

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
March 1, 2017
1:30 p.m.**

Call to order

Kelly Rajzer called the meeting to order at 1:35 p.m.

Roll Call

Board Members Present:

Kelly Rajzer, Village of Romeoville
Bill Riordan, Lockport Township Park District
Cathy Davis, Executive Director NWCSRA
Gina Madden, Attorney

Additions or Revisions

None

Approval of Consent Agenda

All items listed in Section 4 are included in the Consent Agenda by the Board and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the items will be removed from the Consent Agenda.

- A. Approval of January 25, 2017 Board Meeting Minutes
- B. Approval of January 31, 2017 Treasurer's Report
- C. Approval of Pay for Action for January, 2017
- D. Approval of Final Bills for Action for January 2017
- E. Approval of Recommended Bills for Action through February 28, 2017

Motion to approve consent agenda by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

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Nays: None

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

-Copy of Warranty Deed for 10 Montrose Drive, Romeoville, Il 60446

-Card from Sue Micklevitz

-Letter of invite from the Lemont Knights of Columbus

Director's Report

Director Davis went over our upcoming Battle of the Brains scheduled for Saturday, March 11, 2017 at the American Legion in Lockport. Citgo refinery is again this year's event sponsor of \$1000. NWCSRA has received several \$150 sponsorships.

The monthly registration report was included in the Board packet.

Director Davis and Program Coordinator Kailee Galligan attended the Brookeridge Park District meeting. They were happy to hear all about the programs that we offer. In the near future, they are going to have a subdivision picnic and they want NWCSRA to bring a few participants to the picnic to do some networking.

The full-time staff also attended the Romeoville State of the Village luncheon. Key note speaker was Mayor John Noak. New industry and stores continue to go up in Romeoville bringing new jobs to the community.

Director Davis gave the board an update on the Bolingbrook/Plainfield non-district fee situation.

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Staff Report

The Board Members each received and reviewed the staff report.

Unfinished Business

- A. NWCSRA Travel Expense Reimbursement Policy – Motion to pass the policy with the changes discussed “make the sentence read in 2. C. ii. Meal expenses shall not exceed the General Services Administration (GSA) for the town in which the event takes place.
- B. NWCSRA resolution adopting Travel Expense Reimbursement Policy
Motion to approve The NWCSRA resolution adopting the Travel Expense Reimbursement Policy by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

C. New Job Descriptions for Full Time staff were given to the Board for review. Board Member Bill Riordan suggested we have a Job Description audit performed by Management Association of which NWCSRA are members of.

New Business

- A. The 17/18 budget workshop will be held Wednesday, March 15, 2017 at 1:00 pm at the NWCSRA office.
- B. The board realizes that the lighting in the building needs to be replaced and saw no problem with the cost. Director Davis is going to work the cost into the 17/18 budget to have all the original lighting at 10 Montrose Drive replaced.

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- C. The board agreed to keep Cathy Davis on two days a week starting in January to do strictly finance for NWCSRA. This will not conflict with her pension.

Announcements

NWCSRA is having Battle of the Brains on March 11, 2017.
Open House to show off our new forever home is scheduled for March 25, 2017 from 3 – 5 pm. Refreshments will be served.

Lockport Township Park District happenings –

The bid opening for the new Community Center opens on March 9th. Expecting quite a few bids to come in.

Prairie Bluff is open for winter hours.

Barb retired. Nikki was promoted to full time. Nikki will be combining some of Barb's and Amy's duties.

Eggstreme Egg hunt is set for March 24.

Senior Irish Jig set for March 9th at Cog Hill.

Romeoville Recreation Department happenings –

Marissa Cardoni was promoted to Superintendent of Recreation. Marissa has been with the Romeoville Rec. Department for over 15 years.

Breakfast with the Bunny is scheduled for March 7th.

Come on out for the free Easter Egg Hunt.

Mom/Son night out on April 1st.

Deer Crossing Park had the restrooms put in place.

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Summer Concert series have a full line up of some great groups.

The first Senior Symphony will be June 24.

Executive Session

None

Adjournment

Motion to adjourn the meeting by Board Member Bill Riordan and seconded by Board Member Kelly Rajzer.

Roll Call:

Ayes: Kelly Rajzer, Sue Micklevitz

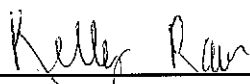
Nays: None

Motion carried.

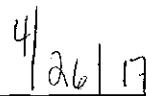
Meeting adjourned:

2:30 p.m.

**Minutes approved by Northern Will County Special Recreation Association
Board of Directors.**



Board President



Date