



**BOARD OF TRUSTEES MEETING MINUTES**

**Tuesday, June 9, 2009**

1. Call to Order: Chairman Kuhs called the meeting to order at 1:33 p.m., at the NEDSRA Administrative Office, 1770 West Centennial Place, Addison, Illinois. The following roll call was taken:

Members Present  
Mark McKinnon, Addison Park District  
Bob Jarecki, Bensenville Park District  
Dayna Heitz, Butterfield Park District  
Cec Sullivan, Village of Glendale Heights  
Maryfran Leno, Itasca Park District  
Paul Friedrichs, Lombard Park District  
Tom Connolly, Medinah Park District  
Laura Barron, Oakbrook Terrace Park District  
Bob Niemann, Village of Villa Park  
Greg Kuhs, Wood Dale Park District

Members Absent  
John Bealer, Village of Schiller Park

Staff & Guests  
Larry Reiner, Executive Director  
Susan Balling, Lisa Deets, Monica Del Angel, Karen Lesniak, Rita Grooms, Adam Kramer  
Liz Grillos, Recording Secretary  
Roy Jensen, PDRMA Representative

2. Approval of Board of Trustees Meeting Minutes, May 11, 2009:

Chairman Kuhs asked if there were any questions regarding the minutes of May 11, 2009. There being no questions, Trustee Sullivan moved to approve the May 11, 2009, meeting minutes as presented. Trustee Niemann seconded the motion. On a voice vote, the motion was passed unanimously.

3. Comments and Communications:

Director Reiner stated that Representatives Pihos and Bellock had communicated with Director Reiner how much they appreciated the honor they received at the Reach for the Stars banquet, and how much they enjoyed the festivities of the evening and meeting NEDSRA participants. Several Board members had conveyed the same message to Director Reiner. Trustee Leno suggested that if a participant from a member partner district receives a major award, the partner be notified ahead of time to encourage more trustees or commissioners to attend the event. The suggestion was well received by the Board members and staff, and will be communicated to the Reach for the Stars Committee members. Director Reiner stated that event sponsorships for the 2010 event would be discussed at the August Board of Trustees meeting.

At this time Chair Kuhs thanked Vice Chair Sullivan for filling in for him at the banquet.

4. Introductions of Staff and Guests:

Director Reiner introduced Rita Grooms, NEDSRA Safety Coordinator and Manager of Operations, and PDRMA representative Roy Jensen. Mr. Jensen presented Chair Kuhs with the Loss Control award and commended Director Reiner, the Loss Prevention Committee and NEDSRA staff for the excellent score of 98.72 % in the loss control review.

5. Financial Report:

a. Consolidated Monthly Financial Report – April 30, 2009

Chairman Kuhs asked if there were any questions regarding the consolidated monthly financial report ending April 30, 2009. There being no questions, Trustee Friedrichs motioned to approve the April 30, 2009, financial report. Trustee Sullivan seconded the motion. On a roll call vote, the motion was passed unanimously.

Director Reiner reported that the year-end financial statements are ready for the annual audit process. He further highlighted the year-end 2008-09 fund balance comparison report and stated that the fund balance projections and April 30 actuals are on target and in accordance with the long-range stability plan. Director Reiner highlighted the more aggressive investment policy, currently yielding higher returns up to 3%.

b. Consolidated Monthly Financial Report – May 15, 2009

Chairman Kuhs asked if there were any questions regarding the consolidated monthly financial report ending May 15, 2009. There being no questions, Trustee Sullivan motioned to approve the May 15, 2009, financial report. Trustee Niemann seconded the motion. On a roll call vote, the motion was passed unanimously.

6. Approval of NEDSRA Disbursements – May 2009:

Chairman Kuhs advised the Board that the claims list presented for May 2009 included checks #40266 to #40306, interim checks #40236 to #40265 totaling \$39,035.71, and transfers totaling \$167,808.30. There being no questions from the Trustees, a motion was presented by Trustee McKinnon to approve the disbursements of May 2009. Trustee Sullivan seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments:

- a. Committee Appointments – Chair Kuhs thanked the Board members for their commitment and involvement on the various Committees and requested a motion to approve the fiscal year 2009-10 committee appointments as presented. Trustee Niemann so motioned, which was seconded by Trustee Sullivan. On a voice vote the motion was passed unanimously.
- b. Member Partner Special Events and Comments – Chair Kuhs suggested that at the regularly scheduled Board meetings, under Chairman of the Board Comments, the member partners are encouraged to highlight their upcoming special events for maximum exposure in our member partner communities. Chair Kuhs encouraged Board members to invite NEDSRA staff members to be involved in partner events. The NEDSRA information booth is always welcomed at any member partner event. Please contact Lisa Deets, Monica Del Angel or your NEDSRA Ambassador.

