistaprint	Printing	422908	55.19
Konica Minolta	Printing	422909	1,970.00
IPRA	Public/Awareness	423101	95.00
IPRA	Public/Awareness	423101	200.00
Proflowers	Public/Awareness	423101	64.62
PGA Store	Public/Awareness	423101	100.00
Facebook	Public/Awareness	423102	64.66
Indeed	Public/Awareness	423102	50.00
Dollar Tree	Public/Awareness	423105	8.80
Daily Herald	Public/Awareness	432108	52.40
iTouch Biometrics	Liability/PDRMA	441001	40.00
Amazon	Liability/PDRMA	450018	200.00
Amazon	Liability/PDRMA	450018	107.98
Staples	Capital Equipment Replacement	460001	184.86
KI	Capital Equipment Replacement	460001	9,566.63
<b>Total</b>			<b>34,925.93</b>
<b>Total Warrant #12A for Electronic Accounts Payable</b>			<b>76,527.42</b>

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #12A  
 December 31, 2017**

Num	Name	Memo	Account	Amount
25421	South Barrington Park District	JOliveri Nov 2017 JOliveri Nov 2017	10400 - VB&T Business Checking 450015 - South Barrington	-160.00 160.00 <hr/> 160.00
25422	Dragon Guan LLC	Invoice 25 Invoice 25	10400 - VB&T Business Checking 422206 - Weekly Programs	-2,300.00 2,300.00 <hr/> 2,300.00
25423	First Advantage Occupational Health Servi	Invoice 2520361711 Invoice 2520361711	10400 - VB&T Business Checking 441002 - Drug Tests / Physicals	-71.84 71.84 <hr/> 71.84
25424	RMC Mechanical Services	Invoice SI2057835 Invoice SI2057835	10400 - VB&T Business Checking 421707 - Miscellaneous	-861.62 861.62 <hr/> 861.62
25425	Signs by Tomorrow	Invoice 28548 Invoice 28548	10400 - VB&T Business Checking 421707 - Miscellaneous	-108.00 108.00 <hr/> 108.00
25426	Rolling Meadows Park District	Invoice 134325A Invoice 134325A	10400 - VB&T Business Checking 421707 - Miscellaneous	-294.53 294.53 <hr/> 294.53
25427	Tricia Osborn	Inv 001 - 112817 RMPD Mtg Inv 001 - 112817 RMPD Mtg	10400 - VB&T Business Checking 450012 - Rolling Meadows	-100.00 100.00 <hr/> 100.00
25428	WEX Bank	Invoice 52375975 Invoice 52375975	10400 - VB&T Business Checking 422801 - Gas	-4,197.30 4,197.30 <hr/> 4,197.30
25429	Johns, Brittany	100517 CDL Test Reimb & Nov Mileage 100517 CDL Test Reimb Mileage - Nov	10400 - VB&T Business Checking 421502 - CDL Reimbursement / Renewal 422601 - Staff Mileage	-92.27 50.00 42.27 <hr/> 92.27
25430	Marla Goldberg	Refund - 634/635 Fall 2017 Refund - 634/635 Fall 2017	10400 - VB&T Business Checking 11500 - VB&T Operating/MM Account	-36.00 36.00 <hr/> 36.00
25431	Michele Paradise/Petty Cash Program	Petty Cash Reimb 121217 PC - Eval lunch PC - Lunch mtg PC - Parking PC - Supplies PC - Snack PC - Gift luncheon	10400 - VB&T Business Checking 421405 - Evaluation Lunches 421406 - Professional Meetings 422204 - Special Events 422406 - Weekly Programs 422408 - Trips 422418 - Miscellaneous	-246.59 26.80 30.00 60.00 50.53 8.49 70.77 <hr/> 246.59
25432	Bonaguro, Mary T	Mileage- Nov Mileage - Nov	10400 - VB&T Business Checking 422601 - Staff Mileage	-54.04 54.04 <hr/> 54.04
25433	Summer Krones	Mileage- Nov Mileage- Nov	10400 - VB&T Business Checking 422601 - Staff Mileage	-18.73 18.73 <hr/> 18.73
25434	Keny Reyes	Junk Removal - 2 Desks 2nd Flr Junk Removal - 2 Desks 2nd Flr	10400 - VB&T Business Checking 460001 - Capital Equipment Replacement	-50.00 50.00 <hr/> 50.00



**Northwest Special Recreation Association  
VBT Business Checking Accounts Payable  
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Num	Name	Memo	Account	Amount
25435	Brandon J. Thomas	Pursuit 2 Sewing Class 11/30	10400 - VB&T Business Checking	-50.00
		Pursuit 2 Sewing Class 11/30	422209 - PURSUIT	50.00
				50.00
25436	Alexian Brothers Corporate Health Service	Invoice 641367	10400 - VB&T Business Checking	-78.00
		Invoice 641367	441002 - Drug Tests / Physicals	78.00
				78.00
25437	Elizabeth Medrano	Yoga Class 12/11/17	10400 - VB&T Business Checking	-40.00
		Yoga Class 12/11/17	422209 - PURSUIT	40.00
				40.00
25438	Hirsch, Christina M.	VOID: 2017 CDL License Renewal	10400 - VB&T Business Checking	0.00
				0.00
25439	Medlin Communications	Invoice S50099,S50100,S50101	10400 - VB&T Business Checking	-1,287.50
		Invoice S50100	421902 - Framework Support	387.50
		Invoice S50101	421902 - Framework Support	450.00
		Invoice S50099	421902 - Framework Support	450.00
				1,287.50
25440	Benefax	Invoice 0082193-IN	10400 - VB&T Business Checking	-199.00
		Invoice 0082193-IN	421303 - Fax Maintenance	199.00
				199.00
25441	Best Bus Sales	2018 Ford E450 Glaval Universal	10400 - VB&T Business Checking	-67,210.00
		2018 Ford E450 Glaval Universal	460001 - Capital Equipment Replacement	67,210.00
				67,210.00
25442	Best Bus Sales	2017 Ford E450 Glaval Universal	10400 - VB&T Business Checking	-61,485.00
		2017 Ford E450 Glaval Universal	460001 - Capital Equipment Replacement	61,485.00
				61,485.00
25443	Mary Guskiewicz	Refund - LED 5021 2017-18-1	10400 - VB&T Business Checking	-9.00
		Refund - LED 5021 2017-18-1	11500 - VB&T Operating/MM Account	9.00
				9.00
25444	Nicor Gas	Svc 11/13 - 12/14/17	10400 - VB&T Business Checking	-253.35
		92-52-44-0000-6	421703 - Gas	90.94
		82-52-44-0000-7	421703 - Gas	162.41
				253.35
25448	Prospect Heights Park District	Invoice 2017-12	10400 - VB&T Business Checking	-93.60
		Invoice 2017-12	450010 - Prospect Heights	93.60
				93.60
25449	School District 54	Inv OM28228 & OM28229	10400 - VB&T Business Checking	-180.00
		Inv OM28228	422106 - Weekly Programs	72.00
		Inv OM28229	422106 - Weekly Programs	108.00
				180.00
25450	Clearbrook	STAR Scholarship - Aug-Nov 2017	10400 - VB&T Business Checking	-3,228.93
		STAR Scholarship - Aug-Nov 2017	422303 - New Initiatives / Programs	3,228.93
				3,228.93
25451	Meghan Weber	Refund - 5136 LED 2017-2018	10400 - VB&T Business Checking	-9.00
		Refund - 5136 LED 2017-2018	11500 - VB&T Operating/MM Account	9.00
				9.00
25452	Muriel Sullivan	Refund - 835 Adult Club F2017	10400 - VB&T Business Checking	-18.00
		Refund - 835 Adult Club F2017	11500 - VB&T Operating/MM Account	18.00
				18.00

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #12A  
 December 31, 2017**

Num	Name	Memo	Account	Amount
25453	Bill's Auto & Truck Repair	Invoices 90250-90988	10400 · VB&T Business Checking	-18,887.63
		Invoices 90250,90758	422702 · Emergency Repair Service	12,130.90
		Invoices 90580	422703 · General Equipment	1,850.79
		Invoices 90804-90988	422704 · Regular / Repair Service	4,905.94
				18,887.63
25454	NCPERS Group Life Insurance	Invoice 54360118	10400 · VB&T Business Checking	-16.00
		Invoice 54360118	421603 · Premium	16.00
				16.00
25455	PDRMA	Invoice SH17132	10400 · VB&T Business Checking	-38,659.74
		Invoice SH17132	441004 · PDRMA Liability	38,659.74
				38,659.74
25456	PDRMA	Invoice SH17132H	10400 · VB&T Business Checking	-44,107.37
		Invoice SH17132H	421603 · Premium	44,107.37
				44,107.37
25457	RMC Mechanical Services	Invoice SI2058694	10400 · VB&T Business Checking	-988.92
		Invoice SI2058694	421707 · Miscellaneous	988.92
				988.92
25458	Signs Plus	Invoice 17827	10400 · VB&T Business Checking	-325.00
		Invoice 17827	422705 · Miscellaneous	325.00
				325.00
25459	The W-T Group, LLC	Invoice R17023-1	10400 · VB&T Business Checking	-6,210.00
		Invoice R17023-1	450022 · Miscellaneous	6,210.00
				6,210.00
25460	ComEd	Acct 4629682000 11/28-12/29	10400 · VB&T Business Checking	-403.20
		Acct 4629682000 11/28-12/29	421702 · Electric	403.20
				403.20
25461	Robbins Schwartz	278391 HAK	10400 · VB&T Business Checking	-50.00
		278391 HAK	421002 · Legal Fees	50.00
				50.00
25462	Hirsch, Christina M.	2017 CDL License Renewal	10400 · VB&T Business Checking	-30.00
		2017 CDL License Renewal	421502 · CDL Reimbursement / Renewal	30.00
				30.00
25463	Manny Aguilar	Mileage	10400 · VB&T Business Checking	-94.70
		Mileage	422601 · Staff Mileage	94.70
				94.70
25464	Bonaguro, Mary T	Mileage	10400 · VB&T Business Checking	-44.94
		Mileage	422601 · Staff Mileage	44.94
				44.94
25465	Mary Lou D'Astice	Mileage	10400 · VB&T Business Checking	-35.85
		Mileage	422601 · Staff Mileage	35.85
				35.85
25466	Dieschbourg, Ryan	Mileage	10400 · VB&T Business Checking	-62.60
		Mileage	422601 · Staff Mileage	62.60
				62.60
25467	Jessica Earhart	Mileage	10400 · VB&T Business Checking	-15.52
		Mileage	422601 · Staff Mileage	15.52
				15.52
25468	Nicole Estrada	Mileage	10400 · VB&T Business Checking	-63.67

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #12A**  
**December 31, 2017**

Num	Name	Memo	Account	Amount
		Mileage	422601 · Staff Mileage	63.67
				<u>63.67</u>
25469	Finger, Jayne	Mileage	10400 · VB&T Business Checking	-16.05
		Mileage	422601 · Staff Mileage	16.05
				<u>16.05</u>
25470	Tori Gonzalez	Mileage	10400 · VB&T Business Checking	-70.62
		Mileage	422601 · Staff Mileage	70.62
				<u>70.62</u>
25471	Andrea Griffin	Mileage	10400 · VB&T Business Checking	-60.46
		Mileage	422601 · Staff Mileage	60.46
				<u>60.46</u>
25472	Mackenzie Irelan	Mileage & CDL license renewal	10400 · VB&T Business Checking	-108.65
		Mileage	422601 · Staff Mileage	78.65
		CDL license renewal	421502 · CDL Reimbursement / Renewal	30.00
				<u>108.65</u>
25473	Lauren Jevaney	Mileage	10400 · VB&T Business Checking	-47.62
		Mileage	422601 · Staff Mileage	47.62
				<u>47.62</u>
25474	Johns, Brittany	Mileage	10400 · VB&T Business Checking	-28.36
		Mileage	422601 · Staff Mileage	28.36
				<u>28.36</u>
25475	Krones, Summer R.	Mileage	10400 · VB&T Business Checking	-48.15
		Mileage	422601 · Staff Mileage	48.15
				<u>48.15</u>
25476	Trisha Palmieri	Mileage	10400 · VB&T Business Checking	-95.77
		Mileage	422601 · Staff Mileage	95.77
				<u>95.77</u>
25477	Paradise, Michele	Mileage	10400 · VB&T Business Checking	-56.98
		Mileage	422601 · Staff Mileage	56.98
				<u>56.98</u>
25478	Katrina Place	Mileage	10400 · VB&T Business Checking	-87.21
		Mileage	422601 · Staff Mileage	87.21
				<u>87.21</u>
25479	Megan Quandt	Mileage	10400 · VB&T Business Checking	-62.06
		Mileage	422601 · Staff Mileage	62.06
				<u>62.06</u>
25480	Ross, Jordan	Mileage	10400 · VB&T Business Checking	-35.85
		Mileage	422601 · Staff Mileage	35.85
				<u>35.85</u>
25481	Jodi Schultz	Mileage	10400 · VB&T Business Checking	-79.18
		Mileage	422601 · Staff Mileage	79.18
				<u>79.18</u>
25482	Snyder, Joann	Mileage	10400 · VB&T Business Checking	-33.71
		Mileage	422601 · Staff Mileage	33.71
				<u>33.71</u>
25483	Erica Stanko	Mileage	10400 · VB&T Business Checking	-45.48
		Mileage	422601 · Staff Mileage	45.48
				<u>45.48</u>

