



**BOARD OF TRUSTEES MEETING MINUTES**

**Wednesday, November 4, 2009**

1. Call to Order: Board Vice Chair Cecelia Sullivan called the meeting to order at 1:32 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  
Ken Anderson, Bensenville Park District  
Larry Montgomery, 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  
John Bealer, Village of Schiller Park  
Bob Niemann, Village of Villa Park

Members Absent  
Greg Kuhs, Wood Dale Park District

Staff & Guests  
Larry Reiner, Executive Director  
Liz Grillos, Recording Secretary  
Staff: Susan Balling, Lisa Deets, Monica Del Angel, Karen Lesniak

2. Approval of Minutes: Vice Chair Sullivan asked if there were any questions regarding the minutes from the October 7, 2009, Board of Trustees meeting. There being no questions, Trustee Montgomery moved to approve the minutes from the October 7, 2009, Board of Trustees meeting as presented. Trustee Bealer seconded the motion. On a voice vote, the motion was passed with 9 ayes and 1 abstention.
3. Comments and Communications: Director Reiner highlighted the following communication pieces.
- A letter from PDRMA’s Risk Management Consultant Jesse Kinsland thanking NEDSRA for a recent tour and hospitality, and commending us on our facility.
  - The final Accessibility Guidelines document is available for review as a .pdf file.
  - Letter from outgoing IAPD President Ted Flickinger.
4. Introductions of Staff and Guests: No guests were present at this meeting.
5. Financial Report:
- a. NEDSRA Consolidated Monthly Financial Report – October 15, 2009

Vice Chair Sullivan asked if there were any questions regarding the financial report ending October 15, 2009. Director Reiner stated that additional partner tax contributions were received in the amount of \$62,392.11 from Medinah, Oakbrook Terrace and Villa Park. He also stated that an additional Certificate of Deposit has been opened with Chase Bank, with an interest rate of 2%.

There being no questions or comments regarding the October 15, 2009, Consolidated Monthly Financial Report, Trustee Friedrichs motioned to approve the October 15, 2009, Report as presented. Trustee Niemann seconded the motion. On a roll call vote, the motion was passed unanimously.

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – October 2009

Vice Chair Sullivan advised the Board that the claims list presented for October 2009 included checks #41882 to #41918, interim checks #41851 to #41881, and P-Card #100309, totaling \$110,480.47, and transfers totaling \$122,086.32. There being no questions regarding the disbursements, Trustee Niemann made a motion to approve the disbursements of October 2009 as presented. Trustee Friedrichs seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments:

a. Fiscal Year 2010-11 Board Meeting Dates

The Trustees discussed the suggested March dates for Committee of the Whole meetings to discuss and review the Association's 2010-11 budget recommendations. It was the consensus of the Board to meet on Thursday, March 11, with a second meeting, if needed, scheduled for Wednesday, March 31. Both meetings will take place at 1:30 p.m. at the NEDSRA office. In response to questions from the Trustees, staff explained that the Thursday, June 3, 2010, Board meeting date is due to the Reach for the Stars event scheduled for Wednesday, June 2. This event has historically taken place on a Tuesday. However, the date needed to be moved by one day due to Memorial Day being on May 31 in 2010. The Trustees also noted that a conflict might arise with IAPD regarding the May 5, 2010, Board meeting, but the consensus was to keep this date at this time. Director Reiner will follow up with IAPD to see if they have their 2010 dates confirmed yet.

Trustee Montgomery made a motion, which was seconded by Trustee Connolly, to adopt the 2010-11 Board of Trustees meeting dates and agenda items. On a voice vote, the motion was passed unanimously.

8. Board Discussion

a. Mid-year Recommendations

Director Reiner stated that in preparation for developing the 2010-11 budget recommendations for the Board's review, staff would appreciate the Board's direction and consensus on issues that might have a financial impact on the budget.

*Member Partner Contributions* – The current year's budget shows a positive difference of actual contribution vs. budgeted of nearly \$27,000 and Director Reiner outlined some various options of allocating these funds. The Board discussed the options in detail. Trustee Bealer made a motion to use the overage of \$26,885 to fund the new Division III basketball team, with the majority of the funds for new adapted sports wheelchairs. Trustee Montgomery seconded the motion, and on a roll call vote, the motion was passed unanimously.