Chair Kuhs also encouraged Board members to share comments and/or suggestions and the following Board members shared comments.

- Chair Kuhs reported on Wood Dale Park District's Summer Classic event on June 20<sup>th</sup> at Salt Creek Golf Club. Chair Kuhs also commended NEDSRA staff for the new website.
- Trustee Barron stated that the Annual Fishing Derby on Sunday, June 7, was very successful and a nice and heartwarming event, thanking the NEDSRA staff for a great co-operative event.
- Trustee Friedrichs thanked Director Reiner and the NEDSRA staff for assisting the Park District with ADA compliance design issues during the development process of the District's new water park/pool. The Grand Opening of the Paradise Bay Water Park took place on June 5.

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- Trustee McKinnon stated that he was able to attend the May Special Olympics track meet for the first time and he was very impressed with the coordination of such a large event and thanked the NEDSRA staff for a job well done.
- Trustee Leno commented on the Torch Run for Special Olympics and appreciated having NEDSRA athletes take part in the event.

### 8. Committee Reports – Pension/IMRF Ad Hoc Committee – Oral Report:

Committee Chair Niemann stated that the Committee is expecting the final numbers report from IMRF. Upon receipt, a Committee meeting will be scheduled shortly thereafter, with a final recommendation presented to the Board of Trustees at a later date.

### 9. Director's Report:

#### a. Recreation Report

Director Reiner introduced Lisa Deets who introduced Recreation Specialist Adam Kramer. Adam's main responsibilities fall within the adaptive sports area. He said he is eager to get involved in programming and meeting NEDSRA's adaptive sports athletes. Lisa also stated that we will continue efforts for some cooperative adaptive programs and services with Western DuPage Special Recreation Association, and thus be able to involve more athletes. Some of our athletes are "aging out" and NEDSRA has approached Rehabilitation Institute of Chicago and schools for recruitment. Chair Kuhs and the Board members welcomed Adam to NEDSRA.

Lisa reported that we are in the second year of the Strategic Plan of increasing services to un-served and underserved populations. The first year focused on research and we are now ready to enter phase two by increasing programming and services to the identified populations.

NEDSRA is honored to be part of the U.S. Paralympic Sports Club and staff recently attended an event hosted by the City of Chicago and The Hartford Insurance Company. At the event NEDSRA was the recipient of three (3) all-purpose sport wheelchairs, with a total value of \$9,000.

NEDSRA is implementing six (6) day camps this summer, with an additional second camp for children within the autism spectrum. Lisa thanked Lombard Park District for hosting this new camp. As in previous summers, we are again providing the recreation component for summer school cooperatives, which serve a variety of ability groups. Lisa reported further that our summer inclusions are about the same as in previous summers; however, we have experienced an increase in financial assistance requests.

The June Recreation Report had been previously sent to Board members and, therefore, is not repeated in these minutes.

#### b. Public Relations & Marketing Report

Director Reiner introduced Monica Del Angel. Monica thanked the Board members for their positive comments and feedback on NEDSRA's improved and enhanced website. Member partner events can be added in the future with direct links to their websites for more detailed information. Also to be added: a photo gallery, Veterans' Initiative information and a Google map feature with directions to various program locations.

Monica also reported that Addison's cable channel attended our Reach for the Stars event and Support Staff Manager Ann Roytek-Rylko was interviewed by a local radio station about NEDSRA's volunteer opportunities. NEDSRA had front-page and inside coverage in multiple papers this month – samples were enclosed in the packet.

