



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

March 22, 2017
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. Sherry Gach – 10 Year Longevity
 - B. Mary Lou D’Astice – 10 Year Longevity
 - C. Rachel Hubsch – 10 Year Longevity
 - D. Jocelyn Wright – Program Specialist
 - E. Risa Umeno - Intern

- III. Public Comment

- IV. Approval of Agenda

- V. Approval of Consent Agenda
 - A. Approval of Minutes, January 25, 2017
 - B. NWSRA Financial Reports, February 28, 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. Benjamin F Edwards Account Statement
 - C. Warrants:
 - 1. Warrant #2 A/P February 28, 2017 - \$302,773.80
 - 2. Warrant #3 A/P March 22, 2017 - \$79,284.55
 - D. Bi-Weekly Payroll Warrant Pay Periods Ending:
 - 1. 1/08/17 - \$87,224.07
 - 2. 1/22/17 - \$85,009.57
 - 3. 2/05/17 - \$88,258.38
 - 4. 2/19/17 - \$92,557.34
 - E. ADA Compliance Projects:
 - 1. Arlington Heights Park District *
 - a. 13 Various Projects - \$452,588.67
 - 2. Schaumburg Park District *
 - a. Spring Valley - \$319,547
 - 3. Mount Prospect Park District *
 - a. Three Various Projects - \$228,575.28
 - 4. Salt Creek Park District *
 - a. Four Various Projects - \$74,678

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

5. Buffalo Grove Park District *
 - a. Eight Various Projects - \$472,719.70
 6. Hoffman Estates Park District *
 - a. Six Various Projects - \$134,916
- * **Details can be found on Directors Site**

- VI. Correspondence
 - A. Written
 - B. Oral
- VII. Staff Reports
 - A. Program Report
 1. Park District Intern Visitation Day
 - B. Marketing and P/R Report
 - C. SLSF
 - D. Directors Update
- VIII. Old Business - Tony
 - A. ADA Compliance Task Force/Review Committee
 1. New Members
 - a. Superintendent Gary Buczkowski – Hoffman Estates Park District
 - b. Superintendent Tom Pope – River Trails Park District
 2. February 22, 2017 Agenda
 3. Minutes
 - B. Hanover Park Park District Accessible Ramp Update – Oral
- IX. New Business
 - A. Surplus Ordinance 2017-1 – Golf Clubs, Balls and Bags
 - B. SLSF Development Plan Draft
 1. Event Coordinator Position
 - C. Furniture Bid
 - D. Bank Resolutions
 1. Resolution 2017-8 - Master Services Agreement
 2. Resolution 2017-9 – US Bank Resolution for Accounts Payable
 3. Resolution 2017-10 – US Bank Resolution for Investment Accounts
 4. Resolution 2017-11 – Treasury Management Signers
 - E. Other
- X. Information/Action Items
 - A. PDRMA Award
 - B. Board and Staff Policy Updates
 1. Outstanding Check Policy
 2. Capital Asset Policy
 - C. Other
- XI. Closed Session

Closed Session in accordance with Open Meetings Act to consider information regarding:
Personnel – 5ILCS 120/2 (c)(1)
- XII. Action as a result of Closed Session
- XIII. Adjournment

Values

- 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

Vision Statement

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

V. Consent Agenda

[Return to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT THE NWSRA ADMINISTRATIVE OFFICES
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 25th DAY OF JANUARY, 2017 AT 10:30 A.M.**

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

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

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

Introduction of Guests

None

Public Comment

None

Agenda

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

Approval of Consent Agenda

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

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

NAY: None

The motion carried.

Correspondence

Written

Executive Director Crawford reported the following:

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

Oral

None

Program Staff Report

2016 Program & Statistics Report

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

Fourth Quarter Goals Update

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

Marketing & P/R Report

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

SLSF Update

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

OLD BUSINESS

NONE

NEW BUSINESS

Appointment of Legal Counsel

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

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

NAY: None

The motion carried.

Appointment of Director/Secretary

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

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

NAY: None

The motion carried.

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

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

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

NAY: None

The motion carried.

Resolution 2017-2 IPDLAF/US Bank – Accounts Payable

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

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

NAY: None

The motion carried.

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

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

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

NAY: None

The motion carried.

Resolution 2017-4 Appointment of Tracey Crawford to SLSF President

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

Resolution 2017-5 Village Bank and Trust

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

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

NAY: None

The motion carried.

Approval of 3rd Floor Copier Quote

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

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

NAY: None

The motion carried.

Full Time Staff member Benefits Usage Selection

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

RMCC Lease Agreement

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

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

NAY: None

The motion carried.

Hanover Park Park District/Pursuit 2

Hanover Park Park District Lease Agreement

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

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

NAY: None

The motion carried.

Memorandum of Understanding

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

Ramp Update/Timeline

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

Information/Action Items

Fund Balance Update

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

2016 year in review/ 2017 Goals

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

Directors Work Plan

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

Adjournment

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

Secretary



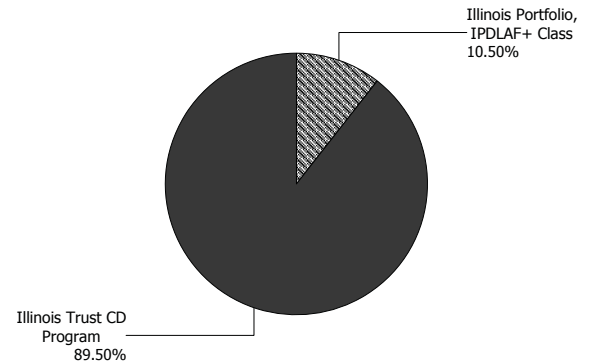
Account Statement - Transaction Summary

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

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	27,525.26
Purchases	106,194.31
Redemptions	(143.02)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$133,576.55
Cash Dividends and Income	39.31
Illinois Trust CD Program	
Opening Market Value	1,244,000.00
Purchases	0.00
Redemptions	(105,000.00)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$1,139,000.00
Cash Dividends and Income	1,155.00

Asset Summary		
	January 31, 2017	December 31, 2016
Illinois Portfolio, IPDLAF+ Class	133,576.55	27,525.26
Illinois Trust CD Program	1,139,000.00	1,244,000.00
Total	\$1,272,576.55	\$1,271,525.26
Asset Allocation		





Investment Holdings

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

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
Illinois Trust CD Program							
06/13/16	06/13/16	CD - Industrial & Commercial Bank Of China Usa, NY	02/15/17	0.90	100,000.00	574.52	100,609.04
03/31/16	03/31/16	CD - Cit Bank, N.A. (Fka Onewest Bank, N.A.), CA	03/31/17	1.16	105,000.00	1,024.45	106,218.00
05/18/16	05/18/16	CD - Bank Of The West, CA	05/18/17	1.00	100,000.00	709.59	101,000.00
08/24/16	08/24/16	CD - Franklin Synergy Bank, TN	08/24/17	1.10	219,000.00	1,062.60	221,409.00
10/12/16	10/12/16	CD - Bank Of The Ozarks, AR	10/12/17	1.00	105,000.00	322.19	106,050.00
06/28/16	06/28/16	CD - First National Bank Of Mcgregor (The), TX	12/26/17	1.25	100,000.00	746.57	101,869.86
12/22/16	12/22/16	CD - Prudential Savings Bank, PA	06/20/18	1.40	210,000.00	330.25	214,389.86
09/14/16	09/14/16	CD - Fieldpoint Private Bank & Trust, CT	09/14/18	1.20	200,000.00	920.55	204,800.00
Total					\$1,139,000.00	\$5,690.72	\$1,156,345.76



Account Statement

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

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
Illinois Portfolio, IPDLAF+ Class					
Opening Balance					27,525.26
01/03/17	01/03/17	IA_FEE CD GROUPED FEE TRANSACTION FOR: 12-30-2016	1.00	(135.25)	27,390.01
01/18/17	01/18/17	Purchase - Fixed Rate Maturity	1.00	106,155.00	133,545.01
01/18/17	01/18/17	IA_FEE CD GROUPED FEE TRANSACTION FOR: 1-18-2017	1.00	(7.77)	133,537.24
01/31/17	02/01/17	Accrual Income Div Reinvestment - Distributions	1.00	39.31	133,576.55
Closing Balance					133,576.55

	Month of January	Fiscal YTD July-January		
Opening Balance	27,525.26	21,452.24	Closing Balance	133,576.55
Purchases	106,194.31	847,203.33	Average Monthly Balance	75,337.46
Redemptions (Excl. Checks)	(143.02)	(735,079.02)	Monthly Distribution Yield	0.58%
Check Disbursements	0.00	0.00		
Closing Balance	133,576.55	133,576.55		
Cash Dividends and Income	39.31	81.24		

Trade Date	Settlement Date	Transaction Description	Maturity Date	Rate	Dollar Amount of Transaction
Illinois Trust CD Program					
01/18/17	01/18/17	MATURED - CD - Affiliated Bank, TX Original Quantity 105,000.00	01/18/17	1.1000	(106,155.00)



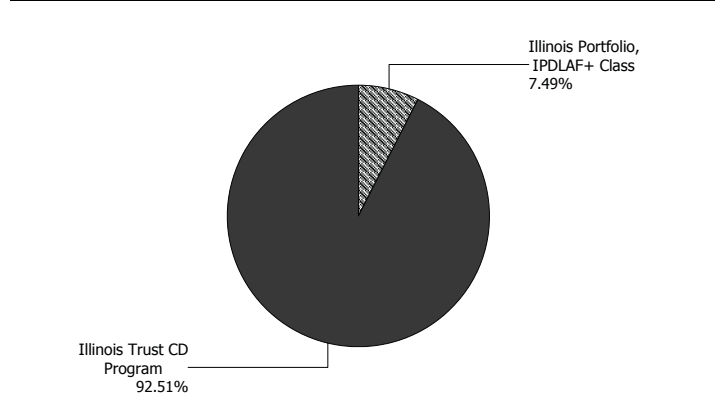
Account Statement - Transaction Summary

For the Month Ending **February 28, 2017**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	133,576.55
Purchases	100,665.40
Redemptions	(150,155.54)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$84,086.41
Cash Dividends and Income	56.36
Illinois Trust CD Program	
Opening Market Value	1,139,000.00
Purchases	0.00
Redemptions	(100,000.00)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$1,039,000.00
Cash Dividends and Income	609.04

Asset Summary		
	February 28, 2017	January 31, 2017
Illinois Portfolio, IPDLAF+ Class	84,086.41	133,576.55
Illinois Trust CD Program	1,039,000.00	1,139,000.00
Total	\$1,123,086.41	\$1,272,576.55





Investment Holdings

For the Month Ending **February 28, 2017**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
Illinois Trust CD Program							
03/31/16	03/31/16	CD - Cit Bank, N.A. (Fka Onewest Bank, N.A.), CA	03/31/17	1.16	105,000.00	1,117.89	106,218.00
05/18/16	05/18/16	CD - Bank Of The West, CA	05/18/17	1.00	100,000.00	786.30	101,000.00
08/24/16	08/24/16	CD - Franklin Synergy Bank, TN	08/24/17	1.10	219,000.00	1,247.40	221,409.00
10/12/16	10/12/16	CD - Bank Of The Ozarks, AR	10/12/17	1.00	105,000.00	402.74	106,050.00
06/28/16	06/28/16	CD - First National Bank Of Mcgregor (The), TX	12/26/17	1.25	100,000.00	842.46	101,869.86
12/22/16	12/22/16	CD - Prudential Savings Bank, PA	06/20/18	1.40	210,000.00	555.78	214,389.86
09/14/16	09/14/16	CD - Fieldpoint Private Bank & Trust, CT	09/14/18	1.20	200,000.00	1,104.66	204,800.00
Total					\$1,039,000.00	\$6,057.23	\$1,055,736.72



Account Statement

For the Month Ending **February 28, 2017**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
Illinois Portfolio, IPDLAF+ Class					
Opening Balance					133,576.55
02/01/17	02/01/17	IA_FEE CD GROUPED FEE TRANSACTION FOR: 1-31-2017	1.00	(149.78)	133,426.77
02/15/17	02/15/17	Purchase - Fixed Rate Maturity	1.00	100,609.04	234,035.81
02/15/17	02/15/17	IA_FEE CD GROUPED FEE TRANSACTION FOR: 2-15-2017	1.00	(5.76)	234,030.05
02/16/17	02/16/17	Transfer to 441081	1.00	(150,000.00)	84,030.05
02/28/17	03/01/17	Accrual Income Div Reinvestment - Distributions	1.00	56.36	84,086.41

Closing Balance **84,086.41**

	Month of February	Fiscal YTD July-February		
Opening Balance	133,576.55	21,452.24	Closing Balance	84,086.41
Purchases	100,665.40	947,868.73	Average Monthly Balance	114,087.57
Redemptions (Excl. Checks)	(150,155.54)	(885,234.56)	Monthly Distribution Yield	0.64%
Check Disbursements	0.00	0.00		
Closing Balance	84,086.41	84,086.41		
Cash Dividends and Income	56.36	137.60		

Trade Date	Settlement Date	Transaction Description	Maturity Date	Rate	Dollar Amount of Transaction
Illinois Trust CD Program					
02/15/17	02/15/17	MATURED - CD - Industrial & Commercial Bank Of China Usa, NY Original Quantity 100,000.00	02/15/17	0.9000	(100,609.04)



NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW JANUARY 31, 2017

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>			
PETTY CASH	\$ 500	\$ 150	\$ 650
IMPREST/DONORSHARE (Harris Bank)	14,312	476	14,788
MMKT/BAC (Harris Bank)	2,079,264	255,328	2,334,592
PAYROLL (Harris Bank)	148,391		148,391
IPDLAF	201,134		201,134
TOTAL	2,443,601	255,954	2,699,555
<u>RESERVES: INVESTMENTS</u>			
BF EDWARDS		1,220,445	1,220,445
PFM Asset Management	1,272,577		1,272,577
TOTAL	1,272,577	1,220,445	2,493,022
<u>RESERVES:</u>			
<u>OPERATING</u>			
<u>CAPITAL</u>			
MAX SAFE 1 (Village Bank & Trust)	1,269,133		1,269,133
MAX SAFE 2 (Village Bank & Trust)	91,831		91,831
SMALL BUS (Village Bank & Trust)	100		100
TOTAL	1,361,065		1,361,065
<u>TOTAL CASH & RESERVES</u>			
January 31, 2017	\$ 5,077,242	\$ 1,476,400	\$ 6,553,643
 <u>TOTAL CASH & RESERVES</u>			
January 31, 2016			
CASH	\$ 2,322,946	\$ 129,423	\$ 2,452,369
RESERVES - OPER	1,160,035		1,160,035
RESERVES - CAP	140,510		140,510
RESERVES - INVEST	1,000,525	1,243,859	2,244,384
	\$ 4,624,016	\$ 1,373,282	\$ 5,997,298

NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW FEBRUARY 28, 2017

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	IMPREST/DONORSHARE (Harris Bank)	17,696	476	18,173
	MMKT/BAC (Harris Bank)	1,683,166	267,596	1,950,761
	PAYROLL (Harris Bank)	241,032		241,032
	IPDLAF	301,657		301,657
	TOTAL	<u>2,244,050</u>	<u>268,222</u>	<u>2,512,272</u>
<u>RESERVES: INVESTMENTS</u>				
	BF EDWARDS		1,241,198	1,241,198
	PFM Asset Management	1,123,086		1,123,086
	TOTAL	<u>1,123,086</u>	<u>1,241,198</u>	<u>2,364,284</u>
<u>RESERVES:</u>				
	<u>OPERATING</u>			
	<u>CAPITAL</u>			
	MAX SAFE 1 (Village Bank & Trust)	1,269,231		1,269,231
	MAX SAFE 2 (Village Bank & Trust)	91,832		91,832
	SMALL BUS (Village Bank & Trust)	100		100
	TOTAL	<u>1,361,163</u>		<u>1,361,163</u>
<u>TOTAL CASH & RESERVES</u>				
	February 28, 2017	<u>\$ 4,728,300</u>	<u>\$ 1,509,420</u>	<u>\$ 6,237,720</u>
<u>TOTAL CASH & RESERVES</u>				
	February 28, 2016			
	CASH	\$ 2,467,500	\$ 144,522	\$ 2,612,022
	RESERVES - OPER	1,000,604		1,000,604
	RESERVES - CAP	140,511		140,511
	RESERVES - INVEST	1,159,908	1,240,830	2,400,738
	TOTAL	<u>\$ 4,768,523</u>	<u>\$ 1,385,352</u>	<u>\$ 6,153,875</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION
 BUDGET VS ACTUAL and CASH BALANCE

JANUARY 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	151,672	(223,804)	526,312	751,641	225,329
February	43,171		(43,171)	371,910		(371,910)	(328,739)	0	328,739
March	534,362		(534,362)	564,303		(564,303)	(29,941)	0	29,941
April	63,585		(63,585)	433,835		(433,835)	(370,250)	0	370,250
May	1,131,512		(1,131,512)	435,071		(435,071)	696,441	0	(696,441)
June	63,660		(63,660)	469,581		(469,581)	(405,921)	0	405,921
July	922,202		(922,202)	494,027		(494,027)	428,176	0	(428,176)
August	63,610		(63,610)	421,835		(421,835)	(358,225)	0	358,225
September	304,825		(304,825)	542,352		(542,352)	(237,527)	0	237,527
October	138,938		(138,938)	412,160		(412,160)	(273,223)	0	273,223
November	1,019,431		(1,019,431)	369,127		(369,127)	650,304	0	(650,304)
December	136,338		(136,338)	425,606		(425,606)	(289,268)	0	289,268
TOTAL YTD	901,789	903,314	1,525	375,477	151,672	(223,804)	526,312	751,641	225,329

(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	4,759,762	751,641	(345,398)	(93,278)	822 a.	5,073,549
February	5,073,549	0			a.	5,073,549
March	5,073,549	0			a.	5,073,549
April	5,073,549	0			a.	5,073,549
May	5,073,549	0			a.	5,073,549
June	5,073,549	0			a.	5,073,549
July	5,073,549	0			a.	5,073,549
August	5,073,549	0			a.	5,073,549
September	5,073,549	0			a.	5,073,549
October	5,073,549	0			a.	5,073,549
November	5,073,549	0			a.	5,073,549
December	5,073,549	0			a.	5,073,549

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

Amended

NORTHWEST SPECIAL RECREATION ASSOCIATION

BUDGET VS ACTUAL and CASH BALANCE

FEBRUARY 28, 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	151,672	(223,804)	526,312	751,641	225,329
February	43,171	65,863	22,692	371,910	278,104	(93,807)	(328,739)	(212,241)	116,499
March	534,362		(534,362)	564,303		(564,303)	(29,941)	0	29,941
April	63,585		(63,585)	433,835		(433,835)	(370,250)	0	370,250
May	1,131,512		(1,131,512)	435,071		(435,071)	696,441	0	(696,441)
June	63,660		(63,660)	469,581		(469,581)	(405,921)	0	405,921
July	922,202		(922,202)	494,027		(494,027)	428,176	0	(428,176)
August	63,610		(63,610)	421,835		(421,835)	(358,225)	0	358,225
September	304,825		(304,825)	542,352		(542,352)	(237,527)	0	237,527
October	138,938		(138,938)	412,160		(412,160)	(273,223)	0	273,223
November	1,019,431		(1,019,431)	369,127		(369,127)	650,304	0	(650,304)
December	136,338		(136,338)	425,606		(425,606)	(289,268)	0	289,268
TOTAL YTD	944,960	969,177	24,217	747,387	429,776	(317,611)	197,573	539,401	341,828

(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	4,759,762	751,641	(345,398)	(93,278)	822 a.	5,073,549
February	5,073,549	(212,241)	0	3,862	(140,725) a.	4,724,445
March	4,724,445	0			a.	4,724,445
April	4,724,445	0			a.	4,724,445
May	4,724,445	0			a.	4,724,445
June	4,724,445	0			a.	4,724,445
July	4,724,445	0			a.	4,724,445
August	4,724,445	0			a.	4,724,445
September	4,724,445	0			a.	4,724,445
October	4,724,445	0			a.	4,724,445
November	4,724,445	0			a.	4,724,445
December	4,724,445	0			a.	4,724,445

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

ONE MONTH ENDING JANUARY 31, 2017

	2017			2016 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<u>REVENUE</u>				
GRANTS	0	42	(42)	833
RESTRICTED FUNDRAISING	0	0	0	0
RESTRICTED DONATIONS	1,293	1,167	126	614
UNRESTRICTED FUNDRAISING	34,238	13,750	20,488	33,270
UNRESTRICTED DONATIONS	5,767	5,000	767	5,674
INVESTMENT TRANSFER	150,000	150,000	0	0
TOTAL REVENUE	191,297	169,958	21,339	40,391
<u>EXPENDITURES</u>				
ADMINISTRATION	7,178	7,040	139	3,346
RESTRICTED FUNDRAISING	0	0	0	0
UNRESTRICTED FUNDRAISING	903	4,192	(3,288)	4,297
GRANTS GIVEN	0	0	0	0
TOTAL EXPENSES	8,082	11,231	(3,150)	7,643
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	183,216	158,727	24,489	32,748
<u>INVESTMENT INCOME (LOSS)</u>	23,358	9	23,349	(37,335)
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	\$ 206,574	\$ 158,736	\$ 47,838	\$ (4,587)

