

**Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
July 7, 2021  
1:30 p.m.**

**Call to order**

Kelly Rajzer called the meeting to order at 1:33 p.m.

**Roll Call**

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (President)

Ron Oestreich, Director, Bolingbrook Park District (Vice President)

Bill Riordan, Director, Lockport Township Park District (Treasurer)

Carlo Capalbo, Director, Plainfield Park District (Secretary)

Also present were:

Mike Selep, Executive Director, NWCSRA

Jill Mukushina, Director of Recreation and Facility Operations, NWCSRA

Gina Madden, NWCSRA Attorney

**Additions or Revisions**

None

**Approval of Consent Agenda**

Consent Agenda

All items listed in Section 5 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 May 26, 2021 Board Meeting Minutes

Motion to approve consent agenda item A and B by Board Treasurer Bill Riordan, seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: Ron Oestreich, Bill Riordan, Carlo Capalbo, Kelly Rajzer

Nays:

Motion Carried.

**Action Items**

A. Approval of May 31, 2021 Treasurer's Report

Motion to approve action item A by Board Vice President Ron Oestreich, seconded by Secretary Carlo Capalbo.

Roll Call:

Ayes: Bill Riordan, Carlo Capalbo, Kelly Rajzer, Ron Oestreich

Nays: None

Motion Carried.

B. Approval of Pay for Action for May 2021

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

Roll Call:

Ayes: Carlo Capalbo, Kelly Rajzer, Ron Oestreich, Bill Riordan

Nays: None

Motion Carried.

C. Approval of Recommended/Final Bills for Action, May 31, 2021

Motion to approve action item C by Board Secretary Carlo Capalbo, seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: Kelly Rajzer, Ron Oestreich, Bill Riordan, Carlo Capalbo

Nays: None

Motion Carried.

**Community Comments**

None

**Attorney Report**

None

**Correspondence**

None

**Executive Director's Report**

**A. HR/Personnel**

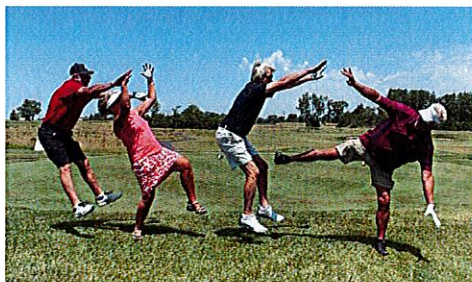
1. All NWCSRA and former LCSRA staff have been encouraged to return to work as all NWCSRA program areas are operational. Additional staff are still needed to fill program areas with an emphasis on finding qualified staff to meet Adult Day program needs.

**B. Recreation**

1. All program areas are open and operational. Revised COVID-19 guidelines went into effect as Summer Camp began on June 14. Participants and staff who are vaccinated are allowed to return to programming without utilizing a face covering. There are several exceptions where face coverings are mandatory – all individuals must wear a face covering: if they have not been vaccinated, during NWCSRA transportation, involved with programs with individuals 12 years and younger, and when administering/receiving personal care/support.

**C. Marketing & Fundraising**

1. Brand Audit Workshop took place with Campfire Concepts on June 8 with NWCSRA full time staff. Exciting conversation occurred with sharing of information to help guide redefine the NWCSRA brand. Work is currently underway on developing agency logo and brand style guidelines.
2. NWCSRA Golf Outing was held at Prairie Buff Golf Course on June 17. We had perfect weather; amazing facility, sponsor and donor support; as well as 42 of the world's finest golfers participate. Thank you to all four member agencies for their incredible support! Net income for this year's event was \$6,803.76. Promotion for next year's event began with the golfer photo contest on Facebook. Winning photo featuring the Lindblom foursome below:



#### **D. Technology & Finance**

1. QuickBooks data conversion is complete. Working through first month of utilizing system. FinTrac is no longer supported by Vermont; however, we are able to access our data.
2. Audit fieldwork for FY2020/21 audit with Lauterbach & Amen was completed on June 14-15, drafts to be completed by the end of July with presentation at the August 25 Board Meeting.
3. Kelly Rajzer and Mike Selep opened a NWCSRA savings account at Chase Bank on June 18 to split funds at the bank into two accounts, allowing a larger amount of deposited funds to be FDIC insured.
4. Completed evaluation of recreation registration software with goal of providing online registration to enhance the ease of the internal and external customer experience. We evaluated four different software providers serving SRAs and recreation agencies that offer competitive cost-effective alternatives with enhanced functionality. We completed demos with each. Based on the demos and follow-up discussions with each vendor and additional demos with references, we have a recommendation to move forward with a vendor of choice to approve at the July 7 meeting.