The June Public Relations & Marketing Report had been previously sent to Board members and, therefore, is not repeated in these minutes.

c. Fund Development Report

Director Reiner introduced Karen Lesniak, who presented the Fund Development Department's year-end report. Karen thanked the Board members for their support and fund-raising efforts during the past fiscal year. The report included the following highlights:

- A total of \$459,760 was generated through NEDSRA's various fundraisers in fiscal year 2008-09.
- The Golf Marathon was successful with 31 golfers securing sponsors and pledges, and sponsorship support from MB Financial Bank, Tom Chapman and Raymond James & Associates. Funds generated from this event benefit NEDSRA's Accessible Transportation Fund.
- The Golf Classic was again sponsored by the Roesch Family Auto Group, Bensenville Park District and White Pines Golf Club. The proceeds from the Golf Classic support NEDSRA's year-round Special Olympics sports, inclusion services and summer day camps.
- The Knights of Columbus Councils contributed \$10,577 from their annual Tootsie Roll Drive. The Council members also volunteer at various NEDSRA events.
- The Addison Mayor's Ball proceeds of \$3,112 were generated through raffle ticket sales, participation in the silent auction and event attendance.
- Carson's Community Days fundraiser was a new event for NEDSRA this year and the funds collected support our Fee Assistance program.
- Various community service clubs support our programs through sponsorships of specific programs, donations and volunteer time.
- Individual contributions generated a total of \$7,789, corporate contributions \$34,579, and Foundations \$22,785. These donations support NEDSRA's wheelchair sports, Special Olympics sports and Veterans' Well-being Initiative, as well as new program development.
- The Direct Mail Campaign was not as successful as expected, generating \$1,637 in donations.
- The new Stroll & Roll event got off to a good start and Karen thanked the event sponsors Addison Park District, AthletiCo, Harris Bank and Ball Mart for their support in launching this event. The net revenue totaled \$6,079.

In summary, the total of \$459,760 fell short of the adjusted year-end goal by \$1,200, but fund-raising expenditures were \$26,000 under budget, for a positive net result. Karen thanked all our member partners for their support and commitment to ensure successful fund-raising events.

To better be able to track trends in the various fund-raising events year to year, Trustee Leno suggested a summary showing trends from year to year for comparison purposes. Karen agreed that such information is informative and valuable in evaluating the success of the events, and will incorporate this information in next year's year-end report for future events.

The June Fund Development Report had been previously sent to Board members and, therefore, is not repeated in these minutes.

d. Administrative Operations Report

Director Reiner reported that staff is currently working on developing policies on Document Retention and Destruction, Conflict of Interest and Whistleblower. NEDSRA's counsel Steve Bloomberg will review the draft policies before the final draft documents are presented to the Board of Trustees for consideration.

We are expecting to receive State funding for capital projects and several issues have been targeted for improvements as outlined in the Director's Administrative Operations Report and the 2009-10 WorkPlan to be discussed later in the meeting.

Director Reiner gave a brief overview on the grant writing process as relating to Marne Fox's position and expectations. Marne is currently a contract employee for grant writing/management and fund development assistance and she receives a base compensation and a 3% incentive for successful grants. This arrangement is more cost-effective to the agency and we are pleased with the results so far.

The June Administrative Operations Report had been previously sent to Board members and, therefore, is not repeated in these minutes.

10. Unfinished Business: – There was no unfinished business before the Board of Trustees at this meeting.

11. New Business:

a. Appointment of Auditor: Director Reiner reported that the Executive Committee had reviewed the proposal from the firm of Lauterbach and Amen to conduct the Association's annual audit. The monies allocated for this purpose had been approved in the annual budget document in the amount of \$6,000. It was the consensus of the Committee to recommend Lauterbach and Amen for consideration by the full Board of Trustees based on their reputation and expertise in the area of auditing municipalities and a thorough check of references. Trustee Niemann motioned to appoint the firm of Lauterbach & Amen the independent auditing firm for the Northeast DuPage Special Recreation Association, and to authorize staff to enter into a 3-year agreement with the firm at the scheduled costs as presented. Total cost for the 3-year period per their proposal is \$16,200. Trustee Friedrichs seconded the motion, and on a roll call vote the motion was passed unanimously.

b. WorkPlan 2009-10: Director Reiner highlighted several items in the proposed 2009-10 WorkPlan.

After a brief discussion, two target finish dates were adjusted. The target date for reviewing the Articles of Agreement was changed to December 2009, and Board review of the Conflict of Interest, Records Retention and Whistleblower policies was changed to September 2009. Trustee Sullivan made a motion to approve the 2009-10 WorkPlan as amended, and Trustee Jarecki seconded the motion. On a voice vote the motion was passed unanimously.

12. Executive Session – No Executive Session needed or Action taken at this meeting.

13. Adjournment: There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Sullivan, and seconded by Trustee Niemann at 2:58 p.m. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

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Liz Grillos  
Recording Secretary

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Greg Kuhs, Chairman

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John Bealer, Secretary