

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
August 26, 2026
1:00 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:01 p.m.

Roll Call

Board Members present:

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

Absent:

Also present were:

Gina Madden, Attorney
Jill Mukushina, Executive Director, NWCSRA
Carrie Gascoigne, Superintendent, 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 July 22, 2026, Board Meeting Minutes

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

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo , Mike Selep

Nays: None

Absent: None

Motion Carried.

New Business

- A. Ryan Nash, participant, talked about his experience as a Special Olympics Team Illinois swimmer for the National Games. He presented his medals and talked about his highlighted his favorite moments from the process and games, as well as his gratitude for the experience and support.
- B. Hannah Cullerton of Lauterbach & Amen, LLP presented the 2025 audit, which received the top rated clean audit status.

Action Items

A. Approval of July 2026 Treasurer's Report.

Motion to approve action item A by Board Vice President Carlo Capalbo, seconded by Board Treasurer Pete Hall.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo , Mike Selep

Nays: None
Absent: None
Motion Carried.

B. Approval of Pay for Action for July 2026.

Motion to approve action item B by Board Treasurer Pete Hall, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo , Mike Selep

Nays: None

Absent: None

Motion Carried.

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

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

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo , Mike Selep

Nays: None

Absent: None

Motion Carried.

Community Comments

None

Attorney Report

No Report

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. As of the August 14 pay date, NWCSRA part time staff have worked 42,020 hours, earned 839 PLAWA hours, current total PLAWA hours to use at 2,378 hours.

B. Recreation

1. Inclusion service hours through the August 14 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 8/9/2026.

Agency	Actual	Budget	Balance	% Utilized
510400 Lockport Inclusion Wages	\$19,429	\$17,028	-\$2,401	114%
510500 Romeoville Inclusion Wages	\$23,193	\$11,185	-\$12,008	207%
510550 Bolingbrook Inclusion Wages	\$52,829	\$18,738	-\$34,091	282%
510650 Plainfield Inclusion Wages	\$38,898	\$27,943	\$10,955	139%

2. The Fall season has started off with strong registration numbers, with the following percentage run rates for the following categories: athletics 100%, across all ages 92%, family events 80%, adult programs 74%, and youth/teen 38%.

C. Agency, Technology & Finance

1. The agency celebrated its 50th Anniversary park day on Sunday, August 2, in conjunction with cohosting the Junior National Softball Tournament at the Adapted Field. The celebration was well received and added to the celebratory atmosphere around the new field.
2. Upcoming dates:
 - a. Saturday, October 10 - Celebration of Special Recreation at the Annerino Community Center in Bolingbrook.
 - b. Wednesday, October 21 - Sensory Friendly Trunk or Treat at NWCSRA
 - c. Wednesday, December 9 – Recognition at the Bolingbrook Golf Club.
3. To date, over \$612,000 in program revenue has posted to our accounts.
4. Marketing

- Google Analytics: nwcsra.org
July 20-August 16, 2026

Active users: 1,200 with 1,000 new users. Increased 26% vs. previous 30 days

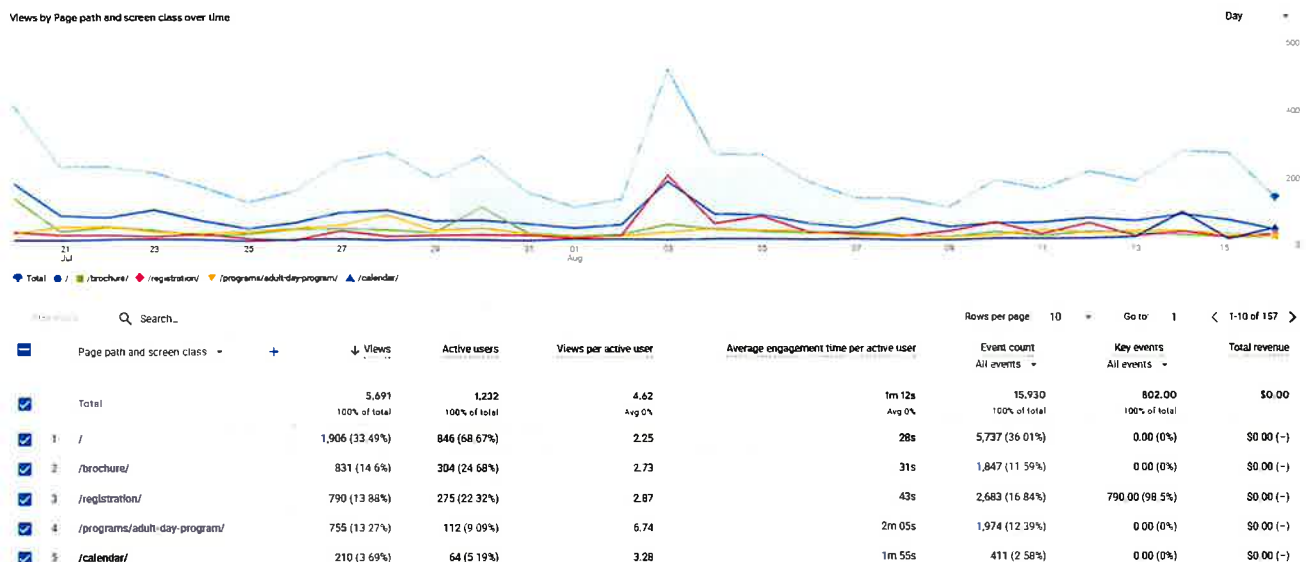
- Average engagement time: 1 minute 12 seconds
- Event count 16,000-increased 29%.
- Views: 5,900- increased 34%

■ Top five webpages accessed:

1. Northern Will County homepage: 1,906
2. Brochure: 831
3. Registration: 790
4. Adult Day Program: 755
5. Calendar: 210

■ Top sources of users

1. Google/Organic: 1,200
2. Direct (not through search engine): 952
3. Bing/Organic: 80
4. Facebook: 73
5. Yahoo/Organic: 28



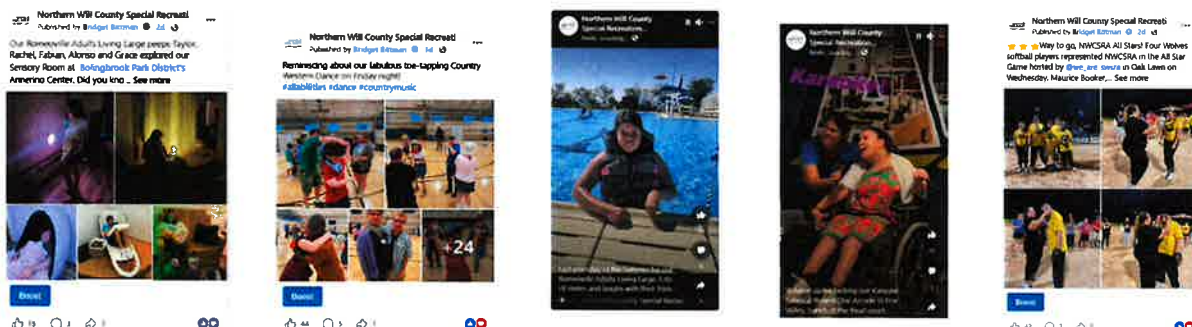


Social Media

Follow us on Facebook: facebook.com/NWCSRA and Instagram NWCsra: instagram.com/nwcsra

Facebook/Instagram Analytics

- We had a slight decrease in some stats and a huge video view increase from July 20 to August 16 compared to the previous 28-day performance:
 - Views decreased 9% to 68,900 views and 13,615 viewers
 - Facebook follows decreased 4% with 38 new follows; audience 1,740
 - Facebook visits increased slightly to 5,100
 - Content interactions remained consistent at 955
 - Video and reel watch time increased 89% and 3-second views increased 105% to 10,900
- Most successful Facebook posts (by views)
 - [Romeoville ALL Sensory Room](#): 5,400 views, 51 interactions, 3,232 reach and 1 share
 - [Country Western pics](#): 4,000 views, 56 interactions, 1,466 reach and 3 shares
 - [Last Pool Day Bulldogs](#): 3,600 views, 20 interactions and 1,464 reach and 1 share
 - [ADP Karaoke Tunes](#): 2,900 views, 31 reactions and 1,547 reach
 - [Softball All Stars](#): 2,800 view, 42 interactions, reach 1,691 and 3 shares
- Most successful Facebook Live/Reels:
 - [ADP Karaoke Tunes](#) (above)
 - [Last Pool Day Bulldogs](#) (above)
 - [Yee Haw! Live at Country Western](#): 2,368 views, 39 interactions and 1,420 reach
 - [ADP Cheeseburger Casserole](#): 1,996 views, 21 interactions and 1,256 reach
 - [50th Trivia Night Live](#): 2,086 views, 22 interactions and 951 reach



Staff Report

Programs and Services

❖ Inclusion – camp numbers are through July 24.

Bolingbrook

- Programs: 2
- Camp: 117
- Aquatics: 9

Lockport

- Program: 1
- Camp: 39
- Aquatics: 2

Plainfield

- Programs: 7
- Camp: 127

Romeoville

- Programs: 11
- Camp: 35
- Aquatics: 6

❖ Programs

- Summer program run rates as of August 13, 2026
 - Adult programs: 73%
 - Youth/Teen programs: 33%
 - Across the Ages programs: 83%
 - Athletics: 100%
 - Family events: 33%
- Adult Day Program will be attending their annual Potawatomi boat tour in St. Charles down the Fox River on August 19. This is always a great event for our participants. All groups have been enjoying many outdoor activities despite the weather.
- Country Western Dance was on August 7, 2026, at Bolingbrook Recreation & Aquatic Center 6:00-8:30pm. We had four agencies which included NWCSRA with 130 individuals in attendance.
- Region E Golf Competitions were a success.
 - Region E Golf Skills Competition was held on July 7th with seven athletes competing and receiving a gold medal, which advances to the state competition on September 12th-13th.
 - Region E Golf Unified Competition was held on July 22nd with one team competing and earning a silver medal.
 - Region E Golf 3/6 Hole Competition was held on July 27th with two athletes competing, one earning a gold medal and one earning a silver medal.
- NWCSRA and SEASPAR will co-host the upcoming TR Sectional Volleyball Competition on September 27 at the LaGrange Park District.

❖ Staff and Trainings

❖ Outreach events

- 9/8/2026 Plainfield/Romeoville Community Day of Play, Romeoville
- 9/19/2026 Plainfield Autumn Fest
- 9/19/2026 Bolingbrook Fall Fest
- 9/20/2026 Founders Day Parade Romeoville
- 9/27/2026 Hispanic Heritage Celebration, Lockport
- 10/10/2026 Celebration of Special Recreation, Annerino, Bolingbrook

Unfinished Business

None

Announcements

None

Closed Session

None

Action (if any) from Closed Session

None

Adjournment

Motion to adjourn the meeting at 1:21 pm was made by Board Vice President Carlo Capalbo, seconded by Board Treasurer Pete Hall.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Mike Selep, Carlo Capalbo

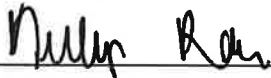
Nays: None

Absent:

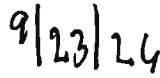
Motion Carried.

Meeting adjourned: 1:21 pm

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



Board President



Date