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #12A  
 December 31, 2017**

Num	Name	Memo	Account	Amount
25484	Elizabeth Thomas	Mileage	10400 - VB&T Business Checking	-97.37
		Mileage	422601 - Staff Mileage	97.37
				<u>97.37</u>
25485	Victoria Trebels	Mileage	10400 - VB&T Business Checking	-50.83
		Mileage	422601 - Staff Mileage	50.83
				<u>50.83</u>
25486	School District 54	Inv OM28338 & OM28339	10400 - VB&T Business Checking	-54.00
		Inv OM28338	422106 - Weekly Programs	18.00
		Inv OM28339	422106 - Weekly Programs	36.00
				<u>54.00</u>
25487	Theresa Waite	Mileage	10400 - VB&T Business Checking	-40.13
		Mileage	422601 - Staff Mileage	40.13
				<u>40.13</u>
25488	Wright, Jocelyn	Mileage	10400 - VB&T Business Checking	-14.98
		Mileage	422601 - Staff Mileage	14.98
				<u>14.98</u>
25489	K R Scrappers	2017 Computer Recycling	10400 - VB&T Business Checking	-25.00
		2017 Computer Recycling	421906 - Miscellaneous Hardware	25.00
				<u>25.00</u>
25490	Nanette Sowa	Mileage	10400 - VB&T Business Checking	-62.06
		Mileage	422601 - Staff Mileage	62.06
				<u>62.06</u>
25491	Elizabeth Medrano	Yoga Class 12/18/17	10400 - VB&T Business Checking	-30.00
		Yoga Class 12/18/17	422209 - PURSUIT	30.00
				<u>30.00</u>
25492	Brandon J. Thomas	Pursuit 2 Sewing Class 12/14	10400 - VB&T Business Checking	-50.00
		Pursuit 2 Sewing Class 12/14	422209 - PURSUIT	50.00
				<u>50.00</u>
25493	Hudson Energy Services, LLC	Invoice 1801000010	10400 - VB&T Business Checking	-720.54
		Invoice 1801000010	421704 - Hudson Energy	720.54
				<u>720.54</u>
25494	Verizon Wireless	Invoice 9798818591	10400 - VB&T Business Checking	-181.29
		Invoice 9798818591	421301 - Cell Phone Service	181.29
				<u>181.29</u>
25495	All Ways Catering & Deli	Invoice 8706	10400 - VB&T Business Checking	-137.75
		Invoice 8706	421406 - Professional Meetings	137.75
				<u>137.75</u>
25496	WDSRA	Invoice LAC 2017	10400 - VB&T Business Checking	-500.00
		Invoice LAC 2017	421508 - LAC Group	500.00
				<u>500.00</u>
25497	SLSF	2017 SLSF revenue	10400 - VB&T Business Checking	-558.50
		2017 SLSF revenue	380001 - Revenue SLSF	558.50
				<u>558.50</u>
<b>Total for Warrant #12A VB&amp;T Business Checking Accounts Payable</b>				<b>256,126.04</b>

**Warrant #1  
Summary  
January 24, 2018**

<b>Administration</b>	<b>Programs</b>	<b>Salary</b>	<b>Liability/Audit/IMRF</b>	<b>ADA/Capital</b>
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				

<b>Total IPDLAF Electronic Accounts Payable (PCARDS, IMRF,ADP)</b>	<b>518.00</b>
<b>Total VB&amp;T Business Checking Accounts Payable</b>	<b>3,468.00</b>
	<b><u>3,986.00</u></b>

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Motion to approve Warrant #1 dated January 24, 2018 totaling

\$3,986.00

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #1**  
**January 24, 2018**

Vendor	Description	Account	Amount
IMRF	January 2018	442201	-
ADP	FSA Monthly - Jan	424303	-
	Payroll 01/05/18	424301	141.95
	Payroll 01/05/18	424302	376.05
			<b>518.00</b>
Excalibur	Invoice	421902	
			-
BMO Solutions			
		<b>Total</b>	-
<b>Total Warrant #1 for Electronic Accounts Payable</b>			<b>518.00</b>

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #1  
 January 24, 2018**

Num	Name	Memo	Account	Amount
25445	Rolling Meadows Park District	Invoice 18-601	10400 - VB&T Business Checking	-960.00
		Invoice 18-601	421701 - Condo Maintenance	960.00
				960.00
25446	Park Central Condo Assn.	Invoice 601	10400 - VB&T Business Checking	-1,065.00
		Invoice 601	421801 - Condo Association Fee	1,065.00
				1,065.00
25447	Hanover Park Park District	Invoice 118	10400 - VB&T Business Checking	-1,443.00
		Invoice 118	421803 - HPPD Rental Space	1,443.00
				1,443.00
<b>Total for Warrant #1 VB&amp;T Business Checking Accounts Payable</b>				<b>3,468.00</b>

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Payroll  
**Date:** January 24, 2018

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**Motion:**

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

1. Pay Period Ending – 12/10/2017 - \$97,786.32
2. Pay Period Ending – 12/24/2017 - \$86,056.99
3. Pay Period Ending – 01-07-2018 - \$94,951.22



Liability	Taxes Debited				
Recap	Federal Income Tax			9,956.53	
	Earned Income Credit Advances			.00	
	Social Security - EE			5,659.14	
	Social Security - ER			5,659.11	
	Social Security Adj - EE			.00	
	Medicare - EE			1,385.46	
	Medicare - ER			1,385.48	
	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			4,317.39	
	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	
	Workers' Benefit Fund Assessment - EE			.00	
	Workers' Benefit Fund Assessment - ER			.00	
	Local Income Tax			.00	
	School District Tax			.00	
	<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX		<b>28,363.11</b>
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	66,187.92	
	ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	3,235.29	
	<b>Total Amount Debited From Your Accounts</b>				<b>97,786.32</b>
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00	
Taxes - Your Responsibility	None This Payroll				
					<b>Total Liability</b>
					<b>97,786.32</b>
					<b>97,786.32</b>

Liability Recap	Taxes Debited				
		Federal Income Tax		8,936.17	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,226.23	
		Social Security - ER		5,226.18	
		Social Security Adj - EE		.00	
		Medicare - EE		1,222.32	
		Medicare - ER		1,222.25	
		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		3,880.49	
		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	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	25,713.64
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	57,866.54
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	2,476.81
		<b>Total Amount Debited From Your Accounts</b>			<b>86,056.99</b>
Bank Debits and Other Liability		Adjustments/Prepay/Voids		.00	
Taxes - Your Responsibility		None This Payroll			
					<b>Total Liability</b>
					<b>86,056.99</b>
					<b>86,056.99</b>

Liability	Taxes Debited					
Recap		Federal Income Tax		9,857.39		
		Earned Income Credit Advances		.00		
		Social Security - EE		5,742.90		
		Social Security - ER		5,742.86		
		Social Security Adj - EE		.00		
		Medicare - EE		1,343.10		
		Medicare - ER		1,343.09		
		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		4,288.66		
		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		
		Workers' Benefit Fund Assessment - EE		.00		
		Workers' Benefit Fund Assessment - ER		.00		
		Local Income Tax		.00		
		School District Tax		.00		
		<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	<b>28,318.00</b>	
	Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	64,429.59	
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	2,203.63	
	<b>Total Amount Debited From Your Accounts</b>			<b>94,951.22</b>		
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00		
Taxes - Your Responsibility	None This Payroll					
					<b>Total Liability</b>	
					<b>94,951.22</b>	
					<b>94,951.22</b>	



**Statistical Summary**  
**Recap**

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**NORTHWEST SPECIAL RE**  
Company Code: **P5E**  
Region Name: **CHICAGO REGION**

Batch : **6357**  
Quarter Number: **1**  
Service Center: **060**

Period Ending : **01/07/2018**  
Pay Date : **01/19/2018**  
Current Date : **01/15/2018**

**Week 03**  
Page **1**



S·c·h·a·u·m·b·u·r·g  
**PARK DISTRICT**

January 12, 2018

Ms. Tracey Crawford  
Executive Director  
Northwest Special Recreation Association  
300 W Central Road, Ste. 205  
Rolling Meadows, IL 60008

Dear Ms. Crawford:

The Schaumburg Park District hereby requests the approval from NWSRA Board of Directors for expenditures to be paid from the District's Special Recreation Levy. This work was completed in 2017 at four (4) parks.

- Freedom /Duxbury Park pathway connection
- Campanelli Park pathway connection to baseball field bleacher pads
- Meineke Park Challenge Course sidewalk connection
- Schaumburg Golf Club curb cuts and pathway to clubhouse, players course and teaching tees

We also purchased two (2) replacement ADA picnic tables that will be used at picnic shelters and special events.

I have enclosed Attachment A that itemizes the ADA portion of these projects along with site maps of each of the parks. The Schaumburg Park District is requesting that the \$113,568.50 for these items be reimbursed from the District's Special Recreation levy. The benefit of these projects to NWSRA is the ability to provide access to the amenities in these parks.

The Schaumburg Park District respectfully requests that you review this proposal and present it to the NWSRA Board of Directors for approval. If you have any other questions or require additional information, please contact me at 847 985-2115.

Sincerely  
Schaumburg Park District

Todd King  
Superintendent of Parks & Planning

Encl: Attachments "A" and park site plans (4)



Jerry Handlon Administration Office • 235 E. Beech Drive • Schaumburg, IL 60193-2903  
Ph: 847-985-2115 • Fax: 847-985-2114 • www.parkfun.com

The Schaumburg Park District is a *National Gold Medal* and *Illinois Distinguished Accredited Agency*.