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

Amended

SPECIAL LEISURE SERVICES FOUNDATION
 BUDGET VS ACTUAL - SUMMARY BY TYPE
 TWO MONTHS ENDING FEBRUARY 28, 2017

	2017			2016 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<u>REVENUE</u>				
GRANTS	2,316	6,902	(4,586)	1,667
RESTRICTED FUNDRAISING	1,150	1,375	(225)	1,014
RESTRICTED DONATIONS	1,293	1,167	126	0
UNRESTRICTED FUNDRAISING	65,979	54,070	11,909	66,792
UNRESTRICTED DONATIONS	7,245	5,000	2,245	5,999
INVESTMENT TRANSFER	150,000	200,000	(50,000)	0
TOTAL REVENUE	227,983	268,513	(40,531)	75,472
<u>EXPENDITURES</u>				
ADMINISTRATION	10,833	7,740	3,093	5,173
RESTRICTED FUNDRAISING	0	0	0	0
UNRESTRICTED FUNDRAISING	22,865	18,507	4,358	20,768
GRANTS GIVEN	0	0	0	0
TOTAL EXPENSES	33,698	26,247	7,451	25,941
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	194,285	242,266	(47,981)	49,531
<u>INVESTMENT INCOME (LOSS)</u>	44,121	18	44,103	(40,353)
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	\$ 238,406	\$ 242,285	\$ (3,879)	\$ 9,178

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

JANUARY 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	214,656	44,688	11,231	8,082	(3,150)	158,736	206,574	47,838
February	98,564		(98,564)	15,015		(15,015)	83,549	0	(83,549)
March	36,528		(36,528)	102,393		(102,393)	(65,865)	0	65,865
April	16,678		(16,678)	2,793		(2,793)	13,885	0	(13,885)
May	32,778		(32,778)	107,717		(107,717)	(74,939)	0	74,939
June	30,200		(30,200)	100,460		(100,460)	(70,261)	0	70,261
July	18,678		(18,678)	5,901		(5,901)	12,777	0	(12,777)
August	36,408		(36,408)	1,450		(1,450)	34,958	0	(34,958)
September	124,658		(124,658)	117,048		(117,048)	7,610	0	(7,610)
October	36,350		(36,350)	118,657		(118,657)	(82,308)	0	82,308
November	72,660		(72,660)	17,117		(17,117)	55,542	0	(55,542)
December	32,211		(32,211)	105,366		(105,366)	(73,156)	0	73,156
TOTAL YTD	169,967	214,656	44,688	11,231	8,082	(3,150)	158,736	206,574	47,838

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,431,079	206,574	(15,500)		(150,050)	1,472,103
February	1,472,103					1,472,103
March	1,472,103					1,472,103
April	1,472,103					1,472,103
May	1,472,103					1,472,103
June	1,472,103					1,472,103
July	1,472,103					1,472,103
August	1,472,103					1,472,103
September	1,472,103					1,472,103
October	1,472,103					1,472,103
November	1,472,103					1,472,103
December	1,472,103					1,472,103

Amended

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

FEBRUARY 28, 2017

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	169,967	214,656	44,688	11,231	8,082	(3,150)	158,736	206,574	47,838
February	98,564	57,448	(41,116)	15,015	25,616	10,601	83,549	31,832	(51,717)
March	36,528		(36,528)	102,393		(102,393)	(65,865)	0	65,865
April	16,678		(16,678)	2,793		(2,793)	13,885	0	(13,885)
May	32,778		(32,778)	107,717		(107,717)	(74,939)	0	74,939
June	30,200		(30,200)	100,460		(100,460)	(70,261)	0	70,261
July	18,678		(18,678)	5,901		(5,901)	12,777	0	(12,777)
August	36,408		(36,408)	1,450		(1,450)	34,958	0	(34,958)
September	124,658		(124,658)	117,048		(117,048)	7,610	0	(7,610)
October	36,350		(36,350)	118,657		(118,657)	(82,308)	0	82,308
November	72,660		(72,660)	17,117		(17,117)	55,542	0	(55,542)
December	32,211		(32,211)	105,366		(105,366)	(73,156)	0	73,156
TOTAL YTD	268,531	272,104	3,572	26,247	33,698	7,451	242,285	238,406	(3,879)

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,431,079	206,574	(15,500)	0	(150,050)	1,472,103
February	1,472,103	31,832	0	0	(62)	1,503,873
March	1,503,873	0				1,503,873
April	1,503,873	0				1,503,873
May	1,503,873	0				1,503,873
June	1,503,873	0				1,503,873
July	1,503,873	0				1,503,873
August	1,503,873	0				1,503,873
September	1,503,873	0				1,503,873
October	1,503,873	0				1,503,873
November	1,503,873	0				1,503,873
December	1,503,873	0				1,503,873

Northwest Special Recreation Association
Balance Sheet
As of January 31, 2017

	Jan 31, 17
ASSETS	
Current Assets	
Checking/Savings	
10200 · Imprest (Harris Bank)	14,311.96
10300 · Petty Cash	500.00
10700 · IPDLAF+	201,133.54
10800 · Payroll Checking (Harris Bank)	148,391.20
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,139,000.00
11200 · PFM Investments Hold Account - Other	133,576.55
Total 11200 · PFM Investments Hold Account	1,272,576.55
11600 · Money Market (Harris Bank)	2,079,264.03
11650 · MAX SAFE 1 (Village Bank&Trust)	1,269,133.32
11660 · MAX SAFE 2 (Village Bank&Trust)	91,831.45
11700 · Small Bus. (Village Bank&Trust)	100.00
11800 · Credit Card - American Express	294.00
11810 · Credit Card - Discover	106.50
11820 · Credit Card - MasterCard	-1,186.50
11830 · Credit Card - Visa	-2,827.01
11840 · MC/VISA On-Line	-80.00
Total Checking/Savings	5,073,549.04
Accounts Receivable	
12000 · Accounts Receivable	12,829.03
Total Accounts Receivable	12,829.03
Other Current Assets	
12200 · PREPAID EXPENSES	14,815.69
Total Other Current Assets	14,815.69
Total Current Assets	5,101,193.76
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	166,583.00
13110 · Accum.Depre- Equipment	-21,058.24
13200 · Transportation Equipment	1,075,922.60
13210 · Accum.Depre.	-1,155,054.28
Total Fixed Assets	1,479,767.08
TOTAL ASSETS	6,580,960.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21300 · Accounts Payable Monthly	31,055.24
21600 · Security Deposits	2,200.00
22100 · FSA WH/PYMTS	7,244.10
23000 · Deferred Revenue	45,807.05
Total Other Current Liabilities	86,306.39
Total Current Liabilities	86,306.39
Long Term Liabilities	
22500 · ACCRUED VACATION	98,063.17
Total Long Term Liabilities	98,063.17
Total Liabilities	184,369.56
Equity	
29500 · Retained Earnings	4,152,480.87
29550 · INVESTMENT IN CAPITAL ASSETS	1,492,469.00
Net Income	751,641.41
Total Equity	6,396,591.28
TOTAL LIABILITIES & EQUITY	6,580,960.84

Northwest Special Recreation Association
Balance Sheet
As of February 28, 2017

	Feb 28, 17
ASSETS	
Current Assets	
Checking/Savings	
10200 · Imprest (Harris Bank)	17,696.33
10300 · Petty Cash	500.00
10700 · IPDLAF+	301,656.55
10800 · Payroll Checking (Harris Bank)	241,031.79
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,039,000.00
11200 · PFM Investments Hold Account - Other	84,086.41
Total 11200 · PFM Investments Hold Account	1,123,086.41
11600 · Money Market (Harris Bank)	1,683,165.79
11650 · MAX SAFE 1 (Village Bank&Trust)	1,269,230.68
11660 · MAX SAFE 2 (Village Bank&Trust)	91,832.15
11700 · Small Bus. (Village Bank&Trust)	100.00
11800 · Credit Card - American Express	323.50
11810 · Credit Card - Discover	81.50
11820 · Credit Card - MasterCard	-1,306.50
11830 · Credit Card - Visa	-2,873.01
11840 · MC/VISA On-Line	-80.00
Total Checking/Savings	4,724,445.19
Accounts Receivable	
12000 · Accounts Receivable	12,627.53
Total Accounts Receivable	12,627.53
Other Current Assets	
12200 · PREPAID EXPENSES	10,953.45
12300 · Prepaid Lease	141,164.46
Total Other Current Assets	152,117.91
Total Current Assets	4,889,190.63
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	166,583.00
13110 · Accum.Depre- Equipment	-21,058.24
13200 · Transportation Equipment	1,075,922.60
13210 · Accum.Depre.	-1,155,054.28
Total Fixed Assets	1,479,767.08
TOTAL ASSETS	6,368,957.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21300 · Accounts Payable Monthly	31,055.24
21600 · Security Deposits	2,250.00
21700 · Unclaimed Payroll Earnings	25.58
22100 · FSA WH/PYMTS	7,406.11
23000 · Deferred Revenue	45,807.05
Total Other Current Liabilities	86,543.98
Total Current Liabilities	86,543.98
Long Term Liabilities	
22500 · ACCRUED VACATION	98,063.17
Total Long Term Liabilities	98,063.17
Total Liabilities	184,607.15

Northwest Special Recreation Association
Balance Sheet
As of February 28, 2017

	<u>Feb 28, 17</u>
Equity	
29500 - Retained Earnings	4,152,048.87
29550 - INVESTMENT IN CAPITAL ASSETS	1,492,469.00
Net Income	539,832.69
Total Equity	<u>6,184,350.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,368,957.71</u></u>

Special Leisure Services Foundation
Balance Sheet
 As of January 31, 2017

	Jan 31, 17
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10200 · BAC Account (Harris Bank)	255,328.12
10600 · DonorShare (Harris Bank)	476.37
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	117,118.04
11300 · BENJAMIN EDWARDS - Other	1,103,327.22
Total 11300 · BENJAMIN EDWARDS	1,220,445.26
11810 · Credit Card - Discover	400.00
11820 · Credit Card - MasterCard	786.00
11830 · Credit Card - Visa	-5,482.73
Total Checking/Savings	1,472,103.02
Other Current Assets	
12300 · ACCOUNTS RECEIVABLE-OTHER	50.00
Total Other Current Assets	50.00
Total Current Assets	1,472,153.02
Other Assets	
12500 · PREPAID EXPENSES	1,499.97
Total Other Assets	1,499.97
TOTAL ASSETS	1,473,652.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 · Accounts Payable	-150,000.00
Total Accounts Payable	-150,000.00
Total Current Liabilities	-150,000.00
Total Liabilities	-150,000.00
Equity	
29000 · Retained Earnings	1,399,595.95
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	206,573.99
Total Equity	1,623,652.99
TOTAL LIABILITIES & EQUITY	1,473,652.99

Special Leisure Services Foundation
Balance Sheet
 As of February 28, 2017

	Feb 28, 17
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10200 · BAC Account (Harris Bank)	267,595.62
10600 · DonorShare (Harris Bank)	476.37
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	117,118.04
11300 · BENJAMIN EDWARDS - Other	1,124,079.93
Total 11300 · BENJAMIN EDWARDS	1,241,197.97
11820 · Credit Card - MasterCard	86.00
11830 · Credit Card - Visa	-5,632.93
Total Checking/Savings	1,503,873.03
Other Current Assets	
12300 · ACCOUNTS RECEIVABLE-OTHER	112.00
Total Other Current Assets	112.00
Total Current Assets	1,503,985.03
Other Assets	
12500 · PREPAID EXPENSES	1,499.97
Total Other Assets	1,499.97
TOTAL ASSETS	1,505,485.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 · Accounts Payable	-150,000.00
Total Accounts Payable	-150,000.00
Total Current Liabilities	-150,000.00
Total Liabilities	-150,000.00
Equity	
29000 · Retained Earnings	1,399,595.95
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	238,406.00
Total Equity	1,655,485.00
TOTAL LIABILITIES & EQUITY	1,505,485.00



BENJAMIN F. EDWARDS & CO.

INVESTMENTS for GENERATIONS

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

* 0113723 02 AV 0.370 02 TR 00454 X107PD11 000000

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



January 1, 2017 - January 31, 2017

Account Number: ~~XXXXXXXXXX~~

Your Financial Consultant:

HANSON / FISHER / VANDERLUGT
(630) 871-2673

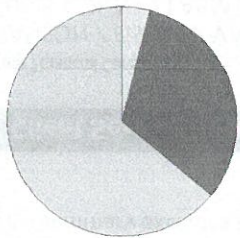
Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,197,097.58	\$1,197,097.58
Dividends, Interest and Other Income	1,228.92	1,228.92
Net Change in Portfolio	22,118.76	22,118.76
ENDING ACCOUNT VALUE	\$1,220,445.26	\$1,220,445.26
Estimated Annual Income	\$16,861.03	

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
4%	Cash, Money Funds, and Bank Deposits
32%	Fixed Income
64%	Mutual Funds
100%	Account Total (Pie Chart)

Please review your allocation periodically with your Financial Consultant.

	Prior Year-End	Last Period	This Period
Cash, Money Funds, and Bank Deposits	49,732.24	49,732.24	50,961.16
Fixed Income	391,337.10	391,337.10	391,301.40
Mutual Funds	756,028.24	756,028.24	778,182.70
Account Total	\$1,197,097.58	\$1,197,097.58	\$1,220,445.26





BENJAMIN F. EDWARDS & CO.

INVESTMENTS for GENERATIONS

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

* 0209201 02 AV 0.370 02 TR 00847 X106PD15 000000

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



February 1, 2017 - February 28, 2017

Account Number ~~XXXXXXXXXX~~

Your Financial Consultant:

HANSON / FISHER / VANDERLUGT
(630) 871-2673

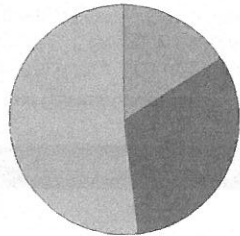
Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,220,445.26	\$1,197,097.58
Dividends, Interest and Other Income	433.68	1,662.60
Net Change in Portfolio	20,319.03	42,437.79
ENDING ACCOUNT VALUE	\$1,241,197.97	\$1,241,197.97
Estimated Annual Income	\$15,028.81	

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
16%	Cash, Money Funds, and Bank Deposits	49,732.24	50,961.16	201,381.84
32%	Fixed Income	391,337.10	391,301.40	391,585.60
52%	Mutual Funds	756,028.24	778,182.70	648,230.53
100%	Account Total (Pie Chart)	\$1,197,097.58	\$1,220,445.26	\$1,241,197.97

Please review your allocation periodically with your Financial Consultant.

Additional Information

Description	This Period	Year-to-Date
Securities Bought and Sold	\$149,987.00	\$149,987.00



**Warrant #2
Summary
February 28, 2017**

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

Total for IPDLAF Accounts Payable	203,898.40
Total IPDLAF Electronic Accounts Payable (PCARDS, IMRF,ADP)	95,689.31
Total IMPREST Accounts Payable	3,186.09
	302,773.80

Motion to approve Warrant #2 dated February 28, 2017 totaling

\$302,773.80

Northwest Special Recreation Association
IPDLAF Accounts Payable
Warrant #2
February 28, 2017

Num	Name	Memo	Account	Amount
21606	Robbins Schwartz	Invoice 272348 HAK Invoice 272348 HAK	10700 - IPDLAF+ 421002 - Legal Fees	-1,135.00 1,135.00 <u>1,135.00</u>
21607	All Ways Catering & Deli	Invoice 8487 Invoice 8487	10700 - IPDLAF+ 421406 - Professional Meetings	-128.75 128.75 <u>128.75</u>
21608	River Trails Park District	Invoice 005 Invoice 005	10700 - IPDLAF+ 450011 - River Trails	-236.26 236.26 <u>236.26</u>
21609	Converged Digital Networks LLC	Invoice 83167 Invoice 83167	10700 - IPDLAF+ 421304 - Office Phones	-67.50 67.50 <u>67.50</u>
21610	NSSEO	Invoice 1615 Invoice 1615	10700 - IPDLAF+ 422105 - Summer Day Camp	-3,200.00 3,200.00 <u>3,200.00</u>
21611	Rolling Meadows Kiwanis Club	VOID: 2016/2017 Membership	10700 - IPDLAF+	0.00 0.00
21612	Nicor Gas	Svc 12/29/16 - 1/27/17 Acct 92-52-44-0000 6 Acct 82-52-44-0000 7	10700 - IPDLAF+ 421703 - Gas 421703 - Gas	-456.47 212.13 244.34 <u>456.47</u>
21613	School District 54	Invoice OM26881 & OM26882 Invoice OM26881 Invoice OM26882	10700 - IPDLAF+ 422106 - Weekly Programs 422106 - Weekly Programs	-432.00 216.00 216.00 <u>432.00</u>
21614	Spectrio, LLC	Invoice 719662 Invoice 719662	10700 - IPDLAF+ 421905 - Miscellaneous Software	-110.25 110.25 <u>110.25</u>
21615	NCPERS Group Life Insurance	Inv 54360217 Inv 54360217	10700 - IPDLAF+ 421603 - Premium	-16.00 16.00 <u>16.00</u>
21616	Rolling Meadows Park District	Inv 134Feb-Apr 2017 Inv 134Feb-Apr 2017 Inv 134Feb-Apr 2017	10700 - IPDLAF+ 421707 - Miscellaneous 12200 - PREPAID EXPENSES	-88.50 29.50 59.00 <u>88.50</u>
21617	Park Central Condo Assn.	Invoice 502 Invoice 502	10700 - IPDLAF+ 421801 - Condo Association Fee	-1,065.00 1,065.00 <u>1,065.00</u>
21618	Rolling Meadows Park District	Invoice 17-502 Invoice 17-502	10700 - IPDLAF+ 421701 - Condo Maintenance	-960.00 960.00 <u>960.00</u>
21619	School District 54	Invoice OM27134 & OM27135 Invoice OM27134 Invoice OM27135	10700 - IPDLAF+ 422106 - Weekly Programs 422106 - Weekly Programs	-432.00 216.00 216.00 <u>432.00</u>
21620	PDRMA	Invoice 0117132H Invoice 0117132H	10700 - IPDLAF+ 421603 - Premium	-45,106.63 45,106.63 <u>45,106.63</u>

Northwest Special Recreation Association
IPDLAF Accounts Payable
Warrant #2
February 28, 2017

Num	Name	Memo	Account	Amount
21621	WEX Bank	Invoice 48664238 Invoice 48664238	10700 · IPDLAF+ 422801 · Gas	-1,727.93 1,727.93 <u>1,727.93</u>
21622	Rolling Meadows Park District	Invoice 134024 Invoice 134024	10700 · IPDLAF+ 421707 · Miscellaneous	-20.00 20.00 <u>20.00</u>
21623	Hudson Energy Services, LLC	Invoice 1702000270-Svc 12/30/16-2/1/17 Invoice 1702000270-Svc 12/30/16-2/1/17	10700 · IPDLAF+ 421704 · Hudson Energy	-374.72 374.72 <u>374.72</u>
21624	ComEd	Acct 4629682000 12/30/16-2/1/17 Acct 4629682000 12/30/16-2/1/17	10700 · IPDLAF+ 421702 · Electric	-380.84 380.84 <u>380.84</u>
21625	Bill's Auto & Truck Repair	Invoices 85582-85896 Invoices 85582-85896	10700 · IPDLAF+ 422704 · Regular / Repair Service	-1,979.81 1,979.81 <u>1,979.81</u>
21626	Bill's Auto & Truck Repair	Invoices 86209-86315 Invoices 86209-86315 Invoice 86251	10700 · IPDLAF+ 422704 · Regular / Repair Service 422704 · Regular / Repair Service	-1,026.05 630.19 395.86 <u>1,026.05</u>
21627	Buffalo Grove Park District	Invoice 2553 Invoice 2553	10700 · IPDLAF+ 450003 · Buffalo Grove	-547.13 547.13 <u>547.13</u>
21628	Illinois State Toll Highway Authority	Invoice G121000000458 Invoice G121000000458	10700 · IPDLAF+ 422802 · Tolls	-1,083.00 1,083.00 <u>1,083.00</u>
21629	Alexian Brothers Corporate Health Service	Invoice 618474 Invoice 618474	10700 · IPDLAF+ 441002 · Drug Tests / Physicals	-170.00 170.00 <u>170.00</u>
21630	Creekside Printing	Invoice 02061701 Invoice 02061701	10700 · IPDLAF+ 422903 · Day Camp Brochure	-485.00 485.00 <u>485.00</u>
21631	Rolling Meadows Park District	RMCC 3 yr Rental Agreement RMCC 3 yr Rental Agreement	10700 · IPDLAF+ 12300 · Prepaid Lease	-141,164.46 141,164.46 <u>141,164.46</u>
21632	Paddock Publications Inc.	Invoice T4463786 Invoice T4463786	10700 · IPDLAF+ 423103 · Legal Notices	-62.10 62.10 <u>62.10</u>
21633	Hanover Park Park District	Rent - March 2017 Rent - March 2017	10700 · IPDLAF+ 421803 · HPPD Rental Space	-1,443.00 1,443.00 <u>1,443.00</u>
Total for Warrant #2 IPDLAF Accounts Payable				203,898.40

Northwest Special Recreation Association
IMPREST Accounts Payable
Warrant #2
February 28, 2017

