



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

**January 20, 2021
10:30 a.m. Regular Meeting
Via Zoom**

<https://us02web.zoom.us/j/89844386893>

Call in Number: 312-626-6799

Meeting ID: 898 4438 6893

AGENDA

- I. Call to Order
 - A. Roll Call

- II. Introduction of Guests:
 - A. Andi Marfilus - Intern
 - B. Faithe Kazmark - Intern
 - C. Kathryn Schuermann - Intern
 - D. Jenny Wood – Intern
 - E. Jacki Moore – 5 Year Recognition

- III. Public Comment

- IV. Approval of Agenda

- V. Approval of Consent Agenda – Pages – 3-32
 - A. Approval of Minutes, December 9, 2020
 - B. NWSRA Financial Reports, December 31, 2020
 - 1. PFM Account Statement
 - 2. NWSRA & SLSF Organizational Cash Overview
 - 3. NWSRA Budget vs. Actual
 - 4. SLSF Budget vs. Actual
 - 5. NWSRA Balance Sheets
 - 6. SLSF Balance Sheets
 - 7. BF Edwards Account Statement
 - 8. 4th Quarter Financial Reports
 - C. Warrants:
 - 1. Warrant #1 January 20, 2021 - \$255,128.80
 - D. Bi-Weekly Payroll:
 - 1. 12/18/2020 - \$77,785.35
 - 2. 12/31/2020 - \$74,544.11
 - E. ADA Compliance Projects
 - 1. Mount Prospect Park District:
 - a) Various Parks – Routes and Surfaces – \$2,796
 - 2. Bartlett Park District:
 - a) Valley View Park – Routes and Surfaces – Benches/Playground components - \$30,000

An extension of the local park districts serving

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

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

- b) Trails End Park – Routes and Surfaces – Playgrounds - \$28,619
 - c) O'Brien Woods – Routes and Surfaces – Walking Surfaces - \$3840
 - 3. Schaumburg Park District:
 - a) Meineke & Bock Park – Routes and Surfaces – Walking Surfaces - \$23,913.50
 - b) Various Parks – Routes and Surfaces – Play Surfaces - \$68,678
 - c) Various Parks – Routes and Surfaces – Play Surfaces - \$12,640
 - 4. Streamwood Park District:
 - a) Hoosier Grove Museum – Routes and Surfaces – Ramps - \$25,340

- VI. Correspondence
 - A. Written
 - B. Oral

- VII. Staff Reports – Pages – 33-37
 - A. Program Report
 - B. 2020 Year End Statistics – Oral Report with hand out
 - 1. Program & Participant Statistics
 - 2. Facility Statistics
 - C. Marketing and P/R Report
 - D. SLSF

- VIII. Old Business – Pages – 38-40
 - A. Full Time Staff Member Benefits Usage Report
 - B. Finance Task Force Committee Meeting – February 10, 2021 at 10:30 a.m.
 - C. Other

- IX. New Business – Pages – 41-43
 - A. Appointment of Legal Counsel:
 - 1. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Howard Metz (NWSRA)
 - B. Appointment of Director – Tracey Crawford
 - C. Other

- X. Information/Action Items – Pages - 44-49
 - A. COVID Update
 - B. 2020 Year in Review/2021 Goals – Oral Presentation
 - C. COVID Vaccinations – Oral Report
 - D. Other

- XI. Closed Session

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

 - A. NONE

- XII. Action as a result of Closed Session

- XIII. Adjournment



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



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

V. Consent Agenda

[Return to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD VIA ZOOM VIDEO CALL
ON THE 9TH DAY of DECEMBER 2020 AT 10:30 A.M.**

Chairman Risinger called the meeting to order at 10:34 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romeko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Bob O'Brien, Robert Dowling

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Cathy Splett, Superintendent of Development; Miranda Woodard, Accounting Manager; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

None

Public Comment

None

Approval of Agenda

Chairman Risinger asked for a motion to approve the agenda dated December 9, 2020. Trustee LaFrener suggested that the order of items be changed from 1. Minutes, 2. Approval of Amended COVID 2020 Budget, 3. Approval of Proposed FY2021 Budget, 4. Approval of Finance Committee Recommendation of Surplus to 1. Minutes, 2. Approval of Finance Committee Recommendation of Surplus, 3. Approval of Amended COVID 2020 Budget, 4. Approval of Proposed FY2021 Budget. Chairman Risinger agreed and made the motion to approve the Agenda as amended. Trustee Janda made the motion and Trustee Fullerton seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

Approval of Consent Agenda

Chairman Risinger called for a motion to approve the Consent Agenda of December 9, 2020. Trustee Fahnstrom made the motion and Trustee LaFrenere seconded the motion to approve the Consent Agenda dated December 9, 2020. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs
NAY: None

The motion carried.

Correspondence

None

Staff Reports

None

Old Business

Finance Committee Recommendations

Approval of Finance Committee Recommendation of Surplus and Approval of the FY2021 Budget

Finance Committee Chair Fahnstrom reviewed the findings of the Finance Committee and thanked all parties that have reached out and provided information. After much discussion, it was decided that a Finance Task Force Committee will be developed to discuss policy and procedures for NWSRA funds. The Board discussed not needing action regarding the Finance Committee of Recommendation of Surplus, as this was approved during the budget process. Trustee Clark made the recommendation that this approval be included in the discussion with the Finance Committee Task Force. Trustee LaFrenere suggested amending motion to approve the FY2021 budget to include the addition of the Finance Committee Task Force to evaluate reserve funds and set the Fund Balance Policy. Chairman Fahnstrom asked for a motion to approve the FY2021 Budget with the addition of a Finance Committee Task Force to evaluate reserve funds and set policy on fund balance. Trustee Janda made the motion and Trustee Clark seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Approval of Amended FY2020 COVID Budget

Chairman Fahnstrom asked for a motion to approve the FY2020 COVID Budget as presented. Trustee Janda made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Jay Morgan, Jeff Janda, Jan Buchs

NAY: Craig Talsma, Tony LaFrenera

The motion carried.

New Business

Installation of Officers

Chairman Risinger asked for a motion to approve the installation of officers as with the corrections of Organizational Treasurer from Organizational Chair and adding Tracey Crawford as Secretary. Trustee Fahnstrom made the motion and Trustee LaFrenera seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Recognition of Board Members

Trustee Fahnstrom, on behalf of the Board, NWSRA, and staff, thanked Chairman Risinger for his outstanding accomplishments and dedication as Chairman of the NWSRA Board of Trustees during FY2020.

Bank Signature Cards

Superintendent Negrillo presented the updated signature cards for Board approval. The resolutions have been updated to reflect Trustee Talsma's recommendation to just have the Organizational Treasurer, Tracey Crawford and the Administrative Team. Chairman Fahnstrom called for a motion to approve the signature cards. Trustee Clark made the motion and Trustee Janda seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Informational/Action Items

Accident/Injury Summary 2020

Superintendent Negrillo reported no major injuries for full-time employees in 2020.

Closed Session

Chairman Fahnstrom asked for a motion to move into closed session. Trustee Risinger made the motion and Trustee Romejko seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Chairman Fahnstrom made a motion to reconvene into open session at 12:15 p.m. Trustee Clark made the motion and Trustee Janda seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Action as a result of Closed Session

Chairman Fahnstrom asked for a motion to approve Resolution R2020-10 stating not to release any executive session minutes. Trustee Clark made the motion and Trustee Janda seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Adjournment

After no further business, Chairman Fahnstrom called for a motion to adjourn. Trustee Clark made the motion and Trustee Risinger seconded the motion to adjourn the December 9, 2020 meeting at 12:16 p.m. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Secretary



Account Statement - Transaction Summary

For the Month Ending **December 31, 2020**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class

Opening Market Value	9,834.28
Purchases	136,009.04
Redemptions	(169.67)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$145,673.65**

Cash Dividends and Income 0.42

Illinois Trust CD Program

Opening Market Value	1,265,000.00
Purchases	0.00
Redemptions	(135,000.00)
Unsettled Trades	0.00
Change in Value	0.00

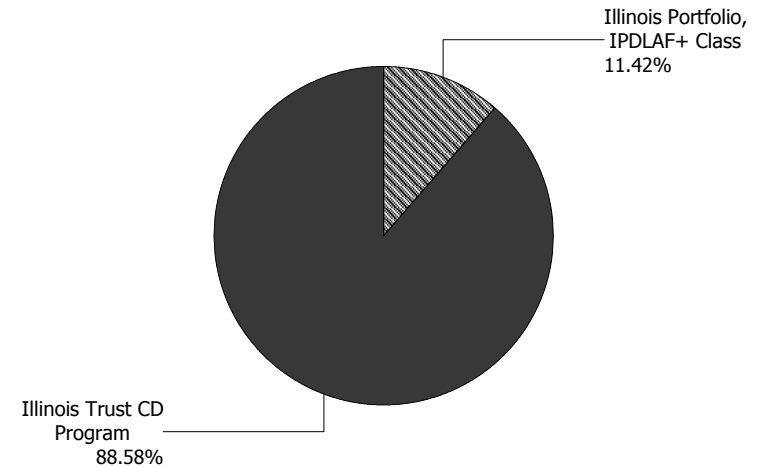
Closing Market Value **\$1,130,000.00**

Cash Dividends and Income 1,008.62

Asset Summary

	December 31, 2020	November 30, 2020
Illinois Portfolio, IPDLAF+ Class	145,673.65	9,834.28
Illinois Trust CD Program	1,130,000.00	1,265,000.00
Total	\$1,275,673.65	\$1,274,834.28