**Various Projects - Park Improvements Involving ADA Accessibility  
Schaumburg Park District**

Date : January 10, 2018

DESCRIPTION	TOTAL PROJECT COST	ESTIMATED COST	
		Calculation	Cost
<b>VARIOUS PROJECTS</b>			
<b>Site Furnishings</b>			
Picnic Tables (2 total, ADA accessible)	\$1,858.00	(2) @ \$929.00	\$1,858.00
<b>Site Work</b>			
New Asphalt Pathway (Freedom/Duxbury Park)	\$45,800.00	lump sum	\$41,048.00
New Asphalt Pathway (Campaneilli Park)	\$20,382.00	lump sum	\$16,785.00
New Concrete Walk (Meineke Challenge Course)	\$325,640.75	lump sum	\$35,200.00
New Pathway (Schaumburg Golf Club)	\$2,891,396.22	lump sum	\$18,677.50
<b>PROJECT TOTAL:</b>			<b>\$113,568.50</b>

<b>Various Project Totals Involving All ADA Accessible Improvements:</b>	<b>\$113,568.50</b>
--	---------------------

NEW ASPHALT PATHWAY  
(9,325 S.F.) (SEE DETAIL  
A, SHEET L-3.1)

DUXBURY  
PARK

R75'-0"

R170'-0"

R112'-0"

R76'-6"

JAWA PIPELINE  
EASEMENT

R10'-6"

R15'  
(TYPICAL)

± 80'

8' WIDTH  
(TYPICAL)

FREEDOM PARK

R107'-6"

UNDERCUT AND BRIDGE SOFT SOILS AS  
NEEDED (2" TO 4" RECYCLED STONE)  
(PROJECT ALLOWANCE WILL BE USED)



SHEET L-25

2017 PAVING PROJECTS  
FREEDOM / DUXBURY PARK

SCALE : 1" = 80'

DATE : 04/18/17



S.c.h.a.u.m.b.u.r.g  
PARK DISTRICT



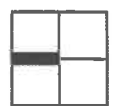
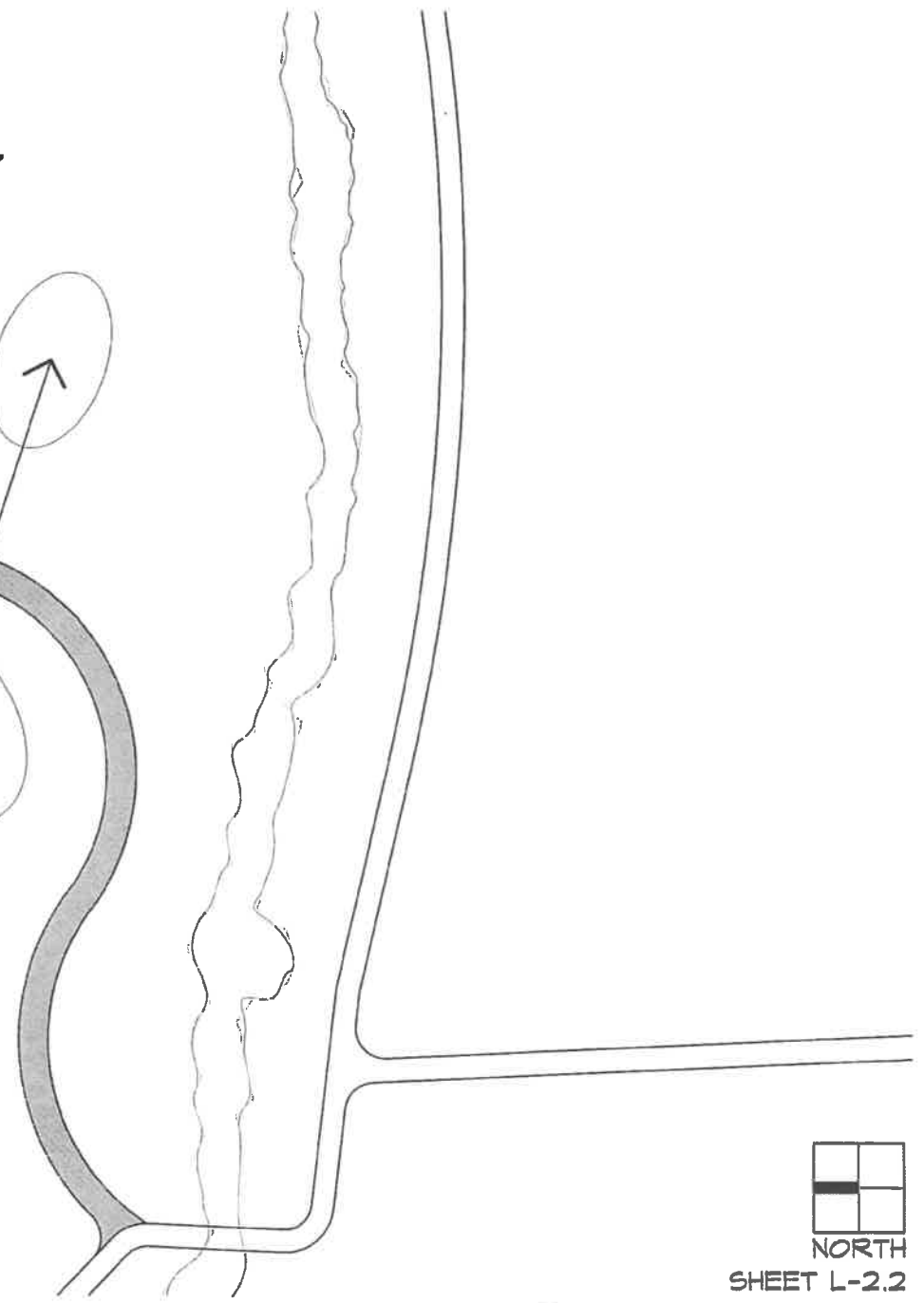
SHARON  
FIELD TWO

NEW ASPHALT PATHWAY  
(4,575 S.F.) (SEE DETAIL A,  
SHEET L-3.1)



SHARON  
FIELD THREE

EXISTING BERMS  
(ALL SPOILS CAN REMAIN  
ON SITE. STOCKPILE  
MATERIAL NEAR BERMS  
GRADE AND RESTORE)



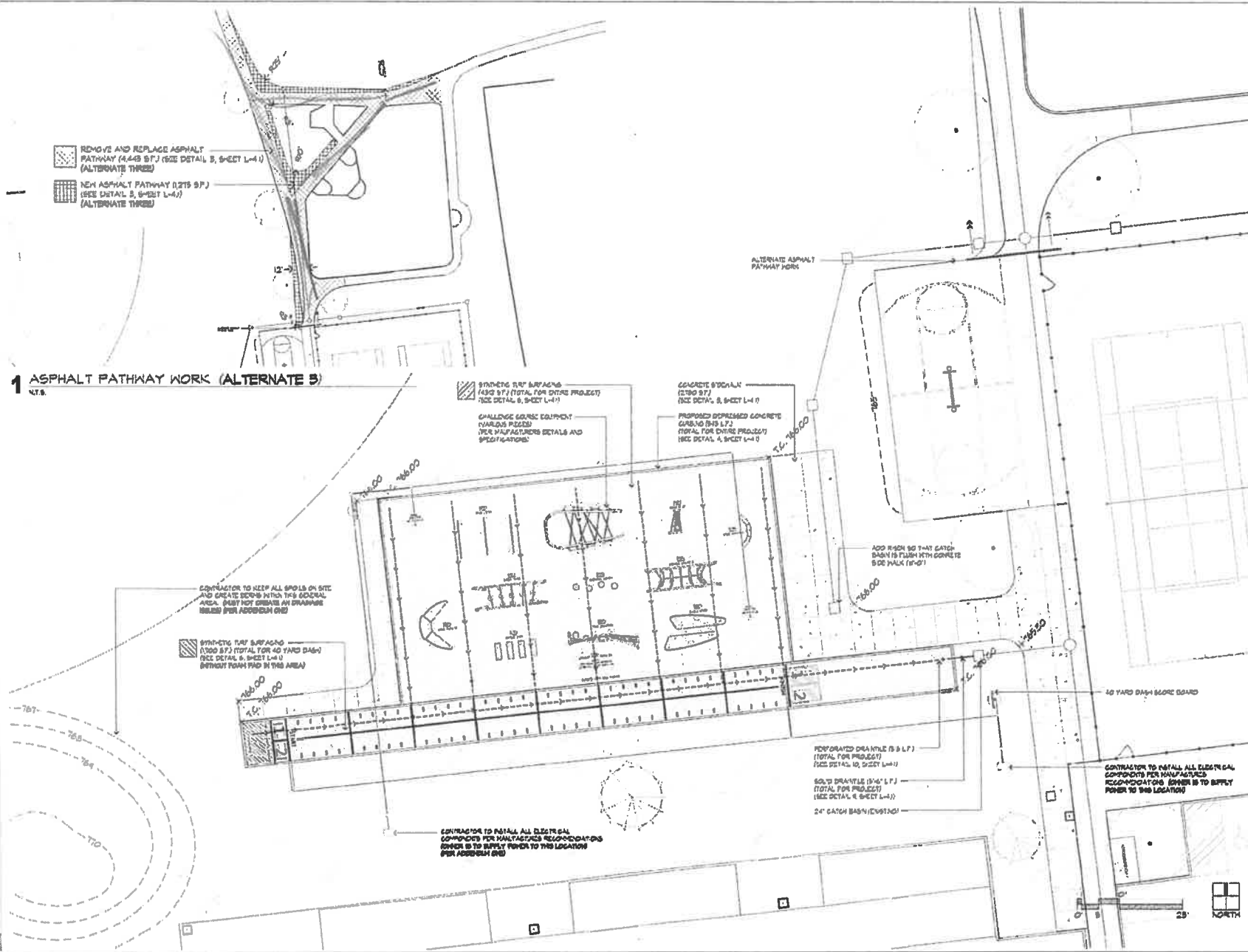
NORTH  
SHEET L-2.2

2017 PAVING PROJECTS  
CAMPANELLI PARK

SCALE : 1' = 60'  
DATE : 04/18/17



R07M



DESCRIPTION	DATE
ISSUED FOR CONSTRUCTION	05.02.17
ISSUED FOR B/D	05.22.17

MEINEKE PARK  
 CHALLENGE COURSE  
 320 E. WEATHERSFIELD WAY  
 SCHAUMBURG, IL 60193

DATE:	MARCH 22, 2017
SCALE:	1" = 10'
DRAWN BY:	MS
APPROVED BY:	TS

SITE PLAN

SHEET TITLE

**L - 2.1**

SHEET NUMBER





SCHAUMBURG GOLF CLUB RENOVATION  
NEW PATHWAY SKETCH

SCALE : N.T.S.  
DATE : 12.18.17



S.c.h.a.u.m.b.u.r.g  
PARK DISTRICT



January 16, 2018

Tracey Crawford  
Executive Director  
Northwest Special Recreation Association  
3000 Central Rd, Ste 205  
Rolling Meadows, IL 60008

RE: Improvements proposed to be financed using special recreation levy

Dear Ms. Crawford:

The Hoffman Estates Park District hereby notifies and requests approval of the NWSRA Board of Directors for the proposed expenditure of funds from the District's special recreation levy to pay the cost of the following improvements:

- MacArthur School Park Playground for ages 2-12 yrs. Replace existing playground equipment with accessible equipment 20% of \$62,100 = \$12,420). Remove existing ADA loose fill fiber no longer in compliance and reinstall new drainage and ADA compliant loose fill fiber mulch fall surface (583 cu yds. \$22,156). Install Synthetic turf fall surface system as access point to transfer deck and playground (\$9,756).

**\$44,332**

- Armstrong School Park Playground 5-12yrs. Replace existing playground equipment with ADA compliant new equipment (20% of \$60,875= \$12,175). Remove existing ADA loose fill fiber no longer in compliance and reinstall new drainage and ADA compliant loose fill fiber mulch (586 Cu yds. \$22,268). Install concrete ramp into playground area in conformance to ADA standards (\$3,590).

**\$38,033**

- Freedom Run H.C. Parking stalls and connecting ramp. Construct new barrier curbs, concrete walks with tactile strip (\$1,474). Remove existing asphalt path, re-grade to meet ADA slope requirements, Re-pave 8 ft wide path (5/8 of 117 sq. yards \$3,402).

**\$4,876**

- Pine Park pathway reconstruction. Remove existing asphalt and concrete surfaces and re-grade subgrade so as to conform to less than the maximum running and cross slope requirement of ADA. Re-pave surface with asphalt. 5/8 of the 8-foot wide path width to be reimbursed as part of this request.

810 sq. yds. 5/8ths of 8 ft wide

**\$11,137**

- Armstrong School Park Walkway renovation. Remove existing asphalt and concrete surface and re-grade subgrade so as to conform to less than the maximum running and cross slope requirement of ADA. Excavate to existing ball diamond. Place and finish new concrete to areas excavated.

8ft wide 1142 sq. ft @ 5/8 = \$6,423

5 ft wide 2,130 sq ft = \$19,170

**\$25,593**

- Shoe Factory Bike path paving project with Village, Cook County Forest Preserve and Federal Government. Pave existing utility access path from Shoe Factory Road to Columbine Drive under I 90 Expressway. All according to ADA standards.

Total project cost \$998,000

Fed. Government portion \$798,400

Forest Preserve portion \$109,600

Village portion \$45,000

HEPD portion \$45,000 5/8 = \$28,125

**\$28,125**

The total estimated cost of the above improvements is \$486,500 of which the district is asking to charge the Special Recreation Fund up to **\$123,971**. The improvements are expected to be substantially complete by August 31, 2018.

Anticipated benefits of the projects to NWSRA are as follows:

- Installation of ADA accessible playground equipment, fall surface and correction of existing slopes in playgrounds and parks to allow for greater participation on the equipment at these facilities, and
- Pathway improvements will provide access into and around the park venues.

