



**BOARD OF TRUSTEES MEETING MINUTES**

**Wednesday, October 7, 2009**

1. Call to Order: Vice Chair Sullivan called the meeting to order at 1:29 p.m., at the NEDSRA Administrative Office, 1770 West Centennial Place, Addison, Illinois. The following roll call was taken:

Members Present                    Ken Anderson, Bensenville Park District  
Larry Montgomery, Butterfield Park District  
Cec Sullivan, Village of Glendale Heights  
Maryfran Leno, Itasca Park District  
Jason Myers, 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  
Michele Silver, Wood Dale Park District

Members Absent                    Mark McKinnon, Addison Park District

Staff & Guests                    Larry Reiner, Executive Director  
Susan Balling, Lisa Deets, Karen Lesniak, Monica Del Angel  
Liz Grillos, Recording Secretary  
Ron Amen, Lauterbach & Amen, LLP  
Dave Harris, Executive Director, Butterfield Park District

2. Approval of Board of Trustees Meeting Minutes, September 2, 2009

Vice Chair Sullivan asked if there were any questions or comments regarding the minutes of September 2, 2009. There being no questions, Trustee Leno moved to approve the September 2, 2009, meeting minutes as presented. Trustee Montgomery seconded the motion. On a voice vote, the motion was passed with abstentions from Jason Myers, Lombard Park District, and Michele Silver, Wood Dale Park District.

3. Comments and Communications:

Director Reiner highlighted the October 9 Veterans' Adaptive Activities Day event flyer and stated that NEDSRA staff would be present at the event. He also stated that NEDSRA will continue to send information of this nature electronically.

Director Reiner reported that currently no further information is available regarding the release of the Capital Bill funds. He will keep the Board apprised about any developments that might occur.

4. Introductions of Staff and Guests:

Director Reiner introduced Ron Amen from Lauterbach & Amen, Dave Harris, Executive Director from Butterfield Park District, Jason Myers, Superintendent of Finance & Personnel from Lombard Park District, and Michele Silver, Superintendent of Recreation from Wood Dale Park District. Vice Chair Sullivan welcomed them to the meeting.

5. Financial Report:

a. Consolidated Monthly Financial Report – September 15, 2009

Vice Chair Sullivan asked if there were any questions regarding the consolidated monthly financial report ending September 15, 2009. There being no questions, Trustee Niemann made a motion to approve the September 15, 2009, financial report as presented. Trustee Leno seconded the motion. On a roll call vote, the motion was passed unanimously.

6. Approval of NEDSRA Disbursements – September 2009:

Vice Chair Sullivan advised the Board that the claims list presented for September 2009 included checks #41813 to #41850, interim checks #41781 to #41812, and P-card #090309, totaling \$189,728.93, as well as transfers totaling \$113,623.31. Director Reiner brought to the Board's attention that check #41844 in the amount of \$388.50 to Thompson Publishing has been voided, and the invoice was paid through the P-card.

There being no questions or comments from the Trustees, Vice Chair Sullivan requested a motion to approve the September 2009 disbursements as presented. Trustee Bealer so motioned and the motion was seconded by Trustee Leno. On a roll call vote the motion was passed unanimously

7. Chairman of the Board Comments: There were no comments at this meeting.

8. Committee Reports:

a. Ad Hoc Committee on IMRF/Pensions

Chairman Niemann reported that the Committee met on September 29, and will again meet on October 21 to develop a written plan of action to move forward.

9. Director's Report:

a. Recreation Report

Director Reiner introduced Lisa Deets who highlighted the following items in her oral report:

- A summary of the Summer Day Camps and budgeted vs. actual expense and revenue information. Revenue vs. expense for all camps was (\$23,595). All campers were member partner residents, and a total of \$8,795 was provided in fee assistance. Lisa also reported that the pre- and post-camps were eliminated this year resulting in reduced expenses. Transportation was not offered to and from the six camps offered. She highlighted trends in attendance, fee assistance and subsidization. Additionally Lisa answered questions from the Trustees specific to part-time and full-time staff salary expenses and transportation costs during summer camp fieldtrips.
- Lisa highlighted the school cooperatives which served 424 participants, and stated that these summer cooperatives also serve as outreach opportunities to secure participation throughout the year.
- Lisa highlighted the inclusion trends which have seen an increase over three years in inclusion participations, but the trend is stable related to expenses during the same period of time. She answered questions from the Trustees specific to the increase of participants with Autism Spectrum disorders. She further stated that currently the Spectrum embraces a wide variety of disability levels previously identified under different names.
- Bid specifications for the purchase of a new van will be mailed at the end of October.
- Member partner new staff orientation will take place on Tuesday, October 20, at the NEDSRA office.