#### **E. Facility & Member Agencies**

1. Several minor facility repairs have been made this summer, including replacement of an older small A/C unit and repairs to the backup generator. Some work will be done to the building's electrical system to properly identify building locations in the circuit box as well as align critical electrical needs with backup generator.
2. Discussions have continued with the Village of Romeoville for the inclusion of an adapted softball and sports field in phase II of new Romeoville park facility. The Village has agreed to having NWCSRA place an initial payment for the project and then spreading the remainder of the project funds over a 10-year period of time to finance the project. Staff is compiling information regarding different programming opportunities, community partners for utilization, and researching different grants and fundraising opportunities as this type of field could provide great impact for growing a vibrant adapted sports program. Village of Romeoville has requested that a decision be made if NWCSRA wishes to move forward with the field by the end of July. Additional materials will be provided at the July 7 meeting.

#### **Staff Report**

Director of Recreation & Facilities Jill Mukushina provided an update regrading recreation programs and services. Day Camp, Day Program and summer programs are running smoothly. We have received many comments from families that they are excited to see programs return. NWCSRA would love to invite you out to our ITRS Softball Tournament on Sunday, July 18, which will be held at Bulldog Park in Bolingbrook with games at 9:00 and 10:30am.

#### **Unfinished Business**

- A. Village of Romeoville Cemetery Property Concept Plan – Possible Inclusion of NWCSRA Adapted Sports Field

Concept plan was discussed. Reviewed information regarding the plan for the Romeoville park facility and use for the facility including numbers of anticipated participants for potential usage. Discussed different options in terms of funding strategies and items to be included in the Intergovernmental agreement to include items such as cost to NWCSRA, facility usage and maintenance. The Village has agreed to having NWCSRA place an initial payment for the project and then spreading the remainder of the project funds over a 10-year period of time to finance the project. Village of Romeoville has requested that a decision be made if NWCSRA wishes to move forward with the field by the end of July.

#### **New Business**

- A. Approval of Amilia Software (SmartRec) License Agreement, Per the Terms of the Proposal, Subject to Attorney Review.

Terms of three-year agreement were discussed. Money has been budgeted to add online registration.

Motion to approve Amilia Software (SmartRec) License Agreement to provide recreation registration software, Per the Terms of the Proposal, Subject to Attorney Review by Board Vice President Ron Oestreich, seconded by Board Secretary Carlo Capalbo.

Roll Call:

Ayes: Bill Riordan, Carlo Capalbo, Kelly Rajzer, Ron Oestreich

Nays: None

Motion Carried.

**Announcements**

Lockport – National Disc Golf Tournament held at Dellwood Park. Great success! Possibility of hosting a World Championship in a couple of years. Large car show at Dellwood Park on August 15 with 800-1000 cars.

Military Appreciation Weekend coming up September 11-12 with Civil War, WWII and Vietnam reenactments.

Bolingbrook – No Fall Fest. Sponsored fireworks with Village of Bolingbrook during 4<sup>th</sup> of July. Pool is doing well when weather cooperates. Great to see people out participating in programs.

Plainfield – Programming at capacity with limits set for the summer. Looking to install at cricket pitch at Tamarack Park. Will have a variety of DEI events throughout the summer. Will have a Hawaiian event that will music, food and culture.

Romeoville – July 3 fireworks were a great success with three different displays. Rockin’ the Pandemic will feature a magic show and several bands over the next several weeks. Founders Parade is scheduled for September 17 and will start from different location. Increased amounts of graffiti and vandalism have been found in several park locations, including Murphy Park and Safety Town.

**Adjournment**


Motion to adjourn the meeting was made by Board Secretary Carlo Capalbo, seconded by Board Treasurer Bill Riordan, and it was approved unanimously.

Meeting adjourned:

2:39 pm

**Minutes approved by Northern Will County Special Recreation Association**

**Board of Directors.**



Board President



Date