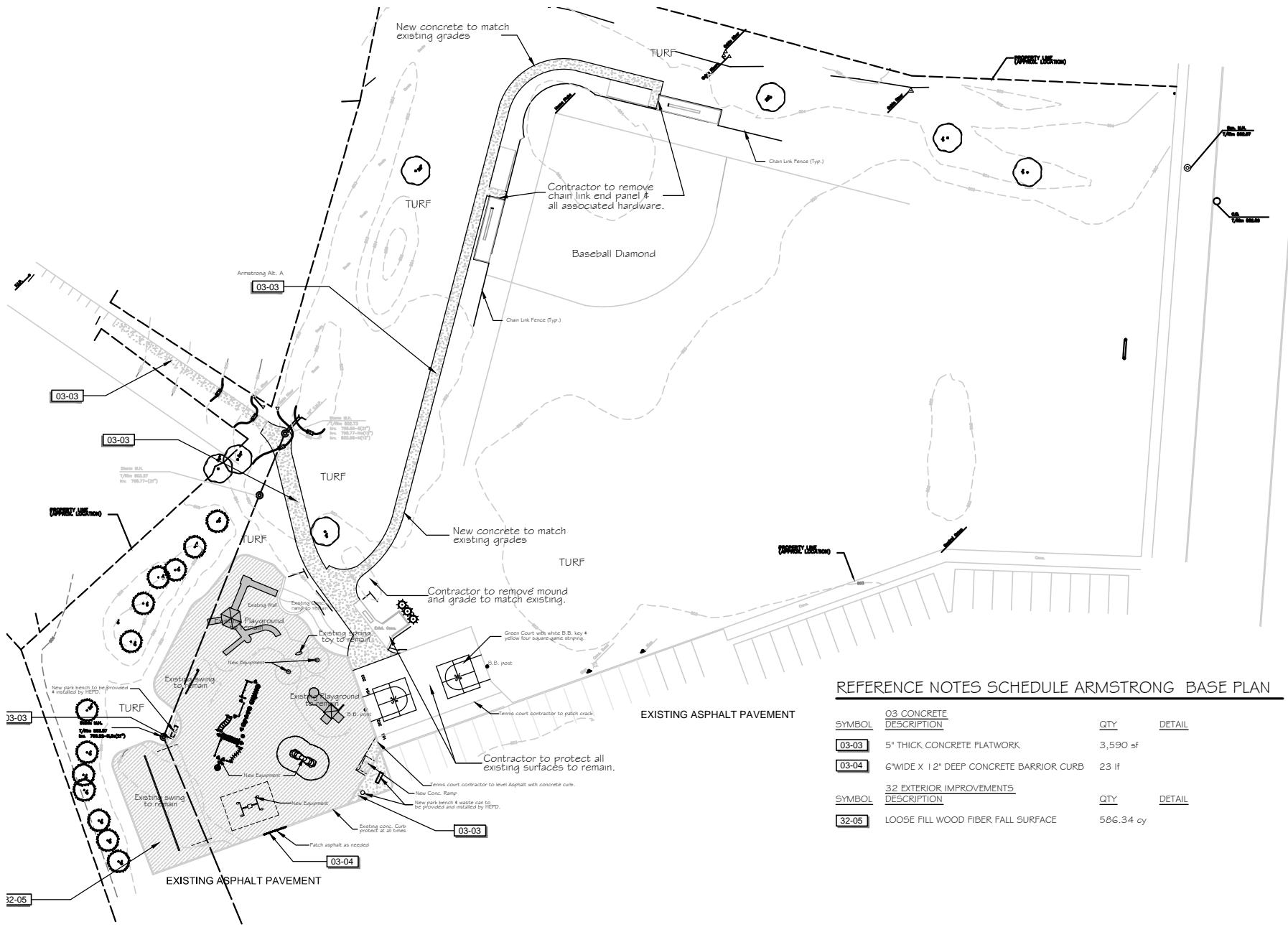
The Hoffman Estates Park District respectfully requests that you review this request and present it with your approving recommendation to the NWSRA Board of Directors. If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

Dean R. Bostrom  
Executive Director

S:\gary\ADA\NWSRA\2018



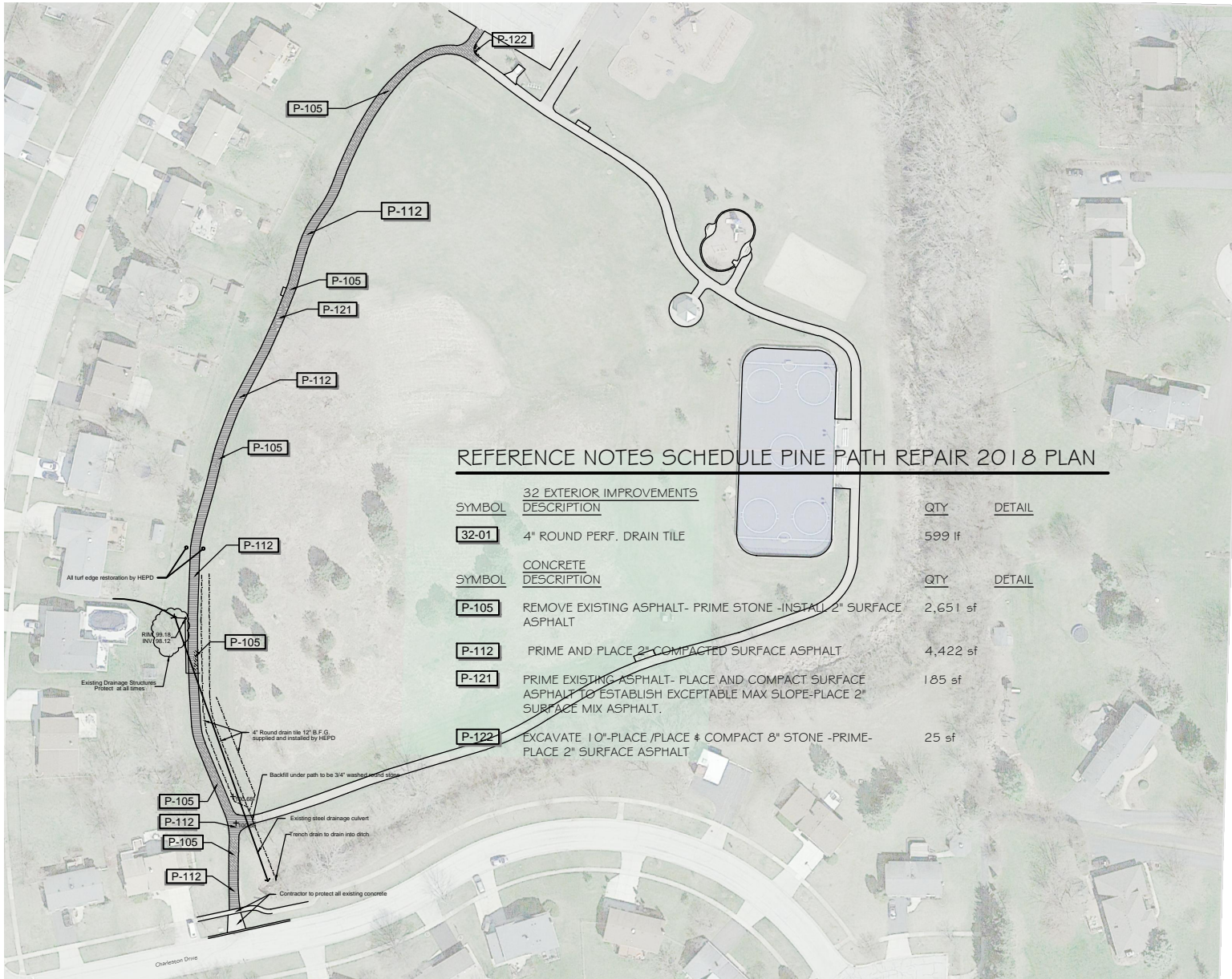


REFERENCE NOTES SCHEDULE ARMSTRONG BASE PLAN

SYMBOL	DESCRIPTION	QTY	DETAIL
03-03	5" THICK CONCRETE FLATWORK	3,590 sf	
03-04	6" WIDE X 12" DEEP CONCRETE BARRIER CURB	23 lf	
<b>32 EXTERIOR IMPROVEMENTS</b>			
SYMBOL	DESCRIPTION	QTY	DETAIL
32-05	LOOSE FILL WOOD FIBER FALL SURFACE	586.34 cy	

ARMSTRONG NEW PLAYGROUND OVERALL PLAN





**REFERENCE NOTES SCHEDULE PINE PATH REPAIR 2018 PLAN**

32 EXTERIOR IMPROVEMENTS			
SYMBOL	DESCRIPTION	QTY	DETAIL
P-105	REMOVE EXISTING ASPHALT- PRIME STONE -INSTALL 2" SURFACE ASPHALT	2,651 sf	
P-112	PRIME AND PLACE 2" COMPACTED SURFACE ASPHALT	4,422 sf	
P-121	PRIME EXISTING ASPHALT- PLACE AND COMPACT SURFACE ASPHALT TO ESTABLISH EXCEPTABLE MAX SLOPE-PLACE 2" SURFACE MIX ASPHALT.	185 sf	
P-122	EXCAVATE 10"-PLACE /PLACE & COMPACT 8" STONE -PRIME- PLACE 2" SURFACE ASPHALT	25 sf	

**PINE PARK PATH OVERALL RENOVATION PLAN**

# **VII. Staff Reports**

[Return to Home](#)



To: Tracey Crawford, Executive Director  
From: Rachel Hubsch and Andrea Griffin, Superintendents of Recreation  
Re: Program Report, November 10, 2017– January 9, 2018

## **Program Highlights**

### Weekly Programs

Strength and Conditioning, a Health and Wellness program held at the Schaumburg Community Recreation Center, saw great success during the fall program season. Chris S. a participant with cerebral palsy, resident of Wheeling was able to access two new lower body fitness machines independently by utilizing adaptive equipment. The instructor is able to set Chris up on the machine and allow him to confidently complete his workout while she assists other participants within the program.

### Clubs

Fifteen Friday night club events have run since November including the iconic Snowflake Ball, which brought in over 150 registrations. This event encompasses five different social clubs and had numerous individual volunteers and members of the Buffalo Grove Interact Club to help decorate and dance in the holiday season with everyone.

### Healthy Minds/Healthy Bodies (HMHB)

In November, Streamwood Park District joined the HMHB program in order to service the injured veterans within the community. Collectively, Bartlett, Buffalo Grove, Palatine, and Streamwood Park Districts provided 74 free one year memberships and 555 personal training sessions for 37 injured veterans within the community. NWSRA continues to provide monthly networking events to emphasize the healthy mind.

### Special Events

NWSRA ran six events to finish out the year. Including a holiday lights show at the Mortem Arboretum, creating gift jars, and two parent night outs. One new Special Event is geared toward community integration with teens, the Teen Night Out crew enjoyed a “mock” movie theater experience at the Rolling Meadows Community Center. Each participant learned money management, socialization skills, and enjoyed purchasing snacks from the concession stand. The teens will be able to put the skills they learned into action at a local movie theater this spring.

### Leisure Education

Central Community Center in Mount Prospect is now the new location for the roller skating program, which was previously held at a commercial facility. Due to the change in venue, the cost to run the program decreases. Resulting in an increase in registrations of students choosing roller skating. The classrooms enjoy the ability to choose the music and have private skate time with their peers.

### Camp

Eight winter break camps hosted close to 70 participants and were housed in the Wheeling, Mount Prospect, Bartlett, and Rolling Meadows Park District communities. Program Specialists created unique sensory activities including “hot chocolate goop” and “winter in bag.” Frosty Kids Camp, who serves early childhood participants, enjoyed a field trip to Wonderworks, a museum that provides a hands-on environment intended to strengthen the social, emotional and intellectual development of children.

### Inclusion

In 2017, there was a nine percent increase in overall registrations with inclusion support. It is noteworthy that this increase in registration was made with a smaller number of unique individuals, indicating supported participants are registering for more programs within member districts. With the increase in registrations but the decrease in part-time staff, the inclusion team worked relentlessly with park district program coordinators to provide inclusion training and on-site observations to ensure needs were being met.

