

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, February 6, 2019

1. **Call to Order:** Chairperson Friedrichs called the meeting to order at 1:35 p.m.
2. **Roll Call:** The following Roll Call was taken:

Members Present: Jen Hermonson, Addison Park District
Phyllis Schmidt, Bensenville Park District
Keith Knautz, Village of Glendale Heights (1:37 p.m.)
Maryfran Leno, Itasca Park District
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District

Members Absent: Tim White, Butterfield Park District
Cathy Fallon, Oakbrook Terrace Park District
John Bealer, Village of Schiller Park

Staff Present: Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Executive Assistant to the Director/HR
Kristen Chereso, Marketing & Communications Manager
Lara Batten, Accountant, Lauterbach & Amen, Business Services
3. **Introduction of Guests and Staff:** Chairman Friedrichs noted that Jen Hermonson, Addison Park District is the new NEDSRA Trustee and Phyllis Schmidt is the appointed trustee from Bensenville Park District.
4. **Public Comments:** None
5. **Approval of Meeting Minutes:**
 - a. Chairperson Friedrichs requested a motion to approve Board of Trustees regular meeting minutes of December 6, 2018. Motion to approve was made by Trustee Ellmann and a second made by Trustee Baum. There being no discussion, motion passed unanimously on a voice vote with 8 ayes and 0 nays.
6. **Comments and Communications:** Director Poole noted that the Event Calendar that was handed out in December had a typo on the December meeting. It is to take place on Thursday, December 5, 2019.
7. **Consent Agenda – Ratify NEDSRA Financial Statements:**
 - a. Chairperson Friedrichs requested a motion to ratify NEDSRA's Disbursements and Financial Statements for the periods ending November 30, 2018 and December 31, 2018. The motion was made by Trustee Leno and seconded by Trustee Baum. On a roll call vote, voting aye: Trustee Schmidt, Bensenville Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Hermonson, Addison Park District. Motion passed with 8 ayes and 0 nays.

8. **Chairperson of the Board Comments:** Chairperson Friedrichs welcomed everyone back from the holidays and said that he was pleased to see everyone at IPRA Conference. He asked that congratulations be passed along to Recreation Coordinators Carrie Henry on her 21-year NEDSRA anniversary and Maggie Goode on her 12-year NEDSRA anniversary.

9. **Agency Report:** Director Poole directed the Board to the envelopes with the revised NEDSRA Personnel Policies and Financial Management and Operations Policies. He stated that Trustee Hermonson had her NEDSRA Board of Trustees' orientation recently and that an orientation manual would be sent to Trustee White. Trustee Ellmann requested that an updated Board of Trustee directory be distributed. The Director also announced that the State of Illinois has received the second quarter report and has submitted it for payment. Staff continues to work on finalizing the budget to prepare for the March Board meeting workshop. Staff has also been working with WDSRA on the Synergy budget and NEDSRA is also working with the group of SRA directors to find cooperative adaptive sports programming that fits everyone's expectations. Superintendent Barton noted some updates in the Inclusion report regarding openings that were filled since the report went out. Chairman Friedrichs asked if NEDSRA reimburses a partner for inclusion if it is filled with the partner's staff. Superintendent Barton replied that NEDSRA will train staff and Director Poole stated that if a partner's staff was taken from another duty and used for the inclusion, there would be some sort of reimbursement worked out if there was somebody on the partner's staff that filled the position. Trustee Leno asked why this issue was not addressed during the Inclusion Committee's report and it is not in writing. She stated that there should be a procedure in writing. Director Poole noted that there is a reference to reimbursement. There was discussion as to the parameters of qualifying for inclusion, whether or not the participant meets the NEDSRA parameters and the qualifications of the staff providing the inclusion. Superintendent Barton announced that in addition to the program highlights in the agency report in the packet, NEDSRA participants are leaving on a Caribbean and that Friday, February 8 is the Valentine's dance at the Community Center in Addison Park District, with 47 NEDSRA participants, 83 participants from other SRA's and about 50 staff members attending. He cited the theater performance and the Special Olympics Sports Banquet, both occurring in March, listed in the Agency Report in the packet and extended an invitation to all. Marketing Manager Chereso announced that NEDSRA was awarded Non-Profit of the Year by the Lombard Chamber of Commerce. She said that she will be reaching out to the newest Board members to get a photo and bio for the NEDSRA website. Trustee Ellmann asked if there was any progress from the Synergy meeting. Director Poole went over a few items and stated that the first meeting cleared the air and the second meeting focused on common ground, expectations for the group and what direction the financial structure should be. There has not been another meeting scheduled at this time. Trustee Ellmann stated that he believed eventually there may have to be an outside consultant to bring it all together. There was discussion on other possible strategies including, but not limited to, a flat fee per person, providing scholarships to NEDSRA participants to join Synergy or an annual fee per agency.

10. **Unfinished Business:** The location of the 2019 December NEDSRA Board of Trustees meeting had not been finalized. Trustee Knautz offered to host the meeting and Holiday Gathering at Glendale Lakes Golf Club.

11. **New Business:**
 - a. **New registration software – discussion and recommendation.** Superintendent Barton presented the recommendation noting that the current software is over 20 years old. He spoke of the extensive research the committee performed and of other companies the committee met with. Vermont Systems was chosen for many reasons and he noted that their customer service was excellent. We have member partners also using this same system as well as other SRA's in our area. Superintendent Barton went on to explain other features and costs, including the \$2,500 discount he was able to secure.
 - b. A motion was made by Trustee Baum and seconded by Trustee Leno to approve the purchase of RecTrac and WebTrac 3.1 from Vermont Systems, Inc. in the amount of \$31,280. Trustee Knautz had a question

regarding how many on-site trainings are included, to be sure that NEDSRA has an adequate amount of training time. Trustee Baum asked how many users are included and Superintendent Barton said that NEDSRA is starting with six concurrent users, which he is comfortable with. He also stated that NEDSRA is not purchasing the General Ledger interface at this time. Director Poole stated that the Agency's current financial software is not compatible with RecTrac, and that currently registration revenue is manually keyed into the accounting software. On a roll call vote, voting aye: Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Hermonson, Addison Park District; Trustee Schmidt, Bensenville Park District;. Motion passed with 8 ayes and 0 nays.

12. Board of Trustees Comments: Trustee Ellmann extended a welcome to the new Board members and thanked staff for the additional narrative on the financials. He stated that Wood Dale Park District received an OSLAD Grant and the city is matching funds for park redevelopment and possibly a new facility. Director Poole mentioned that NEDSRA had a ransom ware attack on the computers, however everything had been backed up and was restored.

13. Next Meeting Date: Wednesday, March 6, 2019, 1:30 PM at the NEDSRA office.

14. Adjournment: Chairperson Friedrichs stated that there was no further business before the NEDSRA Board of Trustees and requested a motion to adjourn. A motion was made by Trustee Gola and a second by Trustee Baum. The motion passed unanimously on a voice vote with 8 ayes and no nays. The meeting was adjourned at 2:16 p.m.

Respectfully submitted,


Susan Martellotta, Recording Secretary


Paul Friedrichs, Chairperson


Matthew Ellmann, Board Secretary

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