*Fund Balance Analysis and Stability Plan* – Director Reiner stated that the Association is in a strong financial position for the immediate future to support our programs and services. But staff is aware of the financial climate and how it affects member partners in terms of contribution levels. Director Reiner explained a concept that would allow the member partners to contribute their regular anticipated amount for 2010-11 based on the formula and our Articles of Agreement, and the difference between that amount and the actual amount contributed in 2009-10 would be returned to the partners. Services would remain whole by using additional needed funds from the Agency Stability Fund.

The Trustees discussed the staff's recommendation at length. It was the consensus of the Board members to approve the staff's recommendations and adopt the process wherein each of the member partners would contribute their regular anticipated amount for 2010-2011, based on the formula and our Articles of Agreement, and authorize the staff to return/refund to the member partners the difference between that amount and the actual amount contributed in 2009-2010, using the adopted (same) formula, and authorizing the use of reserve funds to make up the difference for the operational budget. Any funds over the amount the partners contributed in 2009-10 would be available for partner use in their home communities as appropriate under S.B. 1881, as it has been since 2005. It was suggested that these funds could also include sponsorships of specific NEDSRA events at the member partners' discretion.

Trustee Friedrichs made a motion to adopt staff's recommendation to use funds from the Agency Stability Fund and to maintain net partner contributions for fiscal year 2010-11 at the same level as in 2009-2010. This would eliminate an increase in the contribution level for this one year. The motion was seconded by Trustee Connolly, and on a roll call vote, the motion was passed unanimously.

b. Budget Development Issues

Director Reiner stated that per previous discussions and requests from Personnel and Finance Committees, staff is requesting input from the Board of Trustees regarding using a target figure for budgeting merit increases for the 2010-11 budget. The staff realizes that the process of determining a specific percentage figure so early in the process is difficult, when figures from member partners and other SRAs are not available until March 2010. The Trustees discussed at length the staff's recommendation to use a "plug figure" of 2.5%.

It was the consensus of the Board members to direct staff to continue with the budget development, including staff's best estimate for an appropriate merit figure. The staff's final budget recommendations for merit raises and related benefits will be reviewed, discussed, and recommended in the scheduled March 2010 budget meetings. Trustee Leno requested that the personnel recommendation also include the cost and impact of health and other benefits.

9. Committee Reports: Ad Hoc Committee on IMRF/Pensions Chair Niemann stated that there was no new information to report at this meeting.

10. Director's Report:

a. *Recreation Report* – Director Reiner introduced Lisa Deets who highlighted the following items:

- The new Chicagoland Cruisers Division III wheelchair basketball team for individuals ages 16 and older, who currently do not qualify to play in the junior or adult competitive teams. She also thanked Trustee Bealer and the Board for their support to purchase of wheelchairs for this new team.
- A recent workshop with a representative from the Unemployment Consultants.
- Mid-year participation status report. Because the new registration software is not completed, the data has been somewhat difficult to gather. However, Lisa is confident that the numbers are as accurate as they can possibly be. She briefly reiterated the current numbers for separate individuals served and registrations collected vs. goals. We continue to see growth in the areas of youths and adults with physical disabilities, as well as youths with autism. Registrations for schools and seniors have experienced a slight decrease, which could be due to the current economic climate.
- Approximately \$21,000 will be provided in fee assistance. Lisa answered questions from the Trustees regarding the criteria used for applicants and how the assistance is applied. We currently offer assistance for two (2) programs per season to residents, excluding travel programs. Some of our partners use a maximum dollar amount instead of number of programs, and Lisa stated that we might want to look at that in the future.