Num	Name	Memo	Account	Amount
22430	South Barrington Park District	Inclusion Aide 10/5 - 12/27/2016 Inclusion Aide 10/5 - 12/27/2016	10200 - Imprest (Harris Bank) 450015 - South Barrington	-440.00 440.00 <u>440.00</u>
22431	Victoria Trebels	Staff Reimb 1/13/17 Staff Reimb 1/13/17	10200 - Imprest (Harris Bank) 422201 - Clubs	-60.00 60.00 <u>60.00</u>
22432	FVSRA	ITRS Jr BB Tournament ITRS Jr BB Tournament	10200 - Imprest (Harris Bank) 422106 - Weekly Programs	-80.00 80.00 <u>80.00</u>
22433	Steve Brandt	DJ - 503 VD Dance DJ - 503 VD Dance	10200 - Imprest (Harris Bank) 422201 - Clubs	-150.00 150.00 <u>150.00</u>
22434	LWSRA	ITRS 7536 ITRS 7536	10200 - Imprest (Harris Bank) 422106 - Weekly Programs	-80.00 80.00 <u>80.00</u>
22435	WSRA	ITRS B BB Tournament ITRS B BB Tournament	10200 - Imprest (Harris Bank) 422106 - Weekly Programs	-160.00 160.00 <u>160.00</u>
22436	WDSRA	ITRS 7536 & 7340 ITRS 7536 & 7340	10200 - Imprest (Harris Bank) 422106 - Weekly Programs	-300.00 300.00 <u>300.00</u>
22437	NISRA	ITRS 7534 ITRS 7534	10200 - Imprest (Harris Bank) 422106 - Weekly Programs	-80.00 80.00 <u>80.00</u>
22438	Sheri Fritsche	Refund Bal #8655 W2017 Refund Bal #8655 W2017	10200 - Imprest (Harris Bank) 11600 - Money Market (Harris Bank)	-50.00 50.00 <u>50.00</u>
22439	Manny Aguilar	Mileage Mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-57.78 57.78 <u>57.78</u>
22440	Breitlow, Trisha D.	Mileage Mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-46.01 46.01 <u>46.01</u>
22441	Mary Lou D'Astice	mileage mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-11.24 11.24 <u>11.24</u>
22442	Nicole Estrada	Mileage Mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-29.43 29.43 <u>29.43</u>
22443	Tori Gonzalez	Mileage Mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-54.04 54.04 <u>54.04</u>
22444	Andrea Griffin	mileage mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-35.31 35.31 <u>35.31</u>
22445	Horton, Jenna	Mileage Mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-44.94 44.94 <u>44.94</u>

Northwest Special Recreation Association
IMPREST Accounts Payable
Warrant #2
February 28, 2017

Num	Name	Memo	Account	Amount
22446	Mackenzie Irelan	mileage mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-27.82 27.82 <hr/> 27.82
22447	Lauren Jevaney	mileage mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-37.99 37.99 <hr/> 37.99
22448	Summer Krones	Mileage Mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-62.60 62.60 <hr/> 62.60
22449	Miles, Renee C.	mileage mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-41.73 41.73 <hr/> 41.73
22450	Trisha Palmieri	mileage mileage Dec 2016 mileage Jan 2017	10200 · Imprest (Harris Bank) 422601 · Staff Mileage 422601 · Staff Mileage	-62.86 22.20 40.66 <hr/> 62.86
22451	Katrina Place	mileage mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-49.76 49.76 <hr/> 49.76
22452	Megan Quandt	mileage mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-35.31 35.31 <hr/> 35.31
22453	Michael Rusin	Mileage Mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-53.50 53.50 <hr/> 53.50
22454	Jodi Schultz	Mileage Mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-23.54 23.54 <hr/> 23.54
22455	Snyder, Joann	Mileage Mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-44.41 44.41 <hr/> 44.41
22456	Catherine Splett	mileage Mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-10.91 10.91 <hr/> 10.91
22457	Erica Stanko	Mileage Mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-50.29 50.29 <hr/> 50.29
22458	Elizabeth Thomas	mileage mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-46.01 46.01 <hr/> 46.01
22459	Victoria Trebels	Mileage Mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-86.78 86.78 <hr/> 86.78
22460	Theresa Waite	Mileage Mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-77.04 77.04 <hr/> 77.04
22461	Werhane, Montana	Mileage Mileage	10200 · Imprest (Harris Bank) 422601 · Staff Mileage	-28.36 28.36 <hr/> 28.36

Northwest Special Recreation Association
IMPREST Accounts Payable
Warrant #2
February 28, 2017

Num	Name	Memo	Account	Amount
				28.36
22462	Elizabeth Luszczuk	Interpreter - 2/1/17 Interpreter - 2/1/17	10200 · Imprest (Harris Bank) 424206 · Weekly Programs	-67.50 67.50 <hr/> 67.50
22463	Finger, Jayne	CDL License Reimb CDL License Reimb	10200 · Imprest (Harris Bank) 421502 · CDL Reimbursement / Renewal	-30.00 30.00 <hr/> 30.00
22464	South Barrington Park District	Inclusion Aide Jan 11-24 3 Hrs Inclusion Aide Jan 11-24 3 Hrs	10200 · Imprest (Harris Bank) 450015 · South Barrington	-60.00 60.00 <hr/> 60.00
22465	Cortney Lucente	Reimb - JP Martial Arts 2/9/17 Reimb - JP Martial Arts 2/9/17	10200 · Imprest (Harris Bank) 422202 · Leisure Education	-60.00 60.00 <hr/> 60.00
22466	Renee Miles	CDL Renewal CDL Renewal	10200 · Imprest (Harris Bank) 421502 · CDL Reimbursement / Renewal	-30.00 30.00 <hr/> 30.00
22467	Werhane, Montana	CDL Reimbursement CDL Reimbursement	10200 · Imprest (Harris Bank) 421502 · CDL Reimbursement / Renewal	-50.00 50.00 <hr/> 50.00
22468	Wozniczka, Alyssa A	Reissue PR Ck 53261911 7/22/16 Reissue PR Ck 53261911 7/22/16	10200 · Imprest (Harris Bank) 21700 · Unclaimed Payroll Earnings	-21.93 21.93 <hr/> 21.93
22469	Stephanie Matthias	4320 W/S 2017 & 2620 Spr 2017 4320 W/S 2017 2620 Spr 2017	10200 · Imprest (Harris Bank) 11600 · Money Market (Harris Bank) 11600 · Money Market (Harris Bank)	-449.00 160.00 289.00 <hr/> 449.00
Total Warrant #2 IMPREST Accounts Payable				3,186.09

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable
Warrant #2
February 28, 2017**

Vendor	Description	Account	Amount	
IMRF Payments	January	442201	29,068.78	
	February	442201	28,966.46	
			58,035.24	
ADP	FSA Monthly - December	424303	120.18	
	FSA Monthly - January	424303	120.18	
	W2 Processing	424304	2,344.55	
	Payroll 1/20/17	424301	141.95	
	Payroll 1/20/17	424302	402.51	
	Payroll 2/03/17	424301	141.95	
	Payroll 2/03/17	424302	391.17	
	Payroll 2/17/17	424301	141.95	
	Payroll 2/17/17	424302	519.69	
			4,324.13	
Excalibur	Support -157069	421902	255.00	
	Support -157117	421902	255.00	
	Support -157197	421902	255.00	
	Support -157526	421902	2,381.20	
	Support -157957	421902	255.00	
	Support -158141	421902	472.50	
	Support -158232	421902	255.00	
	Support -158463	421902	2,381.20	
	Support -158798	421902	340.00	
Support -158816	421902	42.50		
			6,892.40	
BMO Solutions				
360 Web Security	Computers	Jan 2017	421905	41.00
Walmart	Computers	Jan 2017	421906	699.00
Bensenville Theatre	Commercial Expense	Jan 2017	422205	50.00
Bensenville Theatre	Commercial Expense	Jan 2017	422205	120.00
Bensenville Theatre	Commercial Expense	Jan 2017	422205	75.00
Jelly Belly	Commercial Expense	Jan 2017	422205	25.54
Bensenville Theatre	Commercial Expense	Jan 2017	422205	35.00
Wilmot Mountion	Commercial Expense	Jan 2017	422206	276.00
Wilmot Mountion	Commercial Expense	Jan 2017	422206	160.00
Wilmot Mountion	Commercial Expense	Jan 2017	422206	859.00
Amazon	Program Development	Jan 2017	422303	39.98
L&L Graphics	Supplies	Jan 2017	422406	366.30
Ultimate Screen Printing	Supplies	Jan 2017	422406	121.00
Ultimate Screen Printing	Supplies	Jan 2017	422406	120.75
Ultimate Screen Printing	Supplies	Jan 2017	422406	109.25
Ultimate Screen Printing	Supplies	Jan 2017	422406	74.25
Ultimate Screen Printing	Supplies	Jan 2017	422406	74.25
Ultimate Screen Printing	Supplies	Jan 2017	422406	74.25
Ultimate Screen Printing	Supplies	Jan 2017	422406	150.50
Ultimate Screen Printing	Supplies	Jan 2017	422406	1,018.75
GCI Woodwind	Supplies	Jan 2017	422406	11.97
Amazon	Supplies	Jan 2017	422417	92.60
Amazon	Supplies	Jan 2017	422417	-2.20

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable
Warrant #2
February 28, 2017**

Vendor	Description	Account	Amount
Ultimate Screen Printing	Supplies	Jan 2017 422417	121.00
KM	Printing	Jan 2017 422902	422.96
KM	Printing	Jan 2017 422906	311.79
Office Depot	ADA Compliance	Jan 2017 450021	47.78
Office Depot	ADA Compliance	Jan 2017 450021	110.86
Amazon	ADA Compliance	Jan 2017 450021	539.98
Amazon	ADA Compliance	Jan 2017 450021	-32.12
Amazon	ADA Compliance	Jan 2017 450021	38.31
Amazon	ADA Compliance	Jan 2017 450021	319.99
Ultimate Screen Printing	ADA Compliance	Jan 2017 450021	173.75
Amazon	ADA Compliance	Jan 2017 450022	-99.00
Amazon	ADA Compliance	Jan 2017 450022	99.00
Intuit	Office Supplies	Jan 2017 421105	72.99
Authorize.net	Office Supplies	Jan 2017 421152	27.00
Verizon	Telephone/Fax	Jan 2017 421302	130.08
1st Communications	Telephone/Fax	Jan 2017 421304	367.52
NW MGMT	Conference/Education	Jan 2017 421402	10.25
RFC Chicago	Conference/Education	Jan 2017 421402	80.00
Hilton Snax	Conference/Education	Jan 2017 421402	12.00
Hilton Snax	Conference/Education	Jan 2017 421402	8.00
Ventra	Conference/Education	Jan 2017 421402	10.00
Hilton Snax	Conference/Education	Jan 2017 421402	12.50
Burnham Grocery	Conference/Education	Jan 2017 421402	3.05
Lyft	Conference/Education	Jan 2017 421402	4.00
Lyft	Conference/Education	Jan 2017 421402	28.63
Hilton Snax	Conference/Education	Jan 2017 421402	15.75
Hilton Snax	Conference/Education	Jan 2017 421402	11.25
Hilton Snax	Conference/Education	Jan 2017 421402	6.25
Hilton	Conference/Education	Jan 2017 421402	151.45
Hilton Snax	Conference/Education	Jan 2017 421402	5.25
Hilton Snax	Conference/Education	Jan 2017 421402	30.50
Hilton Snax	Conference/Education	Jan 2017 421402	21.50
Hilton Snax	Conference/Education	Jan 2017 421402	115.05
Hilton Snax	Conference/Education	Jan 2017 421402	6.00
Hilton	Conference/Education	Jan 2017 421402	499.13
Metra Train	Conference/Education	Jan 2017 421402	12.50
Herb N Kitchen	Conference/Education	Jan 2017 421402	24.00
Taxi	Conference/Education	Jan 2017 421402	12.25
Taxi	Conference/Education	Jan 2017 421402	7.60
Hilton Snax	Conference/Education	Jan 2017 421402	12.00
Hilton Snax	Conference/Education	Jan 2017 421402	10.00
Metra Itasca	Conference/Education	Jan 2017 421402	12.50
Starbucks	Conference/Education	Jan 2017 421402	5.24
Beef & Brandy	Conference/Education	Jan 2017 421402	17.74
Metra Itasca	Conference/Education	Jan 2017 421402	2.00
Hilton Snax	Conference/Education	Jan 2017 421402	7.50
Walgreens	Conference/Education	Jan 2017 421402	6.21
Hilton	Conference/Education	Jan 2017 421402	151.45
IAPD	Conference/Education	Jan 2017 421402	50.00
Metra	Conference/Education	Jan 2017 421402	6.25
Kitty O'Sheas	Conference/Education	Jan 2017 421402	171.61
Pizanos	Conference/Education	Jan 2017 421402	177.90

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable
Warrant #2
February 28, 2017**

Vendor	Description	Account	Amount
TUTS	Conference/Education	Jan 2017 421402	10.25
Belly Up	Conference/Education	Jan 2017 421402	633.00
Dunkin Donuts	Conference/Education	Jan 2017 421402	15.82
Hilton	Conference/Education	Jan 2017 421402	174.93
South Loop Club	Conference/Education	Jan 2017 421402	174.23
Hilton Snax	Conference/Education	Jan 2017 421402	5.00
Metra	Conference/Education	Jan 2017 421402	6.25
Hilton Snax	Conference/Education	Jan 2017 421402	4.00
Hilton Snax	Conference/Education	Jan 2017 421402	9.25
Hilton Snax	Conference/Education	Jan 2017 421402	28.75
Hilton Snax	Conference/Education	Jan 2017 421402	9.50
Hilton Snax	Conference/Education	Jan 2017 421402	8.50
Starbucks	Conference/Education	Jan 2017 421402	14.50
Hilton Snax	Conference/Education	Jan 2017 421402	17.75
Hilton Snax	Conference/Education	Jan 2017 421402	22.00
Starbucks	Conference/Education	Jan 2017 421402	6.30
Ventra	Conference/Education	Jan 2017 421402	13.50
Jimmy Johns	Conference/Education	Jan 2017 421402	9.58
Herb N Kitchen	Conference/Education	Jan 2017 421402	8.00
Burrito Beach	Conference/Education	Jan 2017 421402	8.90
Chi Taxi	Conference/Education	Jan 2017 421402	9.25
Ventra	Conference/Education	Jan 2017 421402	9.50
Herb N Kitchen	Conference/Education	Jan 2017 421402	16.25
Herb N Kitchen	Conference/Education	Jan 2017 421402	14.50
Jimmy Johns	Conference/Education	Jan 2017 421402	14.13
Starbucks	Conference/Education	Jan 2017 421402	5.83
Metra Palatine	Conference/Education	Jan 2017 421402	13.50
Starbucks	Conference/Education	Jan 2017 421402	4.16
Taxi Cab	Conference/Education	Jan 2017 421402	11.50
Lyft	Conference/Education	Jan 2017 421402	41.00
Starbucks	Conference/Education	Jan 2017 421402	9.37
Hilton	Conference/Education	Jan 2017 421402	151.45
Devil Dogs	Conference/Education	Jan 2017 421402	11.62
Hilton Snax	Conference/Education	Jan 2017 421402	4.00
Hilton Snax	Conference/Education	Jan 2017 421402	6.00
Sun Taxi	Conference/Education	Jan 2017 421402	11.50
Jimmy Johns	Conference/Education	Jan 2017 421402	11.91
Burrito Beach	Conference/Education	Jan 2017 421402	8.90
Metra	Conference/Education	Jan 2017 421402	6.25
American Taxi	Conference/Education	Jan 2017 421402	12.50
Jimmy Johns	Conference/Education	Jan 2017 421402	10.68
Hilton Snax	Conference/Education	Jan 2017 421402	12.25
IPRA	Conference/Education	Jan 2017 421402	-255.00
Hilton Snax	Conference/Education	Jan 2017 421402	18.50
MGMT	Conference/Education	Jan 2017 421402	11.50
McDonalds	Conference/Education	Jan 2017 421402	4.45
Metra	Conference/Education	Jan 2017 421402	8.50
Chicago Carriage	Conference/Education	Jan 2017 421402	10.25
Hilton Snax	Conference/Education	Jan 2017 421402	13.25
Subway	Conference/Education	Jan 2017 421402	6.69
Starbucks	Conference/Education	Jan 2017 421402	9.31
Metra Train	Conference/Education	Jan 2017 421402	12.50

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable
Warrant #2
February 28, 2017**

Vendor	Description	Account	Amount
Yellow Cab	Conference/Education	Jan 2017 421402	13.80
Herb N Kitchen	Conference/Education	Jan 2017 421402	14.25
Devil Dawgs	Conference/Education	Jan 2017 421402	8.38
Metra	Conference/Education	Jan 2017 421402	6.25
Jimmy Johns	Conference/Education	Jan 2017 421402	13.29
Burrito Beach	Conference/Education	Jan 2017 421402	7.57
Herb N Kitchen	Conference/Education	Jan 2017 421402	16.75
Taxi	Conference/Education	Jan 2017 421402	11.00
Burnham Grocers	Conference/Education	Jan 2017 421402	5.66
Devil Dawgs	Conference/Education	Jan 2017 421402	11.62
Taxi	Conference/Education	Jan 2017 421402	13.25
Hilton	Conference/Education	Jan 2017 421402	151.45
Ventra	Conference/Education	Jan 2017 421402	6.25
Lou Malnatis	Conference/Education	Jan 2017 421402	90.00
Hilton Snax	Conference/Education	Jan 2017 421402	8.75
Hilton Snax	Conference/Education	Jan 2017 421402	10.00
Hilton Snax	Conference/Education	Jan 2017 421402	16.50
Hilton Snax	Conference/Education	Jan 2017 421402	12.00
Hilton Snax	Conference/Education	Jan 2017 421402	13.00
Hilton Snax	Conference/Education	Jan 2017 421402	16.00
Devil Dawgs	Conference/Education	Jan 2017 421402	12.63
Burnham Grocers	Conference/Education	Jan 2017 421402	2.54
Hilton Snax	Conference/Education	Jan 2017 421402	12.25
Lyft	Conference/Education	Jan 2017 421402	34.44
Hilton Snax	Conference/Education	Jan 2017 421402	13.75
Hilton Snax	Conference/Education	Jan 2017 421402	12.75
Hilton Snax	Conference/Education	Jan 2017 421402	12.00
Lyft	Conference/Education	Jan 2017 421402	1.00
Chicago Cab	Conference/Education	Jan 2017 421402	10.00
Hilton Snax	Conference/Education	Jan 2017 421402	11.50
Hilton Snax	Conference/Education	Jan 2017 421402	4.00
Hilton Snax	Conference/Education	Jan 2017 421402	4.00
Metra	Conference/Education	Jan 2017 421402	12.50
Metra	Conference/Education	Jan 2017 421402	1.80
Herb N Kitchen	Conference/Education	Jan 2017 421402	17.00
Minute Man Press	Conference/Education	Jan 2017 421402	223.75
Hilton Snax	Conference/Education	Jan 2017 421402	14.50
Hilton Snax	Conference/Education	Jan 2017 421402	11.75
Hilton Snax	Conference/Education	Jan 2017 421402	6.00
Hilton Snax	Conference/Education	Jan 2017 421402	16.94
Hilton Snax	Conference/Education	Jan 2017 421402	3.00
Hilton Snax	Conference/Education	Jan 2017 421402	11.00
Hilton Snax	Conference/Education	Jan 2017 421402	15.25
Starbucks	Conference/Education	Jan 2017 421402	8.64
Hilton Snax	Conference/Education	Jan 2017 421402	8.50
Hilton	Conference/Education	Jan 2017 421402	151.45
Jimmy Johns	Conference/Education	Jan 2017 421402	9.93
Hilton Snax	Conference/Education	Jan 2017 421402	13.00
Hilton Snax	Conference/Education	Jan 2017 421402	7.50
Hilton Snax	Conference/Education	Jan 2017 421402	15.25
Jimmy Johns	Conference/Education	Jan 2017 421402	11.07
Hilton Snax	Conference/Education	Jan 2017 421402	7.50

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable
Warrant #2
February 28, 2017**

Vendor	Description	Account	Amount
Hilton	Conference/Education	Jan 2017 421402	151.45
NRPA	Conference/Education	Jan 2017 421402	70.00
Hilton Snax	Conference/Education	Jan 2017 421402	6.00
Hilton Snax	Conference/Education	Jan 2017 421402	12.50
Jimmy Johns	Conference/Education	Jan 2017 421402	10.68
Hilton Snax	Conference/Education	Jan 2017 421402	9.50
Hilton Snax	Conference/Education	Jan 2017 421402	16.00
Hilton Snax	Conference/Education	Jan 2017 421402	12.50
Hotel	Conference/Education	Jan 2017 421402	211.45
Jimmy Johns	Conference/Education	Jan 2017 421402	11.57
Hilton Snax	Conference/Education	Jan 2017 421402	5.00
Hilton Snax	Conference/Education	Jan 2017 421402	21.75
Metra	Conference/Education	Jan 2017 421402	6.25
Hilton Snax	Conference/Education	Jan 2017 421402	19.00
Metra	Conference/Education	Jan 2017 421402	6.25
Burrito Beach	Conference/Education	Jan 2017 421402	8.90
Hilton Snax	Conference/Education	Jan 2017 421402	15.25
Jimmy Johns	Conference/Education	Jan 2017 421402	15.23
Mr. Allison Restaurant	Conference/Education	Jan 2017 421405	24.97
Egglectic	Conference/Education	Jan 2017 421406	34.82
Starbucks	Conference/Education	Jan 2017 421406	9.63
Jewel	Conference/Education	Jan 2017 421406	39.76
Rammy's Subs	Conference/Education	Jan 2017 421407	102.25
NRPA	Memberships/Certifications	Jan 2017 421503	70.00
BMO	Memberships/Certifications	Jan 2017 421507	34.02
American Red Cross	Memberships/Certifications	Jan 2017 421510	432.00
Comcast	Maintenance/Utilities	Jan 2017 421706	119.85
Comcast	Maintenance/Utilities	Jan 2017 421706	235.44
At&t	Maintenance/Utilities	Jan 2017 421706	60.00
Como App Maker	Computers	Jan 2017 421905	290.00
Dynavox	Computers	Jan 2017 421905	199.00
Walmart	Computers	Jan 2017 421906	53.20
Bowlero Buff. Gro.	Commercial Expense	Jan 2017 422201	98.00
Granite City	Commercial Expense	Jan 2017 422201	462.00
Brunswick Zone	Commercial Expense	Jan 2017 422201	170.52
Allstate Arena	Commercial Expense	Jan 2017 422201	182.25
Allstate Arena	Commercial Expense	Jan 2017 422201	222.75
Sears Centre	Commercial Expense	Jan 2017 422201	585.00
Sears Centre	Commercial Expense	Jan 2017 422201	390.00
Sears Centre	Commercial Expense	Jan 2017 422201	1,005.00
Moretti's	Commercial Expense	Jan 2017 422201	80.20
Chicago Wolves	Commercial Expense	Jan 2017 422201	311.00
Gameworks	Commercial Expense	Jan 2017 422201	161.40
Gameworks	Commercial Expense	Jan 2017 422201	161.40
Arlington Lanes	Commercial Expense	Jan 2017 422202	4.50
Arlington Lanes	Commercial Expense	Jan 2017 422202	9.00
Arlington Lanes	Commercial Expense	Jan 2017 422202	11.25
Sky Center	Commercial Expense	Jan 2017 422202	156.00
Popular Creek Bowling	Commercial Expense	Jan 2017 422202	39.90
Orbit	Commercial Expense	Jan 2017 422202	25.00
Orbit	Commercial Expense	Jan 2017 422202	25.00
Orbit	Commercial Expense	Jan 2017 422202	25.00

