

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
March 25, 2026
1:00 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:00 p.m.

Roll Call

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (Board President)
Carlo Capalbo, Executive Director, Plainfield Park District (Board Vice President)
Bill Riordan, Executive Director, Lockport Township Park District (Treasurer)
Mike Selep, Executive Director, Bolingbrook Park District (Board Secretary)

Also present were:

Gina Madden, Attorney
Jill Mukushina, Executive Director, NWCSRA
Pete Hall, Lockport Park District
Carrie Gascoigne, Superintendent, NWCSRA
Ron Tomasek, Maintenance Coordinator, NWCSRA
Carrie Henry, Program Coordinator, NWCSRA
Emily DeVaux, Program Coordinator, NWCSRA
Amber Provancal, Program Coordinator, NWCSRA
Terry Bryant, Program Coordinator, NWCSRA

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 requests, in which event the items will be removed from the Consent Agenda.

A. Approval of February 25, 2026 Board Meeting Minutes

Motion to approve consent agenda item A by Board Treasurer Bill Riordan, seconded by Board Vice President Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Carlo Capalbo

Nays: None

Absent: None

Motion Carried.

Action Items

A. Approval of February 2026 Treasurer's Report.

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Carlo Capalbo

Nays: None

Absent: None

Motion Carried.

B. Approval of Pay for Action for February 2026.

Motion to approve action item B by Board Secretary Mike Selep, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Carlo Capalbo

Nays: None

Absent: None

Motion Carried.

C. Approval of Recommended/Final Bills for Action, February 2026.

Motion to approve action item C by Board Treasurer Bill Riordan, seconded by Board Vice President Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

NWCSRA received a congratulations letter from Senator Meg Loughran Cappel, along with a certificate from the 104th General Assembly signed by Senator Cappel, Representative Manley and Representative Avelar.

Executive Director's Report

A. HR/Personnel

1. Thank you Bill Riordan for your commitment to the SRA over the last 9 years. You have ensured many patrons had exceptional recreation experiences. You will be missed, but enjoy your retirement.
(Staff exited the meeting after recognizing Board Treasurer Bill Riordan on his retirement - Ron Tomasek, Carrie Henry, Emily DeVaux, Amber Provancal, and Terry Bryant).
2. As of the March 13 pay date, NWCSRA part time staff have worked 6,040 hours, earned 150 PLAWA hours, current total PLAWA hours to use at 1,734 hours, and used 54 hours.
3. The agency has been working diligently to hire summer seasonal, adult day program and inclusion staff.

B. Recreation

1. Inclusion service hours through the March 13 pay date are reflected below. Budgeted inclusion dollars per member agency is calculated at 3% of each member agency's contribution. According to our member agreement, when the budgeted dollars have been used, NWCSRA will bill back the member agency for companion support hours. For our member districts, summer programming uses the most inclusion hours, followed by preschool, and before and after school care.

Below are the current inclusion costs per member district, as of 3/13/2026.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$1,656	\$17,028	\$15,372	10%
510500 Romeoville Inclusion Wages	\$1,958	\$11,185	\$9,227	18%
510550 Bolingbrook Inclusion Wages	\$5,180	\$18,738	\$13,558	28%
510650 Plainfield Inclusion Wages	\$35	\$27,943	\$27,908	.5%

2. Day Camp registration has brought in \$72,621 as of March 22. The staff are looking forward to a great summer with our campers.
3. The summer brochure will be posted to the website by April 15.

