

**Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
June 26, 2019**

**1:30 p.m.**

**Call to order**

Kelly Rajzer called the meeting to order at 1:32 p.m.

**Roll Call**

Board Members present:

Kelly Rajzer, Village of Romeoville

Bill Riordan, Lockport Township Park District

Also present were:

Kailee Kordas, Executive Director, NWCSRA

**Additions or Revisions**

None

**Approval of Consent Agenda**

Consent Agenda

All items listed in Section 4 are included in the Consent Agenda by the board and will be enacted by 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 April 24, 2019 Board Meeting Minutes

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

**Action Items**

A. Approval of April 30, 2019 Treasurer's Report

Motion to approve action item A by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

B. Approval of Pay for Action for April, 2019

Motion to approve action item B by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

C. Approval of Recommended/Final Bills for Action, April, 30, 2019

Motion to approve action item C by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

D. Approval of May 31, 2019 Treasurer's Report

Motion to approve action item D by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

E. Approval of Pay for Action for May, 2019

Motion to approve action item E by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

F. Approval of Recommended/Final Bills for Action, May, 31, 2019

Motion to approve action item F by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

**Community Comments**

None

**Attorney Report**

None

**Correspondence**

A. Thank You from the LASEC Family Engagement Committee

B. Thank You from the Manago Family

**Director's Report**

**A. Fundraising**

- Golf Outing- Final Report will be in the July packet

**B. Outreach**

- Director Kordas attended several outreach events during the months of April and May

**C. Training/Workshops**

- Director Kordas listed off several workshops and trainings that were held during the months of April and May

#### **D. Audit**

- FY 18/19 Audit has begun and a final draft will be provided in August

#### **E. Recreation**

- Winter/Spring 2019 Program Report was provided
- Winter/Spring 2019 Scholarship Report was provided
- Day Camp
  - i. Began on Monday, June 3 and ends on Friday, August 2
- Adult Day Program
  - i. Began on Monday, June 3 and ends on Friday, August 30
- Special Olympics Summer Games
  - i. 7 NWCSRA athletes competed in the 2019 Special Olympics Summer Games at ISU on June 7-9.

#### **F. Building**

- Director Kordas reviewed building projects that took place during the months of April and May

#### **G. Bid Opening for Sensory Room**

- Legal notice to bidders was published in the Herald Newspaper on Tuesday, June 11<sup>th</sup>. Bid submissions were due on Friday, June 21<sup>st</sup> at 10:00am.
- Flaghouse Inc. was the only vendor to submit a bid proposal – all their paperwork is in order.

#### **Staff Report**

Director Kordas reviewed the staff report.

#### **Unfinished Business**

None

#### **New Business**

- A. Approval of lowest responsible bidder, Flaghouse, Inc. for installation of a Snoezelen Multi-Sensory Environment in the amount of \$61,454.81

Motion to approve the quote from the lowest responsible bidder, Flaghouse, Inc. for installation of a Snoezelen Multi-Sensory Environment in the amount of \$61,454.81 by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

- B. Approval of Contract for installation of Snoezelen Multi-Sensory Environment – subject to attorney review

Motion to approve Contract for installation of Snoezelen Multi-Sensory Environment – subject to attorney review by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

## **Announcements**

Director Kordas received her yearly evaluation.

Lockport Township Park District:

Cruisin' into Lockport Car Shows every Monday during the summer at Central Square

Co-Op Park Party with Romeoville on July 23 at Sunset Park

Cardboard Boat Races on August 10 at Chaney Pool

WWII Event September 7 & 8

Romeoville Recreation Department:

Preparing for RomeoFest 2019 (August 1-4)

Independence Day Celebration on 7/3 at Deer Crossing Park and Village Park

Park Parties on 7/9 and 7/23

Rockin' the Ville & Cruise Nights: 6/27, 7/11, 7/25, 8/8 and 8/22

Movie Under the Stars: 7/15

Hired Daniel Peck as the new Marketing Coordinator

## **Adjournment**

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

Meeting adjourned:

3:00 pm