Asset Allocation



NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW DECEMBER 31, 2020

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	338,149	272,388	610,537
	OPER/MMA (Village Bank & Trust)	2,074,934	50,853	2,125,788
	IPDLAF	80,001	-	80,001
	FLEX SPENDING CHECKING	3,606	-	3,606
	CASH BANKS	-	-	-
	TOTAL	<u>\$ 2,497,190</u>	<u>\$ 323,391</u>	<u>\$ 2,820,581</u>
<u>RESERVES: INVESTMENTS</u>				
	BF EDWARDS	\$ -	\$ 1,160,525	\$ 1,160,525
	PFM Asset Management	1,275,674	-	1,275,674
	TOTAL	<u>\$ 1,275,674</u>	<u>\$ 1,160,525</u>	<u>\$ 2,436,199</u>
<u>RESERVES:</u>				
	<u>OPERATING</u>			
	MAX SAFE 1 (Village Bank & Trust)	\$ 1,505,898		\$ 1,505,898
	<u>CAPITAL</u>			
	MAX SAFE 2 (Village Bank & Trust)	474,467		474,467
	TOTAL	<u>\$ 1,980,365</u>		<u>\$ 1,980,365</u>
<u>TOTAL CASH & RESERVES</u>				
	December 31, 2020	<u><u>\$ 5,753,229</u></u>	<u><u>\$ 1,483,917</u></u>	<u><u>\$ 7,237,145</u></u>
 <u>TOTAL CASH & RESERVES</u>				
	December 31, 2019			
	CASH	\$ 1,396,286	\$ 196,719	\$ 1,593,005
	RESERVES - OPER	1,496,369		\$ 1,496,369
	RESERVES - CAP	471,465		\$ 471,465
	RESERVES - INVEST	1,736,543	1,246,386	\$ 2,982,929
		<u>\$ 5,100,663</u>	<u>\$ 1,443,105</u>	<u>\$ 6,543,768</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION
 BUDGET VS ACTUAL and CASH BALANCE

DECEMBER 31, 2020

(A) BUDGET
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	654,353	933,119	278,766	429,675	327,942	(101,733)	224,678	605,176	380,498
February	441,027	204,336	(236,691)	466,338	363,031	(103,307)	(25,310)	(158,695)	(133,385)
March	833,725	210,011	(623,714)	477,174	307,203	(169,971)	356,552	(97,192)	(453,743)
April	470,775	184,446	(286,330)	519,086	263,694	(255,392)	(48,311)	(79,249)	(30,937)
May	1,137,649	732,049	(405,601)	460,007	297,114	(162,893)	677,642	434,935	(242,708)
June	691,609	441,629	(249,980)	525,519	298,394	(227,125)	166,090	143,236	(22,854)
July	82,629	325,285	242,656	553,114	673,109	119,995	(470,486)	(347,824)	122,661
August	390,698	429,301	38,603	674,837	262,259	(412,578)	(284,139)	167,042	451,181
September	175,943	295,518	119,575	480,793	430,841	(49,952)	(304,850)	(135,323)	169,526
October	666,706	53,796	(612,910)	536,476	319,465	(217,012)	130,230	(265,669)	(395,899)
November	493,824	844,745	350,922	540,821	286,106	(254,715)	(46,997)	558,639	605,636
December	236,569	318,689	82,120	482,284	442,423	(39,861)	(245,715)	(123,734)	121,981
TOTAL YTD	6,275,508	4,972,923	(1,302,585)	6,146,124	4,271,582	(1,874,543)	129,384	701,342	571,958

(B) CASH BALANCE

MONTH	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	5,182,193	605,176	(83,823)	(208,139)	1,650 a.	5,497,057
February	5,497,057	(158,695)	0	4,082	1,255 a.	5,343,698
March	5,343,698	(97,192)	0	4,082	6,916 a.	5,257,504
April	5,257,504	(79,249)	0	4,082	(914) a.	5,181,423
May	5,181,423	434,935	0	3,976	24,789 a.	5,645,123
June	5,645,123	143,236	0	0	58,887 a.	5,847,246
July	5,847,246	(347,824)	0	61	(5,121) a.	5,494,361
August	5,494,361	167,042	0	(61)	6,062 a.	5,667,404
September	5,667,404	(135,323)	0	26,578	1,218 a.	5,559,877
October	5,559,877	(265,669)	0	3,396	11,093 a.	5,308,697
November	5,308,697	558,639	0	24,073	(12,377) a.	5,879,032
December	5,879,032	(123,734)	19,318	(13,588)	(7,811) a.	5,753,216

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

SPECIAL LEISURE SERVICES FOUNDATION
 BUDGET VS ACTUAL - SUMMARY BY TYPE
 TWELVE MONTHS ENDING DECEMBER 31, 2020

	<u>2020</u>			<u>2019</u> <u>PRIOR YR ACTUAL</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER</u> <u>(UNDER)</u>	
<u>REVENUE</u>				
GRANTS	74,436	86,000	(11,564)	226,349.96
RESTRICTED FUNDRAISING	18,781	56,040	(37,259)	44,351.96
RESTRICTED DONATIONS	4,192	13,000	(8,808)	7,149.71
UNRESTRICTED FUNDRAISING	175,193	243,625	(68,432)	227,057.81
UNRESTRICTED DONATIONS	65,602	76,000	(10,398)	70,709.62
INVESTMENT TRANSFER	0	310,000	(310,000)	-
TOTAL REVENUE	<u>338,205</u>	<u>784,665</u>	<u>(446,460)</u>	<u>575,619.06</u>
<u>EXPENDITURES</u>				
ADMINISTRATION	24,813	55,950	(31,137)	42,420.89
RESTRICTED FUNDRAISING	4,053	12,615	(8,562)	12,091.51
UNRESTRICTED FUNDRAISING	59,279	98,028	(38,749)	78,880.87
GRANTS GIVEN	333,371	612,455	(279,084)	436,639.16
TOTAL EXPENSES	<u>421,516</u>	<u>779,048</u>	<u>(357,532)</u>	<u>570,032.43</u>
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	<u>(83,312)</u>	<u>5,617</u>	<u>(88,929)</u>	<u>5,586.63</u>
<u>INVESTMENT INCOME (LOSS)</u>	124,103	1,750	122,353	167,501.85
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	<u>\$ 40,792</u>	<u>\$ 7,367</u>	<u>\$ 33,425</u>	<u>182,122.24</u>

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

DECEMBER 31, 2020

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	32,896	30,397	(2,499)	8,279	7,300	(979)	24,617	23,097	(1,520)
February	46,429	(6,409)	(52,838)	12,754	24,066	11,312	33,675	(30,475)	(64,150)
March	21,789	(61,976)	(83,766)	82,659	54,029	(28,630)	(60,870)	(116,005)	(55,135)
April	180,918	69,343	(111,575)	36,034	190	(35,845)	144,884	69,153	(75,731)
May	50,283	35,590	(14,693)	130,013	1,232	(128,780)	(79,730)	34,358	114,087
June	35,701	52,034	16,332	39,154	4,720	(34,434)	(3,453)	47,313	50,766
July	198,818	62,440	(136,378)	24,104	75,502	51,397	174,714	(13,062)	(187,776)
August	52,988	69,530	16,542	25,015	19,325	(5,690)	27,973	50,205	22,232
September	55,548	34,988	(20,560)	25,191	13,748	(11,443)	30,357	21,240	(9,117)
October	36,848	19,275	(17,573)	182,558	48,137	(134,420)	(145,710)	(28,862)	116,848
November	47,628	96,036	48,408	94,414	22,839	(71,575)	(46,786)	73,198	119,984
December	26,568	61,060	34,492	118,873	150,429	31,556	(92,304)	(89,369)	2,935
TOTAL YTD	786,415	462,308	(324,107)	779,048	421,516	(357,532)	7,367	40,792	33,425

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,443,749	23,097	-	300	(1,523)	1,465,622
February	1,465,622	(30,475)	-	-	3,029	1,438,177
March	1,438,177	(116,005)	-	-	741	1,322,913
April	1,322,913	69,153	-	-	(326)	1,391,740
May	1,391,740	34,358	-	-	(700)	1,425,398
June	1,425,398	47,313	-	-	524	1,473,235
July	1,473,235	(13,062)	-	-	26	1,460,199
August	1,460,199	50,205	-	-	48	1,510,452
September	1,510,452	21,240	-	-	438	1,532,130
October	1,532,130	(28,862)	-	-	(359)	1,502,909
November	1,502,909	73,198	-	-	1,333	1,577,439
December	1,577,439	(89,369)	-	-	(2,718)	1,485,353

Northwest Special Recreation Association

01/11/21

Balance Sheet

Accrual Basis

As of December 31, 2020

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Govt Ckg II - Flex Spending	3,605.71
10300 · Petty Cash	500.00
10600 · VB&T Bus Check 2	338,148.65
10700 · IPDLAF+	80,001.46
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,130,000.00
11200 · PFM Investments Hold Account - Other	145,673.65
Total 11200 · PFM Investments Hold Account	<u>1,275,673.65</u>
11500 · VB&T Operating/MM Account	2,074,933.96
11650 · MAX SAFE 1 (Village Bank&Trust)	1,505,898.06
11660 · MAX SAFE 2 (Village Bank&Trust)	474,467.01
11800 · Credit Card - American Express	314.50
11810 · Credit Card - Discover	-159.00
11820 · Credit Card - MasterCard	-700.75
11830 · Credit Card - Visa	701.75
11840 · MC/VISA On-Line	-169.25
Total Checking/Savings	<u>5,753,215.75</u>
Accounts Receivable	
12000 · Accounts Receivable	4,330.57
Total Accounts Receivable	<u>4,330.57</u>
Other Current Assets	
12100 · INTEREST RECEIVABLE	13,672.93
12200 · PREPAID EXPENSES	60.70
12300 · Prepaid Lease	30,000.00
Total Other Current Assets	<u>43,733.63</u>
Total Current Assets	<u>5,801,279.95</u>
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	337,019.00
13070 · Parking Lot	71,730.00
13100 · Equipment	637,845.00
13110 · Accum.Depre- Equipment	-242,243.00
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,507,273.00
Total Fixed Assets	<u>1,564,103.00</u>
TOTAL ASSETS	<u><u>7,365,382.95</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21200 · Accounts Payable	10,639.29
Total Accounts Payable	<u>10,639.29</u>
Credit Cards	
BMO Harris P-Card	43,193.33
Total Credit Cards	<u>43,193.33</u>
Other Current Liabilities	
21100 · Anticipated Refunds - Prog Fees	14,175.20

Northwest Special Recreation Association

Balance Sheet

As of December 31, 2020

01/11/21

Accrual Basis

	<u>Dec 31, 20</u>
21500 · Payroll Liabilities	
21510 · Employee Taxes	15,075.46
21520 · EE 457B Contributions - NTWD	5,269.81
21530 · Employee Health Insurance	3,940.62
21540 · IMRF - Employer Portion/Expense	24,385.21
21550 · EE Contributions - Vol Life Ins	208.95
22100 · EE FSA Depend & Med	11,619.58
22200 · EE 457b Contributions - AFLAC	1,797.95
22300 · EE 457b Contributions - ICMA RC	3,979.29
	<hr/>
Total 21500 · Payroll Liabilities	66,276.87
21600 · Security Deposits	250.00
21700 · Unclaimed Payroll/Property	746.78
23200 · Deferred Member District Assmnt	19,317.66
	<hr/>
Total Other Current Liabilities	100,766.51
Total Current Liabilities	154,599.13
Long Term Liabilities	
22500 · ACCRUED VACATION	90,661.00
	<hr/>
Total Long Term Liabilities	90,661.00
Total Liabilities	245,260.13
Equity	
29500 · Retained Earnings	4,854,679.30
29550 · INVESTMENT IN CAPITAL ASSETS	1,564,102.00
Net Income	701,341.52
	<hr/>
Total Equity	7,120,122.82
TOTAL LIABILITIES & EQUITY	<u><u>7,365,382.95</u></u>