C. Agency, Technology & Finance

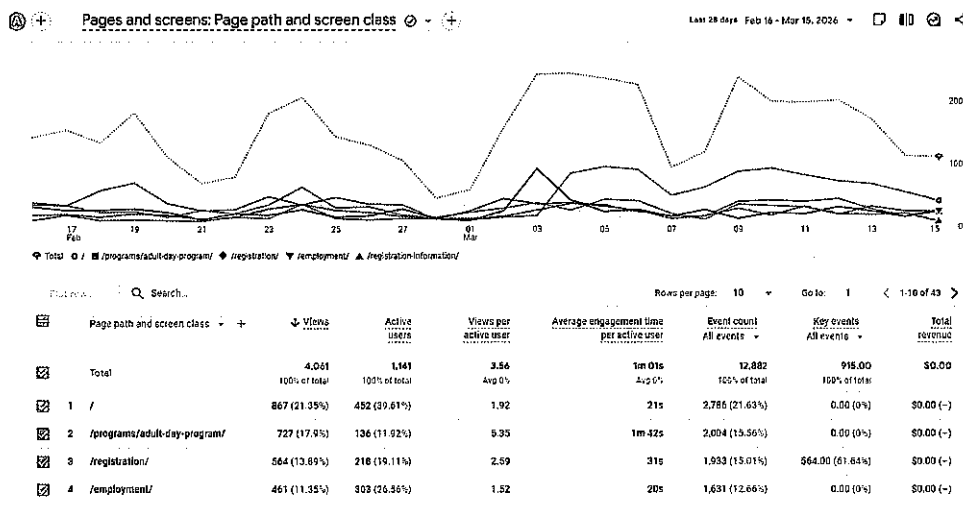
1. NWCSRA has received \$7,359 in donations to date. We are grateful for the continued support we receive from our community, families and businesses.
2. The October board meeting date will be moved from Wednesday, October 28 to Thursday, October 29, 2026 at 1:00 pm.
3. The auditors will be onsite the week of April 13, 2026.

4. Marketing

- a. Follow us on Instagram: [Instagram.com/nwcsra](https://www.instagram.com/nwcsra)
- b. Google Analytics: [nwcsra.org](https://www.google.com/analytics/property/nwcsra.org)

There was a glitch in connecting Google Analytics in January that was resolved mid-February. The extremely high numbers below are due to the glitch.
February 16-March 15, 2026

- Views: 4,061
- Active users: 1,100 with 1,000 new users
- Average engagement time: 1 minute
- Event count: 13,000
 - Top five webpages accessed:
 1. Northern Will County homepage: 766
 2. Adult Day Program: 727
 3. Registration: 564
 4. Employment: 561
 5. Registration information: 351
 - Top sources of users
 1. Direct (not through search engine) 633
 2. Google/organic: 322
 3. Facebook referral: 136
 4. Bing/organic: 19
 5. Yahoo/organic: 8



c. Facebook/Instagram Analytics

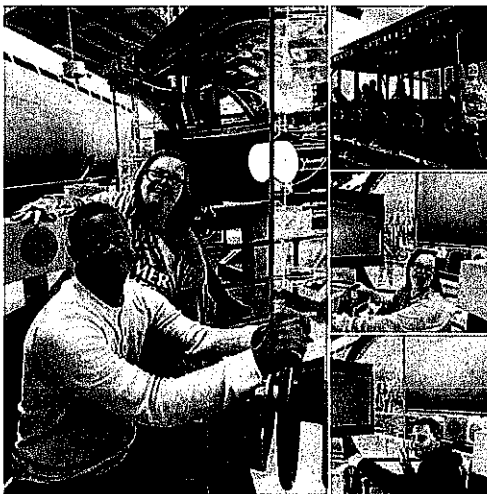
- Stats for this time frame decreased (except video/reel views) across the board due to a paid ad that boosted our numbers from January through early February. We are also strategizing how to strengthen our social media content and engagement.

February 16-March 15 compared to previous 28-day performance:

- Views decreased 22% to 38K views and 5,200 viewers
- Video and reel 3-second views increased by 12% with 3,600 views
- Content interactions decreased 42% to 640
- Facebook follows decreased 48% with 16 new follows
- Facebook visits decreased 25% to 3,700
- The most successful Facebook post (by views)
- Check out the shenanigans received 2,267 views, 47 interactions, 1,209 reach and 1 share
- Bolingbrook Cruisers at museum received 1,819 views, 29 interactions and 1,076 reach
- Lucky Leprechaun bingo received 1,499 views, 34 interactions, reach 686
- ADP at Hoppers movie received 1,334 views, 25 reactions, reach 734
- Facebook Live/Reels stats:
 - ADP piano performance (2): 1,444 views, 29 interactions, 917 reach
 - Mardi Gras office parade: 1,273 views, 33 interactions and 593 reach
 - ADP making pizzas: 1,266 views, 30 interactions and 634 reach
 - School's Day Out: 1,242 views, 11 interactions and 522 reach
 - Gold medal swimmers: 1,235 views, 40 interactions and 706 reach
 - African drumming -Black History Month: 1,108 views, 14 interactions and 461 reach
 - Dr. Suess' Birthday: 1,108 views, 20 interactions and 552 reach