The October 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 who highlighted the following items in her oral report:

- Monica thanked the Board for allowing staff to continue the excellent relationship with our current printer, Action Printing, of the four (4) seasonal brochures and Annual Service Report. With the Board's action taken at the September meeting, staff was able to lock in the 2010-2011 printing costs at only \$200 (\$50 per brochure insert) over the 2009-2010 costs.
- A Stat Counter has been added to the NEDSRA website, allowing staff to track usage patterns and measure traffic on our website. The program is free and if your district or village is interested in additional information, please contact Monica.
- The second ad of the Golf Classic media sponsorship appeared in the September 19<sup>th</sup> Chicago Tribune Sports section. The value of the ¼-page ad sponsorship is \$11,600, bringing the total value of the media sponsorship to \$23,000.

c. Fund Development Report

Director Reiner introduced Karen Lesniak, who highlighted the following in her oral report:

- Karen thanked the Bensenville Park District Commissioners and staff, as well as all member partners, for their incredible support in securing another successful Golf Classic fundraiser. A comprehensive report of the event will be presented to the Board of Trustees in November.
- NEDSRA will again participate in the Addison Mayor's Community Charity Ball, with a goal of raising \$3,000. Raffle tickets are currently available for purchase through Karen.
- Karen thanked all the member partner staff who volunteered their time helping NEDSRA during the Knights of Columbus Tootsie Roll Drive in September. The more volunteers NEDSRA is able to provide during various shifts, the larger the contribution from the Councils. In 2008, NEDSRA received over \$10,000, and we are hopeful to receive a similar amount in 2009.

The October 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 on the following:

- No funds have been released from the Capital Bill and our current line item in the State Budget has been reduced by 50%; however, staff is optimistic this may be restored. Consequently some of the Capital Improvement projects are currently on hold until such a time when funding will become available.
- The heating and cooling unit servicing the kitchen and small multi-purpose room is over 20 years old and is scheduled to be replaced before the end of October.
- We are working on the analysis for the network upgrade, with a final upgrade completion expected at the end of the 2009-10 fiscal year. The budgeted amount for the upgrade is \$32,000 in FY09-10 and \$32,000 in FY10-11.
- We are currently sending various Board packet communication pieces via electronic mail and are requesting feedback from Board members. Documents that need voting action by the Board will be mailed in the monthly Board packets.
- Director Reiner requested feedback regarding reduction or consolidation of regular Board meetings and Committee meetings. It was the consensus of the Board members to keep the current meetings as scheduled. The Board of Trustees meets nine (9) times a year for regular meetings, with additional Committee meetings scheduled throughout the year. No regular meetings are held in January, March (budget meetings are generally scheduled in March), and July.

The October 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. Comprehensive Annual Financial Report, April 30, 2009

Director Reiner introduced Ron Amen, from Lauterbach & Amen, LLP. The firm conducted NEDSRA's 2008-09 audit. Mr. Amen thanked the NEDSRA staff and Business Manager Steven Steinberg for the great cooperation the auditors received while doing the fieldwork and preparation. He proceeded to highlight key points in the audit and answered questions from the Board members. NEDSRA received an unqualified audit with no recommendations for changes in financial policies or practices.

Vice Chair Sullivan requested a motion to approve the Comprehensive Annual Financial Report, ended April 30, 2009, as presented. Trustee Niemann so moved, with a second from Trustee Anderson. On a roll call vote, the motion was passed unanimously.

- b. 501(c)(3) IRS Form 990 Policy

New IRS regulations require us to have a specific Policy in place regarding the process of filing Form 990. Vice Chair Sullivan requested a motion to approve the following Policy:

**501(c)(3) – Form 990**

*“At the close of each year, NEDSRA is required to complete IRS Form 990 “Return of Organization Exempt from Income Tax” in a timely manner as prescribed by law. This process allows for the review and documentation of the financial transactions of the Association in compliance with the not-for-profit status afforded to the Association by the Federal Government (Internal Revenue Service). The process includes a detailed review of the transactions and the completion of an Independent Audit of these transactions. This report will result in the compilation of an Annual Comprehensive Financial Report that is presented to the Board of Trustees, along with a Management Letter, for their review, discussion, consideration and, ultimately, for their approval. (Please see “Audit and Auditor Selection,” of the Association’s Financial Management Policies and Procedures for specific details on this process.) IRS Form 990 will also be presented to the Board of Trustees, in compliance with the reporting requirements, in a timely manner and be made available to the general public as part of the public record.”*

Trustee Anderson made a motion to approve the Policy regarding 501(c)(3) IRS Form 990 as presented and authorize the Policy to be added to NEDSRA's Financial Management Policies Procedures Manual, Section G. Financial Reporting. Trustee Montgomery seconded the motion, and on a roll call vote, the motion was passed unanimously.

- c. Illinois Association of Park Districts 2010 Credentials

As a member of IAPD, NEDSRA is requested to appoint two (2) Trustees, one as a delegate and one as an alternate, to represent the agency at IAPD's Annual Business Meeting. Trustee Niemann made the motion to appoint Trustee Friedrichs as a Delegate and Trustee McKinnon as an Alternate to serve as representatives of Northeast DuPage Special Recreation Association (NEDSRA) to the Annual Business Meeting of the Illinois Association of Park Districts, to be held on Saturday, January 30, 2010, at 3:30 p.m. Trustee Montgomery seconded the motion, and on a voice vote the motion was passed unanimously.

12. Executive Sessions – No Executive Session was needed and no action taken.

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13. Adjournment: There being no further business before the Board of Trustees, a motion to adjourn the meeting was made at 2:29 p.m. by Trustee Niemann and seconded by Trustee Montgomery. 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

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