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable
Warrant #2
February 28, 2017**

Vendor	Description		Account	Amount
United Air	Commercial Transportation	Jan 2017	422508	50.00
United Air	Commercial Transportation	Jan 2017	422508	50.00
United Air	Commercial Transportation	Jan 2017	422508	50.00
PB Pay Serv	Printing	Jan 2017	422901	369.35
PB Pay Serv	Printing	Jan 2017	422902	404.43
Staples	Public Awareness/Sub/Ads	Jan 2017	423102	15.98
Baudville, Inc	Public Awareness/Sub/Ads	Jan 2017	423102	36.36
Staples	Public Awareness/Sub/Ads	Jan 2017	423102	15.98
Successories	Public Awareness/Sub/Ads	Jan 2017	423102	93.99
IPRA	Public Awareness/Sub/Ads	Jan 2017	423102	165.00
Indeed	Public Awareness/Sub/Ads	Jan 2017	423102	50.00
Facebook	Public Awareness/Sub/Ads	Jan 2017	423104	216.83
Daily Herald	Public Awareness/Sub/Ads	Jan 2017	423108	42.00
Crains	Public Awareness/Sub/Ads	Jan 2017	423108	119.00
Staples	Public Awareness/Sub/Ads	Jan 2017	423109	19.76
Walmart	ADA Compliance	Jan 2017	450001	9.88
Amazon	ADA Compliance	Jan 2017	450001	13.31
Amazon	ADA Compliance	Jan 2017	450006	32.23
Michaels	ADA Compliance	Jan 2017	450012	25.97
Amazon	ADA Compliance	Jan 2017	450012	4.96
Amazon	ADA Compliance	Jan 2017	450014	18.99
Amazon	ADA Compliance	Jan 2017	450014	22.29
Walmart	ADA Compliance	Jan 2017	450018	138.45
			Total	26,437.54
Total Warrant #2 for Electronic Accounts Payable				95,689.31

**Warrant #3
Summary
March 22, 2017**

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

Total for IPDLAF Accounts Payable	57,330.72
Total IPDLAF Electronic Accounts Payable (PCARDS, IMRF,ADP)	17,723.52
Total IMPREST Accounts Payable	4,230.31
	79,284.55

Motion to approve Warrant #3 dated March 22, 2017 totaling

\$79,284.55

Northwest Special Recreation Association
IPDLAF Accounts Payable
Warrant #3
March 22, 2017

Num	Name	Memo	Account	Amount
21634	Rolling Meadows Park District	Invoice 17-503 Invoice 17-503	10700 - IPDLAF+ 421701 - Condo Maintenance	-960.00 960.00 <u>960.00</u>
21635	Park Central Condo Assn.	Invoice 503 Invoice 503	10700 - IPDLAF+ 421801 - Condo Association Fee	-1,065.00 1,065.00 <u>1,065.00</u>
21636	Bill's Auto & Truck Repair	Invoices 86281-86738 Invoices 86460 & 86695 Invoices 86281-86738	10700 - IPDLAF+ 422702 - Emergency Repair Service 422704 - Regular / Repair Service	-3,314.10 1,179.32 2,134.78 <u>3,314.10</u>
21637	Buffalo Grove Park District	Invoice 2564 Invoice 2564	10700 - IPDLAF+ 450003 - Buffalo Grove	-396.29 396.29 <u>396.29</u>
21638	CityTech USA, Inc	Invoice 2938 Invoice 2938	10700 - IPDLAF+ 421513 - Miscellaneous	-100.00 100.00 <u>100.00</u>
21639	ComEd	Acct 4629682000 2/1 - 3/2/17 Acct 4629682000 2/1 - 3/2/17	10700 - IPDLAF+ 421702 - Electric	-359.66 359.66 <u>359.66</u>
21640	First Advantage Occupational Health Servi	Invoice 2524761702 Invoice 2524761702	10700 - IPDLAF+ 441002 - Drug Tests / Physicals	-71.84 71.84 <u>71.84</u>
21641	NCPERS Group Life Insurance	Invoice 54360317 Invoice 54360317	10700 - IPDLAF+ 421603 - Premium	-16.00 16.00 <u>16.00</u>
21642	Nicor Gas	Svc 01/27-02/28/17 92-52-44-00006 1/27-02/28/17 82-52-44-00007 1/27-02/28/17	10700 - IPDLAF+ 421703 - Gas 421703 - Gas	-293.81 134.25 159.56 <u>293.81</u>
21643	PDRMA	Invoice 0217132H Invoice 0217132H	10700 - IPDLAF+ 421603 - Premium	-46,343.74 46,343.74 <u>46,343.74</u>
21644	Robbins Schwartz	Invoice 272815 HAK Invoice 272815 HAK	10700 - IPDLAF+ 421002 - Legal Fees	-912.50 912.50 <u>912.50</u>
21645	School District 54	Invoice OM27291 & OM27292 Invoice OM27291 Invoice OM27292	10700 - IPDLAF+ 422106 - Weekly Programs 422106 - Weekly Programs	-108.00 54.00 54.00 <u>108.00</u>
21646	WEX Bank	Invoice 49032290 Invoice 49032290	10700 - IPDLAF+ 422801 - Gas	-3,389.78 3,389.78 <u>3,389.78</u>
Total for Warrant #3 IPDLAF Accounts Payable				57,330.72

Northwest Special Recreation Association
IMPREST Accounts Payable
Warrant #3
March 22, 2017

Num	Name	Memo	Account	Amount
22470	Munn, Allyson M	Reissue P/R Ck 53261888 7/22/16 Reissue P/R Ck 53261888 7/22/16	10200 - Imprest (Harris Bank) 21700 - Unclaimed Payroll Earnings	-10.96 10.96 <u>10.96</u>
22471	Greenberg, Scott D	Reissue P/R Ck 53261870 7/22/16 Reissue P/R Ck 53261870 7/22/16	10200 - Imprest (Harris Bank) 21700 - Unclaimed Payroll Earnings	-14.62 14.62 <u>14.62</u>
22472	Victoria Gonzalez	Bus Parking Chicago Bulls Game Bus Parking Chicago Bulls Game	10200 - Imprest (Harris Bank) 422204 - Special Events	-80.00 80.00 <u>80.00</u>
22473	Grace Lutheran Church	4122 Deposit 4122 Deposit	10200 - Imprest (Harris Bank) 422105 - Summer Day Camp	-500.00 500.00 <u>500.00</u>
22474	U.S. Postal Service	Postage 2/28/17 Postage 2/28/17	10200 - Imprest (Harris Bank) 421201 - Postage	-1,000.00 1,000.00 <u>1,000.00</u>
22475	Midwest Transit Equipment	Deductible -Totaled Vehicle 526 Deductible -Totaled Vehicle 526	10200 - Imprest (Harris Bank) 460001 - Capital Equipment Replacement	-1,000.00 1,000.00 <u>1,000.00</u>
22476	Manny Aguilar	Mileage Mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-104.33 104.33 <u>104.33</u>
22477	Breitlow, Trisha D.	Mileage Mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-5.35 5.35 <u>5.35</u>
22478	Mary Lou D'Astice	mileage mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-17.12 17.12 <u>17.12</u>
22479	Jessica Earhart	Mileage Mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-59.39 59.39 <u>59.39</u>
22480	Nicole Estrada	Mileage Mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-70.09 70.09 <u>70.09</u>
22481	Finger, Jayne	Mileage Mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-33.17 33.17 <u>33.17</u>
22482	Tori Gonzalez	Mileage Mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-71.69 71.69 <u>71.69</u>
22483	Andrea Griffin	mileage mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-19.26 19.26 <u>19.26</u>
22484	Horton, Jenna	Mileage Mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-37.99 37.99 <u>37.99</u>
22485	Rachel Hubsch	mileage mileage	10200 - Imprest (Harris Bank) 422601 - Staff Mileage	-195.28 195.28 <u>195.28</u>

Northwest Special Recreation Association
IMPREST Accounts Payable
Warrant #3
March 22, 2017

Num	Name	Memo	Account	Amount
22486	Mackenzie Irelan	mileage	10200 - Imprest (Harris Bank)	-27.29
		mileage	422601 - Staff Mileage	27.29
				<u>27.29</u>
22487	Krones, Summer R.	Mileage	10200 - Imprest (Harris Bank)	-43.34
		Mileage	422601 - Staff Mileage	43.34
				<u>43.34</u>
22488	Miles, Renee C.	mileage	10200 - Imprest (Harris Bank)	-43.34
		mileage	422601 - Staff Mileage	43.34
				<u>43.34</u>
22489	Trisha Palmieri	Mileage	10200 - Imprest (Harris Bank)	-14.45
		Mileage	422601 - Staff Mileage	14.45
				<u>14.45</u>
22490	Katrina Place	mileage	10200 - Imprest (Harris Bank)	-195.28
		mileage	422601 - Staff Mileage	195.28
				<u>195.28</u>
22491	Megan Quandt	mileage	10200 - Imprest (Harris Bank)	-51.90
		mileage	422601 - Staff Mileage	51.90
				<u>51.90</u>
22492	Michael Rusin	Mileage	10200 - Imprest (Harris Bank)	-21.94
		Mileage	422601 - Staff Mileage	21.94
				<u>21.94</u>
22493	Jodi Schultz	Mileage	10200 - Imprest (Harris Bank)	-34.78
		Mileage	422601 - Staff Mileage	34.78
				<u>34.78</u>
22494	Snyder, Joann	Mileage	10200 - Imprest (Harris Bank)	-38.52
		Mileage	422601 - Staff Mileage	38.52
				<u>38.52</u>
22495	Cathy Splett	Mileage	10200 - Imprest (Harris Bank)	-15.19
		Mileage	422601 - Staff Mileage	15.19
				<u>15.19</u>
22496	Erica Stanko	Mileage	10200 - Imprest (Harris Bank)	-57.25
		Mileage	422601 - Staff Mileage	57.25
				<u>57.25</u>
22497	Elizabeth Thomas	mileage	10200 - Imprest (Harris Bank)	-27.29
		mileage	422601 - Staff Mileage	27.29
				<u>27.29</u>
22498	Theresa Waite	Mileage	10200 - Imprest (Harris Bank)	-120.38
		Mileage	422601 - Staff Mileage	120.38
				<u>120.38</u>
22499	Werhane, Montana	Mileage	10200 - Imprest (Harris Bank)	-29.96
		Mileage	422601 - Staff Mileage	29.96
				<u>29.96</u>
22500	Wright, Jocelyn	Mileage & Birds of a Feather Winner	10200 - Imprest (Harris Bank)	-66.59
		Mileage	422601 - Staff Mileage	16.59
		Birds of a Feather Winner	423102 - Ads / Job Postings	50.00
				<u>66.59</u>
22501	Elizabeth Luszczyk	Interpreter - 2/24/17	10200 - Imprest (Harris Bank)	-45.00

Northwest Special Recreation Association
IMPREST Accounts Payable
Warrant #3
March 22, 2017

Num	Name	Memo	Account	Amount
		Interpreter - 2/24/17	450004 - Elk Grove Village	45.00
				<u>45.00</u>
22502	Alexzandra Ramoska	Birds of a Feather Winner	10200 - Imprest (Harris Bank)	-50.00
		Birds of a Feather Winner	423102 - Ads / Job Postings	50.00
				<u>50.00</u>
22503	South Barrington Park District	Inclusion Aide 1/25-2/21 6hrs	10200 - Imprest (Harris Bank)	-120.00
		Inclusion Aide 1/25-2/21 6hrs	450015 - South Barrington	120.00
				<u>120.00</u>
22504	Jacklyn Moore	Mileage	10200 - Imprest (Harris Bank)	-8.56
		Mileage	422601 - Staff Mileage	8.56
				<u>8.56</u>
Total Warrant #3 IMPREST Accounts Payable				<u>4,230.31</u>

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable
Warrant #3
March 22, 2017**

Vendor	Description	Account	Amount	
ADP	FSA Monthly - February	424303	0.00	
	Payroll 3/3/17	424301	141.95	
	Payroll 3/3/17	424302	583.95	
			725.90	
Excalibur	Support -158853	421902	31.88	
	Support -158881	421902	170.00	
	Support -158992	421902	255.00	
	Support -159087	421902	55.39	
			512.27	
BMO Solutions				
Henning Bros.	Office Supplies	Feb 2017	421103	78.75
Savor Success	Office Supplies	Feb 2017	421105	165.80
Lowes	Office Supplies	Feb 2017	421105	14.26
Authorize.net	Credit Card and Bank Fees	Feb 2017	421152	28.30
Verizon	Telephone/Fax	Feb 2017	421301	94.39
Verizon	Telephone/Fax	Feb 2017	421302	130.08
First Communications	Telephone/Fax	Feb 2017	421304	368.76
PDRMA	Conference/Education	Feb 2017	421403	20.00
PDRMA	Conference/Education	Feb 2017	421403	20.00
PDRMA	Conference/Education	Feb 2017	421403	20.00
Bistro Chen	Conference/Education	Feb 2017	421405	29.98
Walker Bros.	Conference/Education	Feb 2017	421405	35.60
Egglectic	Conference/Education	Feb 2017	421405	34.45
Panera	Conference/Education	Feb 2017	421405	13.83
Egglectic	Conference/Education	Feb 2017	421406	35.88
Jimmy Johns	Conference/Education	Feb 2017	421406	80.60
Super Shuttle	Conference/Education	Feb 2017	421407	153.40
NRPA	Memberships/Certifications	Feb 2017	421509	165.00
Comcast	Maintenance/Utilities	Feb 2017	421706	119.85
Comcast	Maintenance/Utilities	Feb 2017	421706	237.52
At&T	Maintenance/Utilities	Feb 2017	421706	60.00
360 Web Security	Computers	Feb 2017	421905	59.98
Go Daddy	Computers	Feb 2017	421905	59.88
Brainshark	Computers	Feb 2017	421905	95.00
Constant Contact	Computers	Feb 2017	421905	798.00
Microsoft	Computers	Feb 2017	421905	106.24
Walmart	Computers	Feb 2017	421906	140.98
Walmart	Computers	Feb 2017	421906	34.97
Walmart	Computers	Feb 2017	421906	128.75
Walmart	Computers	Feb 2017	421906	19.88
Rack House	Commercial Expense	Feb 2017	422201	165.25
Sky Centers	Commercial Expense	Feb 2017	422202	78.00
Brunswick Bowl	Commercial Expense	Feb 2017	422202	16.50
Sky Centers	Commercial Expense	Feb 2017	422202	91.00
Martial Arts	Commercial Expense	Feb 2017	422202	60.00
JP Woodds	Commercial Expense	Feb 2017	422202	75.00
Sky Centers	Commercial Expense	Feb 2017	422202	195.00
Brunswick Bowl	Commercial Expense	Feb 2017	422202	19.25
Brunswick Bowl	Commercial Expense	Feb 2017	422202	38.50

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable
Warrant #3
March 22, 2017**

Vendor	Description		Account	Amount
Orbit Skate Center	Commercial Expense	Feb 2017	422202	120.00
Orbit Skate Center	Commercial Expense	Feb 2017	422202	110.00
Orbit Skate Center	Commercial Expense	Feb 2017	422202	65.00
Sky Centers	Commercial Expense	Feb 2017	422202	143.00
Jimmy Johns	Commercial Expense	Feb 2017	422202	181.02
Elk Grove Bowl	Commercial Expense	Feb 2017	422202	7.00
Elk Grove Bowl	Commercial Expense	Feb 2017	422202	10.50
JP Martial Arts	Commercial Expense	Feb 2017	422202	60.00
Orbit Skate Center	Commercial Expense	Feb 2017	422202	-25.00
Streamwood Bowl	Commercial Expense	Feb 2017	422202	32.00
Dave and Busters	Commercial Expense	Feb 2017	422204	249.36
Dave and Busters	Commercial Expense	Feb 2017	422204	486.19
McDonalds	Commercial Expense	Feb 2017	422204	22.44
Chicago Bulls	Commercial Expense	Feb 2017	422204	175.00
Chicago Bulls	Commercial Expense	Feb 2017	422204	25.00
Chestnut Mt	Commercial Expense	Feb 2017	422204	170.00
Chicago Fire	Commercial Expense	Feb 2017	422204	75.00
Alphabet Soup	Commercial Expense	Feb 2017	422204	195.00
Photo Booth	Commercial Expense	Feb 2017	422204	500.00
Tap House Grill	Commercial Expense	Feb 2017	422204	200.00
Brunswick Bowl	Commercial Expense	Feb 2017	422206	165.00
Brunswick Bowl	Commercial Expense	Feb 2017	422206	200.75
Popular Creek	Commercial Expense	Feb 2017	422206	62.70
Arlington Lanes	Commercial Expense	Feb 2017	422206	58.50
Arlington Lanes	Commercial Expense	Feb 2017	422206	18.00
Arlington Lanes	Commercial Expense	Feb 2017	422206	14.58
Arlington Lanes	Commercial Expense	Feb 2017	422206	18.00
Arlington Lanes	Commercial Expense	Feb 2017	422206	9.57
Cake Box	Commercial Expense	Feb 2017	422206	29.05
Arlington Lanes	Commercial Expense	Feb 2017	422206	31.50
Arlington Lanes	Commercial Expense	Feb 2017	422206	15.58
Arlington Lanes	Commercial Expense	Feb 2017	422206	11.19
Arlington Lanes	Commercial Expense	Feb 2017	422206	22.50
Brunswick Bowl	Commercial Expense	Feb 2017	422206	88.00
Brunswick Bowl	Commercial Expense	Feb 2017	422206	93.50
Bakers Square	Commercial Expense	Feb 2017	422206	11.59
Elk Grove Bowl	Commercial Expense	Feb 2017	422206	872.75
Streamwood Bowl	Commercial Expense	Feb 2017	422206	100.00
Elk Grove Bowl	Commercial Expense	Feb 2017	422206	836.00
Streamwood Bowl	Commercial Expense	Feb 2017	422206	96.00
Arlington Lanes	Commercial Expense	Feb 2017	422206	20.25
Vail Resorts	Commercial Expense	Feb 2017	422206	766.00
Arlington Lanes	Commercial Expense	Feb 2017	422206	15.75
Wapaghettis	Commercial Expense	Feb 2017	422206	20.00
Especial	Program Development	Feb 2017	422303	199.90
Jewel	Supplies	Feb 2017	422401	28.10
Jewel	Supplies	Feb 2017	422401	109.90
Dollar Tree	Supplies	Feb 2017	422401	67.00
Dollar Tree	Supplies	Feb 2017	422401	13.00
Jewel	Supplies	Feb 2017	422401	48.86
Jewel	Supplies	Feb 2017	422401	7.98
Dollar Tree	Supplies	Feb 2017	422401	42.25

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable
Warrant #3
March 22, 2017**