	<b>2016</b>	<b>2017</b>
<b>Year End Registrations</b>	2108	2298
<b>Individual Participants (year)</b>	440	413
<b>Individual Staff (year)</b>	322	280
<b>New Participants</b>	124	126

### NWSRA Lightning Sports Teams

Basketball season is underway with seven teams and over 70 athletes. Snowshoeing and Alpine Ski have started training for state games in early February. The Lightning Swim Team participated in two swim meets this fall, bringing home numerous gold, silver and bronze medals. NWSRA Lightning cheerleaders took to the stage at the Xtreme Spirit Cheer Competition and took home first place. Eleven NWSRA figure skaters competed at the Franklin Park ice skating competition on January 6. The skaters came home with nine 1st place, eight 2nd, two 3<sup>rd</sup>, and two 4th place finishes.

### The PURSUIT Adult Day Program

107 individuals on the interest list are ready to be served for 2018 and nearly 100 community members were given tours between PURSUIT HP and PURSUIT RM. In 2017, clients at both sites in Rolling Meadows and Hanover Park, completed a total of 1,653 volunteer hours. PURSUIT HP Coordinator, Trisha Palmieri, met with the Habitat for Humanity ReStore Director. The program will start volunteering at the new site in January.

PURSUIT RM and PURSUIT HP coordinators have been trained and will now be offering Next Chapter Book Club (NCBC) at the program. Ups for Downs has partnered with Ohio State University Nisonger Center to bring the NCBC to the Chicago area. Next Chapter Book Clubs bring together adults with disabilities in community venues to read and discuss any type of written material. This allows for socialization and continuous learning in the community for individuals who have aged-out of the public education system and programs. NCBC members do not have to read at any certain level, hence all are welcome, including nonreaders. NCBC's are groups of 6 – 8 members and two facilitators that meet 2 - 4 times per month at community hangout as Starbucks, Barnes & Noble, or Panera. The reading material is selected by group members and the facilitators provide reading assistance and dialogue initiation.

### STAR Academy

The after school program started incorporating visiting the local Jewel to help with increase in community integration. Clients were given tasks to find certain foods and how much they cost. Starting January 8, three new clients registered for the STAR program, two of these clients are new to participating in NWSRA programs. The total number of clients has increased to 40 since this new collaborative program started at the beginning of the school year.

## **Staff Update**

### Part-Time Staff & Volunteers

The Support Services Department highlighted Bill Kahles for the month of January. Bill who resides in Wheeling, has been a valued program assistant and driver in both the PURSUIT and Weekly programs. Multiple full and part time staff have expressed gratitude for having him in their programs, saying Bill is the perfect example of the ideal staff. Bill always steps up and is willing to help in any way he can, even subbing to drive door to door routes on Friday evenings. NWSRA applauds Bill as he continues to build wonderful relationships with his co-workers, families, and participants in the community. In the fall season, 58 individual volunteers assisted in providing the close ratio needed to serve participants in over 50 NWSRA programs

### Recruitment & Outreach

Twelve new part time employees have been hired and trained since November. The Recruitment Team has sent informational flyers to five new Therapeutic Recreation Professors at universities that current NWSRA Program Specialists graduated from, as well as two new contacts at area churches. Over 50 recruitment flyers have been posted at local community establishments such as schools, townships, libraries, and grocery stores.

### Staff Development and Training

Program staff attended an 1.5 hour training by JoAnn Snyder, Manager, on methods to incorporate music into programming. Staff learned how the implementation of music can develop language and social skills as well as using it as a sensory tool. The Future of Programming was presented by superintendents and managers, and included a discussion about the breakdown of program types, and current program planning. The Support Services Department provided a training to utilize part time staff and volunteers to their fullest potential. The annual review of patron transfers and safe lifting was led by the NWSRA Safety Committee. Jayne Finger, Superintendent, participated in the webinar offered by IAPD on December 6th about The New Illinois Sexual Harassment Law: What You Need to Know and What Your District Needs to Do. NWSRA is in the process to determine that the agency is currently meeting all of the requirements. The new law and the agency policy will be reviewed with staff at the February All Staff meeting.

### Behavior Team

Liz Thomas, Manager of Special Recreation (Collaboratives), joined the Behavior Team bringing a wealth of diverse experience to the group. The team focused on creating proactive plans for winter break camps, and provided a direct presence at each site. As a result, behavioral incidents at winter break camps were at an all-time low. The Behavior Team received three formal requests for support with specific participants during the fall program season resulting in eight on-site observations, trainings, and meetings were conducted. Ted Adatto, Manager of Inclusion Services and Nicole Estrada, Support Services Coordinator provided a behavior management training for STAR Academy staff which was focused on targeting the current behaviors of the participants in the program.



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

Date: January 5, 2018

To: Tracey Crawford, Executive Director

From: Andrea Griffin, Superintendent of Recreation  
Jayne Finger, Superintendent of Recreation

RE: Year End Statistics

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We are excited to present the Year End Program Statistics for 2017. New programs and services created in 2017 have allowed staff the opportunity to provide therapeutic outcomes for group and individualized recreation programs and therapies. New programs and services were developed are considered to be the cutting edge in the field of therapeutic recreation. The new Collaborative Department and Clearbrook have opened PURSUIT 2 Adult Day Program and have worked with District 15 and NSSEO to provide a year round therapeutic after school program.

Through the expansion of fitness programs such as Zumba, spin class, and water exercise and duplicate regional programming. Restructuring Saturday travelling programs to add more in-house options and the creation of Snoezelen Sensory Therapy NWSRA participation is has increased by 435 registrations from 2016.

Inclusion participation has increased by 190 registrations in 2017. NWSRA has started the transition into tracking and reporting service hours with the creation of the new database. The new data base reports have begun to provide a clearer illustration of services provided throughout the year.

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: NWSRA/SLSF Marketing and Public Relations Report**  
**Date: January 5, 2018**

Following is a synopsis of marketing activities that have taken place in 2017:

<b>MEDIA</b>	
<b>Daily Herald</b>	<ul style="list-style-type: none"> <li>• Article on Sensory Friendly Holiday Concert</li> <li>• Celebrate Ability Gala on upcoming events</li> <li>• Article on Moretti's/NWSRA Golf Classic</li> <li>• Article on Women's Golf Outing</li> <li>• Article on STAR Academy</li> <li>• Article on Broadway Buddies' Grease production</li> <li>• Article on NWSRA Distinguished Accreditation</li> <li>• Article on PURSUIT 2</li> <li>• Article on Snoezelen Room</li> <li>• Article on Steve McVoy- World Games</li> <li>• Articles on Gold Medal Fashion Show</li> <li>• App Ad created for: Gold Medal Fashion Show</li> </ul>
<b>Chicago Tribune</b>	<ul style="list-style-type: none"> <li>• Article on Sensory Friendly Holiday Concert</li> <li>• Article on Moretti's/NWSRA Golf Classic</li> <li>• Article on Women's Golf Outing</li> <li>• Articles on STAR Academy, Parent Info Nights, Scholarships</li> <li>• Article on UPS Grant</li> <li>• Article on NWSRA Distinguished Accreditation</li> <li>• Article on PURSUIT 2</li> <li>• Article on Snoezelen Room</li> <li>• Article on Steve McVoy- World Games</li> <li>• Articles on Gold Medal Fashion Show</li> </ul>
<b>TribLocal/ Metromix</b>	<ul style="list-style-type: none"> <li>• Added SLSF events to online calendar of events</li> </ul>
<b>Daily Herald Business Ledger</b>	<ul style="list-style-type: none"> <li>• Submitted SLSF information for the Business Ledger Philanthropy Guide</li> </ul>
<b>Patch</b>	<ul style="list-style-type: none"> <li>• Article on Gold Medal Fashion Show posted</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Article on NWSRA in Voyage Chicago magazine</li> <li>• 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</li> </ul>

<b>ONLINE</b>	
<b>NWSRA/SLSF Online</b>	<ul style="list-style-type: none"> <li>• SLSF Gold Medal Fashion Show online registration pages and social media page</li> <li>• Created Heart of the Community web page</li> <li>• Updated ADA website</li> <li>• New web pages created for STAR Academy, Advocacy, NWSRA Village, Behavior Intervention Team, Fair Play at NWSRA</li> <li>• Implemented Part Time staff application system with online platform to RSVP for interview nights, auto-reply e-mails, exportable reports, social sharing and more.</li> <li>• Online system for receiving participant story information from staff implemented</li> <li>• Updated PURSUIT web page with online article and new format</li> <li>• Updated Snoezelen web page and links</li> <li>• Updated SLSF Facebook event pages</li> <li>• Day Camp flyer posted on School District virtual backpacks throughout NWSRA service area</li> <li>• Updated 2017 information across main site pages</li> <li>• Updated links throughout Directors sites, main site, ADA site and PDMarketing site</li> <li>• Bi-monthly NWSRA Now and SLSF Impact e-newsletters sent</li> <li>• Monthly NWSRA and SLSF Board Update e-newsletters sent</li> </ul>
<b>Social Media</b>	<ul style="list-style-type: none"> <li>• Recruitment video posted through Facebook ads</li> <li>• Created social media review with engagement statistics</li> <li>• Announced and opened NWSRA Village</li> <li>• Instagram page created</li> <li>• Invitations for STAR Academy Parent Info Nights sent</li> <li>• Invitations for NWSRA Open House- Hanover Park sent</li> <li>• Invitations for DHS Director Greg Fenton event sent</li> <li>• Invitations for PURSUIT 2 Open House sent</li> <li>• Invitation for SLSF Development Plan Focus Groups created and sent</li> <li>• New Youtube videos posted</li> <li>• New videos created for SLSF events</li> <li>• NWSRA now has over 5,000 Facebook followers</li> </ul>
<b>PUBLICATIONS and FLYERS</b>	
<b>NWSRA/ SLSF</b>	<ul style="list-style-type: none"> <li>• Skating Championships Invitational materials created</li> <li>• Lightning All Star Game materials created</li> </ul>

	<ul style="list-style-type: none"> <li>• Heart of the Community logo created</li> <li>• New Gold Medal Fashion Show logo created</li> <li>• Inclusion brochure redesigned</li> <li>• New PT recruitment flyer created</li> <li>• SLSF Fall Annual Appeal sent</li> <li>• 2018 Brochure redesign complete</li> <li>• NWSRA All Star Basketball, Sensory Holiday and other event flyers created</li> <li>• Updated NWSRA fact sheet and inclusion flyer</li> <li>• SLSF Holiday Luncheon invitation sent</li> <li>• SLSF Golf Outing and Celebrate Ability Gala materials created and sent</li> <li>• STAR Academy materials created and sent</li> <li>• 3 year printing materials bid completed</li> <li>• SLSF Spring Appeal created and sent</li> <li>• NWSRA Winter/Spring, Summer 2017 and Fall 2017 brochures created and sent</li> <li>• NWSRA/SLSF 2017 Annual Report created and sent</li> <li>• Day Camp brochures created and sent</li> <li>• Co-op SRANI Ad placed in Chicago Special Parent magazine</li> <li>• 2016 SLSF Board Member review created</li> <li>• 2017 SLSF Event materials updated</li> <li>• Gold Medal Fashion Show invitations and program books created and sent</li> <li>• Created 2017 calendar of events</li> </ul>
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**Television, Video and Radio**