- b. *Public Information Report* – Director Reiner introduced Monica Del Angel who reported the following:
- A full-page, full-color NEDSRA ad will appear in the Daily Herald’s new *Giving Guide*, a special insert highlighting not-for-profit agencies. The *Guide* will be printed for the November 6 edition, reaching more than 361,000 readers. The ad also includes a “call-to-action,” asking for donations and/or volunteers.
  - The newly installed Statcounter on NEDSRA’s website shows that traffic to the site has been steady, averaging 290 first-time visitors and 50 repeat visitors weekly. Overall, the website receives more than 800 hits weekly. We expect a spike in activity after the winter brochure is posted on November 16.
  - Staff is preparing NEDSRA’s entry for the 2009 IPRA Agency Showcase Awards. Agencies must submit entries in 8 of 12 categories to be considered for first, second or third place Showcase awards. Individual entries may only be eligible to win honorable mention.
- c. *Fund Development Report* – Director Reiner introduced Karen Lesniak who reported the following Department updates:
- Karen highlighted the 2009 Golf Classic Summary Report. She thanked the Bensenville Park District and White Pines Golf Club for all their support and assistance. She also expressed our appreciation to the Roesch family for their commitment and loyalty despite the economic challenges, in continuing to support the Golf Classic. Considering the challenges of this past year, the event was a success and came within \$4,886.83 of meeting our net revenue over expense goal, with increases in sponsorships and maintaining golfer registration numbers. The 2010 event will take place on Friday, September 10.
  - The Addison Mayor’s Ball takes place on Saturday, November 21, and the ticket sales and raffle ticket sales are going well.
  - NEDSRA is selling coupon books for Carson’s Community Days on Saturday, November 14.
  - Due to a matching gift recently received, the Golf Marathon generated \$47,090 for our Accessible Transportation Fund.
- d. *Administrative Operations Report* – Director Reiner highlighted the following administrative items:
- The bid opening for the new accessible vehicle occurred on Friday, October 30. We are pleased with the results and a complete report with a recommendation will be presented to the Board at the December 2 Board meeting.
  - Our auditing firm completed the audit on DCEO Grant 08-203773 and we have received notification from DCEO that we are in compliance with the State’s audit requirements.
  - Director Reiner distributed copies of House Bill 312 which appropriates \$150,000,000 to be spent on parks and recreation entities across the State. The funds should be available during the 1<sup>st</sup> quarter of the fiscal year. The amendment to Senate Bill 1265 pertains to park and recreation facility construction.
  - Veterans Park District has approached NEDSRA about joining a Special Recreation Association. Director Reiner will meet with the Park District representatives. They have also had discussions with West Suburban Special Recreation Association, as has NEDSRA’s Executive Director, to explore various options available to the Park District.
  - As part of our Capital Improvements, we have identified the need to replace our current file server. The expense for the replacement has been previously budgeted. After discussions with our current vendor, the total cost will be \$5,700 for wiring and \$5,900 for server replacement. It was the consensus of the Board to go forward with this phase of the project at the present time and to bid out the remainder of the project in the coming months.
  - Director Reiner distributed communication from WSSRA Director Gbur regarding a decision by the Illinois Supreme Court for first-time use of the SRA levy by a park district of municipality contemplating membership in a Special Recreation Association. This would require a park district or municipality to obtain voter approved “new rate” referendum to levy taxes for special recreation purposes. We will be investigating further and share any updates with the Board of Trustees.

The November Recreation, Fund Development, and Administrative Operations Reports had been previously mailed to Board members and therefore are not repeated in these minutes.

11. Unfinished Business – Distribution of updated pages of the Board of Trustees Manual’s Financial Management Policies.
12. New Business: No new business was introduced at the meeting.
13. Executive Session – Vice Chair Sullivan requested a motion to adjourn to Executive Session at 3:25 p.m. for the purpose of the 6-month review of Executive Session Minutes and Personnel. Trustee Montgomery made the motion, seconded by Trustee Niemann. On a roll call vote, the motion was passed unanimously. At 4:00 p.m. Trustee Leno made a motion to adjourn from Executive Session, and Trustee Niemann seconded the motion. On a roll call vote, the motion was passed unanimously. There was no final action taken in Executive Session.
14. Executive Session Related Issues – Action Taken in Open Session
  - a. Trustee Niemann made a motion at 4:04 p.m. to reconvene the regular Board of Trustees meeting, seconded by Trustee Friedrichs. On a roll call vote, the motion was passed unanimously.
  - b. *Approval and Release of Executive Session Minutes from May 11, 2009* – Trustee Leno made a motion to approve and release for public inspection the Executive Session Minutes from May 11, 2009. Trustee Friedrichs seconded the motion. On a roll call vote, the motion was passed, with an abstention from Trustee Anderson.
  - c. *Approval and Release of Executive Session Minutes from September 2, 2009* – Trustee Leno made a motion to approve and release for public inspection the Executive Session Minutes from September 2, 2009. Trustee Friedrichs seconded the motion. On a roll call vote, the motion was passed unanimously.
  - d. *Approval and Release of Executive Session Minutes from September 29, 2009* – Trustee Leno made a motion to approve and release for public inspection the Executive Session Minutes from September 29, 2009. Trustee Connolly seconded the motion. On a roll call vote, the motion was passed, with an abstention from Trustee Montgomery.
15. Adjournment – There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Niemann, with a second by Trustee Leno, at 4:07 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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Cecelia Sullivan, Vice Chair

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John Bealer, Secretary