Vendor	Description	Account	Amount
Dollar Tree	Supplies	Feb 2017 422401	33.75
GFS	Supplies	Feb 2017 422401	210.00
GFS	Supplies	Feb 2017 422401	20.83
GFS	Supplies	Feb 2017 422401	100.00
Jewel	Supplies	Feb 2017 422402	7.11
Jewel	Supplies	Feb 2017 422402	7.12
Jewel	Supplies	Feb 2017 422402	7.48
Jewel	Supplies	Feb 2017 422402	7.48
Jewel	Supplies	Feb 2017 422404	41.64
Walmart	Supplies	Feb 2017 422406	11.99
Walmart	Supplies	Feb 2017 422406	3.52
Target	Supplies	Feb 2017 422406	1.84
Target	Supplies	Feb 2017 422406	9.98
Walmart	Supplies	Feb 2017 422406	13.88
Walmart	Supplies	Feb 2017 422406	4.29
Jewel	Supplies	Feb 2017 422406	3.49
Amazon	Supplies	Feb 2017 422406	31.97
Walmart	Supplies	Feb 2017 422406	1.96
Dollar Tree	Supplies	Feb 2017 422406	4.00
Dollar Tree	Supplies	Feb 2017 422406	8.00
Aldi	Supplies	Feb 2017 422406	53.53
Aldi	Supplies	Feb 2017 422406	29.03
Jewel	Supplies	Feb 2017 422406	6.49
Hobby Lobby	Supplies	Feb 2017 422406	234.10
Jewel	Supplies	Feb 2017 422406	6.18
Jewel	Supplies	Feb 2017 422406	6.18
Jewel	Supplies	Feb 2017 422406	6.18
Jewel	Supplies	Feb 2017 422406	6.20
Aldi	Supplies	Feb 2017 422406	47.90
Aldi	Supplies	Feb 2017 422406	28.74
Aldi	Supplies	Feb 2017 422406	22.35
Aldi	Supplies	Feb 2017 422406	38.33
Jewel	Supplies	Feb 2017 422406	20.03
Jewel	Supplies	Feb 2017 422406	12.02
Jewel	Supplies	Feb 2017 422406	9.35
Jewel	Supplies	Feb 2017 422406	16.03
Aldi	Supplies	Feb 2017 422406	35.57
Aldi	Supplies	Feb 2017 422406	21.34
Aldi	Supplies	Feb 2017 422406	16.60
Aldi	Supplies	Feb 2017 422406	28.46
Walgreens	Supplies	Feb 2017 422406	29.61
Menchies	Supplies	Feb 2017 422406	60.65
Jewel	Supplies	Feb 2017 422406	14.45
Meijer	Supplies	Feb 2017 422406	7.97
Michaels	Supplies	Feb 2017 422406	15.00
Walmart	Supplies	Feb 2017 422406	5.58
Dollar Tree	Supplies	Feb 2017 422406	5.00
Home Depot	Supplies	Feb 2017 422406	1.96
Dollar Tree	Supplies	Feb 2017 422406	5.00
Dollar Tree	Supplies	Feb 2017 422406	5.00
Jo-Ann Fabrics	Supplies	Feb 2017 422406	13.94
Dollar Tree	Supplies	Feb 2017 422406	15.00

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable
Warrant #3
March 22, 2017**

Vendor	Description		Account	Amount
Target	Supplies	Feb 2017	422406	46.66
Meijer	Supplies	Feb 2017	422406	4.88
Jewel	Supplies	Feb 2017	422406	30.04
Jewel	Supplies	Feb 2017	422409	98.65
Jewel	Supplies	Feb 2017	422409	18.08
Jewel	Supplies	Feb 2017	422409	4.44
Jewel	Supplies	Feb 2017	422409	8.50
Marianos	Supplies	Feb 2017	422409	35.69
GFS	Supplies	Feb 2017	422411	157.58
Little Ceasers	Supplies	Feb 2017	422412	25.76
Amazon	Supplies	Feb 2017	422417	58.77
Spearwerx	Supplies	Feb 2017	422417	188.00
GCI	Supplies	Feb 2017	422417	425.07
Honda	Supplies	Feb 2017	422418	88.00
PB Pay Serv	Printing	Feb 2017	422901	369.35
PB Pay Serv	Printing	Feb 2017	422902	404.43
KM	Printing	Feb 2017	422906	363.33
Allegra	Printing	Feb 2017	422908	114.75
Amsterdam	Printing	Feb 2017	422909	902.02
Edibile Arrangements	Public Awareness	Feb 2017	423101	64.73
Indeed	Public Awareness	Feb 2017	423102	50.00
Facebook	Public Awareness	Feb 2017	423104	217.01
Daily Herald	Public Awareness	Feb 2017	423108	42.00
Amazon	ADA Compliance	Feb 2017	450001	24.80
Michaels	ADA Compliance	Feb 2017	450006	33.94
Amazon	ADA Compliance	Feb 2017	450006	69.10
Michaels	ADA Compliance	Feb 2017	450014	39.92
Meijer	ADA Compliance	Feb 2017	450014	5.81
Michaels	ADA Compliance	Feb 2017	450014	8.38
Amazon	ADA Compliance	Feb 2017	450015	194.17
Starbucks	ADA Compliance	Feb 2017	450016	12.60
Luck Monk	ADA Compliance	Feb 2017	450016	40.90
			Total	16,485.35
Total Warrant #3 for Electronic Accounts Payable				17,723.52

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Payroll
Date: March 22, 2017

Motion:

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

1. 1/08/17 - \$87,224.07
2. 1/22/17 - \$85,009.57
3. 2/05/17 - \$88,258.38
4. 2/19/17 - \$92,557.34

Liability	Taxes Debited					
Recap	Federal Income Tax				8,820.47	
	Earned Income Credit Advances				.00	
	Social Security - EE				5,290.86	
	Social Security - ER				5,290.89	
	Social Security Adj - EE				.00	
	Medicare - EE				1,237.28	
	Medicare - ER				1,237.39	
	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				2,955.81	
	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	
	Total Taxes Debited	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXX			24,832.70
	Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXX		59,721.76
		ADP Check	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXX		2,669.61
Total Amount Debited From Your Accounts					87,224.07	
Bank Debits and Other Liability	Adjustments/Prepay/Voids				.00	
Taxes - Your Responsibility	None This Payroll					
					87,224.07	

Total Liability	87,224.07
	87,224.07
	87,224.07

Liability	Taxes Debited					
Recap	Federal Income Tax			8,695.48		
	Earned Income Credit Advances			.00		
	Social Security - EE			5,162.51		
	Social Security - ER			5,162.56		
	Social Security Adj - EE			.00		
	Medicare - EE			1,207.44		
	Medicare - ER			1,207.37		
	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			2,885.91		
	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		
	Total Taxes Debited	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXX		24,321.27	
	Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXX	58,254.01	
		ADP Check	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXX	2,434.29	
Total Amount Debited From Your Accounts				85,009.57		
Bank Debits and Other Liability	Adjustments/Prepay/Voids		.00			
Taxes - Your Responsibility	None This Payroll					
					Total Liability	
					85,009.57	
					85,009.57	

Liability	Taxes Debited					
Recap	Federal Income Tax			8,793.77		
	Earned Income Credit Advances			.00		
	Social Security - EE			5,352.32		
	Social Security - ER			5,352.23		
	Social Security Adj - EE			.00		
	Medicare - EE			1,251.70		
	Medicare - ER			1,251.73		
	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			2,971.03		
	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		
	Total Taxes Debited	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXXX		24,972.78	
	Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXXX	60,676.43	
		ADP Check	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXXX	2,609.17	
Total Amount Debited From Your Accounts				88,258.38		
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00		
Taxes - Your Responsibility	None This Payroll					
					88,258.38	

Liability	Taxes Debited					
Recap	Federal Income Tax			8,919.73		
	Earned Income Credit Advances			.00		
	Social Security - EE			5,600.08		
	Social Security - ER			5,600.08		
	Social Security Adj - EE			.00		
	Medicare - EE			1,309.65		
	Medicare - ER			1,309.70		
	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			3,094.45		
	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		
	Total Taxes Debited	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXXX		25,833.69	
	Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXXX	63,760.74	
		ADP Check	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXXX	2,962.91	
Total Amount Debited From Your Accounts					92,557.34	
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00		
Taxes - Your Responsibility	None This Payroll					
					92,557.34	

VII. Staff Reports

[Return to Home](#)

To: Tracey Crawford, Executive Director
From: Andrea Griffin and Jayne Finger, Superintendents of Recreation
Re: Program Report, January 10 – March 10, 2017

Programs

Weekly

To date 168 programs were offered for Winter/Spring resulting in 1350 registrations.

Clubs

In January, NWSRA launched Central Stars a new Friday Night Social Club based on a survey conducted in the Fall of 2016. This club is offered for adults 22 years & older who reside in Inverness, Palatine, Rolling Meadows, Salt Creek and South Barrington. The NWSRA's clubs, Northern Stars and Southern Stars, had up to 80 participants which made it challenging to be out in the community. By adding Central Stars, the participation numbers are more manageable.

Special Events

Hanover Park Park District hosted our campers for a School Day Off of glow golf, crafts, games and swimming.

Leisure Education

A class from Windsor Elementary School in Arlington Heights was the first class to utilize NWSRA's new archery equipment at River Trails Park District's The Zone. The students learned archery rules, safety and technique. Through archery, they were able to work on focus, gross motor skills and experience a new activity. Kellie, a teacher from Windsor, stated how impressed she was by the program. One of the students named John had such a positive experience that his mother called the same day to inquire about weekly archery programs.

Inclusion

Winter part-time staff training took place on Thursday, February 16. Forty-two Inclusion Aides attended a two hour training covering NWSRA inclusion policies, effective communication during negative behaviors, how to engage with participants and using sensory and adaptive equipment.

Preschoolers from the Rolling Meadows Park District participated in the Ability Awareness program on January 25 and 26. Sixty-eight 4 and 5 year old preschoolers experienced maneuvering a wheelchair, visual impairment, communicating through sign language and learning characteristics of autism. Karrie Miletic, Recreation Supervisor at Rolling Meadows Park District said, "Ability Awareness is such an eye opening experience for all teachers and preschoolers, the hands on activities were priceless."

As of March 1st, 16 new participants have taken advantage of inclusion services through their local park district. A Mount Prospect resident was referred to inclusion services by her son's (Maxwell) teacher for extracurricular activities. Her son is 3 ½ with a visual impairment and is in the process of getting diagnosed for Sensory Processing Disorder. Maxwell is currently enrolled in a hip hop dance class along with his twin brother at the River Trails Park District. When Tori Gonzalez, Inclusion Coordinator informed mom about inclusion services (i.e. requests, diagnoses, observations, adaptive equipment, trainings, etc.) she became thrilled to have "stumbled upon" such a great resource. Her exact words were "I'm so excited, I cannot wait to call and tell my husband".

NWSRA Lightning Sports Teams

Days prior to the 2017 Special Olympics Winter Games, Cross Country Ski athletes were informed that this would be their last year competing in the sport due to Special Olympics eliminating the Cross Country Ski competition to add new sports to its roster. This news didn't stop the two NWSRA athletes that qualified for the State Winter Games competition. The two athletes were determined to give it their all. They both received Gold Medals in the 50M and 100M competition. Also competing at the 2017 Special Olympics Winter Games were six athletes from the NWSRA Alpine Ski team. The team brought home two Gold Medals, two Silver Medals and four Bronze Medals.

NWSRA Figure Skating team took nine athletes to Skating Championships on February 18 and 19. All skaters met their individual goals at the competition and seven skaters won gold! Special Olympics is also eliminating Figure Skating from the roster of competition sports.

NWSRA is proud to have Alpine Skier Steve McVoy representing the United States at the Special Olympics World Winter Games March 14 – 25 in Austria.

Paralympics

On January 14, NWSRA hosted their seventh Chicago Metro Boccia Cup at the Hoffman Estates Park District Prairie Stone Sports & Wellness Center. Twenty-five Paralympic Boccia athletes from NWSRA, Synergy Adaptive Athletics, Rehabilitation Institute of Chicago and the United Cerebral Palsy Seguin of Greater Chicago competed in an all-day competitive Boccia tournament. Athletes were classified at the tournament to determine level of ability. One of the classifications allows for an athlete to use a ramp to compete, which is typically made out of PVC pipe. Other athletes classified to use a Sports Assistant to give them their ball when it's their turn. The Metro Boccia Cups held throughout the year prepare athletes for the Paralympic Boccia Nationals held in July, hosted in Nashville.

Collaborative Opportunities

Pursuit Adult Day Program

Due to the excitement of Pursuit 2 Hanover Park, the amount of tours hosted at Pursuit Rolling Meadows has increased with potential clients that will age out of school in 2017. Throughout January and March staff have given over 60 tours to approximately 130 school personnel and families.

On Wednesday, January 11, staff hosted an informational night for PURSUIT 2 Hanover Park. Approximately 80 families attended. Currently, there are 75 potential clients on the interest list who will need services in 2017. There are an additional 50 potential clients on the interest list with projected service dates in 2018 or later.

Pursuit enjoyed community outings in January and February to local park district facilities. The clients loved the Buffalo Grove Golf Dome and for many of them it was their first time at a driving range. The group also had a blast at The Zone, at the River Trails Park District. Archery was again something new for many of them. The clients enjoyed ice skating at the Rolling Meadows Park District.

In January and February all six transition classes from Miner School in Arlington Heights came to see the PURSUIT program and gather information for their parents. Elgin High School students came to tour the PURSUIT program in great anticipation for PURSUIT 2 Hanover Park to open near them.

Staff were very excited to host State Representative Mussman and her team at the PURSUIT Rolling Meadows program on Tuesday, January 17. On Monday, February 6th the Rolling Meadows Rotary Club visited the PURSUIT program clients. The Rotary Club hosted lunch for everyone and provided musical entertainment.

Partners in Adult Learning (PAL)

PAL started out the year with a bowling league at Arlington Lanes. On Fridays, they are practicing for their May 5 performance at the Buffalo Grove Community Arts Center, preparing for their performance of the ballet "Sleeping Beauty".

Healthy Minds Healthy Bodies (HMHB)

On February 10, five participants from HMHB gathered to watch a documentary on World War II. Palatine resident, Tom, who represented the United States Army in WWII from 1943-1946, told captivating stories about his service. Veteran and Bartlett resident, Bill, attended his first HMHB networking event and plans to attend the next event in March with his wife. In the past three months, a total of 8 veterans have joined the HMHB program from Palatine, Bartlett and Buffalo Grove.

Staff Update

Volunteers

Forty-one new volunteers have joined the NWSRA volunteer team in 2017. Seventy-Three different programs, special events, social clubs and PURSUIT are currently receiving support from volunteers in the winter/spring session.

This season, NWSRA is hosting 14 Chicago State University (CSU), College of Pharmacy students. In groups of five, students will gather each Saturday to support three different programs. Four CSU volunteers are volunteering during their Spring break and will offer support to PURSUIT, as well as 5 different weekly programs. They chose this opportunity to learn more about working with individuals with disabilities and to become more well-rounded professionals in their field of medicine.

Congratulations to Pursuit volunteer Tom DiGiovanni on receiving the Illinois Association of Park Districts/Illinois Park and Recreation Association Community Service award! He has volunteered his time and energy at PURSUIT since Summer 2015.

Staff Development and Training

Twenty-eight staff attended the IAPD/IPRA Soaring to New Heights State Conference held January 19-21. Trisha Breitlow, Superintendent of Administrative Services, was recognized as the outgoing Section Director the Illinois Therapeutic Recreation Section Annual Board Meeting. In Addition, Renee Miles, Manager of Special Recreation, was recognized for chairing the TR Leadership Summit and Nicole Estrada, Support Services Coordinator, was recognized for chairing the Youth Programming Committee. NWSRA was recognized for Distinguished Agency Accreditation at the IPRA Awards Luncheon and Nicole Estrada was sworn in as the IPRA Membership Council Representative at the IPRA Annual Business Meeting.

Ted Adatto and Manny Aguilar, Inclusion Coordinator presented at the Illinois Park and Recreation Association Conference. Ted Adatto presented on "What Verbal/Physical Intervention System Works Best for Your Agency". Manny Aguilar spoke from the perspective of the Hispanic community on "Understanding Cultural Barriers for Individuals with Autism and their Families".

The Admin Team conducted their annual Supervisor's Pow Wow on January 26 for five managers. Discussion topics included succession training, staff accountability and business writing.

One of the agency goals for 2017 is to provide more flexibility with continuing education by offering on-line training opportunities. Eight topics were selected from the PDRMA web site for staff to review by September 12. These on-line training opportunities will also provide .6 CEUs. A few examples include Avoiding Back Injuries, slips, trips and falls and the Drug Free Workplace Policy. The Safety Committee reviewed several policies and procedures at the staff meeting on February 14. Topics included the PDRMA Core 6 Concepts, the agency emergency response plan, claims reporting and the agency safety manual review.

Recruitment and Outreach

Since January, NWSRA has attended park district events at Mount Prospect and Schaumburg, and is working with the Best Buddies program at Bartlett High School and the guidance office at Streamwood High School to create outreach and recruitment opportunities. Staff attended two teen job fairs, hosted by Arlington Heights Library and Schaumburg Library. Erica Stanko, Recruitment Coordinator, presented NWSRA job and volunteer opportunities at Rolling Meadows High School to approximately 30 students in the Teacher Internship Program. Fourteen new part time staff have been hired in 2017.

Behavior Team

The Behavior Team received five formal requests for support with challenging participants. They conducted four onsite program observations and three in-house trainings for staff who work directly with identified participants. Ted Adatto, Inclusion Coordinator attended a four-day Instructor Recertification course through the Crisis Prevention Institute in order to be able to train staff on the most current, best practices in behavior management and crisis intervention. Two parent meetings were held to discuss Fair Play at NWSRA, implementation of behavior management strategies used outside of NWSRA programs. The Behavior Team “Job Descriptions” for the Behavior Team have been developed to formalize team member expectations and duties aimed at adding to the team.

To: Tracey Crawford, Executive Director
From: Brian Selders, Superintendent of Communications & IT
Re: NWSRA/SLSF Marketing and Public Relations Report
Date: March 2, 2017

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

MEDIA	
Daily Herald	<ul style="list-style-type: none"> • Article on NWSRA Distinguished Accreditation • Article on PURSUIT 2 • Article on Snoezelen Room • Article on Steve McVoy- World Games • Articles on Gold Medal Fashion Show • App Ad created for: Gold Medal Fashion Show
Chicago Tribune	<ul style="list-style-type: none"> • Article on NWSRA Distinguished Accreditation • Article on PURSUIT 2 • Article on Snoezelen Room • Article on Steve McVoy- World Games • Articles on Gold Medal Fashion Show
TribLocal/ Metromix	<ul style="list-style-type: none"> • Added SLSF events to online calendar of events
Daily Herald Business Ledger	<ul style="list-style-type: none"> • Submitted SLSF information for the Business Ledger Philanthropy Guide
Patch	<ul style="list-style-type: none"> • Article on Gold Medal Fashion Show posted
Miscellaneous	<ul style="list-style-type: none"> • SLSF events posted online to the following sites: Daily Herald, WGN TV, Chicago Mama, Chicago Music Guide, North Shore Breaking News
ONLINE	
NWSRA/SLSF Online	<ul style="list-style-type: none"> • Implemented Part Time staff application system with online platform to RSVP for interview nights, auto-reply e-mails, exportable reports, social sharing and more. • Online system for receiving participant story information from staff implemented • Updated PURSUIT web page with online article and new format • Updated Snoezelen web page and links • Updated SLSF Facebook event pages • Day Camp flyer posted on School District virtual backpacks throughout NWSRA service area • Updated 2017 information across main site pages

	<ul style="list-style-type: none"> • Updated links throughout Directors sites, main site, ADA site and PDMarketing site • Bi-monthly NWSRA Now and SLSF Impact e-newsletters sent • Monthly NWSRA and SLSF Board Update e-newsletters sent
Social Media	<ul style="list-style-type: none"> • Invitation for SLSF Development Plan Focus Groups created and sent • 2016 recap of accomplishments video posted on Youtube • New video created for Gold Medal Fashion Show • NWSRA now has over 3,000 Facebook followers
PUBLICATIONS and FLYERS	
NWSRA/SLSF	<ul style="list-style-type: none"> • NWSRA/SLSF 2017 Annual Report created and sent • Day Camp brochures created and sent • Co-op SRANI Ad placed in Chicago Special Parent magazine • 2016 SLSF Board Member review created • 2017 SLSF Event materials updated • Gold Medal Fashion Show invitations and program books created and sent • Created 2017 calendar of events
Television, Video and Radio	
NWSRA/SLSF	<ul style="list-style-type: none"> • Video created for SLSF Gold Medal Fashion Show • SLSF event slides played on Village of Palatine Channel 6 message board • A series of 30 second commercials about NWSRA is being played on the Village of Hoffman Estates, Village of Mount Prospect and Schaumburg Park District local television stations.
ADDITIONAL MARKETING	
NWSRA/SLSF	<ul style="list-style-type: none"> • Submitted Agency Showcase nominations to IPRA • Presented IAPD/IPRA Community Service Awards to supporters • Article featured NWSRA in PDRMA safety newsletter • Snoezelen remote access/video project complete
Expos/Networking Events Attended	
NWSRA/SLSF	<ul style="list-style-type: none"> • Calendar of expos/networking events attended created by Outreach Committee. Attended 6 events in 2017
IN PROGRESS	
NWSRA/SLSF	<ul style="list-style-type: none"> • Database/website build project • Various publications and online media

	<ul style="list-style-type: none">• Partner event with Connect to Community- Director of Developmental Disabilities Division as guest speaker• NWSRA Village
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To: Tracey Crawford, Executive Director
From: Brian Selders, Superintendent of Communications & IT
Re: Outreach Committee Report
Date: March 6, 2017

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. Reached out to School Districts to post Day Camp brochure to online virtual backpacks
2. Promoted NWSRA services at 6 expos and events and created over 300 unique impressions
3. Provided speaking and presentation opportunities to NWSRA full time staff
4. Marketing/referral partnerships have been created with:
 - a. National Multiple Sclerosis Society
 - b. U46- Deaf/Hard of Hearing Awareness 5K Run/Walk
5. 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
6. 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: March 2017
To: Tracey Crawford, Executive Director
From: Nanette Sowa, Superintendent of Development
RE: SLSF Update for March NWSRA Board

SLSF is meeting with potential sponsors, filing grants and reaching out to existing and new donors in an effort to meet its 2017 financial goals. The current status is as follows:

Sponsorships: Sponsorship dollars are part of the SLSF event budgets. The FY 2017 budgeted amount is \$72,050. To date, \$25,175 has been received.