<p><b>NWSRA/SLSF</b></p>	<ul style="list-style-type: none"> <li>• Virtual Snoezelen Room Hanover Park video created</li> <li>• Promotional video created for Snoezelen Room- client story</li> <li>• Virtual facility tour of Hanover Park programming space created</li> <li>• Video created for NWSRA recruitment</li> <li>• Video created for STAR Academy- introduction to program</li> <li>• Video created for Snoezelen Room- highlighting pieces within room</li> <li>• Video created for SLSF Gold Medal Fashion Show</li> <li>• SLSF event slides played on Village of Palatine Channel 6 message board</li> <li>• A series of 30 second commercials about NWSRA is being played on the Village of Hoffman Estates, Village</li> </ul>
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	of Mount Prospect and Schaumburg Park District local television stations.
<b>ADDITIONAL MARKETING</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• IPRA Community Service Awards ordered</li> <li>• Submitted Snoezelen Sensory Therapy program for ITRS Outstanding Program Award</li> <li>• Virtual Reality app created for Snoezelen Room</li> <li>• Ala Carte Entertainment to receive Best Friend of Illinois Parks Award at IAPD Best of the Best Awards Gala</li> <li>• Hosted partner event with Connect to Community- Director of Developmental Disabilities Division as guest speaker</li> <li>• Vehicle signage created for Moretti's/NWSRA Golf Classic</li> <li>• Hanover park space IT implementation complete</li> <li>• Signage installed at Hanover Park space</li> <li>• Auto payment/Flex Spending procedures created for STAR Academy</li> <li>• Partnered with John Hersey High School through cross-promotion of Funner Olympics- received logo on banner, 550 t-shirts and flyers</li> <li>• Partnered with Northwestern University through cross-promotion of Make-a-thon and NWSRA</li> <li>• Submitted Agency Showcase nominations to IPRA</li> <li>• Presented IAPD/IPRA Community Service Awards to supporters</li> <li>• Article featured NWSRA in PDRMA safety newsletter</li> <li>• Snoezelen remote access/video project complete</li> </ul>
<b>Expos/Networking Events Attended</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Calendar of expos/networking events attended created by Outreach Committee. Attended 33 events in 2017 and formed several new collaborative partnerships</li> </ul>
<b>IN PROGRESS</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Database/website build project</li> <li>• Various publications and online media</li> <li>• 2018 SLSF materials</li> <li>• Quickbooks transition</li> <li>• Annual Report and 2018 materials</li> </ul>



**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: Outreach Committee Report**  
**Date: January 5, 2018**

In 2017, 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 173 new families
2. Reached out to School Districts to post Day Camp brochure to online virtual backpacks
3. Increased outreach to minority patrons via updating of print materials in Spanish, bilingual phone system voicemail message, partnership with Townships to distribute NWSRA materials
4. Promoted NWSRA services at 33 expos and events and created over 2,000 unique impressions
5. Provided speaking and presentation opportunities to NWSRA full time staff
6. Marketing/referral partnerships have been created with:
  - a. National Multiple Sclerosis Society
  - b. U46- Deaf/Hard of Hearing Awareness 5K Run/Walk
  - c. Northwestern University- Makeathon
  - d. Hersey High School- Funner Olympics
  - e. Protected Tomorrows
  - f. Midwest Sports Academy
  - g. Learning Disabilities Association of Illinois
  - h. Bartlett Community Networking Group
  - i. Community & Economic Development Association of Cook County (CEDA)
7. Cooperative programs and events have taken place/planned with:
  - a. Alexian Bros – Safety for Yourself
  - b. Freedom Golf
  - c. Chicago District Golf Association
  - d. Spin Class coop with Streamwood PD
  - e. Kiwanis Aktion Club
8. Meetings have been held with the following businesses/organizations to discuss future partnership:
  - a. Illinois Spina Bifida Association
  - b. Coach Eve Learn to Swim, LLC
  - c. A & A Music Academy

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

Date: January 2018  
To: Tracey Crawford, Executive Director  
From: Nanette Sowa, Superintendent of Development  
RE: SLSF Update for the January NWSRA Board Meeting

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**Sponsorships:** Sponsorship dollars are part of the SLSF event budgets. The FY 2017 budgeted amount is \$72,050. To date, \$82,726.50 has been received. These dollars are from all 2017 SLSF events as well as sponsorships received for the NWSRA Block Party, Camp Connections Family Day and the NWSRA Halloween Party.

**Grants:** SLSF received \$271,195.16 in grants in 2017. The \$221,000 given by the Wheaton Franciscan Sisters will be used in 2018 to open the PURSUIT 3 location. An IDOT vehicle that was approved in 2016 was delivered on November 8<sup>th</sup>, it has a value of \$58,167.

**Annual Appeal and Individual Gifts:** The annual Holiday appeal mailing was at the end of November. It was restricted to the Snoezelen room that NWSRA will be building in the PURSUIT 2 space in Hanover Park Park District. Both the spring and the holiday appeals were restricted in 2017 showing a larger than budgeted amount in restricted gifts, \$16,889.64 and a lower than budgeted amount in unrestricted donations, \$39,708.39. The total of individual donations, restricted and unrestricted, in 2017 was \$56,598.03 which was \$2,698.03 more than the total budgeted number of \$53,900.

**Events:** The FY 2017 Events budgeted amount is \$245,260. The total amount received in event dollars was \$315,875.60. A portion of those dollars represent event sponsorships as shown in the sponsorship portion of this report. The Celebrate Ability Gala raised was \$97,005, a record amount which can be attributed to the raising of the ticket price by \$25 and the increase in Emerald Table Sponsorships.

**Grants to NWSRA:** The SLSF Board approved a grant to NWSRA in the amount of \$275,000 for fiscal year 2017. The final payment was made in December. In addition, SLSF granted NWSRA \$275,000 for the building of the ramp at the Hanover Park Park District Community Center which brought the total dollars granted to NWSRA in 2017 to \$550,000.

**Volunteers and Outreach:** SLSF is always looking for ways to include corporations in NWSRA programs as volunteers. Many corporations now tie philanthropic dollars to volunteer service. Any introductions to area corporations are appreciated.

**2018 Goals:** SLSF goals in the development plan see the Foundation raising in excess of \$800,000 per year by 2020. The SLSF team will begin working on those goals starting January 1, 2018.

# **VIII. Old Business**

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# Memo

To: Tracey Crawford

From: Andrea Griffin

Date: January 16, 2018

Re: Member Park District Services, Memberships and Program Usage - Park District Facility Usage 6.12 policy

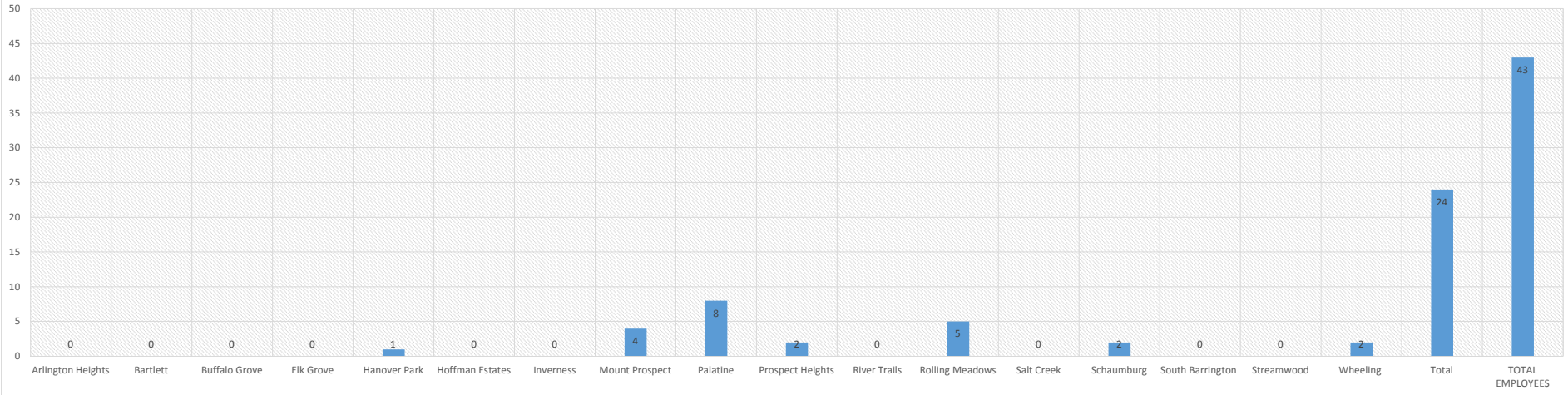
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In December, NWSRA Full Time Staff were asked to designate one Member District as their "Home" Park District. Selected Member Districts were then informed that their District was selected as a "Home" Park District.

Attached, you will find the results of the selection process.

Park District	Participating			Benefits
	Pool Pass	Fitness Pass	Resident/ Discounted Rate for Programs	Other
Arlington Heights	x family			group fitness class pass
Bartlett				not participating
Buffalo Grove	x family	x family		complimentary programming for immediate family (direct cost for contracted programs). Discounted golf fees for employee and immediate family
Elk Grove				
Hanover Park	x family	x family		
Hoffman Estates				handel each request by NWSRA staff on a case by case basis
Inverness				not participating
Mount Prospect	x employee	x employee		Six (6) 18- hole rounds of golf (annually) at Mt. Prospect Golf Club
Palatine	x family	x family		immediate family discounted rate for special events, complimentary programming, 25% towards contractual programs, discounted golf fees for employee only
Prospect Heights	x family	x family		Old Orchard Country Club Pass - 20 use pass & complimentary programming (contracted programs 100% cost) for immediate family
River Trails	x family	x family		complimentary programming for immediate family (direct cost for contracted programs)
Rolling Meadows	X family	x family	family skate pass	complimentary programming for immediate family (direct cost for contracted programs)
Salt Creek				complimentary programming for immediate family (direct cost for contracted programs & 50% cost for perschool, day camp and leagues) and complimentary golf
Schaumburg	x family	x family	resident rate	
South Barrington				not participating
Streamwood	x employee	x employee		complimentary programming for immediate family (direct cost for contracted programs)
Wheeling	x family	x family		complimentary open gym at CRC

2018 NWSRA STAFF MEMBER PARK DISTRICT BENEFIT USAGE



# **IX. New Business**

[Return to home](#)

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Appointment of Legal Council  
**Date:** January 24, 2018

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**Motion:**

A motion to approve the following Legal Council appointments:

- A. Robbins, Schwartz, Nicholas, Lifton & Taylor, LTD – Heidi Katz (SLSF)
- B. Robbins, Schwartz, Nicholas, Lifton & Taylor, LTD – Heidi Katz  
(NWSRA)

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Appointment of Director/Secretary, Tracey Crawford  
**Date:** January 24, 2018

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**Motion:**

A motion to approve the Appointment of Tracey Crawford as Executive Director and Secretary of NWSRA.



**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** SLSF Representative and President, Tracey Crawford  
**Date:** January 24, 2018

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**Motion:**

A motion to approve the Appointment of Tracey Crawford as representative and President of SLSF.

**RESOLUTION R2018-3**

**APPOINTMENT OF NORTHWEST SPECIAL RECREATION ASSOCIATION  
REPRESENTATIVE AND PRESIDENT OF THE SPECIAL LEISURE  
SERVICES FOUNDATION**

**WHEREAS**, the Association is committed to quality leisure services for the area's special residents, and,

**WHEREAS**, the Association recognizes the importance of involving the private sector in assisting in the delivery of public services, and,

**WHEREAS**, the Association believes it to be appropriate to make every effort to be fiscally responsible,

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees appoint Tracey Crawford as their representative and the President of the Special Leisure Services Foundation and encourage her to work in cooperation with the private sector to assist in providing resources that will increase the availability of leisure services to the area's special populations. Upon roll being called the vote was as follows:

AYE:

NAY:

ABSENT:

Attest \_\_\_\_\_ Board of Trustees Secretary,  
Northwest Special Recreation Association

**Dated this 24<sup>th</sup> day of January, 2018**

To: NWSRA Board of Directors

From: Tracey Crawford, Executive Director

Re: Bank Resolutions R2018-5, R2018-6, R2018-7, R2018-8

Date: January 24, 2018

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Motion:

A motion to approve the following bank resolutions as indicated A, B, C, D dated January 24, 2018.