Special Leisure Services Foundation

01/11/21

Balance Sheet

Accrual Basis

As of December 31, 2020

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	272,388.20
10800 · VB&T MMA	50,853.29
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	24,046.31
11300 · BENJAMIN EDWARDS - Other	<u>1,136,478.77</u>
Total 11300 · BENJAMIN EDWARDS	1,160,525.08
11800 · Credit Card - American Express	-39.55
11820 · Credit Card - MasterCard	1,390.26
11830 · Credit Card - Visa	222.89
11840 · Credit Card - On-Line	<u>-137.18</u>
Total Checking/Savings	1,485,352.99
Other Current Assets	
12200 · Event Deposits	2,000.00
12300 · ACCOUNTS RECEIVABLE-OTHER	1,209.53
12400 · Interest Receivable	<u>2,079.61</u>
Total Other Current Assets	5,289.14
Total Current Assets	1,490,642.13
TOTAL ASSETS	<u>1,490,642.13</u>
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,174,615.37
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	<u>40,791.71</u>
Total Equity	1,490,642.13
TOTAL LIABILITIES & EQUITY	<u>1,490,642.13</u>



BENJAMIN F. EDWARDS & CO.

INVESTMENTS for GENERATIONS

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

* 0013799 03 AB 0.416 03 TR 00092 X109PA03 000000

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



Your Financial Advisor Is:

HANSON / FISHER / VANDERLUGT
(630) 871-2673

December 1, 2020 - December 31, 2020

Account Number: ~~XXXXXXXX~~

Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,127,370.65	\$1,246,386.20
Withdrawals (Cash & Securities)	0.00	-210,000.00
Dividends, Interest and Other Income	18,589.75	34,261.49
Net Change in Portfolio¹	14,564.68	89,877.39
ENDING ACCOUNT VALUE	\$1,160,525.08	\$1,160,525.08
Estimated Annual Income	\$15,739.45	

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

S 013799 X109PA03 009822

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
2%	Cash, Money Funds, and Bank Deposits	134,669.15	22,854.41	24,046.31
28%	Fixed Income	407,178.85	319,912.15	319,418.15
70%	Mutual Funds	704,538.20	784,604.09	817,060.62
100%	Account Total (Pie Chart)	\$1,246,386.20	\$1,127,370.65	\$1,160,525.08

Please review your allocation periodically with your Financial Advisor.



To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: FY2020 4th Quarter Financial Statement
Date: January 20, 2021

During the development of the 4th Quarter Financial report, an error was discovered in a few of the line items between the Budget Worksheet and the budget amounts entered into QuickBooks. The QuickBooks amounts remain unchanged, however, the 4th Quarter report was corrected to align with QuickBooks.

FY 2020 NWSRA 4th Quarter Budget Worksheet (Cash Basis with Accrual Adjustments)

Line Item #	Description	FY 2020 Budget	Jan-Dec 2020	Accrual Adjustments	Total after Adjustments	% Change from Budget	Explanation
Income							
310000	Member District Assessments	4,320,307.35	4,320,307.36			100.0%	On target.
320000	Program Fees	679,280.02	196,690.06	19,901.95	176,788.11	26.0%	programs for 8 months only (including summer day camps) with fewer offerings and smaller than typical maximums. Vacation trips and winter camps did not run due to COVID. No special events or clubs were offered in-person after March. Collaborative program revenue was significantly lower than budgeted due to programs closing for a few months and a staggered start of families once programs returned. Virtual program fees were not collected until Fall.
321000	Transportation - Door to Door	5,275.00	-159.00	952.50	-1,111.50	-21.1%	Door to Door transportation was no longer offered after March due to COVID. Negative amount is due to refunds given due to Covid-19.
321100	Transportation - Pick up Points	27,533.75	-2,687.50			-9.8%	Transportation was no longer offered after March due to COVID. Negative amount is due to refunds given due to Covid-19.
340000	Non-Program Revenue	348,502.00	213,397.29			61.2%	Revenue is lower due to several reasons. Beginning in April, Clearbrook provided less reimbursement than originally budgeted for program driver fees. Clearbrook also did not provide reimbursement for 2 months of program space rent and Collaborative Coordinator salaries (months of November and December). In addition, speaker fees were less than budgeted due to COVID-19, and the funds originally budgeted to be received for the ADA Transition Plan were not granted by the State of Illinois.
350000	SLSF Grant Contributions	287,500.00	211,906.74	9,269.17	202,637.57	70.5%	Lower than budgeted due to lower scholarships requested because of lower registrations due to COVID guidelines, decreased amount of program supplies needed due to lower enrollment numbers, and decreased amount needed to be restricted towards athletics due to cancellation of tournaments. SLSF's Board of Directors approved that funds could be allocated where needed due to agency needs shifting because of COVID-19. SLSF funds were also used to assist with the maintenance of the NWSRA vehicle fleet and additional PPE and safety supplies required in order to provide participants and staff a safe recreational environment.
360000	Sale of Fixed Assets	1,250.00	0.00			0.0%	There were no sales of fixed assets in 2020.
370000	Interest	105,659.84	50,491.32			47.8%	Revenue is lower than budgeted due to decrease in interest rates.
380000	Revenue SLSF	200.00	2,878.75			1439.4%	Revenue is higher in this line item due to an unanticipated increase in donations. These donations stemmed from the donation of program fee credits that were given in the wake of the COVID-19 pandemic (due to program cancellations).
385000	Transfer of Reserve	500,000.00	500,000.00			100.0%	This amount is on target. All transfers for new program sites have been made.
	Total Income	6,275,507.96	5,492,825.02	30,123.62	5,462,701.40	87.0%	
Administration							
421000	Professional Fees	18,190.15	20,367.25			112.0%	Legal Fees, in the wake of COVID-19 and related guidance necessary to create the Return to Work guidelines, and ensure compliance with related staffing restrictions.
421100	Office Supplies	5,359.80	6,117.97			114.1%	Expenses were higher than budgeted as supplies for 2021 were purchased ahead in 2020. These expenses included various office needs, calendars, pens, scissors, etc.
421150	Credit Card & Bank Fees	14,450.00	10,239.38			70.9%	Due to a decrease in program participation in the wake of the pandemic, there were fewer transactions processed, and therefore credit card fee expenses were lower.
421200	Postage	4,700.00	4,640.03			98.7%	Amount is on target in this line item. During COVID-19, mailings regarding program credits and changes to programming were sent to families to maintain connections as transitions were made.
421300	Telephone/Fax	20,049.00	18,723.30			93.4%	Amount is slightly lower due to decreased use of cell phones at programs due to the cancellation and minimization of in person programming through COVID-19.
421400	Conference/Education	54,511.00	26,926.67			49.4%	Amount is lower than budgeted due to the cancellation of in person conferences. Staff only attended virtual conferences throughout this period, resulting in decreased travel or lodging expenses for out of state conferences.
421500	Memberships	29,308.00	21,748.28			74.2%	Amount is lower than budgeted due to a decrease in staff retained at NWSRA. Many positions that were made vacant throughout the year were not filled due to COVID-19, resulting in less Full Time staff that needed to renew CTRS or CPRP.
421600	Health Insurance	424,140.38	358,195.11			84.5%	Amount is lower than budgeted due to a decrease in staff retained at NWSRA. Nine positions were made vacant throughout 2020 and were not filled due to COVID-19, resulting in less expenditures for health insurance.
421700	Maintenance/Utilities	49,235.21	48,653.49			98.8%	Amount is on target in this line item.
421800	Rent (Corrected)	125,096.00	87,805.31			70.2%	We adjusted this line item to reflect prepaid rent of \$23,527 that was not paid due to a change in the payment schedule with Rolling Meadows PD.
421900	Computer	122,040.70	127,767.25			104.7%	Amount is slightly above budgeted, as computer software and hardware needs were increased due to Virtual Programming and remote work in 2020.
	Subtotal Administration Expense	867,080.24	731,184.04	0.00	731,184.04	84.3%	
Program							