Grants: The FY 2017 budgeted grant total is \$75,500. To date, SLSF has applied for \$26,075 in grants. All grants are pending approval. \$2,316 has been received from the 2016 Elk Grove Township grant. Their fiscal year is April through March.

Annual Appeal: The annual appeal mailing was sent the last week of November and SLSF received \$5,831 since the first of the year. (\$16,830 was received in Nov/Dec 2016). A spring appeal will be sent using techniques suggested by American Philanthropic.

Events: The FY 2017 Events budgeted amount is \$245,260. The 27th annual Gold Medal Fashion Show was held on February 26th and raised just over \$57,000. The total amount received in event dollars as of March 10th is \$67,329. A portion of those dollars represent event sponsorships as shown in the sponsorship portion of this report.

Grants to NWSRA: The Board approved a grant to NWSRA in the amount of \$275,000 for fiscal year 2017. Payments are made in three installments paid in May, October and December.

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.

2017 Goal: SLSF will be utilizing the services of an outside agency, American Philanthropic to assist with the creation of a five year development plan. It is anticipated that to meet the future needs of NWSRA, SLSF will need to increase the amount raised each year to eventually raise in excess of \$800,000 per year by 2020. An initial meeting was held with the SLSF team and the consultants on February 9th. A meeting for NWSRA and SLSF Board members as well as all SLSF committee members will be held on Tuesday, March 21st.

VIII. Old Business

[Return to Home](#)



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

Northwest Special Recreation Association
ADA Task Force Meeting
February 22, 2017
2:00 p.m. Conference Room

Agenda

- I. Welcome/Introduction
- II. ADA Task Force*
 - a. History
 - b. Purpose
 - c. Roles
- III. Resources*
 - a. Member District Use of SRA Levy
 - b. Directors Site
 - c. NWSRA Project Binder
- IV. Process*
 - a. Board Meeting Schedule
 - b. Compliance Submission Paperwork
 - c. Review Process
 - d. Updates/Feedback/Changes
 - e. Board Packet
 - f. Approval Process
 - g. Finalization
- V. Current Projects to be reviewed

*All hand outs can be found on the Directors Site under the Compliance Projects Tab

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ADA Task Force Committee Meeting
Wednesday, February 22, 2017, 2:00 p.m.

Present: Tom Pope, River Trails Park District; Gary Buczkowski, Hoffman Estates Park District; Tracey Crawford, NWSRA; Andrea Griffin, NWSRA; and Jessica Vasalos, NWSRA

Meeting was called to order at 2:05 p.m.

II. ADA Task Force

History, Purpose, Roles

Executive Director Crawford introduced Mr. Tom Pope and Mr. Gary Buczkowski and gave them an overview of Senate Bill 1881, the purpose of the ADA Task Force and what the duties of the members of the ADA Task Force Review Committee would entail.

III. Resources

Member District Use of SRA Levy

Executive Director Crawford explained the assessment process and the Member District Use of SRA Levy. She also gave examples of how other member districts have used SRA Levy money.

Directors Site

Executive Director Crawford gave the Committee a tour of the resources that are available on the Directors website. She highlighted that every project from 2004 to present day is on the site and is listed not only by Park District but is also listed by project.

NWSRA Project Binder

Executive Director Crawford showed the Committee the "Originals Binder" that is located in the Administration Office. This binder houses all the paper copies of submitted ADA Compliance Projects sorted by park district as well as by project.

IV. Process

Board Meeting Schedule

Executive Director Crawford gave each Committee Member a copy of the Board Meeting Schedule and discussed that NWSRA meetings take place every other month on the 4th Wednesday of the month. She also explained that Board Packets are posted and sent one week prior to every Board Meeting.

Compliance Submission Paperwork

Executive Director Crawford informed the Committee that Member Districts submit projects by mail or email. She explained that each submission should include a cover letter outlining the request. Each request should include backup paperwork to reinforce the requested amount. This back up paperwork can include pictures, bid specs and or maps/drawings outlining the project. This

detailed process can be found on the Directors Site under the “Compliance Project” tab.

Review Process

Executive Director Crawford detailed the review process in that submissions that are mailed or emailed are sent to the Committee via email for review. The Committee is to review the project and let the Administrative Coordinator if the project is approved and will be allowed to stay on the Consent portion of the agenda.

Updates/Feedback/Changes

Executive Director Crawford then informed the Committee that if there are any questions regarding the submission that those questions should be directed to the Executive Director and or the Administrative Coordinator. NWSRA will then make contact with the submitting district for further explanation. All communication will go through NWSRA to the Committee for final approval.

Board Packet

Executive Director Crawford explained that once the project is approved it will be placed on the “Consent” portion of the Agenda for final Board approval.

Approval Process

Executive Director Crawford explained that during each Board meeting the Consent Agenda is voted on for approval. At this time, if any questions are raised regarding an ADA Compliance Project, it will be removed from the “Consent” portion of the agenda for further discussion.

Finalization

Executive Director Crawford informed the Committee that once an ADA Compliance Project is officially approved at the NWSRA Board level, a letter of approval is then email and or mailed to the submitting district.

V. Current Projects

At this time, the Committee was given copies of current submissions. There was a brief discussion of the projects. Gary Buczkowski asked if there was a guideline standard percentage for items listed on projects. Director Crawford informed the Committee that currently there is not guidelines set and all projects are approved based on presentence set from past projects. Director Crawford also explained that the Executive Committee of NWSRA has requested the Task Force review all past projects and set guidelines for future projects.

The meeting concluded with a future meeting to discuss guidelines.

The meeting adjourned at 3:15 pm.

IX. New Business

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**NORTHWEST SPECIAL RECREATION ASSOCIATION
ORDINANCE # 2017-1**

**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 _____ day of _____, 2017.

Ayes:

Nays:

Absent:

Chairman, Tony LaFrener
Board of Trustees
Northwest Special Recreation Association

ATTEST:

Secretary Tracey Crawford
Board of Trustees
Northwest Special Recreation Association

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS.

SECRETARY’S CERTIFICATE

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

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

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

adopted at a duly called Regular Meeting of the Board of Trustees of the Agency, held at the Park Central, in said Agency at 10:30 a.m. on the _____ day of _____, 2017.

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 ____ day of _____, 2017.

Tracey Crawford, Secretary
Board of Trustees
Northwest Special Recreation Association

(SEAL)

Northwest Special Recreation Association

Events Coordinator Job Description

(Updated February 22, 2017)

JOB IDENTIFICATION:

JOB TITLE:

Events Coordinator

DEPARTMENT:

Coordinator

HOURLY:

NA

SALARY/SALARY RANGE:

This is a salaried position.

FLSA:

Exempt

BENEFITS:

Complete medical/health/life/vision and dental package; vacation, holidays, personal and sick days; pension plan, IPRA and NRPA Membership, continuing education, and the Member District leisure benefits.

SUPERVISORY RELATIONSHIPS:

DIRECTLY REPORTS TO:

The Superintendent of Development

RESPONSIBLE FOR DIRECTLY SUPERVISING:

N/A

JOB PURPOSE:

To manage all aspects of the Special Leisure Services Foundations' (SLSF) fundraising events, including the SLSF event committees, volunteer management as well as those tasks that will ensure the success of the mission of SLSF and create community awareness. To manage all event-related logistics, vendors, sponsors, donors and volunteers. Represent SLSF and NWSRA at presentations, meetings, events and expos to support community access to recreation for individuals with disabilities and advocate for the development of recreation programs and services for everyone.

POSITION QUALIFICATIONS:

1. Graduate from accredited college or university with a BA/BS degree in Non Profit Management, Hospitality Management, Therapeutic Recreation, Parks and Recreation, or related field of study.
2. Certified Park and Recreation Professional (CPRP) or certification related to fundraising/nonprofit professionals or the ability to get certified within an allotted amount of time determined by the policy of the Association and/or the Executive Director.
3. Minimum three years of experience with fundraising, event planning and volunteer management.
4. Experience managing and overseeing event volunteers.

5. Strong interpersonal skills and the ability to effectively communicate with full-time staff, Board Members, student interns, part-time staff, volunteers, drivers, parents/guardians, participants, park district staff, vendors, donors, sponsors, as well as members of the general public and demonstrate a flexible, patient and courteous manner.
6. Must demonstrate strong leadership qualities; confidence, maturity, flexibility, creativity, resourcefulness and professionalism.
7. Knowledge of current standards of professional practice and ability to apply these standards to daily work. Highly motivated, self-starter, outgoing and confident with excellent interpersonal and communication skills in the oral and written format is required. A strong command of the English language with the use of correct punctuation, spelling, and grammar skills.
8. Work independently, solve simple to complex problems, demonstrate dependability, promptness and punctuality, and convey a positive attitude to others.
9. Knowledge of computer skills; Office, Word, Excel, PowerPoint, Quick Books, and Outlook.
10. Demonstrate accuracy in data entry and possession of high work standards, and ability to maintain records and computer documents in an orderly fashion.
11. Strong understanding of, and philosophy toward quality customer service principles.
12. Demonstrate decision making, advanced planning, prioritizing abilities and the ability to perform required duties under stressful situations without supervision.
13. Ability to engage in activities requiring physical exertion.
14. First Aid/CPR certification required.
15. Ability to drive agency vehicles based on driver's abstract.
16. Must pass the pre-employment drug testing, physical and criminal background check.

ESSENTIAL DUTIES & RESPONSIBILITIES:

AGENCY OPERATIONS AND ADMINISTRATION

1. Select, recommend and inventory supplies and equipment, which are associated with areas of supervision and responsibilities through inventorying, cleaning, inspection, and re-stocking equipment.
2. Utilize established purchasing procedures for purchasing, price quotes, formal bids and vendors for supplies, equipment and services.
3. Perform other duties related to the duties of the Event Coordinator, or duties in the best interest of the Association.
4. Effectively use cell phones, computers, computer software, tablets and the Internet for the performance of job assignments.
5. Provide input to supervisory staff related to determining goals, budgets, supply and equipment needs, risk management resources, productivity and efficiency systems, and staff development activities that may affect the Association's overall financial resources development.
6. Actively participate in assigned team meetings, individual/supervision meetings, planning or other agency meetings.

7. Drive an agency or personal vehicle to all work related events, programs and/or meetings as required.
8. Prepare, receive, and understand written material, whether by mail, facsimile, text, or e-mail and quickly respond to phone calls, voicemails, and written materials.
9. Solve complex problems and work efficiently and effectively under pressure and meet all deadlines for all projects, assignments, and events.
10. Participate regularly in continuing education opportunities, in-house in-services, and state opportunities as appropriate to increase awareness and knowledge, and to develop new skills and techniques.
11. Maintain a neat work area with easily accessible information in a logical filing system.

COMMUNICATION AND OUTREACH

12. Develop and maintain effective communications with SLSF Board members, legislators, businesses, community members, event committee members, sponsors, donors, parents, member district staff, and agency personnel.
13. Treat public complaints and concerns with the utmost attention. Is courteous in all cases.

POSITION SPECIFIC RESPONSIBILITIES

14. Assist in planning and implementing the SLSF fundraising calendar.
15. Assist in developing committees and community awareness of events.
16. Manage all event related logistics, procurement of auction/raffle items, vendors, donors, facility staff and volunteers with the assistance from the SLSF Team including donor and sponsorship recognition.
17. Develop event reports which include the history, year to year comparisons, event budget wrap ups and recommendations for the following year.
18. Negotiate and secure all contracts and insurance necessary to implement the fundraising event and monitor the accounts receivable and payable associated with each event.
19. Work with staff and community members to identify, recruit and develop volunteers, event chairs and committee members.
20. Meet the revenue implementation and recruitment goals for each fundraising event in the defined timeframe to generate event donors, sponsorships, and volunteers.
21. Update and maintenance of the SLSF database by configuring seating lists, golf foursomes, running event reports and contribution reports as needed.
22. Involve area businesses in events through solicitation of items for prize tables, products for the events and sponsorship opportunities.
23. Serve on the NWSRA Safety Committee as the SLSF liaison.
24. Assist in implementing the sales and marketing programs for SLSF and initiate the development of event print materials.

25. Update data base information such as addresses, phone numbers, emails as well as monetary donations and event participation based on new and existing donor and registration information and correspondence. Provide accurate and complete development records and event management reports.
26. Based on agency needs serve as a member on Chamber of Commerce and/or local community groups.
27. Provide information about the SLSF mission and goals to corporations, individuals and civic groups through presentations, networking and speaking opportunities.
28. Provide timely correspondence such as thank you notes, invoices, faxes and other information as needed to event participants, event donors and event sponsors.

SAFETY

29. Demonstrate familiarity with the Safety Manual contents, maintain a working knowledge of all general and departmental-specific safety rules and inspects work and program areas (use checklists) for compliance with safe work practices and rules.
30. Enforce safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
31. Cooperate and assist in the investigation of accidents and incidents and attends all required safety program and in-service education meetings.

COMPENTENCIES:

COLLABORATION:

Promotes and supports work teams and groups

RELIABILITY:

Performs responsibilities dependably and accurately, fulfills promised actions

RESPONSIVENESS:

Focuses on the customer, willingly helps others and provides prompt service

ASSURANCE:

Conveys trusts and inspires confidence

EMPATHY:

Deals with individuals, appreciates their differences, handles emotions and shows compassion for others

SELF CONFIDENCE:

Recognizes the contributions of others and is conscious of own ability

INTIATIVE:

Begins and follows through energetically with plans and tasks

COMMUNICATION:

Shares information, listens to what others are saying

ADAPTABILITY:

Makes decisions and solves complex problems

JOB STRENGTH REQUIREMENTS:

The Event Coordinator must, with or without reasonable accommodations, be able to perform the following functions:

WEIGHTBEARING:

- Ability to safely lift and transfer event equipment and supplies at a minimum of 10 pounds per load.
- Ability to move heavy equipment such as tables, chairs, water, office or computer equipment.

AGILITY/FLEXIBILITY/BALANCE:

- Ability to kneel down, rotate body position, and reach into small spaces such as under workstations to check computer or other equipment.

MANUAL DEXERITY:

- Ability to safely drive vehicles and to manipulate vehicle controls and operate wheelchair lift equipment.
- Ability to manipulate various tools needed to perform the responsibilities of the job such as; writing utensils (pen, pencil, computer keyboard), communication devices (telephone, TTY keyboard), recreation equipment of all types, office equipment (copy machine, fax machine, paper cutter, stapler, hole punch, tape dispenser, charge card processor etc.)

STAMINA:

- Ability to work a varied schedule of days, evenings or weekends, for fundraising events.

PSYCHOLOGICAL CONSIDERATIONS:

- Ability to work with individuals from all backgrounds and special interests in a respectful manner and to maintain a positive attitude in public places.
- Ability to handle multiple projects in a busy and noisy office environment, quickly transitions between duties each day, and a varied schedule each week.
- Ability to trouble-shoot, problem-solve, and handle stress in a calm, professional manner.

ENVIRONMENTAL CONSIDERATIONS:

- Ability to perform in a variety of weather conditions, ranging from mild to severe, year round, and in facilities that may range in temperature, and/or have various exposures.
- Ability to perform in outdoor situations where there is potential exposure to poisonous plants, insects, and wild animals.

COGNITIVE CONSIDERATIONS:

- Ability to navigate, read maps, and become quickly oriented to unfamiliar places.
- Ability to observe group dynamics, anticipate escalating behaviors, and intervene to diffuse potentially intense situations.
- Ability to monitor large groups at big events or public places.

APPROVAL BY THE EXECUTIVE DIRECTOR:

Date: _____

Signature: _____

To: Tracey Crawford, Executive Director
From: Andrea Griffin, Superintendent of Recreation
Re: Furniture and Installation Proposal- NWSRA Programming Space
Date: March 10, 2017

Staff performed a thorough review of available options for choosing a vendor for the purchase and installation of furniture at the NWSRA Programming Space at the Hanover Park Community Center. Staff created a bid packet outlining specifications for the desired furniture, which was placed on the www.nwsra.org/bid web page as of February 22, 2017.

Several factors, including furniture proposed, ability to meet outlined specifications, acceptance of proposed furniture installation timeline and other factors provided a basis for a fair comparison between the numbers of options available.

Attached are four comparisons:

1. Vendor comparison- Bid Submission
2. Vendor comparison- Furniture
3. Vendor comparison- Work Station Area
4. Vendor comparison- Total Project Cost

The recommendation of the staff is based on the following factors:

1. Vendor recommended must have a good track record of customer service
2. Vendor recommended must meet the specifications set forth in the quote request
3. Upon meeting the criteria listed above, vendor must provide a cost-effective quote

Frank Cooney Company meets all of the required bid specifications and provided comprehensive information requested in the bid proposal. Based upon this information, staff are recommending the purchase and installation of furniture through Frank Cooney.

Funds for the furniture have been budgeted as a capital expense of \$50,000, coming from the reserve transfer from PFM.

Motion to approve the staff recommendation of Frank Cooney as the vendor for the purchase and installation of furniture at the NWSRA programming space at the Hanover Park Community Center not to exceed \$62,168.83.

Motion to approve transfer of \$12,200 to capital reserve from the audited 2016 net balance to cover the cost of the purchase of furniture for the NWSRA programming space at the Hanover Park Community Center.

Vendor Comparison- Bid Submission

	Frank Cooney	Kentwood
Submitted bid in timely fashion	Yes	Yes
Photos Provided	Yes	Yes
Met bid specifications	Yes	No
Comprehensive information provided	Yes	No
Provided References with Bid Submission	Yes	No

Vendor comparison- Furniture

Cost includes purchase and installation of furniture as outlined in the NWSRA specifications for this project. Bidders were instructed that they may present alternative furniture that meets specifications outlined. If alternative but similar furniture is presented, bidder must have provided images and specifications of proposed individual pieces.

Furniture

Description	Frank Cooney	Kentwood
Product Description: Adjustable ht, 5 star base chair with casters and poly blow mold shell Ht adj from 16.5"-21.5" Finishes: Black Grey Seat with Arctic Base Quantity: 6	\$219.00 Exact specs	\$120.18 Alternative specs provided: Injection mold shell
Product Description: Cantilevered base with 2 component glides, poly blow mold shell 18" SH Finishes: Arctic Frame and Black Grey Poly seat Quantity: 25	\$85.50 Exact specs	\$92.55 Alternative specs provided: Injection mold shell
Product Description: 30" SH 4 leg stool with blow mold poly shell Finishes: Arctic frame and Black Grey seat Quantity: 4	\$153.80 Exact specs	\$160.25 Exact specs
Product Description: Movable marker board 39"W x 74"H Finishes: Arctic Frame Quantity: 2	\$975.80 Exact specs	\$687.50 Alternative specs provided: 36"W x 72"H
Product Description: Library Unit- 126"W x 92"H x 36"D (elevation 'C') Fabric: Maple laminate with matching edge Quantity: 1	\$7,871.30 Exact specs	\$583.85 \$235.54 Alternative specs provided: Two products 78 x 15 x 15 11-12Dx36Wx84H

Product Description: Top Shelf with Locking Door, Bottom Open Cubbies 39"W x 77.5"H x 23.5" D Finishes: Natural Maple Laminate with matching edge Quantity: 4	\$791.30 Exact specs	\$333.52 \$339.25 Alternative specs provided: Two products 36"W x 14-5/8"D 36W x13-1/8D x 57-1/8H
Product Description: Laminate wall cabinet with 2 locking doors and 2 adjustable shelves 31.5"W x 30"H x 14"D Finishes: Natural Maple Laminate Quantity: 3	\$316.50 Exact specs	\$404.41 Alternative specs provided: 30 x 15D x 28-1/2H
Product Description: Laminate tall cabinet with locking doors and 3 adjustable shelves 24"W x 63"H x 24"D Finishes: Natural Maple Laminate Quantity: 1	\$429.00 Exact specs	\$947.96 Alternative specs provided: 36"W x 64-3/4"H x 24"D
Product Description: Laminate tall cabinet with 2 locking doors and 5 adjustable shelves 39"W x 92"H x 24"D Finishes: Natural Maple Laminate Quantity: 10	\$899.30 Exact specs	\$1,008.29 Alternative specs provided: 36"W x 78" x 24"D
Product Description: metal framed mobile storage with rolling shutter door locking 1 adjustable shelf 36"W x 35"H x 19"D Finishes: Astral Laminate and Arctic Frame Quantity: 1	\$918.80 Exact specs	\$573.89 Alternative specs provided: 36"W x 29 1/2"H x 24"D
Product Description: Movable cabinets with 2 partitions (2 adjustable shelves in each of the 3 rows) 3 locking doors. 41.5"W x 43"H x 17"D Finishes: Natural Maple Laminate Quantity: 1	\$1,167.00 Exact specs	\$573.89 \$130.32 (shelves) Alternative specs provided: Two products 36"W x 29 1/2"H x 24"D
Product Description: Movable cabinets with 2 partitions (2 adjustable shelves in each of the 3 rows) open no doors. 41.5"W x 43"H x 17"D Finishes: Natural Maple Laminate Quantity: 1	\$1,065.80 Exact specs	\$980.30 \$130.32 (shelves) Alternative specs provided: Two products 52"W x 61"H x 24"D