- A. **Village Bank and Trust** Resolution R2018-5 approving two signatures of these signers for the following accounts
1. **Business Checking:** Tracey Crawford, Executive Director, Amy Charlesworth, Organizational Treasurer, or Diane Hilgers as Chairman, Jay Morgan as Vice-Chair. Approving two signature checks up to \$1,000 to be signed by Tracey Crawford, Executive Director and/or Amy Charlesworth, Organizational Treasurer, or Trisha Breitlow, or Andrea Griffin, or Rachel Hubsch, or Bran Selders, Superintendents.
  2. **Money Market Max Safe:** Tracey Crawford, Executive Director, and Amy Charlesworth, Organizational Treasurer, Trisha Breitlow, Superintendent of Administrative Services, and one of the following persons: Diane Hilgers, Chairman or Jay Morgan, Vice Chairman.
  3. **Max Safe 1 (General Reserve):** Tracey Crawford, Executive Director and/or Amy Charlesworth, Organizational Treasurer, and Trisha Breitlow, Superintendent for checks up to \$1,000; and those checks over \$1,000 to be signed by Tracey Crawford, Executive Director and/or Amy Charlesworth, Organizational Treasurer.
  4. **Max Safe 2 (Capital Reserve):** Tracey Crawford, Executive Director and/or Amy Charlesworth, Organizational Treasurer, and Trisha Breitlow, Superintendent for checks up to \$1,000; and those checks over \$1,000 to be signed by Tracey Crawford, Executive Director and/or Amy Charlesworth, Organizational Treasurer.
- B. **IPDLAF+/US Bank General Account** Resolution R2018-6 approving two signature checks up to \$1,000 to be signed by Tracey Crawford, Executive Director, and/or Amy Charlesworth and Trisha Breitlow, or Rachel Hubsch, or Andrea Griffin, or Brian Selders, Superintendents; and those over \$1,000 to

be signed by Tracey Crawford, Executive Director, and/or Amy Charlesworth, Organizational Treasurer, and one of the following persons: Diane Hilgers, Chairman or Jay Morgan, Vice Chairman.

- C. **IPDLAF+/US Bank Investment Holding Account** Resolution R2018-7 approving Tracey Crawford, Executive Director, Amy Charlesworth, Organizational Treasurer, Diane Hilgers, Chairman, and Jay Morgan, Vice Chairman as Authorized Persons on the NWSRA Investment Holding Account.
  
- D. **IPDLAF +/US Bank Master Services Agreement** Resolution R2018-8 updating the Master Services Agreement to maintain Tracey Crawford, Executive Director, add Amy Charlesworth, Organizational Treasurer, and remove Jayne Finger, Andrea Griffin, and Brian Selders.

DATE: January 24, 2018

TO: Diane Hilgers, Chair

FROM: Tracey Crawford, Executive Director

RE: Amendments to State Officials and Employees Ethics Act, PA 100-544

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The State Officials and Employees Ethics Act were introduced in the Illinois House of Representatives on November 6, 2017 to require that personnel policies of units of local government shall prohibit sexual harassment and that such policies shall include specific prescribed content. These amendments became law as Public Act 100-554 on November 16, 2017.

NWSRA's existing and current Non-Discrimination and Anti-Harassment Policy and its Procedures Manual already contain most but not all provisions which PA 100-544 mandates to be included in a local government unit's policy prohibiting sexual harassment.

Attached is a resolution indicating compliance with the Act by updating the current policy as well as a revised version of NWSRA's current policy and information found in its Policy and Operations Manuals.

RESOLUTION R2018-9 TO AMEND NWSRA'S NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY AND OPERATIONAL PROCEDURES TO ADD SUCH PROVISIONS AS ARE NEEDED TO ESTABLISH AND CONFORM THE SAME TO REQUIREMENTS OF PUBLIC ACT 100-554

**WHEREAS**, amendments to the State Officials and Employees Ethics Act were introduced in the Illinois House of Representatives on November 6, 2017 to require, among other things, that personnel policies of units of local government prohibit sexual harassment and that such policies include specific prescribed content;

**WHEREAS**, such amendments after passage by the Illinois House of Representatives and Illinois Senate on November 7, 2017 became law as Public Act 100-554 ("PA 100-554" or the "Act") on and effective November 16, 2017;

**WHEREAS**, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/7-5) as amended by PA 100-554 states that no later than 60 days after the effective date of Act,

...each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment...[and that such] policy shall include, at a minimum: (i) a prohibition on sexual harassment; and (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under [the State Officials and Employees Ethics Act], the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report;

**WHEREAS**, the existing and current Non-Discrimination and Anti-Harassment Policy contained in the Policy Manual and Operational Procedures Manual of the Northwest Special Recreation Association (NWSRA) already contains most but not all provisions which the Act mandates be included in a local government unit's policy prohibiting sexual harassment; and

**WHEREAS**, NWSRA's Board of Trustees desires and intends for NWSRA to comply with the requirements of PA 100-554;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Northwest Special Recreation Association (the "Board"), as follows:

Section 1. The preamble recitals set forth above are hereby reaffirmed and incorporated in this Resolution as if fully set forth herein.

Section 2. Declaration and Adoption of Amendments to Policy and Procedures Manuals. It shall be the policy of this Board to prohibit sexual harassment as set forth in PA 100-554. To that end, in order to incorporate such provisions as are needed to establish and conform the policy to the requirements of PA 100-554, and to modify certain text in the subject Manuals, the Board hereby approves the proposed changes to NWSRA's Non-Discrimination and Anti-Harassment Policy and to its Operational Procedures concerning Non-Discrimination and Anti-Harassment, as shown by changes marked (with additions underlined and deletions stricken) in the pertinent excerpts of NWSRA's Policy Manual and of its Operational Procedures Manual, which marked excerpts are attached as Exhibit A to this Resolution and made a part hereof.

Section 3. Compliance with PA 100-554 and Repeal of Resolutions, etc. in Conflict. NWSRA shall comply with all requirements of PA 100-554, and any resolution, policy or procedure that conflicts with the provisions of the Act is hereby repealed or superseded to the extent of such conflict.

Section 4. Effective Date. This Resolution shall be in full force and effect upon its passage.

AYES:

NAYS:

ABSENT:

APPROVED THIS 24<sup>th</sup> day of January, 2018.

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Chairman, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

## FROM POLICY MANUAL:

## EXHIBIT A

### NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The Northwest Special Recreation Association is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment. Therefore, the Northwest Special Recreation Association expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment (775 ILCS 5, et seq.).

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Northwest Special Recreation Association as well as anyone using the Northwest Special Recreation Association's facilities and/or services, to refrain from sexual and other forms of harassment. The Northwest Special Recreation Association will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. This prohibition includes Actions, words, jokes, or comments based on an individual's race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, pregnancy, family status, military discharge status, sexual orientation, gender identity, disability ~~or handicap unrelated~~ (except, in the employment context, as related to an individual's ability to perform the essential functions of the job), association with a person with a disability ~~or handicap~~, military status, source of income, housing status, or any other category protected by law. No person shall be denied the benefits of, or subjected to, discrimination under any program or activity, or in employment based on any of the above characteristics ~~will not be tolerated~~.

More information about and examples of what constitutes harassment, as well as procedures for complaining or reporting harassment, can be found in the Operational Procedures which relate to and comprise part of this Policy.

Any employee who engages in practices or in other conduct which constitutes sexual or other harassment or discrimination of any kind shall be subject to discipline, up to and including termination from employment.

This policy ~~should not, and~~ may not ~~be~~ used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. ~~The Federal, state and local law and~~ as well as policies of the Northwest Special Recreation Association ~~prohibit disparate treatment based on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement~~ complement and further these laws and policies, ~~not to form the basis of an exception to them.~~



Refer to the NWSRA Operational Procedures Manual for the comprehensive procedures related to and comprising part of this policy Non-Discrimination and Anti-Harassment Policy.

## From Operations:

### Non-Discrimination and Anti-Harassment Policy - Operational Procedures

#### Introduction

The Northwest Special Recreation Association is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment. Therefore, the Northwest Special Recreation Association expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Northwest Special Recreation Association as well as anyone using the Northwest Special Recreation Association's facilities, to refrain from sexual and other forms of harassment. The Northwest Special Recreation Association will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. This prohibition includes Actions, words, jokes, or comments based on an individual's race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, pregnancy, family status, military discharge status, sexual orientation, gender identity, disability ~~or handicap~~ unrelated (except, in the employment context, as related to an individual's ability to perform the essential functions of the job), association with a person with a disability ~~or handicap~~, military status, source of income, housing status, or any other category protected by law. No person shall be denied the benefits of, or subjected to, discrimination under any program or activity, or in employment, based on any of the above characteristics ~~and will not be tolerated~~.

More information about and examples of what constitutes harassment, as well as information about how to complain of or report harassment, is provided below under "Definitions of Harassment" and "Reporting Procedure".

Any employee who engages in practices or in conduct which constitutes sexual or other harassment or discrimination of any kind shall be subject to discipline, up to and including termination from employment.

The Non-Discrimination and Anti-Harassment Policy and these related Operational Procedures ~~should not, and~~ may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The Federal, state and local law and, as well as policies of the Northwest Special Recreation Association, prohibit disparate treatment based on ~~the basis of~~ sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment,

discrimination and retaliation are intended to ~~complement~~ complement and further these laws and policies, ~~not to form the basis of an exception to them.~~

## **Definitions of Harassment**

1. **Sexual harassment** is a form of discrimination prohibited by Title VII of the federal Civil Rights Act of 1964, as amended; the Illinois State Officers and Employees Ethics Act as amended by Public Act 100-554, and the Illinois Human Rights Act. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
  - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
  - b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
  - c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an ~~environment that is~~ intimidating, hostile, or offensive ~~to the employee work environment.~~ For purposes of this definition, the phrase "work environment" is not limited to a physical location to which an employee is assigned to perform his or her duties, but may include any work-related setting outside the workplace, such as during business trips or meetings, professional conferences, and work-related social events.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability or any other characteristic protected by law, ~~or that of his/her~~ because he or she has relatives, friends or associates with these protected characteristics, and ~~that~~ which: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display

or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

### **Retaliation Is Prohibited**

The Northwest Special Recreation Association prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. As stated in P.A. 100-554, individuals reporting sexual harassment may receive the protections of the Illinois Human Rights Act and whistleblowing protections under the Illinois State Officials and Employees Ethics Act and the Illinois Whistleblower Act. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, Such retaliation will be subject to disciplinary action.

### **Reporting Procedure**

~~The Northwest Special Recreation Association strongly urges the reporting of encourages employees to promptly report all incidents of discrimination, harassment or retaliation regardless of the offender's identity or position so that NWSRA can conduct a full and fair investigation and take appropriate action in a timely manner. An employee should report harassment regardless of the offender's identity or position, and regardless of whether the employee is the intended target of the discrimination, harassment or retaliation. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Northwest Special Recreation Association strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.~~

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If staff you experience or witness harassment or discrimination of any kind, staff you should deal with the incident(s) as directly and firmly as possible by clearly communicating the your position to the offending person, the your immediate supervisor, the your department head, and/or the Executive Director. Staff You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at ~~an individual~~ you to make a complaint.

- Direct Communication with Offender: If there is harassing or discriminatory behavior in the workplace, staff you should directly and clearly express an objection to the

offending person(s) regardless of whether the behavior is directed at ~~them~~ you. If ~~staff is~~ you are the harassed employee, ~~he/she~~ you should clearly state that the conduct is unwelcome and that the offending behavior must stop. However, ~~staff~~ you are not required to directly confront the person who is the ~~source~~ subject of the your report, question, or complaint before notifying any of ~~these~~ individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

- Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event ~~staff~~ you feel threatened or intimidated by the offending person, ~~he/she~~ you should promptly report the offending behavior to the your immediate supervisor, department head or the Executive Director. If ~~staff~~ you feel uncomfortable doing so, or if the immediate supervisor and/or department head is the ~~source of the problem~~ harasser, or condones ~~the problem~~ or ignores the problem, you should report directly to the Executive Director. If the Executive Director is the source of the problem, or condones ~~the problem~~, or ignores the problem, ~~staff~~ you should contact the President Chairman of the Board of Trustees.
- Report to Director/Chairman of the Board of Trustees: An employee may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If a complaint alleges harassment by the Executive Director, or if the Executive Director condones ~~the problem~~ or ignores the problem, ~~staff~~ the employee should immediately report the incident or incidents in writing directly to the Chairman of the Board of Trustees. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will the investigation be conducted by personnel involved in the alleged harassment ~~conduct the investigation~~.

### **Harassment Allegations Against Non-Employees/Third Parties**

If ~~staff~~ you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Northwest Special Recreation Association programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action to be taken, if ~~any~~ the complaint is substantiated. The Northwest Special Recreation Association will make reasonable efforts to protect ~~staff~~ you from further contact with such persons. Please recognize, however, that the Northwest Special Recreation Association has limited control over the actions of non-employees.

### **Responsibility of Supervisors and Witnesses**

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Executive Director who will investigate the conduct and resolve the matter as soon as possible.

~~All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.~~

### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Northwest Special Recreation Association will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Northwest Special Recreation Association reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

### **Responsive Action**

The Northwest Special Recreation Association will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as ~~the Northwest Special Recreation Association believes~~ may be appropriate under the circumstances.