422100	Rental Municipal	43,079.02	5,839.14			13.6%	Expenses are lower due to COVID-19. All programs have been held in NWSRA Programming Spaces, resulting in little use at municipal facilities. The only two programs held in Park District facilities that incurred costs are Horseback Riding and Broadway Buddies.
422200	Commercial Expense	179,195.00	40,273.78			22.5%	Expenses are lower due to COVID-19. All programs have been held in NWSRA Programming Spaces, resulting in no costs for commercial facilities since March 2020.
422300	Program Development (Corrected)	28,882.00	21,395.05			74.1%	Scholarships. Due to COVID-19, STAR Academy After Care was only offered for 4 months and scholarships were not needed. In addition, new in-person programs budgeted in this line item did not run due to COVID-19. Many of the costs incurred within this line item include expenses related to the opening of the new programming sites.
422400	Program Supplies	67,016.25	92,560.36			138.1%	Expenses are higher than budgeted due to the purchase of Community Sensory Garden supplies. These costs were reimbursed through the SLSF ask. In addition, programming, sanitization and safety supplies were purchased to address the return of programming in the wake of the COVID-19 pandemic within this line item.
422500	Commercial Transportation	134,143.50	0.00			0.0%	Expenses were non-existent in this line item due to the fact that NWSRA did not utilize commercial transportation. Due to COVID-19, Summer Games for Special Olympics and all overnight trips were cancelled in 2020.
422600	Mileage	23,000.00	5,882.95			25.6%	Expenses within this line item were dramatically reduced, because mileage reimbursements were not provided as of April 1, 2020.
422700	Transportation Maintenance	83,900.00	98,787.16			117.7%	Expenses are higher, as preventative care and maintenance took place in 2020 due to the availability of vehicles not being used for programs (due to the decrease in in-person programming). Expenses were reimbursed through the SLSF ask.
422800	Transportation Gas/Tolls/Park	73,000.00	13,154.21			18.0%	Expenses are lower in this line item due to the cancellation and reduction of in person programming, and subsequent transportation needs, in the wake of COVID-19.
422900	Printing	60,759.60	40,943.27			67.4%	Expenses are lower in this line item due to the seasonal brochure not being printed in response to COVID-19 and the change to month-to-month programming. In addition, 2nd and 3rd floor copier expenses were reduced due to a new lease using the Konica Minolta OneRate program
423100	Public Awareness (Corrected)	17,903.72	9,307.20			52.0%	Expenses are lower in this line item due to suspension of online advertising and reductions in Outreach, Awards/Recognition and Miscellaneous in response to COVID-19
Subtotal Program Expense		710,879.09	328,143.12	0.00	328,143.12	46.2%	
Salary							
424100	Full Time Staff Salary (Corrected)	2,195,650.05	2,010,902.54			91.6%	Amount is lower than budgeted due to a decrease in staff retained at NWSRA. Nine positions were made vacant throughout 2020 and were not filled due to COVID-19.
424200	Part Time Staff Salary	660,199.28	78,057.94			11.8%	Expenses are lower due to the furlough of all Part Time staff on March 13 in the wake of the COVID-19 pandemic. Throughout the year, full time staff led all in person and virtual programming opportunities.
424300	Payroll Processing	28,449.97	24,997.99			87.9%	Payroll processing expenses are lower due to the shift from ADP to Quickbooks payroll processing. These expense reductions will continue into the future due to the new pricing structure.
424500	Car Allowance	7,800.00	7,800.00			100.0%	Expenses are on target in this line item
Subtotal Salary Expense		2,892,099.30	2,121,758.47	0.00	2,121,758.47	73.4%	
Liability Expense							
441000	Liability/PDRMA	85,389.30	43,782.15			51.3%	Expenses are on target in this line item
442000	Audit	8,825.00	7,225.00			81.9%	Expenses are lower within this line item due to the lack of need to complete the GASB report for 2020.
442100	Employer FICA	254,229.12	162,912.02			64.1%	Expenses are lower in this line item due to the furlough of all Part Time staff on March 13, 2020 in the wake of the COVID-19 pandemic.
442200	IMRF	266,583.16	256,128.93			96.1%	Amount is lower than budgeted due to a decrease in staff retained at NWSRA. Nine positions were made vacant throughout 2020 and were not filled due to COVID-19, resulting in less expenditures for IMRF.
Subtotal Liability/Audit/IMRF Expenses		615,026.58	470,048.10	0.00	470,048.10	76.4%	
Inclusion/Capital							
450000	Inclusion	488,408.31	109,189.25			22.4%	This line item is significantly low due to the COVID 19 shutdown as well as fewer registrations within Member Park Districts once programs returned. Additionally, four rovers and a behavior specialist that were previously budgeted, were not hired during 2020. The department also incurred significantly lower training costs for part-time inclusion aides due to reductions in programming.
460000	Capital Equipment Replacement	858,987.49	502,722.94	57,229.17	559,952.11	89.8%	Expenses in this line item are lower as many budgeted expenditures were not made due to COVID-19 and the focus toward conservation of financial resources. Expenditures not made include: a 26 passenger and sprinter accessible vehicle and security camera project. In addition, the funds for the ADA Transition Plan were not received from the State of Illinois, so an expenditure was not made for this purpose.
Subtotal ADA/Capital Expenses		1,347,395.80	611,912.19	57,229.17	554,683.02	41.2%	
Total Expenses		6,432,481.01	4,263,045.92	57,229.17	4,205,816.75	65.4%	
Net Income(Revenue-Expenses)		-156,973.05	1,229,779.10	30,123.62	1,199,655.48	-764.2%	

**Warrant #1
Summary
January 20, 2021**

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

Total VB&T Electronic Accounts Payable (IMRF, ADP, Excalibur, Wex, ComEd, HP)	43,888.14
Total IPDLAF Electronic Accounts Payable (PCARDS)	45,001.79
Total VB&T Business Checking Accounts Payable	<u>166,238.87</u>
	255,128.80

Motion to approve Warrant #1 dated January 20, 2020 totaling

\$255,128.80

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #1
 January 20, 2021**

Vendor	Description	Account	Amount
IMRF	November 2020	442201	16,744.75
	November 2020	442202	6,621.44
	November 2020	442203	-
	November 2020	442204	-
	November 2020	442205	1,408.86
	IMRF Total		24,775.05
Excalibur	Invoice - 104780	421906	376.87
	Invoice - 104891	421902	7,699.30
	Invoice - 105249	421902	483.57
	Invoice - 105745	421902	7,699.30
	Excalibur Total		16,259.04
Wex Bank	Invoice - 69017023	422801	609.08
	Wex Total		609.08
ComEd	Svc 10/28 -11/30	421702	331.99
	Svc 11/30 - 2/31	421702	660.55
	ComEd Total		992.54
FLEX	November 2020	424303	64.00
IL Dept of Rev	Late Pmt Penalty	424305	268.57
Hewlett Packard Fin Svcs	Lease Payment	460001	919.86
Total Warrant 1 for Electronic Accounts Payable			43,888.14

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #1
 January 20, 2021**

Vendor	Description	Account	Amount
BMO Solutions			
Amazon	Professional Fees	421003	109.98
Amazon	Professional Fees	421003	26.55
Amazon	Professional Fees	421003	116.97
Name Badges Itl	Office Supplies	421104	18.52
Amazon	Office Supplies	421106	148.20
Amazon	office supplies	421106	25.98
Amazon	Office Supplies	421106	59.49
Amazon	Office Supplies	421106	67.00
Amazon	Office Supplies	421106	79.98
Amazon	Miscellaneous	421106	31.98
Amazon	Office Supplies	421106	87.88
Authorize.net	Credit Card and Bank Fees	421152	32.60
Pitney Bowes	Postage	421202	465.00
Verizon	Telephone/Fax	421301	600.86
First Communications	Telephone/Fax	421304	521.67
Converged Digital Networks	Telephone/Fax	421305	314.00
Converged Digital Networks	Telephone/Fax	421306	635.00
IPRA	Conference/Education	421402	225.00
IAPD/IPRA	Conference/Education	421402	225.00
IPRA	Conference/Education	421402	225.00
IPRA	Conference/Education	421402	225.00
IPRA	Conference/Education	421402	225.00
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IPRA	Conference/Education	421402	225.00
IPRA	Conference/Education	421402	225.00
IAPD	Conference/Education	421402	225.00
IPRA	Conference/Education	421402	264.00
IPRA	Conference/Education	421402	225.00
IPRA	Conference/Education	421402	225.00
IPRA	Conference/Education	421402	225.00
IAPD	Conference/Education	421402	225.00
IPRA	Conference/Education	421402	225.00
IPRA	Conference/Education	421402	225.00
IPRA	Conference/Education	421402	264.00
IAPD	Conferences/Education	421402	225.00
IPRA	Conference/Education	421402	225.00
IPRA	Conference/Education	421402	225.00
IAPD/IPRA	Conference/Education	421402	225.00
IPRA	Conference/Education	421402	225.00
IAPD	Conference/Education	421404	225.00
Walgreens	Conference/Education	421405	200.00

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #1
January 20, 2021

Vendor	Description	Account	Amount
Amazon	Conferences/Education	421406	90.00
Amazon	Conference/Education	421407	35.50
Amazon	Conference/Education	421407	49.95
Paypal	Conference/Education	421407	40.00
HR Source	Conference/Education	421407	25.00
NPRP	Memberships/Certifications	421503	314.00
NCTRC	Memberships/Certifications	421504	325.00
IPRA	Memberships/Certifications	421507	264.00
IPRA	Conference/Education	421507	264.00
IPRA	Conference/Education	421507	225.00
IPRA	Memberships/Certifications	421507	264.00
IPRA	Membership/Certifications	421507	264.00
Chair One Fitness	Memberships/Certifications	421513	175.00
Chair One	Membership/Certifications	421513	175.00
NHRC	Memberships/Certifications	421513	100.00
CPI	Memberships/Certifications	421514	150.00
Nicor	Maintenance/Utilities	421703	57.30
Nicor	Maintenance/Utilities	421703	54.43
Hudson Energy	Maintenance/Utilities	421704	486.60
Comcast	Maintenance/Utilities	421706	175.41
Comcast	Maintenance/Utilities	421706	123.40
Comcast	Maintenance/Utilities	421706	193.35
Comcast	Maintenance/Utilities	421706	223.49
Comcast	Maintenance/Utilities	421706	123.40
Comcast	Maintenance/Utilities	421706	162.95
Vitasys	Computers	421901	9520.36
Wix	Computers	421905	50.00
Animoto	Computers	421905	264.00
Apple	Computers	421905	0.99
Canva	Computers	421905	119.40
Adobe	Computers	421905	14.99
HTC Corp	Computers	421905	12.99
Paypal	Computers	421905	149.90
Zoom	Computers	421905	14.99
Amazon	Computers	421906	23.91
Amazon	Program Development	422305	20.99
Nature- watch	Supplies	422402	66.49
Amazon	Supplies	422404	29.98
Amazon	Supplies	422404	29.99
Walmart	Supplies	422404	87.99
Amazon	Supplies	422404	19.99
Target	Supplies	422405	16.70
Amazon	Supplies	422405	25.16
Amazon	Supplies	422405	6.99
Amazon	Supplies	422405	18.31
Amazon	Supplies	422405	6.96
Walmart	Supplies	422405	97.25
Dollar Tree	Supplies	422405	24.00
Jewel	Supplies	422405	29.20
Dollar tree	Supplies	422405	8.00

Northwest Special Recreation Association
VB Electronic Accounts Payable
Warrant #1
January 20, 2021