Product Description: Steel framed movable cabinet, 3 rows of trays to accommodate 6"H trays. 33.5"W x 49"H x 19"D Finishes: Astral Silver, Arctic Frame Quantity: 1	\$786.00 Exact specs	\$980.30 \$130.32 (shelves) Alternative specs provided: Two products 52"W x 61"H x 24"D
Tote Trays (9197) 12"W x 17"D x 6"H Color: Blue Quantity: 12	\$22.50 Exact specs	\$61.54 (4 per pack) Alternative specs provided: 6"H
Product Description: Steel framed movable cabinet, 2 doors, 1 fixed shelf and 2 adjustable shelves 33.5"W x 62.5"H x 19"D Finishes: Astral Silver, Arctic Frame Quantity: 1	\$966.80 Exact specs	\$946.51 \$130.32 (shelves) Alternative specs provided: Two products 52"W x 61"H x 24"D
Product Description: Upholstered sofa with metal legs, 63"wx31.5"D, 16" SH Fabric: Manhattan MH41 Grey Quantity: 1	\$1,824.00 Exact specs	\$1,273.60 Alternative specs provided: Signal seat 54"W x 26"H x 33" D Seated Height 18
Product Description: Cloud Bean Bag 55"H x 41" Diam. Fabric: S41 Cordura 3737 Bordeaux Quantity: 2	\$534.80 Exact specs	\$599.97 No equivalent product
Product Description: Lounge Hi-Back Chair 31.5"W x 54"H x 31.5"D Fabric: S45 Manhattan MH41 Grey Quantity: 2	\$2,259.80 Exact specs	\$948.77 Alternative specs provided: 30 1/2 "W x 26" H x 33 1/2"D
Product Description: Upholstered right corner sofa with metal legs, 63"w x31.5"D, 16" SH Fabric: Manhattan MH41 Grey Quantity: 1	\$2,155.50 Exact specs	\$935.51 \$438.59 Alternative specs provided: Two products 78"W x 28.1/2"D 17" SH
Product Description: Upholstered left corner sofa with metal legs, 63"w x31.5"D, 16" SH Fabric: Manhattan MH41 Grey Quantity: 1	\$2,155.50 Exact specs	\$694.34 \$438.59 Alternative specs provided: Two products 78"W x 28 1/2"D 17" SH
Product Description: 35" Round disc base, laminate top	\$384.00 Exact specs	\$165.07 \$259.19 Alternative specs provided:

Fabric: Maple laminate with matching edge Quantity: 1		Two products 30" top
Product Description: Table with disc base 31.5" Sq. 27"H Finishes: Natural Maple Laminate with matching edge and Arctic base Quantity: 1	\$523.50 Exact specs	\$199.62 \$294.25 Alternative specs provided: Two products 36" top
Product Description: 4 leg steel frame table with laminate top Finishes: Natural Maple Laminate with matching edge and Arctic Frame Quantity: 3	\$314.30 Exact specs	\$200.79 Alternative specs provided: 60" W x 24"D
Product Description: Flip table- Curved laminate top with steel flip top base, 4 locking casters Finishes: Arctic Frame and Natural Laminate top Quantity: 7	\$481.50 Exact specs	\$561.34 Alternative specs provided: not curved
Product Description: Stand table with disc base 31.5" Sq. 40.5"H Finishes: Natural Maple Laminate with matching edge and Arctic base Quantity: 2	\$479.30 Exact specs	\$165.07 \$264.02 Alternative specs provided: Two products 30" Sq. 41"H

Vendor comparison- Work Station Area

Specifications were based on:

1. Manufacturer: Hon
2. Product: Hon Accelerate Panels, Hon Ignition Seating, Hon Series 38000 Desking
3. Include all hardware, connectors, end covers, panel top caps, straight connectors required.
4. Include all labor to unload, unpackage, remove waste, and assemble.

Bidders were instructed that they may present an alternative work station area that meets specifications outlined. If alternative but similar work station was presented, bidder must have provided images and specifications of proposed individual pieces as well as images and specifications of proposed completed piece.

Description	Frank Cooney	Kentwood
HEWS6572FP Tackable Panel 65H x 72W Grade A fabric Quantity: 1	\$284.20 Exact specs	\$229.41 Exact specs
HEWS65P Wall Starter 65H Core Paint Quantity: 1	\$44.90 Exact specs	Information missing
HIWM1 Ignition Mid-Back Task Chair Grade 1 Fabric Quantity: 2	\$276.90 Exact specs	\$374.07
H38293R 72 x 36 Single Pedestal Desk with lock Core Paint/Standard Laminate Quantity: 1	\$735.20 Exact specs	\$751.61 Exact specs
H9190A Flagship Lateral File 2 Drawer 42W Core Paint Quantity: 2	\$528.50 Exact specs	\$503.39 Exact specs
H38294L 72 x 36 Single Pedestal Desk with lock Core Paint/Standard Laminate Quantity: 1	\$735.20 Exact specs	\$751.61 Exact specs
HETP6536FP Tackable Panel 65H x 36W Grade A Fabric Quantity: 2	\$172.60 Exact specs	\$131.44 Alternative specs provided: Without TC
HETP6542FP Tackable Panel 65H x 42W Grade A Fabric Quantity: 2	\$188.70 Exact specs	\$143.45 Alternative specs provided: Without TC

Vendor comparison- Total Project Cost

	Frank Cooney	Kentwood
Total furniture cost including installation:	\$56,701.73	\$44,806.40
Total work station cost including installation:	\$5,467.10	\$5,171.60
Total Project Cost:	\$62,168.83	\$49,978.00

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Bank Resolutions 2017-8, 2017-9, 2017-10 and 2017-11
Date: March 22, 2017

Motion:

On March 9, Melissa Rodgers from PFM, contacted me regarding changes being made in relation to NWSRA's investment accounts held by IPDLAF. The current structure's checks use a centralized checking account. This structure is being phased out and replaced by a decentralized account system held by US Bank. Due to this change, new Resolutions and signature cards are required. These resolutions will update Resolutions 2017-2 and 2017-3 approved on January 25, 2017.

A motion to approve the following bank resolutions as indicated A, B, C, D dated March 22, 2017.

- A. US Bank Resolution 2017-8 approving the Master Services Agreement to open two new decentralized accounts through US Bank for the IPDLAF General and Investment Holding Accounts.
- B. US Bank Resolution 2017-9 approving two signature for checks from the General Account up to \$1,000 to be signed by Tracey Crawford, Executive Director, and/or Amy Charlesworth and Trisha Breitlow, or Jayne Finger, 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; the Chairman or the Vice Chairman.
- C. US Bank Resolution 2017-10 approving Tracey Crawford, Executive Director, Amy Charlesworth, Organizational Treasurer, Tony LaFrenere, Chairman, and Diane Hilgers, Vice Chairman as Authorized Persons on the NWSRA Investment holding account.
- D. US Bank Resolution 2017-11 approving Tracey Crawford, Executive Director, Amy Charlesworth, Organizational Treasurer, and Trisha Breitlow, Superintendent of Administrative Services as Treasury Management Signers for the General and Investment Holding Accounts.



Master Services Agreement (Governmental Entities)

Customer Tax Identification Number: 36-305924

I, Tracey Crawford, HEREBY CERTIFY that I am Executive Director of Northwest Special Recreation Association ("Customer"). I further certify that I have full power and lawful authority to execute this Master Services Agreement ("MSA") on behalf of Customer. I further certify that Customer has taken all action required by its resolutions and other organizational documents, records or agreements to authorize the individuals listed below to act on behalf of Customer in all transactions contemplated under this MSA. Customer shall not be bound by the terms and conditions for those specific services described, to the extent Customer elects not to use such service(s). Customer hereby agrees as follows:

DEPOSIT ACCOUNTS:

1. U.S. Bank National Association ("Bank") is hereby designated as Customer's banking depository. Customer has received a copy of the deposit account terms and conditions and agrees that such terms shall govern the deposit account services provided by Bank. All transactions between Customer and Bank involving any of Customer's accounts at Bank will be governed by the deposit account terms and conditions, this MSA and other disclosures provided to Customer. Customer agrees to provide Bank with a copy of documents requested by Bank.

2. Any one (1) of the persons whose names and signatures appear in Appendix A (individually, an "Account Signer") are hereby authorized to open, add, modify, or close accounts in the name of Customer or its subsidiaries or affiliates, or if applicable, as an agent for another entity, and to sign, on behalf of Customer, its subsidiaries or affiliates or as an agent for another entity, checks, drafts or other orders for the payment, transfer or withdrawal of any of the funds or other property of Customer, whether signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, including those payable to the individual order of the person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any indebtedness owing to the Bank from the person or persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such withdrawals; and are also authorized to endorse for deposit, payment or collection any check, bill, draft or other instrument made, drawn or endorsed to the accounts governed by this MSA for deposit into these accounts. The authorization contained in the preceding sentence includes transfers of funds or other property of Customer to accounts outside of those accounts Customer maintains at Bank. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Account Signers.

3. Unless Customer otherwise advises Bank in writing and Bank has a reasonable opportunity to act on such writing, the Account Signers listed in Appendix A will be Account Signers on any future deposit accounts that Customer maintains with Bank.

4. Customer acknowledges and agrees that Bank is not required to obtain the consent of or otherwise contact an Account Signer for transactions other than those listed in paragraph 2 above, including, but not limited to, transfers between accounts Customer maintains at Bank, advances on loans Customer has with Bank and transfers to pay down loans Customer has with Bank.

TREASURY MANAGEMENT SERVICES:

5. Bank's treasury management services ("Treasury Management Service(s)") are described in the U.S. Bank Services Terms and Conditions, any supplements thereto, any implementation documents, user manuals, operating guides and other related documentation and disclosures provided by Bank, and any addendum to any of the foregoing (collectively the "Services Agreement"). Customer has received and reviewed the Services Agreement and desires to use one or more of the Treasury Management Services.

6. Any one (1) of the persons whose names and signatures appear in Appendix B (individually, a "Treasury Management Signer") are empowered in the name of and on behalf of the Customer to enter into all transactions contemplated in the Services Agreement including, but not limited to, selecting Treasury Management Services, appointing agents to act on behalf of Customer in the delivery of Treasury Management Services, signing additional documentation necessary to implement the Treasury Management Services and giving Bank instructions with regard to any Treasury Management Service, including without limitation, wire transfers, ACH transfers, and any other electronic or paper transfers from or to any account Customer may maintain with Bank. Bank may, at its discretion, require Customer to execute additional documentation to implement or amend certain Treasury Management Services. In such cases, documentation necessary to implement or amend such Services shall be signed by a Treasury Management Signer. Customer further acknowledges and agrees that Bank may implement or amend Services based on the verbal, written, facsimile, voice mail, email or other electronically communicated instructions that it believes in good faith to have been received from a Treasury Management Signer. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Treasury Management Signers.

MONEY CENTER AND SAFEKEEPING SERVICES:

7. Any one (1) of the persons referenced in Appendix M (individually, a “Money Center Signer”) are each authorized and empowered in the name of and on behalf of the Customer to transact any and all depository and investment business through the Bank’s Money Center division (the “Money Center”) and any securities custodial business through the Bank’s Safekeeping Department (the “Safekeeping Department”), which such person may at any time deem to be advisable, including, without limiting the generality of the foregoing, selecting any services that may from time to time be offered by the Money Center or the Safekeeping Department (collectively referred to herein as “Money Center Services” and “Safekeeping Services”, respectively), appointing additional Money Center Signers or agents to act on behalf of Customer with respect to Money Center Services and Safekeeping Services, signing additional documentation necessary to implement the Money Center Services and Safekeeping Services and giving Bank instructions with regard to any Money Center Service and Safekeeping Service. Customer has received and reviewed the Services Agreement and may use one or more of the Money Center Services or Safekeeping Services from time to time. Bank may, at its discretion, require Customer to execute additional documentation to implement or amend certain Money Center Services or Safekeeping Services. In those cases, the required documentation shall be signed by a Money Center Signer. Customer further acknowledges and agrees that Bank may take any action with respect to any Money Center Services or Safekeeping Services requested by a Money Center Signer based on the verbal, written, facsimile, voice mail, email or other electronically communicated instructions that Bank believes in good faith to have been received from a Money Center Signer. Any one of the Money Center Signers is also authorized to execute any documentation that Bank may require to add or delete Money Center Signers.

FOREIGN EXCHANGE:

8. Bank is authorized by Customer to enter into foreign exchange transactions. Customer has received a copy of the Services Agreement and agrees that the terms contained in the Services Agreement, this MSA and other disclosures provided to Customer shall govern the foreign exchange services provided by Bank. Customer agrees to provide Bank with a copy of documents requested by Bank.

FOREIGN CURRENCY ACCOUNTS:

9. Bank is hereby designated as Customer’s banking depository for one or more Foreign Currency Account(s) (the “Foreign Account(s)”). Any one (1) of the persons whose names and signatures appear in Appendix C (individually, a “Foreign Currency Account Signer”) are hereby authorized to open, add, modify, or close any Foreign Account(s) in the name of Customer or its subsidiaries or affiliates and to make, on behalf of Customer, orders for payment or transfer of any of the funds or other property of Customer, whether signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, including those payable to the individual order of the person or persons signing or otherwise authorizing the same. Customer hereby expressly authorizes and directs Bank to accept written and oral instructions any payment orders, by telephone or otherwise, consistent with the Services Agreement. Customer has received a copy of the Services Agreement and agrees that the terms contained in the Services Agreement, this MSA and other disclosures provided to Customer shall govern the Foreign Accounts. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Foreign Currency Account Signers.

OTHER SERVICES:

10. A Contract Signer is authorized and empowered on behalf of Customer to transact any and all other depository and investment business with and through Bank, and, in reference to any such business, to make any and all agreements and to execute and deliver to Bank any and all contracts and other writings which such person may deem to be necessary or desirable.

GENERAL:

11. All Account Signers, Treasury Management Signers, Foreign Currency Account Signers and/or Money Center Signers (whether designated in this MSA or in a prior document [for example, a Certificate of Authority or a Treasury Management Services Agreement] executed by Customer) will remain in place until Bank receives written notice of any change and has a reasonable time to act upon Customer’s written notice.

12. Any and all transactions by or in behalf of Customer with the Bank prior to the adoption of this MSA (whether involving deposits, withdrawals, Treasury Management Services, or otherwise) are in all respects ratified, approved and confirmed.

13. Customer agrees to furnish Bank with the names and signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the persons who presently are Account Signers, Treasury Management Signers, Foreign Currency Account Signers and/or Money Center Signers. Bank shall be indemnified and saved harmless by Customer from any claims, demands, expenses, loss or damage resulting from or growing out of honoring or relying on the signature or other authority (whether or not properly used and, in the case of any facsimile signature, regardless of when or by whom or by what means such signature may have been made or affixed) of any officer or person whose name and signature was so certified, or refusing to honor any signature or authority not so certified.



Master Services Agreement (Governmental Entities)

Each of the undersigned (individually and collectively, the "Contract Signers") certifies that, based on his or her review of Customer's books and records, Customer has, and at the time of adoption of this MSA had, full power and lawful authority to adopt the MSA and to confer the powers herein granted to the persons named, and that such persons have full power and authority to exercise the same.

Each of the Contract Signers further certifies that he or she has the full power and lawful authority to execute this MSA on behalf of Customer, its subsidiaries and affiliates, or if applicable, as an agent for another entity who has entered into an agreement with Customer authorizing Customer to act on such entity's behalf.

Each of the Contract Signers further certifies that the Account Signers, Treasury Management Signers, Foreign Currency Account Signers and/or Money Center Signers have been duly elected to and now hold the offices of Customer set opposite their respective names, and the signatures appearing opposite their names are the authentic, official signatures of the said signer.

The undersigned Contract Signers have executed this MSA as of the _____ day of _____, 20 17 .

Contract Signer
Signature: _____
Print Name: Tracey Crawford
Print Title: Executive Director

Contract Signer
Signature: _____
Print Name: _____
Print Title: _____

Contract Signer
Signature: _____
Print Name: _____
Print Title: _____

Contract Signer
Signature: _____
Print Name: _____
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Contract Signer
Signature: _____
Print Name: _____
Print Title: _____

For Internal Use Only:

Review _____ Validation Method _____ TL Review _____ Imaged _____



New Account/Change in Authorized Account Signer(s)

Customer Information

Customer Name: Northwest Special Recreation Association New Account
Tax Identification Number: 36-3059924 Change in Authorized Account Signers

Account Information

Account Name	Account Number	Tax Identification Number
General Account		36-3059924

Authorized Account Signers

Add Authorized Account Signer(s):

Name	Title	Specimen Signature
Dianna Hilgers	Vice Chairman	
Anthony Lafrenere	Chairman	
Trisha Breitlow	Supertintendent of Administrative Services	
Amy Charlesworth	Organizational Treasurer	
Tracey Crawford	Executive Director	

Delete Authorized Account Signer(s) (list name(s) only):

Existing Authorized Account Signer(s) other than those new Authorized Account Signers listed above (list name(s) only, no specimen signatures are needed)

The Signer listed below represents and warrants to the Bank that: (i) the signatures listed above are the true and authentic signatures of the additional Authorized Account Signer(s); (ii) that each Customer listed above has taken all action required by its respective organizational documents to appoint the additional Authorized Account Signer(s) and to delete any Existing Authorized Account Signer(s); and (iii) he/she is authorized to complete this Appendix A-1 for each Customer listed above.

Account Signer may execute this Appendix A-1 to add an account(s) for Customer if the Existing Authorized Signers remain the same. Otherwise, this Appendix A-1 must be executed by a Contract Signer. This Appendix A-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Signer Signature: _____ Print Title: Executive Director
Print Name: Tracey Crawford Date: _____

CTN

For Internal Use Only:
Authorized Signers are related to the Master Services Agreement dated: _____
Review _____ Validation Method _____ TL Review _____ Imaged _____



New Account/Change in Authorized Account Signer(s)

Customer Information

Customer Name: Northwest Special Recreation Association

New Account

Tax Identification Number: 36-3059924

Change in Authorized Account Signers

Account Information

Account Name	Account Number	Tax Identification Number
Investment Holding Account		36-059924

Authorized Account Signers

Add Authorized Account Signer(s):

Name	Title	Specimen Signature
Dianna Hilgers	Vice Chairman	
Anthony Lafrenere	Chairman	
Amy Charlesworth	Organizational Treasurer	
Tracey Crawford	Executive Director	

Delete Authorized Account Signer(s) (list name(s) only):

Existing Authorized Account Signer(s) other than those new Authorized Account Signers listed above (list name(s) only, no specimen signatures are needed)

The Signer listed below represents and warrants to the Bank that: (i) the signatures listed above are the true and authentic signatures of the additional Authorized Account Signer(s); (ii) that each Customer listed above has taken all action required by its respective organizational documents to appoint the additional Authorized Account Signer(s) and to delete any Existing Authorized Account Signer(s); and (iii) he/she is authorized to complete this Appendix A-1 for each Customer listed above.

Account Signer may execute this Appendix A-1 to add an account(s) for Customer if the Existing Authorized Signers remain the same. Otherwise, this Appendix A-1 must be executed by a Contract Signer. This Appendix A-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Signer Signature: _____

Print Title: Tracey Crawford

Print Name: Tracey Crawford

Date: _____

CTN

For Internal Use Only:

Authorized Signers are related to the Master Services Agreement dated: _____

Review _____ Validation Method _____ TL Review _____ Imaged _____

X. Information /Action Items

[Return to home](#)



Northwest Special Recreation Association Outstanding Check Policy

Purpose

The purpose of the Northwest Special Recreation Association (NWSRA) Outstanding Check Policy is to ensure accurate cash reporting and management.

Procedure

When a check is outstanding for more than six (6) months the NWSRA's Accounting Manager, or his/her designee, shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the NWSRA's Accounting Manager, or his/her designee, shall prepare a listing of all checks that have been outstanding for more than six (6) months in which notification was sent to the payee and the check was not claimed. A journal entry will be done to deposit the funds into the NWSRA's unclaimed liability account.

Once a year, in September, the NWSRA's Treasurer will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent (checks dated seven (7) years or older) to the State of Illinois, Unclaimed Property Division, per State Statute.

NWSRA

Capital Asset Policy

INTRODUCTION

Purpose

The purpose of this capital asset policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The NWSRA capital asset policy is herein established to safeguard assets and to insure compliance with GASB34 for governmental financial reporting.

Overview

This policy is herein established to safeguard and address NWSRA's investment in property, which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including Generally Accepted Accounting Principles (GAAP), and Governmental Accounting, Auditing, and Financial Reporting (GAAFR).

Further, this policy is meant to reflect NWSRA's desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) Statement No. 34. Specifically, the GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The Statement also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense.

INVENTORY, VALUING, CAPITALIZING, AND DEPRECIATION

Inventory

Responsibility for control of capital assets will rest with the operating department wherein the asset is located. The Accounting Manager shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory.

Each Department will be responsible for control of capital assets for their department. The Accounting Manager shall ensure that such control is maintained by establishing a capital asset inventory schedule, and work with each Department Head semi-annually to update the inventory. The inventory schedule will include the following for each asset:

- Asset Description – A description of the asset (serial #, model#)
- Asset Classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
- Department name and physical location of asset
- Date asset was purchased/acquired and or disposed
- Cost of Asset
- Method of acquisition (purchased or donated)
- Estimated useful life

This list will be maintained, updated, and reviewed by the Accounting Manager on an ongoing basis.

NWSRA
Capital Asset Policy – Continued

Valuing Capital Assets

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges). In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

Capitalizing

When to Capitalize Assets:

Assets are capitalized at the time of acquisition. To be considered a capital asset for **financial reporting purposes, an item must be at or above the capitalization threshold (see schedule - page 3) and have a useful life of at least one year.**

Assets not Capitalized:

Capital assets below the capitalization threshold (see schedule - page 3) on a unit basis but warranting “control” shall be inventoried and an appropriate list will be maintained by the Accounting Manager.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)
- Cost exceeds designated threshold (see schedule - page 3)

Capital Assets include the following major classes of assets:

Land and Land Improvements – Capitalized value is to include the purchase price plus costs such as legal fees and filing fees; improvements such as parking lots, fences, pedestrian bridges, landscaping.