### **False and Frivolous Complaints**

Given the possibility of serious consequences for an individual accused of sexual harassment or other discriminatory conduct, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

While NWSRA hopes to be able to resolve any complaints of harassment, ~~staff~~ employees have the right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, ~~and, if it~~ and, if the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, staff may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day. Information about how to initiate this process can be found on the IDHR's website, at [https://www.illinois.gov/dhr/AboutUs/Pages/How\\_Do\\_I.aspx](https://www.illinois.gov/dhr/AboutUs/Pages/How_Do_I.aspx),

**NORTHWEST SPECIAL RECREATION ASSOCIATION  
ORDINANCE #O2018-1**

**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 24 day of January, 2018.

Ayes:

Nays:

Absent:

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Chairman, Diane Hilgers  
Board of Trustees  
Northwest Special Recreation Association

ATTEST:

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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 24 day of January, 2018.

**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 24<sup>th</sup> day of January, 2018.

\_\_\_\_\_  
Tracey Crawford, Secretary  
Board of Trustees  
Northwest Special Recreation Association

(SEAL)



# **X. Information /Action Items**

[Return to home](#)

To: Diane Hilgers, Chair  
From: Tracey Crawford, Executive Director  
Date: January 24, 2018  
Re: Unaudited FY 2017 Summary of Reserves

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Attached is a summary of NWSRA's fund balance policy, and the unaudited year end 2017 fund balances. The YE fund balances do not include 2018 assessments or payments which were received early in 2017.

Based on the minimum fund balance policy for the 2018 budget, the 2017 year end Operating Fund and Capital Reserve Fund have a surplus while the General Reserve Fund has a deficit. There is enough surplus to cover the deficit through fund transfers with a balance remaining to transfer into Investments. The final investment transfer request will be presented to the Board for consideration at the May Board meeting, when the 2017 audit is complete.

To: Tracey Crawford, Executive Director  
 From: Trisha Breitlow, Superintendent of Administrative Services  
 Date: January 24, 2018  
 Re: Unaudited FY 2017 Summary of Reserves

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**Fund Balance Policy**

**Fund Balance Philosophy**

NWSRA believes that strong financial management principles require sufficient funds be retained to provide a stable financial base at all times. To retain a stable financial base, NWSRA needs to maintain a fund balance policy sufficient to fund all cash flows for its daily operations and capital needs. NWSRA must provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. The purpose of this policy is to specify the size and composition of NWSRA's current accounts and set a balance recommendation for both operating and reserve funds. No change or removal of the fund balance may occur without approval by resolution of the Board of Trustees. The fund balance may be used for a specific purpose authorized by the Executive Director.

**Minimum Unrestricted Fund Balance Levels**

This policy applies to NWSRA's funds as follows:

- A. **Operating Funds** – The Operating Funds are the major funds including the general fund of NWSRA. They are used to account for administrative, maintenance and all financial resources except those that are accounted for in another fund. The Operating Funds are assigned to obtain fiscal sustainability. This assigned fund balance will be maintained at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital and transfers.

<b>Operating Fund Balance YE 2017</b>	<b>\$1,551,600.32</b>
<b><u>Operating Fund Balance FY 2018</u></b>	<b><u>\$1,371,368.96</u></b>
<b>Difference of:</b>	<b>\$ 180,231.36</b>

- B. **General Reserve Fund**- This assigned fund balance should maintain a balance equal to or greater than 25% of annual expenses.

<b>General Reserve Fund (Max Safe 1)-YE 2017</b>	<b>\$1,336,036.88</b>
<b><u>General Reserve Fund (Max Safe 1)-FY 2018</u></b>	<b><u>\$1,371,368.96</u></b>
<b>Difference of:</b>	<b>-\$35,332.08</b>

- C. **Capital Reserve Fund**- This committed fund balance shall be used for capital purchases and should maintain a balance in an amount equal to a 3 year rolling average of the total budgeted capital expenditures.

<b>Capital Reserve Fund (Max Safe 2)-YE 2017</b>	<b>\$191,419.09</b>
<b><u>Capital Reserve Fund (Max Safe 2)-FY 2018</u></b>	<b><u>\$182,465.82</u></b>
<b>Difference of:</b>	<b>\$8,953.27</b>

NWSRA would transfer the amounts below to the General Reserve to bring all accounts to the minimum fund balance. The remaining amount would be the maximum to be transferred to investments.

Overage in Operating Fund and Capital Reserve:	\$189,184.63
Transfer from Capital Reserve to General Reserve:	\$ 8,953.27
<u>Transfer from Operating Fund to General Reserve:</u>	<u>\$ 26,378.81</u>
Transferred to Investments (based on estimated amounts)	\$153,852.55

The proposed amounts listed above reflect unaudited numbers. Upon completion of the audit, final calculations will be presented to the Board for transfer consideration.

Submitted updated: 12/6/2017 7:59 AM

# Harper College and NWSRA team up for Sensory Friendly Holiday Concert



**Harper College Symphony Orchestra members invited families to learn more about the instruments prior to the show. Karyn Emerald**

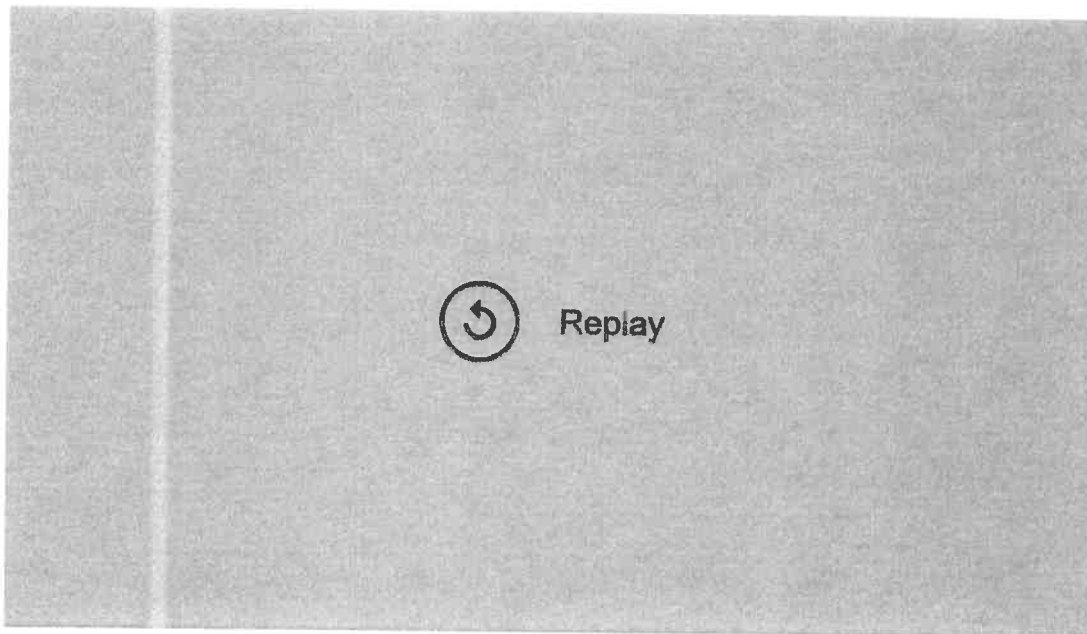
## Brian Selders

Attending a holiday concert is a favorite tradition throughout the United States in the month of December. Listening to the sounds of the holidays brings cheer and joy to many, and has become a tradition for many families as they immerse themselves into the holiday spirit. However, for many families of individuals with disabilities, attending a holiday concert can be a daunting challenge. For a child with Autism, tasks such as waiting in line and staying quiet throughout the performance can often become overwhelming and lead to outbursts. To avoid these stressful situations, many parents often decide to stay home.

Fortunately, these families had a venue to celebrate the holiday season at a sensory friendly Holiday Concert, held on Monday, December 4 at the Harper College Performing Arts Center. Through the collaborative efforts of the Harper College Symphony Orchestra and Northwest Special Recreation Association (NWSRA), families experienced the sounds of the holidays in a sensory friendly environment. As the Harper College Symphony Orchestra played,

staff from NWSRA were available to assist families throughout the concert to increase everyone's ability to learn concert etiquette and enjoy the show. Lights were dimmed, and "wiggling" and noises throughout the concert were completely understood by all in attendance. NWSRA Senior Manager of Special Recreation JoAnn Snyder stated "This was an amazing opportunity for families who otherwise would not be able to enjoy this experience. This also provided a great environment for individuals with disabilities to learn about proper etiquette with trained and certified staff."

ADVERTISING



inRead invented by Teads

Members from the Symphony Orchestra greeted the families in the lobby prior to the concert, as they played music and shared information about their instruments. In addition, attendees were invited to a demonstration of Autism Movement Therapy. Through cognitive re-mapping, Autism Movement Therapy is a sensory integration technique incorporating movement and music in collaboration with Positive Behavior Support (PBS) strategies to assist individuals with Autism Spectrum Disorders in meeting and achieving their speech and language, social and academic goals.

A parent who attended the event stated "Thank you for a wonderful Sensory Friendly Holiday Concert! We LOVED it and can't wait until next year. A new family tradition for us to get into the holiday spirit. Please be sure to tell the staff and performers a heartfelt "Thank you!" My son smiled and bobbed to the music the whole concert." William Anthony Porter, Harper Symphony Orchestra conductor, stated: "Harper College reaches out to our partners in many ways, and the Harper Symphony Orchestra is pleased to partner with NWSRA to bring the joy of the holidays to all of our community through music."

The sensory friendly Holiday Concert was held as a prelude to the annual Harper College Symphony Orchestra Holiday Concert, which will be held on Sunday, December 10 at 3:00 p.m. at the Harper College Performing Arts Center. For more information about the annual Holiday Concert, please contact the Harper College Box Office at 847.925.6100.

All proceeds from this event supported Special Leisure Services Foundation (SLSF), which is the fundraising arm of NWSRA. SLSF provides funding for scholarships, accessible transportation, athletics, inclusion support and more to ensure that children and adults with disabilities have every opportunity to recreate within their community.



## About NWSRA

Northwest Special Recreation Association (NWSRA) provides outstanding opportunities through recreation for children and adults with disabilities. NWSRA has grown tremendously over its 43 year history. NWSRA provides over 2,000 recreational programs and received more than 15,000 registrations annually. Athletics are very popular at NWSRA, with over 600 athletes competing in 16 sports. NWSRA has received the National Recreation and Park Association Excellence in Inclusion Award, given to one organization throughout the nation that has proven its leadership in the promotion of inclusion and diversity initiatives. NWSRA serves 17 northwest suburban communities, providing day camps, weekly programs, trips, special events, cultural arts and more. For more information on NWSRA, visit [www.nwsra.org](http://www.nwsra.org) (<http://www.nwsra.org>) or contact Brian Selders at 847-392-2848 or e-mail [bselders@nwsra.org](mailto:bselders@nwsra.org).

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## From the community: Athletes invited to Skating Championships Invitational



Skaters with disabilities are invited to compete at the Skating Championships Invitational. (Posted by bselders, Community Contributor)

By **Community Contributor bselders**

JANUARY 15, 2018, 10:10 AM

**S** skaters with disabilities from throughout the State of Illinois are invited to compete in the inaugural year of the Skating Championships Invitational. This event, hosted by Northwest Special Recreation Association (NWSRA), will be held at Glacier Ice Arena in Vernon Hills on Sunday, February 18 from 2 - 6:30 pm. The event will be followed by a celebratory dinner and dance at the White Deer Run Golf Course in Vernon Hills.

NWSRA Senior Manager of Special Recreation JoAnn Snyder stated "This is a fantastic opportunity for skaters with disabilities to continue to develop their skills and compete on a statewide level. We are very excited to work with local partners and organizations to ensure that figure skating is accessible for all." The event is open to all skaters with a disability and families, friends and supporters are invited to cheer on the athletes during the day of competition.

NWSRA is currently registering athletes, as well as seeking sponsors. Contact JoAnn Snyder, Northwest Special Recreation Association, 847/392-2848 or [jsnyder@nwsra.org](mailto:jsnyder@nwsra.org) for a registration packet or more information.

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*This item was posted by a community contributor. To read more about community contributors, click [here](#).*

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