

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
August 24, 2016
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

Sue Micklevitz, Lockport Township Park District

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 July 27, 2016 Board Meeting Minutes
- B. Approval of July 31, 2016 Treasurer's Report
- C. Approval for Pay for Action for July, 2016
- D. Approval of Final Bills for Action for July, 2016
- E. Approval of recommended bills for action through August 15, 2016

Motion to approve the Consent Agenda as presented by Board Member Micklevitz and seconded by Board Member Kelly Rajzer.

Roll Call

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried

Community Comments

Ron Amen from Lauterbach & Amen presented the audit to the Board and answered any questions that the Board had. Upon going over the audit, Sue Micklevitz made a motion to approve the Fiscal Year 2015/2016 Audit as presented and seconded by Board Member Kelly Rajzer.

Roll Call

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried

Attorney Report

None

Correspondence

None

Director's Report

The funnel cake fundraiser at Romeo Fest went very well this year. We profited \$3,548.67.

The scholarship report for Winter/Spring 2016 is in your packets.

On August 8th Director Davis met with the new managers from the Romeoville Walgreens. We hope to work with them in the future on securing donations for our Trivia Craze and Golf Outing. They are very willing to get involved with our agency.

Rich Vogel, attorney for the Village of Romeoville is ordering the roof inspection. After the inspection we have a 30 day time span to close on the building. We are getting very close to closing on 10 Montrose Drive.

NWCSRA purchased a 2016 Nissan 12 passenger NV van.

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Staff Report

The Board Members each received and reviewed the staff report.

Unfinished Business

None

New Business

The Policy for Allowable Expenditure/s Limits for Executive Director was presented to the Board. The Board approved the policy upon making changes to the policy to allow full time and part time staff to make expenditures in the event the Director was not available to make the purchases themselves.

NWCSRA Policy Manual

Section 4.08 – Executive Director Spending Authority and Limit

The Executive Director shall have the authority to make certain expenditures without obtaining approval of the Board in advance. The Executive Director shall also have the authority to establish spending limits for staff as needed and in accordance with all other policies and procedures of the Agency.

In the event of an emergency or the Executive Director's absence, the Executive Director may temporarily authorize a staff member to make any expenditure for the benefit of the Agency or to address an emergency in accordance with this policy.

The purpose of this policy is to allow the Agency to conduct day to day operations in the most efficient manner possible. The Board is aware that from time to time, certain expenditures are necessary for the benefit of the Agency.

The Executive Director is allowed to spend up to \$10,000 without prior approval by the Board of Directors on any needed item or expense for the Agency. The expenditure shall then be included for approval at the next occurring Board Meeting with an explanation of the expenditure included in the Executive Director's report and/or the monthly financial update to the Board.

This Policy shall replace and supersede any and all prior policy or policies related to Executive Director spending limits.

Roll Call

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried

Board President Rajzer signed a letter of approval to be sent to Zeigler Nissan giving the Executive Director permission to purchase the vehicle and to sign off on all documents concerning the new van.

Announcements

Board Member Sue Micklevitz announced that the proposed Community Center has come in around 7.5 million dollars. The budget is 7.2 million.

The Oasis program is up and running with around 600 students in attendance.

Preschool is going full force. Staff is very busy preparing for another exciting session.

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The Staff are very busy preparing for the World War II days which starts the weekend after Labor Day.

This year's Hayride of Horror will have a few changes to it. This year attendees will be able to get off and walk around so there will be more added thrills and chills added.

Golf course is doing very well.

Board Member Kelly Rajzer announced the name of Colleen's new baby boy – Liam Frances.

The Romeo Fest carnival had the best year to date.

Car show is August 25, 2016 in the downtown area.

Founders Day Parade coming up.

Work has started on both the O'hara Woods park project and the Meadowdale subdivision park project. Both parks will be joined as one so the Rec Department is trying to come up with a new name for the park.

The Romeo Rec did get their OSLAD grant.

Executive Session

None

Adjournment

Motion to adjourn the meeting by Board Member Sue Micklevitz and seconded by Board Member Kelly Rajzer.

Roll Call:

Ayes: Kelly Rajzer, Sue Micklevitz

Nays: None

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Motion carried.

Meeting adjourned:
3:30 p.m.

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



Board President



Date