Vendor	Description	Account	Amount
Walmart	Supplies	422405	4.71
Walmart	Supplies	422405	9.71
Jewel	Supplies	422405	10.47
Dollar Tree	Supplies	422405	12.00
Walmart	Supplies	422406	39.33
Home Depot	Supplies	422406	81.39
Target	Supplies	422406	300.00
Walmart	Supplies	422406	120.63
Amazon	Supplies	422406	97.20
Amazon	Supplies	422406	29.99
Amazon	Supplies	422406	61.96
Amazon	Supplies	422406	9.99
Amazon	Supplies	422409	34.21
Amazon	Supplies	422409	174.79
Amazon	Supplies	422409	21.95
Disney plus	Supplies	422409	69.99
Apple	Supplies	422409	10.61
Snapfish	PURSUIT	422409	23.83
Amazon	Supplies	422411	185.60
Amazon	Supplies	422414	46.00
Amazon	Supplies	422414	246.44
Amazon	Supplies	422414	62.91
Amazon	Supplies	422414	69.45
Amazon	Supplies	422414	140.68
Amazon	Supplies	422414	26.00
Wal-Mart	Supplies	422417	189.68
Amazon	Supplies	422417	28.98
Amazon	Supplies	422417	16.99
Amazon	Supplies	422417	112.98
UPS Store	Supplies	422417	18.18
Amazon	Supplies	422421	358.50
Amazon	Supplies	422421	1149.75
Amazon	Supplies	422421	358.50
A Janitors Closet	Supplies	422421	3057.60
Amazon	Supplies	422421	380.84
Amazon	Supplies	422421	761.68
Amazon	Supplies	422421	99.95
Amazon	Supplies	422421	45.98
Amazon	Supplies	422421	68.40
Amazon	Supplies	422421	181.82
Amazon	Supplies	422421	87.85
Amazon	Supplies	422421	32.87
Amazon	Supplies	422421	264.85
Fleetio	Transportation Maintenance	422705	136.80
PB Payment Services	Printing	422902	381.45
Konica Minolta	Printing	422906	402.88
GMediaWraps	Printing	422909	2982.00
GMediaWraps	Printing	422909	2561.00
Armanetti	Public Awareness	423101	64.33
Paypal	Public Awareness	423101	100.00

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #1
January 20, 2021

Vendor	Description	Account	Amount
Zoom	Public Awareness	423108	14.99
Daily Herald	Public Awareness/Subscriptions/Ads	423108	141.20
4imprint	Public Awareness/Subscriptions/Ads	423111	756.30
Makeshift	Payroll Processing	424301	215.45
Right Networks	Payroll Processing	424301	53.85
Intuit	Payroll Processing	424301	1173.17
JobMatch	Payroll Processing	424301	122.42
Job Match	Payroll Processing	424301	255.55
Kahoot	Payroll Processing	424301	240.00
Amazon	ADA Compliance	450006	13.23
Amazon	ADA Compliance	450010	54.55
Amazon	ADA Compliance	450010	11.88
Walmart	ADA Compliance	450022	318.85
Walmart	ADA Compliance	450022	142.63
Walmart	ADA Compliance	450022	-42.59
Amazon	ADA Compliance	450022	45.78
Amazon	ADA Compliance	450022	49.94
Amazon	ADA Compliance	450022	23.98
Amazon	ADA Compliance	450022	19.98
Amazon	ADA Compliance	450022	21.98
Amazon	ADA Compliance	450022	12.99
Amazon	ADA Compliance	450022	6.99
Total Warrant #1 for Electronic Accounts Payable			45,001.79

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #1
January 20, 2021

Num	Name	Description	Account	Amount
5121	U.S. Postal Service	Postage Refill 12072020 Postage Refill 12072020	10600 · VB&T Bus Check 2 421201 · Postage	-1,000.00 1,000.00 <u>1,000.00</u>
5122	Carroll Burchert	Refund 1665 W2020 Refund 1665 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-63.00 63.00 <u>63.00</u>
5123	Alice Cason	Refund 2540/1600/605 W/S2020 Refund 2540/1600/605 W/S2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-189.25 189.25 <u>189.25</u>
5124	Robert Harmon	Refund 2581 W2020 Refund 2581 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-54.00 54.00 <u>54.00</u>
5125	Nancy Naranjo	Refund 1670 W2020 Refund 1670 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-125.00 125.00 <u>125.00</u>
5126	Seina Savoji	Refund 1845/2682 W/S2020 Refund 1845/2682 W/S2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-292.50 292.50 <u>292.50</u>
5127	Bill's Auto & Truck Repair	Invoice 107599 Invoice 107599	10600 · VB&T Bus Check 2 422702 · Repair/Maintenance	-9,535.99 9,535.99 <u>9,535.99</u>
5128	Distinctive Home Renovations Inc	Invoice 2260 Invoice 2260	10600 · VB&T Bus Check 2 422406 · General Programs	-2,967.00 2,967.00 <u>2,967.00</u>
5129	FlagHouse	Ref # CPOPP6136 Wheeling SR-AG Ref # CPOPP6136 Wheeling SR-AG	10600 · VB&T Bus Check 2 460001 · Capital Expenses	-23,402.85 23,402.85 <u>23,402.85</u>
5130	PDRMA	Invoice 1120132H Invoice 1120132H Invoice 1120132H Invoice 1120132H	10600 · VB&T Bus Check 2 421603 · Employer Contributions 21530 · Employee Health Insurance 21550 · EE Contributions - Vol Life Ins	-32,871.37 28,441.01 4,291.06 139.30 <u>32,871.37</u>
5131	RMC Mechanical Services	Inv SI2096236 Inv SI2096236	10600 · VB&T Bus Check 2 421707 · Miscellaneous	-1,596.00 1,596.00 <u>1,596.00</u>
5132	Wheeling Park District	Rent Jan 2021- June 2021 Rent Jan 2021- June 2021	10600 · VB&T Bus Check 2 12300 · Prepaid Lease	-15,000.00 15,000.00 <u>15,000.00</u>
5133	Buffalo Grove Park District	Rent Jan 2021- June 2021 Rent Jan 2021- June 2021	10600 · VB&T Bus Check 2 12300 · Prepaid Lease	-15,000.00 15,000.00 <u>15,000.00</u>

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #1
January 20, 2021

Num	Name	Description	Account	Amount
5135	Nelson Waller	Refund - 2580 S2020 Refund - 2580 S2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-95.00 95.00 <u>95.00</u>
5136	FlagHouse	CPOPP6136 Wheeling CPOPP6136 Wheeling	10600 · VB&T Bus Check 2 460001 · Capital Expenses	-23,402.85 23,402.85 <u>23,402.85</u>
5137	South Barrington Park District	Jon Oliveri Nov 2020 Jon Oliveri Nov 2020	10600 · VB&T Bus Check 2 450015 · South Barrington	-160.00 160.00 <u>160.00</u>
5138	Clearbrook	STAR Scholarship - J Bracey 1184 STAR Scholarship - J Bracey 1184	10600 · VB&T Bus Check 2 422304 · STAR Scholarship Reimbursement	-459.26 459.26 <u>459.26</u>
5139	Bill's Auto & Truck Repair	Invoice 107596 Invoice 107596	10600 · VB&T Bus Check 2 422702 · Repair/Maintenance	-16,098.75 16,098.75 <u>16,098.75</u>
5140	Devina Koshal	Reissue - PR Ck 2949151 12/20/19 Reissue - PR Ck 2949151 12/20/19	10600 · VB&T Bus Check 2 21700 · Unclaimed Payroll/Property	-10.92 10.92 <u>10.92</u>
5142	Bill's Auto & Truck Repair	Inv 107928 Inv 107928	10600 · VB&T Bus Check 2 422702 · Repair/Maintenance	-735.12 735.12 <u>735.12</u>
5143	Palatine Stables	Inv 12072020 Jun-Nov Inv 12072020 Jun-Nov	10600 · VB&T Bus Check 2 422206 · General Programs	-3,276.00 3,276.00 <u>3,276.00</u>
5144	Jessica Vasalos	Reimb - ART114W02 Reimb - ART114W02	10600 · VB&T Bus Check 2 421407 · Other Trainings/Workshops	-529.50 529.50 <u>529.50</u>
5145	Robbins Schwartz	VOID: Invs 866099-878728	10600 · VB&T Bus Check 2	0.00 <u>0.00</u>
5146	NCPERS Group Life Insurance	Inv 5436112020 & 5436012021 Inv 5436112020 Inv 5436012021	10600 · VB&T Bus Check 2 421601 · Voluntary Benefits 421601 · Voluntary Benefits	-32.00 16.00 16.00 <u>32.00</u>
5147	Bill's Auto & Truck Repair	Inv 108027 & 108028 Inv 108027 Inv 108028	10600 · VB&T Bus Check 2 422702 · Repair/Maintenance 422702 · Repair/Maintenance	-2,494.13 1,506.00 988.13 <u>2,494.13</u>
5148	Robbins Schwartz	Invs 866099-878728 Inv 866099 Inv 866100 Inv 871661 Inv 871662 Inv 871663 Inv 874908 Inv 874909 Inv 878727 Inv 878728	10600 · VB&T Bus Check 2 421002 · Legal Fees 421002 · Legal Fees 421002 · Legal Fees 421002 · Legal Fees 421002 · Legal Fees 421002 · Legal Fees 421002 · Legal Fees 421002 · Legal Fees 421002 · Legal Fees	-3,201.25 50.00 172.50 50.00 1,207.50 378.75 50.00 230.00 50.00 1,012.50 <u>3,201.25</u>
5149	Capetty Consulting, LLC	Invoice 12042020 Invoice 12042020	10600 · VB&T Bus Check 2 422417 · General Supplies	-2,704.60 2,704.60 <u>2,704.60</u>

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #1
 January 20, 2021**

Num	Name	Description	Account	Amount
				2,704.60
5150	Citi Cards	Acct Ending 7258 11/21-12/21/2020 Acct Ending 7258 11/21-12/21/2020	10600 · VB&T Bus Check 2 421511 · Costco	-120.00 120.00 <hr/> 120.00
5151	South Barrington Park District	Jon Oliveri Dec 2020 Jon Oliveri Dec 2020	10600 · VB&T Bus Check 2 450015 · South Barrington	-160.00 160.00 <hr/> 160.00
5152	Konica Minolta Premier Finance	Invoice 5013031847 Invoice 5013031847	10600 · VB&T Bus Check 2 422901 · Copier 2nd Floor	-2,194.53 2,194.53 <hr/> 2,194.53
5153	Hanover Park Park District	Rent Jan 2021 Rent Jan 2021	10600 · VB&T Bus Check 2 421803 · HPPD Rental Space	-1,443.00 1,443.00 <hr/> 1,443.00
5154	Mt. Prospect Park District	Inv 2407 - Jan 2021 Inv 2407 - Jan 2021	10600 · VB&T Bus Check 2 421804 · MPPD Rental Space	-2,500.00 2,500.00 <hr/> 2,500.00
5155	Park Central Condo Assn.	Inv 10-001 Inv 10-001	10600 · VB&T Bus Check 2 421801 · Condo Association Fee	-1,065.00 1,065.00 <hr/> 1,065.00
5156	Rolling Meadows Park District	Inv 21-401 Inv 21-401	10600 · VB&T Bus Check 2 421701 · Condo Maintenance	-960.00 960.00 <hr/> 960.00
5157	Rolling Meadows Park District	Inv 21-0001 Inv 21-0001	10600 · VB&T Bus Check 2 421802 · RMCC Rental Space	-2,500.00 2,500.00 <hr/> 2,500.00
Total for Warrant #1 VB&T Business Checking Accounts Payable				166,238.87