Northern Will County Special Recreation ...
Published by Bridget Bittman ·
February 25 at 6:00 PM ·

🚗 We put our Bolingbrook Cruisers in the driver's seat!
Had a smooth ride exploring transportation at the
Griffin Museum of Science and Industry.
#allabilities #transportation



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Northern Will County Special Recreation ...
Published by Bridget Bittman · 6d ·

🍀 Check out the social shenanigans from the Shamrock Shuffle! Our NWCSRA peeps dressed for the luck o' the Irish at this popular St. Patrick's Day dance hosted by the V... See more



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Staff Report

Programs and Services

❖ Inclusion

Bolingbrook

- Programs: 5
- Before & After School: 7
- Aquatics: 8

Lockport

- Program: 3
- Before & After School: 2
- Aquatics: 2

Plainfield

- Programs: 3

Romeoville

- Programs: 5
- Before & After School: 1
- Preschool: 1
- Aquatics: 3

❖ Programs

- Winter programs are winding down, and staff are preparing for spring programming.
- Day Camp registration opened March 16 for residents and March 23 for non-residents
- Summer registration will start on April 27 for residents and May 4 for non-residents
- The NWCSRA Swim Team competed in the Region E swim meet which was held on February 28th. 13 of our 16 swimmers won a gold medal and will be advancing to Summer Games in June at Bloomington/Normal.
- Earlier this month, we hosted a pop-up special event for all ages. Despite the cold front that came through that day, the event ran successfully. Several families expressed interest in the program and seeing similar events in the future.
- NWCSRA athletes and staff have been invited to cheer on the Bolingbrook Police officers as they do their version of the Polar Plunge on the hill at Village Hall. The event will be March 21. They will hold an opening ceremony at 11:30 and the first plunge will take place at noon.
- Adult Day Program is nearly full. With a total of 72 spots, there are only 5 remaining. The Fishing and Nature Exploration Days have been planned for May 12 and May 20. Because of the large interest this year, two days were planned. We are hosting five other SRA's at this event, for a total of 240 people attending.

Staffing and Trainings

- Hiring is full steam ahead. Day Camp is 85% staffed, Inclusion is 72% staffed, and Programs are 100% staffed based on projected numbers. As registrations are turned in we will be increasing the number of staff if needed.
- The agency met with Cheryl from PDRMA for our Kick-off meeting on March 17.
- The safety committee is working on goals for the year as well as focusing on safety at programs and encouraging all staff to "see something, say something"
- Carrie Gascoigne & Bridget Bittman will be attending IU EDP at Indiana University April 19-22, 2026.

Outreach events

- 3/19 Bedtime Stories, Bonnie McBeth
- 3/22 Plainfield Park District Egg Hunt

- 4/25 Bolingbrook Park District Touch a Truck; Family Symposium, Valley View School District

Unfinished Business

A. Motion to approve Executive Director salary as discussed at February 2026 meeting.

Motion to approve action item A by Board Secretary Mike Selep, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Carlo Capalbo

Nays: None

Absent: None

Motion Carried.

New Business

None

Announcements

Each District shared a few programs and events coming up. Board Treasurer Bill Riordan, Lockport Park District Executive Director's last day will be March 31, and Pete Hall will begin his role of Executive Director on April 1, 2026.

Closed Session

Motion to go into closed session pursuant to 5ILCS 120/2 (c)(1) – Personnel and 5ILCS 120/2 (c)(11) Potential Litigation at 1:15 pm by Board President Kelly Rajzer, seconded by Board Vice President Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Carlo Capalbo

Nays: None

Absent: None

Motion Carried.

Motion to come out of closed session at 1:31 pm by Board President Kelly Rajzer, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Carlo Capalbo

Nays: None

Absent: None

Motion Carried.

Motion to resume the regular board meeting at 1:32 pm by Board President Kelly Rajzer, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Carlo Capalbo

Nays: None

Absent: None

Motion Carried.

Action

None

Adjournment

Motion to adjourn the meeting at 1:32 pm was made by Board Treasurer Bill Riordan, seconded by Board Vice President Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Carlo Capalbo

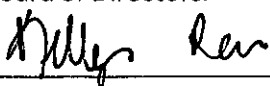
Nays: None

Absent: None

Motion Carried.

Meeting adjourned: 1:32 pm

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


Board President


Date