Building and Building Improvements – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.

Vehicles – Costs include purchase price plus costs such as title and registration.

Machinery and Equipment – Assets included in this category are heavy equipment, traffic equipment, generators, office equipment, phone system, and kitchen equipment.

Infrastructure Assets – Infrastructure Assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

As of 2017, NWSRA utilizes the Asset Maxx Program for **Capital Assets**.

Depreciation

Depreciation is computed on a straight-line method on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset’s functionality or extends the asset’s useful life.

Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold.

NWSRA
Capital Asset Policy – Continued

Capital Assets Useful Lives are as follows:

	<u>Useful Life</u>	<u>Capitalization Threshold</u>	<u>Inventory Threshold</u>
Land (and inexhaustible Land Improvements)	N/A	\$ 1	\$ 1
Buildings		50,000	
Buildings	50		1
Building Improvements		3,000	1
HVAC	20		
Re-Roofing	20		
Electrical/Plumbing	30		
Carpet Replacement	10		
Vehicles		10,000	1
Vehicles – Programs	8		
Vehicles – Staff	8		
Machinery & Equipment		500	1
Recreational Equipment	20		
Software	5		
Computers	5		
Furniture & Fixtures		500	1
Office Furniture	20		
Office Equipment	5		
Phone System	10		
Kitchen Equipment	15		
Infrastructure	20	70,000	

OTHER

Removing Capital Assets from Inventory

Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the inventory listing.

Donations or Transfer

Each Department must add additions and deletions from donated or transferred assets to the inventory listing by notifying the Accounting Manager.

Surplus Property

Each Department must report all capital assets classified as surplus to the Board of Directors. NWSRA will follow the NWSRA surplus ordinance for surplus assets.

Lost or Stolen Property

When suspected or known losses of inventoried assets occur, NWSRA should conduct a search for the missing property. The search should include transfer to another department, storage, scrapping, and surplus property. If the missing property is not found, the loss should be reported to the Board of Directors and removed from the inventory.

From the community: NWSRA Participants Hit the Runway at the Annual Gold Medal Fashion Show Fundraiser



NWSRA participants Katie Hajost (left) and Stephen Katz wave to the crowd at the 2016 Gold Medal Fashion Show. (Posted by bselders, Community Contributor)

By **Community Contributor bselders**

JANUARY 18, 2017, 10:59 AM

Rolling Meadows, IL: Children and adults with disabilities will hit the runway and model the latest fashions at the annual Special Leisure Services Foundation (SLSF) Gold Medal Fashion Show, to be held on Sunday, February 26 at the Meadows Club in Rolling Meadows, IL. The event is expected to draw over 600 attendees and funds will be used to provide recreational opportunities for individuals with disabilities who participate in Northwest Special Recreation Association (NWSRA) programs.

According to the U.S. Census Bureau, approximately 55 million Americans have a disability. Although the nation has come a long way in the management and treatment of those with special needs, the stigma associated with such health conditions remains strong. It is NWSRA's mission to provide outstanding opportunities through recreation for children and adults with disabilities. Through over

2,000 day camps, athletics, cultural arts, special events and recreational programs, individuals with disabilities have the opportunity to have fun, make friends, be included, go new places, learn new things and celebrate their lives.

SLSF President Tracey Crawford stated that due to the support of so many attendees of the Gold Medal Fashion Show, this "translates into extra scholarships, safer vehicles, more support for Lightning athletes, better adapted equipment, and quality inclusion opportunities for individuals to recreate within their home park district programs."

The event, sponsored by local companies including Northwest Community Healthcare and Daily Herald, with clothing provided by DressBarn, Formally Modern Tuxedo and Bachrach. The Rolling Meadows High School Orchesis will also be performing at the show. Tickets are \$50/person which includes lunch, entertainment, access to raffles and more. For more information or to register, visit www.slsf.me or contact Nanette Sowa at 847-392-2848, ext. 255 or e-mail nsowa@slsf.me.

About NWSRA:

NWSRA is a nonprofit organization that has enriched the lives of children and adults with disabilities throughout 17 northwest suburbs in Chicago by providing outstanding recreational opportunities in a safe, supportive and social setting for over 40 years. NWSRA holds the distinction of Distinguished Accredited Agency from the Illinois Park and Recreation Association, and won the National Recreation and Park Association Excellence in Inclusion Award in 2013 for national leadership in diversity and inclusion initiatives. If you are interested to learn more about NWSRA's programs and success stories, please visit our website: www.nwsra.org, or contact Brian Selders at 847-392-2848.

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

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This article is related to: [Rolling Meadows](#)

NWSRA to hit runway at fashion show benefit

Submitted by Brian Selders

Children and adults with disabilities will hit the runway and model the latest fashions at the annual Special Leisure Services Foundation Gold Medal Fashion Show Sunday, Feb. 26, at the Meadows Club in Rolling Meadows.

The event is expected to draw more than 600 attendees and funds will be used to provide recreational opportunities for individuals with disabilities who participate in Northwest Special Recreation Association programs.

According to the U.S. Census Bureau, approximately 55 million Americans have a disability. Although the nation has come a long way in the management and treatment of those with special needs, the stigma associated with such health conditions remains strong.

It is its mission to provide outstanding opportunities through recreation for children and adults with disabilities. Through more than 2,000 day camps, athletics, cultural arts, special events and recreational programs, individuals with disabilities have the opportunity to have fun, make friends, be included, go new places, learn

new things and celebrate their lives.

Foundation President Tracey Crawford stated that, due to the support of so many attendees of the Gold Medal Fashion Show, this "translates into extra scholarships, safer vehicles, more support for Lightning athletes, better adapted equipment and quality inclusion opportunities for individuals to recreate within their home park district programs."

The event is sponsored by local companies including Northwest Community Healthcare and Daily Herald, with clothing provided by DressBarn, Formally Modern Tuxedo and Bachrach. The Rolling Meadows High School Orchestras also will be performing at the show. Tickets are \$50/person, which includes lunch, entertainment, access to raffles and more.

For information or to register, visit www.slsf.me or contact Nanette Sowa at (847) 392-2848, ext. 255, or email nsowa@slsf.me.

Northwest Special Recreation Association is a non-profit organization that has enriched the lives of children



COURTESY OF BRIAN SELDERS

Northwest Special Recreation Association participants Katie Hajost, left, and Stephen Katz wave to the crowd at the 2016 Gold Medal Fashion Show.

and adults with disabilities throughout 17 Northwest suburbs in Chicago by providing recreational opportunities in a safe, supportive and social setting for more than 40 years.

It holds the distinction of Distinguished Accredited

Agency from the Illinois Park and Recreation Association, and won the National Recreation and Park Association Excellence in Inclusion Award in 2013 for national leadership in diversity and inclusion initiatives.

If you are interested to learn more about its programs and success stories, visit www.nwsra.org or contact Brian Selders at (847) 392-2848.

• Submit 'Your News' at www.dailyherald.com/share.

Daily Herald
1/23/17
Section 5
Page 2

Neighbor & Classifieds

Out & about

Oakton's Engineering Pathways Program
 3-7:30 p.m. Thursday
 Room 200, Margaret
 Keefe Science and Health
 Center at Oakton
 Community College, 1600 W
 17th Road, Des Plaines. High
 school seniors can learn how
 to earn a guaranteed admission
 to the University of Illinois Ur-
 ban-Champaign to complete
 a four-year degree through
 engineering pathways.
 No registration fee.
 For information, visit
 www.engineering.illinois.edu
 or contact Oakton's Office
 of Recruitment and Ad-
 missions at (847) 635-1635.

Mount Prospect Night
 Friday, March 10, 7-9 p.m.
 Mount Prospect Village
 S. Emerson St.
 Mount Prospect. Join Mount
 Prospect in a French Trivia Contest.
 Prizes are in English.
 Tickets are \$10 and can be
 purchased at mountpros-
 pect.com/events.
 Seating is limited to 10 per
 table. Reservations are
 welcome. For
 more information, visit
 www.mountpros-
 pect.com.

in Christian Writers
 Friday, March 10, 10-11 a.m.
 Elgin Public Library, 130
 S. Schaumburg
 Road, Schaumburg.
 Join the Christian Writers
 Association for a
 "writing workshop" at the
 Elgin Public Library.
 For novice or
 experienced writers who want
 to improve their writing skills,
 this workshop offers
 helpful tips and
 constructive feedback.
 Some materials
 are provided. No
 registration required.

in
 Friday, March 10, 7-9 p.m.
 Prospect High School,
 1000 Prospect Road, Prospect
 Heights. Ring in the
 New Year with a
 South Middle
 School band
 performance.
 Tickets are
 available at
 www.prospect-
 heights.org.
 For more information,
 visit
 www.prospect-
 heights.org.



Steve McVoy Jr. is with his ski equipment at the 2005 Special Olympics held in Nagano, Japan.



Lisa Menichino, 47, of Bartlett practices her cross-country skiing. She will be among the 3,000 Special Olympians from 110 countries descending on the Alpine regions of Austria for the eight-day event.

Off to Austria

Arlington Heights, Bartlett residents to compete in the Special Olympics World Games

By EILEEN O. DADAY
 Daily Herald correspondent

Two Northwest suburban athletes are preparing for the trip of a lifetime: the chance to compete in the Special Olympics World Games, opening March 14 in Austria. Steve McVoy, 37, of Arlington Heights and Lisa Menichino, 47, of Bartlett will be among the 3,000 Special Olympians from 110 countries descending on the Alpine regions of Austria for the eight-day event.



Steve McVoy Jr. displays the silver and bronze medals he won during 2005 Special Olympics skiing events held in Nagano, Japan.

"I'm excited. I've never been to Austria," says Menichino, who is a multi-sport athlete with Northern Illinois Special Recreation Association, which is based in Crystal Lake. She will be competing in the 500-meter and 1K cross-country skiing events, as well as a 1K relay event in her first world games, while McVoy will take to the slopes as he competes in the Alpine skiing events. McVoy is a level 4 downhill skier, who will be making his second appearance at the world games. In 2005, he was chosen to compete in Nagano, Japan, where he won a silver and bronze medal.

He qualified for the 2017 world games after winning a gold medal in Alpine skiing at the 2016 winter state competition in Galena, Illinois. Both Menichino and McVoy have been training for nearly a year for the world games after being notified of their selection in February 2016.

However, this winter's lack of snowfall proved to be a challenge. Earlier in the winter, when there was snow, Menichino trained at Wing Park in Elgin, before moving indoors to The Centre in Elgin, where she works out on the elliptical, treadmill and with weights. Over the summer, she trained on roller skis. McVoy traveled across the country to find snow. He

attended an Alpine ski race training camp in Portland, Oregon, where he skied on Mount Hood. The camp was sponsored by the National Sports Center for the Disabled. He also attended a training camp in Killington, Vermont, for five days, where he trained with his Special Olympics Team USA coaches and other athletes. Locally, McVoy works with a personal trainer three days



Lisa Menichino, 47, of Bartlett, left, enjoys a meal with her friends and teammates Joan Sherman and Anne DeDobbeleere, both of Elgin, at Special Olympics Illinois Winter Games in Galena. She will be among the 3,000 Special Olympians from 110 countries traveling to Austria for the eight-day event.

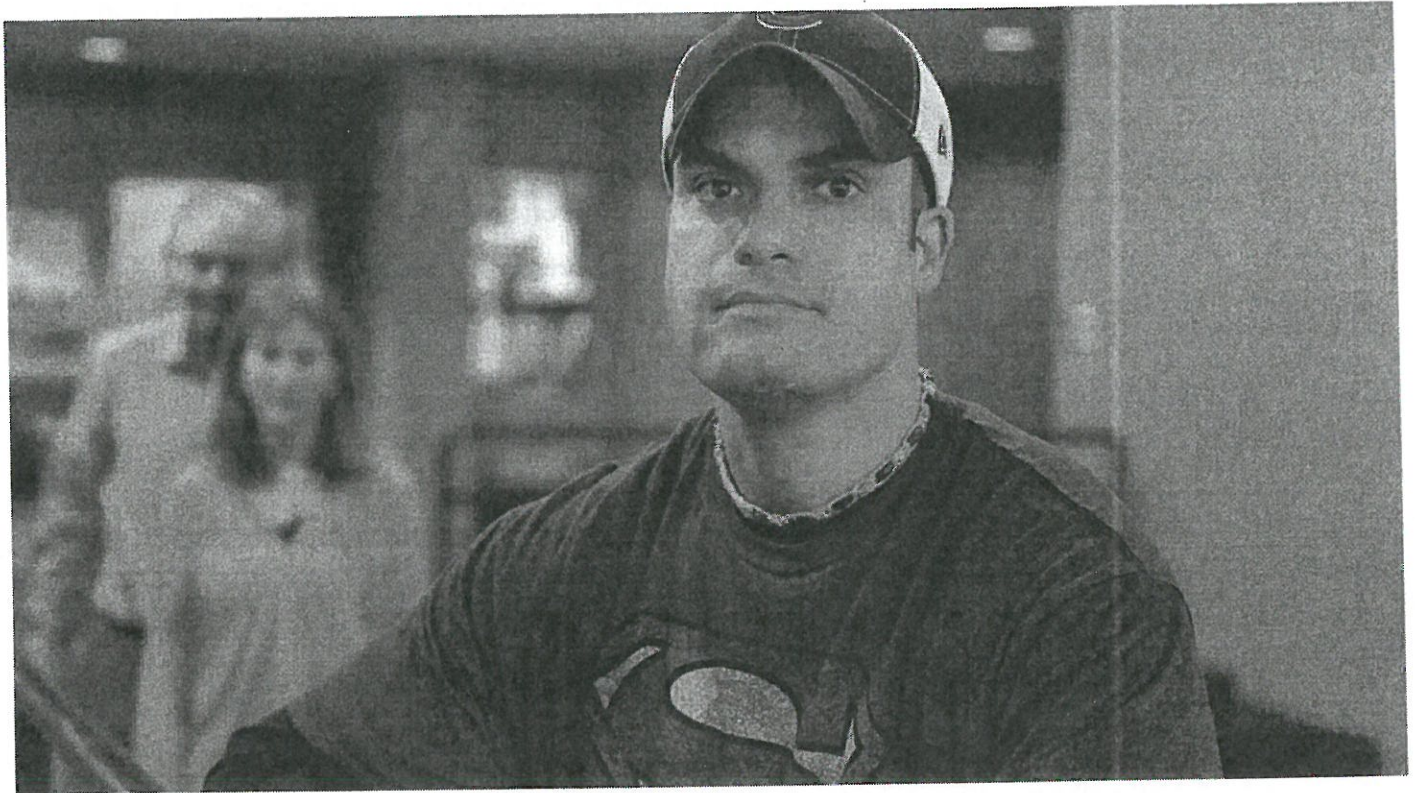
a week, as well as cross training through his other sports in Special Olympics, including weightlifting and basketball, to help him further his cardio, muscle strength and endurance. Both athletes will have large family contingents on hand to watch them compete, including 13 of the extended Menichino family, as well as McVoy's parents, Steve and Pam, his younger brother, Brendan, and more family members coming from across the country. Special Olympics "has been an ongoing presence in Steve's life since he was a young child," says his mother, Pam. "The organization has enhanced Steve's life in many

aspects, including social and athletic development. "It has allowed him to be part of a community," she adds, "promoting friendships, teamwork, confidence and respect." The Illinois delegation will gather Saturday, March 11, in Chicago for a send-off celebration and dinner, before flying to Washington, D.C., the next day, where they will meet up with the rest of the USA teams and celebrate with a special event. The athletes will depart on Monday, March 13, for Austria to begin final preparations before marching in the opening ceremony on Tuesday, March 14.

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Prove, Prospect students win state speech championships

Arlington Heights man heads to Austria to compete in 2017 Special Olympics World Winter Games



Arlington Heights resident Steve McVoy prepares to compete in the 2017 Special Olympics World Winter Games in Austria. (Brian O'Mahoney / Pioneer Press)

By **Karen Ann Cullotta**
Pioneer Press

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For Arlington Heights resident Steve McVoy, a chance to compete in the 2017 Special Olympics World Winter Games in Austria later this month marks the latest accomplishment of a dedicated athlete known by family and friends for his courage, tenacity and humble spirit.

"Skiing has built up Steve's confidence and has helped him acquire new friendships," said Pam McVoy, who will be joining her husband, Steve McVoy Sr., when their 37-year-old son competes in the Alpine ski competition at the games.

The 2017 Special Olympics World Winter Games last from March 18 through March 24.

"I'm really excited, but I'm not nervous," said the younger Steve McVoy. "I have no clue how high the elevation is compared to where I've skied in Colorado, but I know it's pretty high."

Brian Selders, a spokesman for the Rolling Meadows-based nonprofit Northwest Special Recreation Association (NWSRA), said McVoy has been active in the organization for 29 years, describing him as "a great athlete and a great teammate."

McVoy will join forces with the other Special Olympics athletes from Illinois on Saturday in Chicago, where he and his family plan to attend a send-off celebration and dinner, Selders said.

On Sunday, McVoy and the Illinois delegation will fly to Washington, D.C., where the group will meet up with the rest of the teams from the U.S. for another celebration.

The athletes then are scheduled to fly to Austria on Monday, where they will begin their final preparations and take in a few local tourist attractions before the start of the competition, Selders said.

Steve McVoy took up skiing as a child, one year after he was diagnosed with a cognitive disability at the age of 7, Pam McVoy said.

As the eldest of three brothers in the McVoy family, Steve McVoy grew up watching his younger brothers, Brendan and Ryan, compete in football and basketball games.

His passion for skiing also has turned into a family affair, Pam McVoy said.

"When my son Brendan lived in Colorado, my husband and I took Steve out there for a visit, and the two boys just took off together, and were out skiing for hours," Pam McVoy said. "They were gone so long that my husband and I were starting to panic and as it turned out, they had gotten lost, but somehow found their way back."

This week, Steve McVoy was busy preparing for his upcoming competition in Austria, juggling training sessions at a local fitness center and his job at the Arlington Heights Park District, where for years he has been assigned to duties at Melas Park.

Despite the lack of snow in Illinois this winter, Selders said, the NWSRA was determined to provide competitive skiers like McVoy with the opportunity to practice by sponsoring day trips at area slopes, including a statewide Special Olympics competition last month at Chestnut Mountain in Galena, Ill., where McVoy won a gold medal.

"We're all very excited, and it's a huge deal for Steve, and for all of us," Selders said. "He's a great representative for the NWSRA, and we all hope he shines out there."

Back home when he is not practicing, Steve McVoy has shown pride in his work at the Arlington Heights Park District, Pam McVoy said.

He also recently started volunteering as a ski instructor on day trips sponsored by the nonprofit Wounded Warrior project, which serves military veterans who have been injured in the line of duty, she said.

"Over the years, so many people have given their time for Steve's endeavors, so we're just so glad to see he has learned the importance of being a volunteer, and he is now giving back to others, too," Pam McVoy said.

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BOB CHWEDYK/bchwedyk@dailyherald.com
Rolling Meadows acting Mayor Tim Veenbaas, second from left, talks with Nick Troy of the Rolling Meadows Park District, Tracey Crawford of the Northwest Special Recreation Association, Amy Charlesworth of the Rolling Meadows Park District, and Rolling Meadows High School Principal Eileen Hart, at a chamber luncheon.

Rolling Meadows puts a call out to Caterpillar

BY CHRISTOPHER PLACEK
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"Disruption" may be the word most used to describe politics and government, from Brexit to the transition of power in Washington, D.C., Rolling Meadows acting Mayor Tim Veenbaas observed.

But managed well, disruption can lead to greater growth and success, Veenbaas said.

It's what he's hoping for in his town in 2017 — from trying to lure Caterpillar to securing the relocation of a Fortune 100 company.

Veenbaas outlined the city's economic development efforts — which he believes need to improve — during a state of the city address at the 12th annual Taking Care of Business luncheon of the Rolling Meadows Chamber of Commerce.

Veenbaas, the city's Ward 7 alderman, was chosen by his city council colleagues in November to serve as acting mayor until the April election, following former Mayor Tom Rooney's appointment to the 27th District state Senate seat.

During his short tenure as acting mayor, Veenbaas said he's done some things to "disrupt" how the city operates.

He personally called the CEO of Caterpillar after that company's announcement in January that it will move its headquarters from Peoria to somewhere

112 of 112 Chicago area. Veenbaas hopes

Rooney and state Rep. Tom Morrison will also help lobby the company.

"Rolling Meadows, like several other suburbs, is in the mix," Veenbaas said.

He's taking a different tact than a year or so ago when a Chinese delegation looking to tour Rolling Meadows was told by the city, "We're too busy," Veenbaas said.

"I apologize to them now — that won't happen again," he said.

As to the unnamed Fortune 100 company, Veenbaas said the firm is "seriously considering" relocating to Rolling Meadows, and bringing 1,000 employees with it.

The city currently has vacant buildings large enough to house both companies, he said.

On the long-vacant former Dominick's property on Kirchoff Road, Veenbaas said property owner Clark Street Development has spoken with many investors interested in developing portions of the 11.5-acre site. What's likely is for the property to be divided up, though it's the owner's preference to sell to one group, Veenbaas said.

Veenbaas noted the economic investments in towns around Rolling Meadows, such as a live theater venue in Schaumburg and additional restaurants near Woodfield Mall. Meanwhile, since only 12,000 cars drive down Kirchoff Road every day, consultants have told the city it's hard to attract the kind of businesses residents want to see.