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

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Payroll
Date: January 20, 2021

Motion:

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

1. 12/18/2020 - \$77,785.35
2. 12/31/2020 - \$74,544.11

An extension of the local park districts serving

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

3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOIC 847-502848 • FAX 392-2870 • TTY 392-2855 • www.nwsra.org

Northwest Special Recreation Association
Payroll Summary
December 18, 2020

	<u>Dec 18, 20</u>
Employee Wages, Taxes and Adjustments	
Gross Pay	
Exempt	66,610.13
Office Support-FT	5,239.77
Inclusion	1,005.13
Inclusion AH	92.00
Inclusion EG	723.75
Inclusion HE	846.60
Inclusion HP	249.51
Inclusion PH	1,358.62
Inclusion Sch	725.50
Inclusion Sch OT	110.77
Inclusion WH	827.38
Training/Orientation	5.00
Car Allowance	300.00
Vacation Payout	1,846.40
Total Gross Pay	<u>79,940.56</u>
Deductions from Gross Pay	
457b Plan Emp.	-1,182.83
Dep. Care FSA (pre-tax)	-83.34
Health Insurance (pre-tax)	-1,970.31
IMRF-FT-EE	-3,246.76
IMRF-Voluntary	-704.43
Medical Care FSA (pre-tax)	-525.44
Voluntary Life (taxable)	-77.65
Total Deductions from Gross Pay	<u>-7,790.76</u>
Adjusted Gross Pay	72,149.80
Taxes Withheld	
Federal Withholding	-7,320.00
Medicare Employee	-1,121.78
Social Security Employee	-4,796.37
IL - Withholding	-3,547.81
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	<u>-16,785.96</u>
Deductions from Net Pay	
Accident Insurance (taxable)	-90.83
Critical Illness Ins. (taxable)	-18.79
Short Term Disability (taxable)	-172.98
Total Deductions from Net Pay	<u>-282.60</u>
Net Pay	<u><u>55,081.24</u></u>
Employer Taxes and Contributions	
Medicare Company	1,121.78
Social Security Company	4,796.37
IL - Unemployment	0.00
IMRF-FT	8,210.67
Total Employer Taxes and Contributions	<u><u>14,128.82</u></u>

Total Payroll	\$ 77,785.35
- Checks & Direct Deposits	\$ 55,081.24
- Tax Liability	\$ 22,704.11
- Illinois	\$ 3,547.81
- Federal	\$ 19,156.30

Northwest Special Recreation Association Payroll Summary December 31, 2020

	Dec 31, 20
Employee Wages, Taxes and Adjustments	
Gross Pay	
Exempt	65,686.93
Office Support-FT	5,239.77
Inclusion AH	98.88
Inclusion EG	362.25
Inclusion HE	471.60
Inclusion HP	297.69
Inclusion PH	848.04
Inclusion Sch	353.62
Inclusion WH	631.90
Training/Orientation	12.00
Car Allowance	300.00
Total Gross Pay	74,302.68
Deductions from Gross Pay	
457b Plan Emp.	-1,172.83
Dep. Care FSA (pre-tax)	0.00
Health Insurance (pre-tax)	0.00
IMRF-FT-EE	-3,205.22
IMRF-Voluntary	-704.43
Medical Care FSA (pre-tax)	0.00
Voluntary Life (taxable)	-77.65
Total Deductions from Gross Pay	-5,160.13
Adjusted Gross Pay	69,142.55
Taxes Withheld	
Federal Withholding	-7,170.00
Medicare Employee	-1,077.35
Social Security Employee	-4,606.81
IL - Withholding	-3,412.13
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	-16,266.29
Deductions from Net Pay	
Accident Insurance (taxable)	-90.83
Critical Illness Ins. (taxable)	-18.79
Short Term Disability (taxable)	-172.98
Total Deductions from Net Pay	-282.60
Net Pay	52,593.66
Employer Taxes and Contributions	
Medicare Company	1,077.35
Social Security Company	4,606.81
IL - Unemployment	0.00
IMRF-FT	8,105.61
Total Employer Taxes and Contributions	13,789.77

Total Payroll	\$ 74,544.11
- Checks & Direct Deposits	\$ 52,593.66
- Tax Liability	\$ 21,950.45
- Illinois	\$ 3,412.13
- Federal	\$ 18,538.32

VII. Staff Reports

[Return to Home](#)

MARKETING & PR REPORT NOVEMBER/DECEMBER

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

MEDIA

DAILY HERALD

- Article on NWSRA Activity Center and Virtual Programs
- Article on Gold Medal Fashion Show
- Article on Skating Championships Invitational

DAILY HERALD BUSINESS LEDGER

- Submitted SLSF information for the Business Ledger Philanthropy Guide

TRIBLOCAL/METROMIX

- Added SLSF events to online calendar of events

MISCELLANEOUS

- Article on NWSRA Virtual Programming posted in Association of Fundraising Professionals (AFP) newsletter
- Article on NWSRA in American Therapeutic Recreation Association (ATRA) Newsletter
- Ongoing ad in Hanover Township newsletter

ONLINE

- SLSF Annual Appeal promoted
- NWSRA Trunk or Treat, Zurich Fun Fair and new fundraising events promoted
- New activities uploaded to NWSRA Activity Center
- Monthly Face to Face and Virtual Programming promoted
- A Day of Togetherness promoted
- SLSF Trivia Nights and Dine & Donate promoted
- ADA 30th Anniversary promotions created
- Monthly NWSRA and SLSF Board Update e-newsletters sent

PUBLICATIONS AND FLYERS

- “Taking the Digital Leap” article featured in Illinois P & R magazine
- Open House materials created
- Design for 2021 Face to Face and Virtual Brochures
- Promotional materials created for Trunk or Treat and Dine and Donate events
- NWSRA Activity Book created
- New infographics for COVID-19 response
- Monthly Face to Face and Virtual program brochures
- SLSF Golf Outing and Celebrate Ability materials promoted
- Virtual programming and Activity Center materials
- SLSF Trivia Night materials created

MISCELLANEOUS

- 2020 Thank You to Donors video and e-mail sent
- 2020 Year in Review created
- New videos created for Celebrate Ability, NWSRA Open House
- Signage/artwork for new program spaces
- Wheeling and Buffalo Grove program spaces technology installed
- Submitted Virtual Programming for Special District Governmental Technology Award
- New Leisure Education video

IN PROGRESS

- NWSRA 2021 Face to Face and Virtual Programming websites/brochure/registration
- Transportation Needs, Accommodations and Obstacles survey next steps
- Database build project
- Various publications and online media
- PowerDMS implementation
- 2021 NWSRA/SLSF materials



WEBSITE STATISTICS

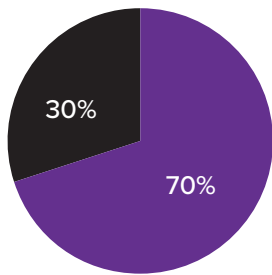
www.nwsra.org

7,252

TOTAL PAGE VIEWS

3,608

TOTAL SESSIONS



■ New Visitor
■ Returning Visitor

1,184

NEW VISITORS

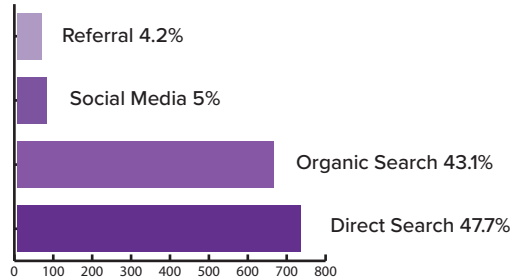
MOST VISITED PAGES

Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA Virtual Programming	2,050	3:11
2.	NWSRA Homepage	1,692	1:15
3.	NWSRA Activity Center	928	2:42
4.	NWSRA Brochure	615	2:57
5.	NWSRA Staff Contacts	250	4:26
6.	NWSRA PURSUIT	210	3:48
7.	NWSRA Employment Opportunities	147	2:58
8.	About NWSRA	130	2:15
9.	NWSRA Volunteer Opportunities	125	6:10
10.	NWSRA Staff/Volunteer Portal	88	1:26

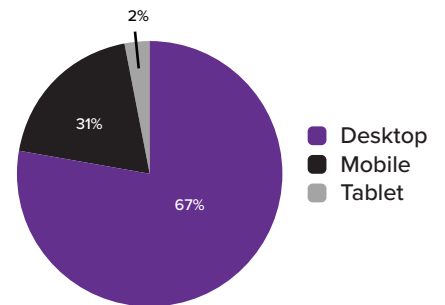
PAGE VIEWS

AVG. TIME SPENT

TOP CHANNELS



DEVICES BEING USED



■ Desktop
■ Mobile
■ Tablet

SOCIAL MEDIA STATISTICS



Post Reach: 26,468
Total Page Likes: 8,907
Post Engagements: 2,455
Page Views: 1,232



Total Followers: 390
Impressions: 8,296
Post Engagements: 210



Post Impressions: 5,419
Post Reach: 4,736
Total Followers: 642
Post Likes: 498

TRENDING POSTS

- NWSRA Open House
- Double Good Popcorn Fundraiser
- NWSRA Winter Store
- Wheeling & Buffalo Grove Programming Space Photos
- SLSF Celebrate Ability Gala promotion
- Day Camp Box promotion



WEBSITE STATISTICS

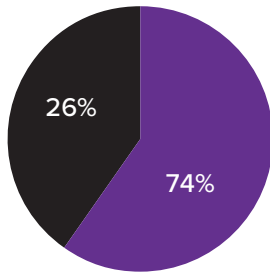
www.nwsra.org

1,352

TOTAL PAGE VIEWS

2,181

TOTAL SESSIONS



■ New Visitor
■ Returning Visitor

1,120

NEW VISITORS

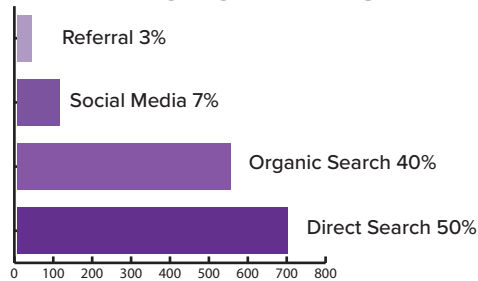
MOST VISITED PAGES

Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA Homepage	1,214	42 sec
2.	NWSRA NWSRA Brochure	787	3:19
3.	NWSRA Activity Center	659	3:25
4.	NWSRA Staff Contacts	284	2:37
5.	NWSRA Volunteer Opportunities	161	3:33
6.	NWSRA Employment Opportunities	135	1:43
7.	NWSRA Virtual Programming	123	1:47
8.	NWSRA PURSUIT	106	2:50
9.	NWSRA Staff/Volunteer Portal	93	34 sec
10.	About NWSRA	76	43 sec

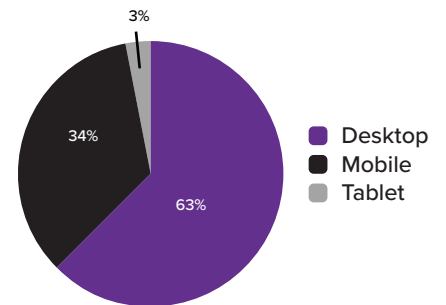
PAGE VIEWS

AVG. TIME SPENT

TOP CHANNELS



DEVICES BEING USED



SOCIAL MEDIA STATISTICS



Post Reach: 10,822
Total Page Likes: 8,898
Post Engagements: 1,301
Page Views: 834



Total Followers: 391
Tweet Impressions: 3,164
Post Engagements: 265



Post Impressions: 1,891
Post Reach: 1,575
Total Followers: 642
Post Likes: 193

TRENDING POSTS

- NWSRA Open House
- January In Person and Virtual Program Brochure
- Day Camp in a Box
- Staff Recognition
- Happy Holidays from NWSRA



Date: January 2021
 To: Tracey Crawford, Executive Director
 From: Cathy Splett, Superintendent of Development
 RE: SLSF Update for the January NWSRA Board Meeting

Sponsorships: Sponsorship dollars are part of the SLSF event budgets. In 2020 SLSF budgeted \$76,400 but received \$59,392.34 in event sponsorship. The amount is under budget due to the cancellation of one golf outing and decrease in sponsorships due to the financial effects of COVID-19 on our communities and businesses.

Grants: The FY 2020 budgeted grant total was \$86,000. SLSF applied for \$97,540 in private grants and \$10,088.37 in a governmental grant through IEMA/FEMA. From the proposals sent, \$74,636 in grant money has been approved and \$74,436 has been received in 2020.

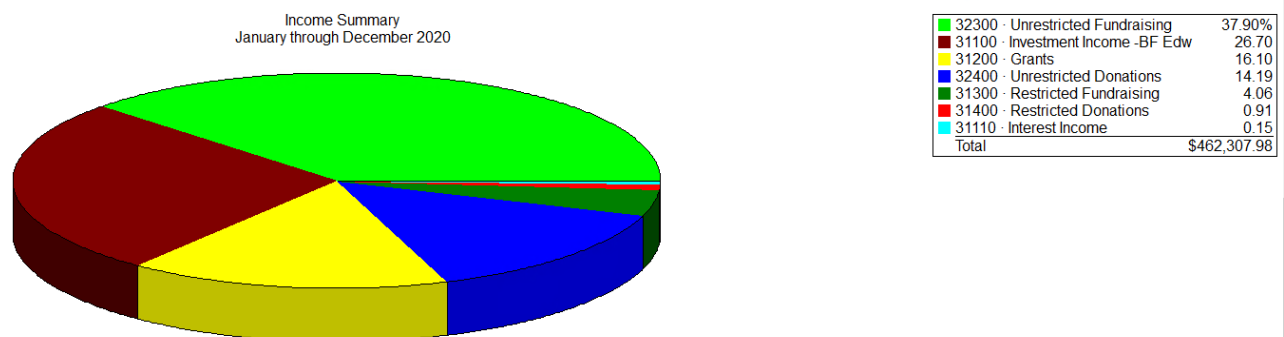
NWSRA was awarded a 14-passenger accessible vehicle from the 2018 IDOT grant that was submitted. SLSF has been contacting IDOT regarding the new delivery date.

Events: The FY 2020 Events budgeted amount was \$293,665. The total amount received was \$198,527 which was lower than budgeted due to COVID-19. State and local guidelines dictated the number of attendees for the golf outings which caused a decrease in revenue. SLSF was unable to host the Celebrate Ability Gala in person due to being in Tier 3 mitigations but decided to host a virtual Celebrate Ability Gala which grossed over \$40,000. A portion of those dollars represent event sponsorships as shown in the sponsorship portion of this report.

Additional Fundraising Campaigns:

Dakota K - proceeds from Fundraiser	\$ 991.00
High Five Campaign	\$ 1,740.00
Moretti's Dine and Earn	\$ 323.85
Virtual Trivia Nights	\$ 715.00
Tap House Golf Fundraiser	\$ 1,200.00
Tee Shirt Fundraiser	\$ 625.00
Popcorn Sales	\$ 2,155.00

Grants to NWSRA: FY 2020, the SLSF Board approved a grant to NWSRA in the amount of \$347,500; SLSF granted NWSRA a total of \$202,637.57. The amount granted was under budget due to lower scholarship requests, decrease in supply needs due to cancellation of programs and decrease in restricted athletic funding due to cancellation of tournaments. On May 19, 2020 the board approved that the budgeted money will be allocated where needed due to agency needs shifting because of COVID-19. SLSF has directly paid \$132,443.62 for the rent at the Wheeling and Buffalo Grove NWSRA programming spaces, RMCC storage and office spaces, furniture for NWSRA programming space in Wheeling, appliances, and the Sensory Garden.



VIII. Old Business

[Return to Home](#)

Memo

To: Tracey Crawford

From: Andrea Griffin

Date: January 11, 2021

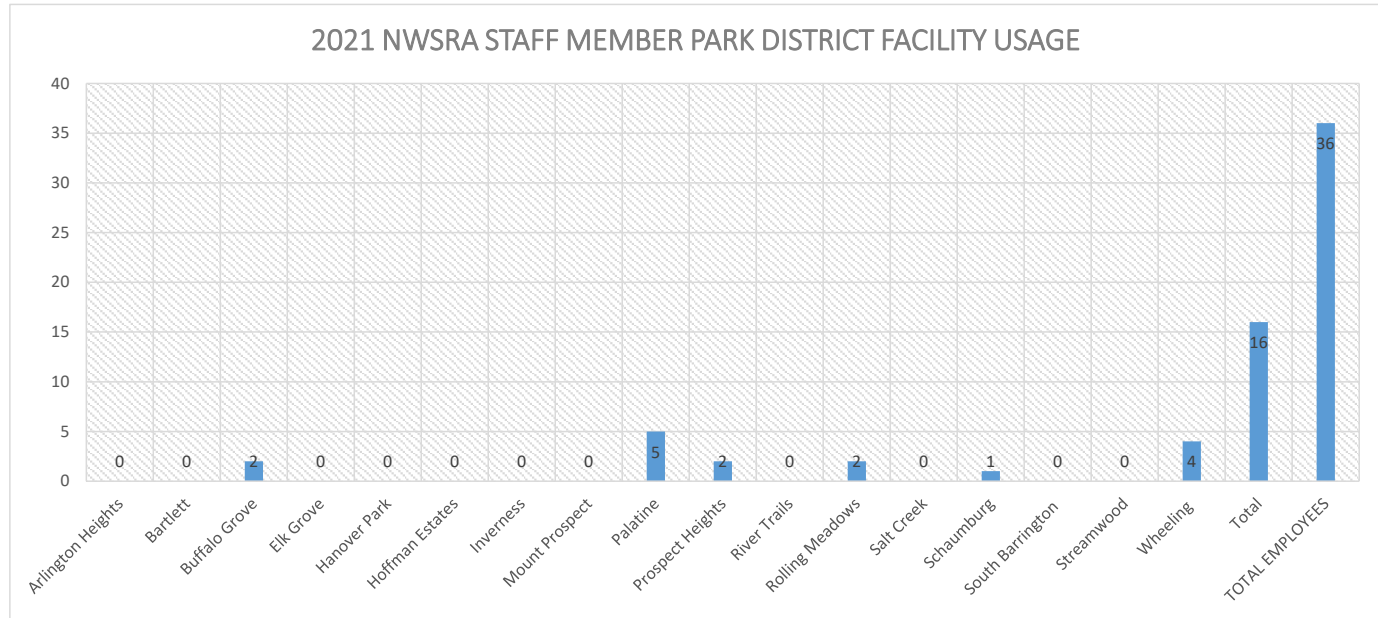
Re: Member Park District Services, Memberships and Program Usage - Park District Facility Usage 6.12 policy

The NWSRA Superintendent of Recreation emailed Member District Superintendents asking what each districts current offerings of services, memberships and programs available to NWSRA Full Time Staff. Member District Superintendents then gave approval to continue with the current offering or informed the NWSRA Superintendent of Recreation of changes to the current offerings by reviewing the Yearly Member District Benefits Form.

In December, NWSRA Full Time Staff designate one Member District as their "Home" Park District for 2021. Each Member District has received the NWSRA Individual Employee "Home" District Form, indicating that their Park District has been selected for this benefit.

Attached are the results of Full Time Staff "Home" Park District chooses for 2021.

Park District	Total Staff
Arlington Heights	0
Bartlett	0
Buffalo Grove	2
Elk Grove	0
Hanover Park	0
Hoffman Estates	0
Inverness	0
Mount Prospect	0
Palatine	5
Prospect Heights	2
River Trails	0
Rolling Meadows	2
Salt Creek	0
Schaumburg	1
South Barrington	0
Streamwood	0
Wheeling	4
Total	16
TOTAL EMPLOYEES	36



IX. New Business

[Return to home](#)

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Appointment of Legal Council
Date: January 15, 2021

Motion:

A motion to approve the Robbins, Schwartz, Nicholas, Lifton & Taylor, LTD – Howard Metz (NWSRA) as legal counsel.

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Appointment of Director, Tracey Crawford
Date: January 20, 2021

Motion:

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

X. Information /Action Items

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To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: COVID-19 Update
Date: January 20, 2021

With the continued, collective support of Member Park Districts, NWSRA remains committed to addressing the unique physical, social, emotional, cognitive and spiritual needs of individuals with disabilities within our communities. Following for your review is the link to the NWSRA COVID-19 Update for January 20, 2021:

[Click here to access the NWSRA COVID-19 Update](#)

The presentation is accessible on the NWSRA Directors' Site on the Meeting Info page. The presentation includes information on the following points:

- Unemployment and Sick Reimbursement Numbers
- Virtual Program Statistics
- General Recreational Therapy Program Comparison
- Social Media statistics

NWSRA recognizes its essential responsibility toward maintaining and providing much needed recreational programs and services for individuals with disabilities that live within the 17 Member Park District communities. NWSRA is so grateful for the continued support of NWSRA Board Members and their Boards, who recognize the essential importance of reducing anxiety, stress, behaviors and enhancing skills of individuals with disabilities through this difficult time.



TAKING THE Digital Leap

By Brian Selders, CPRP- Superintendent of Communications & IT at NWSRA
& **Maria Sposito**, Graphic Communications Coordinator at NWSRA

2020 has certainly brought its share of challenges for marketing professionals in the field of parks and recreation. As we've weathered the storms, we have relied on our expertise (and each other) to find opportunities to meet challenges through innovation and connection with stakeholders. The major shift from print communication to digital has evolved at lightning speed, and we embarked upon our own journeys to address the transformation of customer needs. While fear, anxiety and isolation prevailed for many individuals during this time, efforts to maintain personal connections through the use of digital platforms has led to many new innovations. Our shared eclectic taste for music and our appreciation for the "Guardians of the Galaxy" movies motivated us to compile a "recommended playlist" that represents marketing initiatives in 2020:



Marketing professionals from park districts and SRA's throughout the state depended on each other throughout the year to overcome various challenges related to the new environment of reaching their markets digitally.

Lean on Me - Bill Withers, 1972

The great Bill Withers once said, "We all need somebody to lean on." Never has this rang more true than in 2020 (socially distanced, of course). Marketing professionals from park districts and SRA's throughout the state depended on each other throughout the year to overcome various challenges related to the new environment of reaching their markets digitally. On the state level, the Illinois Parks and Recreation Association (IPRA) Communications & Marketing Section hosted an online collaborative video featuring mascots from various agencies as a fun way to promote play. The #AllinIllinois campaign provided a unified platform for agencies to communicate the importance of staying home and wearing a mask while staying digitally connected. In order to effectively communicate with families, NWSRA created an online Coronavirus center, as well as a separate online portal for board members with links to external information and resources from partners, health organizations and governmental entities. NWSRA also hosted weekly COVID-19 talks amongst board members via the Zoom conferencing platform so that they could ask questions, share challenges and find solutions. The collaborative energies of agencies throughout the state of Illinois helped to form new centers of understanding in complex times.

Homeward Bound - Simon and Garfunkel, 1966

In conjunction with statewide efforts, Northwest Special Recreation Association (NWSRA) launched the #NWSRAConnected campaign, encouraging social media followers to provide selfie photos engaging in recreational activities at home. It was also important to keep donors

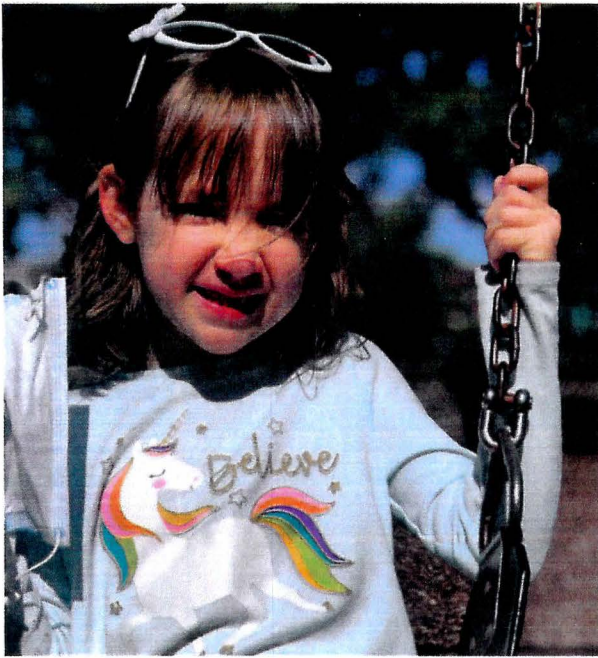
and sponsors connected with the mission, especially during a time where the financial future was uncertain. Special Leisure Services Foundation (SLSF), the fundraising arm of NWSRA, launched the Staying Home for NWSRA campaign as an opportunity for sponsors and supporters to promote the importance of staying home while connecting with participants and families. As a result, SLSF received and shared several videos on how to create a mask, personal safety, at home recipe ideas, virtual tours of sponsor businesses, sports instruction and more.

Take it Easy - Eagles, 1972

When closings, chaos and complicated situations evolved by the second and quickly became "the new normal," it was evident that families faced unprecedented burdens. Every effort expended by families was directed toward pursuing stability, and unfortunately participation in recreational programs fell down the list of priorities. Ease of access to programs and services became increasingly important for families navigating through each day. Communication with families quickly became an agency-wide effort, as NWSRA recreation specialists, coordinators, and managers called each family to check in, discuss needs and find ways to serve their needs. While the personal touch gave families a sense of normalcy, the use of technology to collect, organize and further communications expanded.

Roll with the Changes - REO Speedwagon, 1978

This increased need for easier access to recreation gave rise to the NWSRA Online Activity Center, a subsite that shared online activities, how-to videos, virtual tours, booklets and links to online recreational resources. Staff expanded their



use of Jotform, an online form creator, to collect registrations for new Virtual Programs, parent interest forms, and intra-staff communications. Paired with Asana, a free online project management software, the marketing team was able to quickly accept, organize and track progress on marketing-related materials. The increased use of cloud-based file hosting services such as Dropbox and Google Slides enabled staff to quickly upload and share documents. Social media apps including Facebook, Youtube, Flickr, Twitter, Instagram and other apps provided the opportunity to connect via online polls, photo and video sharing, event creation and resource sharing. The collective efforts of staff to assess and re-imagine online communications led to new processes and innovations, with the ultimate goal of creating easy access to recreational programs and services.

I Want You Back - Jackson 5, 1969

Do you remember the looks on the faces of your office staff when all in person programs were cancelled and credits/refunds needed to be issued? Do you also remember the sinking feeling you had when you realized the time would come soon to re-engage those same families to guide them safely back into programs? Once the gut punch of cancellations was fully absorbed, park and recreation agencies were tasked with visualizing, developing and implementing an entirely new approach to programming. Meanwhile, marketing teams (or individuals) across the state found themselves in the unenviable position of developing entirely new communications at lightning fast speed while staying consistent with the agency brand and meeting the unique needs of its audience.

Don't Stand So Close To Me - The Police, 1980

In order to continue providing programs while enabling the agency to quickly change course as needed, NWSRA changed to month-to-month programming and registration

for virtual and in-person programs. This led to many programming innovations including registration for 1:1 phone calls to families, a digital or printed cookbook and activity packet, and new socially distanced special events. New fundraising endeavors included Virtual Trivia Nights, social media challenges, and new fundraising videos. Programming and fundraising ideas came fast and furious. However, the obstacle of reaching and connecting with families to access all of these new offerings remained.

I'll Be There For You - The Rembrandts, 1995

Printing and mailing our brochure was not an option anymore due to the cost and feasibility of providing monthly information. Updating the database with current e-mail addresses became a top priority. It was also understood that many families preferred print, which could be accomplished more inexpensively through on-demand in-house printing and mailing. Families received multiple e-mails as well as phone calls with information and links to access online content, with the option to be added to a monthly print mailing list. However, very few families chose to have the brochure and materials mailed, helping to shift user expectations toward digital delivery. The initial effort of informing and educating families of the shift toward digital will pay dividends in the future, as information may be shared on a larger scale at much faster speed.

See You Again - Wiz Kalifa ft. Charlie Puth, 2015

As the transition into virtual programming was made, and families started to acclimate themselves to the new programming platform, several questions arose. When will we return to in person programs? What will happen when we transition into the next Phase, or revert back to previous Phases? How do I get on to my virtual program?

The use of digital infographics such as a “Path Back to Programs” and “Navigating Through the Phases” assisted NWSRA toward answering these questions, using Adobe InDesign software as well as the online graphics creators Canva and Venngage. Due to the increased activity on social media and online platforms by families, it was also important to communicate this impact with board members, and infographics provided the perfect opportunity to succinctly share a variety of engagement numbers. Through this form of digital engagement, users receive a quick visual picture of the information they need without bogging them down in details.

A Change is Gonna Come - Sam Cooke, 1964

The major events of 2020 presented unique challenges to agencies related to messaging, as citizens looked to government institutions, wondering how they would respond. The need for transparency and open conversation during difficult times was crucial as confusion, fear and anger took hold of many communities. These events presented opportunities for agencies to reflect on their Core Values and begin to find ways to communicate through the lens of these values. Teamwork, Respect, Enthusiasm, Collaboration and Communication are the Core Values at NWSRA. In response to the Black Lives Matter movement, NWSRA partnered with Zurich North America in recognition of “A Day of Togetherness” on June 19th, also known as Juneteenth or

Freedom Day. This day served as an opportunity for NWSRA to communicate its stance on promoting equality, embracing diversity and celebrating inclusion within its communities. Using digital platforms, NWSRA engaged with thousands of people, bringing its Core Values to life. NWSRA also joined the efforts of the IPRA Diversity Section to host “Safe Zone” conversations through Zoom, where staff members from various park and recreation agencies learned, shared, reflected and discovered new ways to ensure equal access for all.

What'd I Say - Ray Charles, 1959

Of course, these are just some examples of one agency's attempt to continue engaging through turbulent times. In spite of the millions of heartbreaking stories that continue to flood our inboxes and news feeds, there are so many examples of stories from park and recreation agencies across the state that illustrate the power of collaboration and communication of values. When you're feeling Under Pressure (David Bowie, 1981), remember to leverage the power of digital communication to maximize your ability to communicate and connect with your audience. Families increasingly need simplicity (and so do you), so go out and find new apps and technologies that will help everyone along this path. O-o-h child, things are gonna get easier. (The Five Stairsteps, 1970).

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