

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
July 22, 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)
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 June 24, 2026 Board Meeting Minutes

Motion to approve consent agenda item A with correction 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.

Action Items

A. Approval of June 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 June 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, June 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 July 17 pay date, NWCSRA part time staff have worked 30,683 hours, earned 633 PLAWA hours, current total PLAWA hours to use at 1,974 hours.
2. The agency will host a staff appreciation event for part time staff on Wednesday, July 29 at office. We will share food, games and reminisce about the fun times we have working at NWCSRA.

B. Recreation

1. Inclusion service hours through the July 17 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 6/19/2026.

Agency	Actual	Budget	Balance	% Utilized
510400 Lockport Inclusion Wages	\$14,791	\$17,028	\$2,237	86%
510500 Romeoville Inclusion Wages	\$16,195	\$11,185	-\$5,010	144%
510550 Bolingbrook Inclusion Wages	\$36,021	\$18,738	-\$17,283	192%
510650 Plainfield Inclusion Wages	\$24,773	\$27,943	\$3,170	89%

2. Join us for Family Trivia, 50th Anniversary Edition on Friday, July 24 at the Plainfield Township Community Center.

C. Agency, Technology & Finance

1. The agency will celebrate its 50th Anniversary park day on Sunday, August 2, in conjunction with cohosting the Junior National Softball Tournament at the Adapted Field. The celebration will run from 11:00 am to

1:00 pm with a DJ, balloon animals, an inflatable baseball game, hot dogs and watching wheelchair softball. We look forward to a nice day at the ballpark.

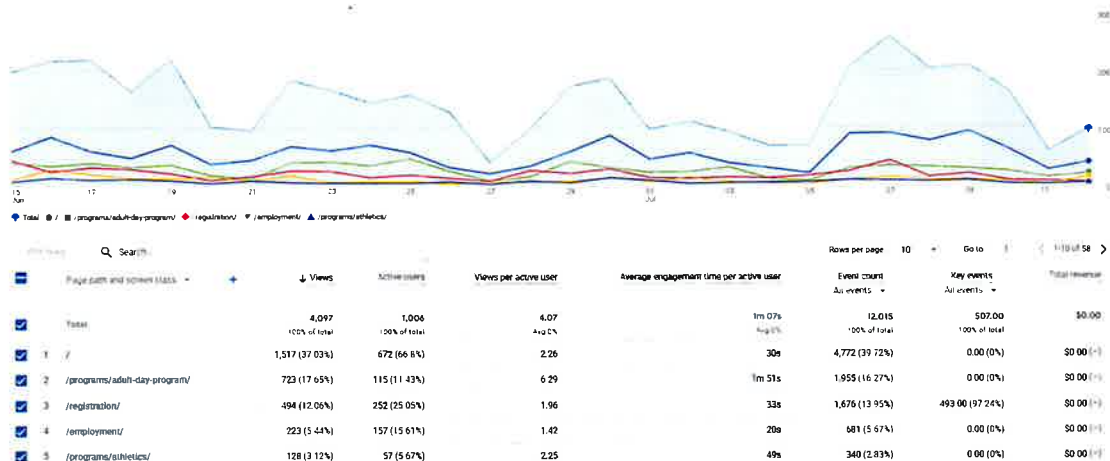
2. Save the date for Saturday, October 10 for the Celebration of Special Recreation at the Annerino Community Center in Bolingbrook.
3. The Recognition Dinner will be held on Wednesday, December 9 at the Bolingbrook Golf Club. Please share the date with your board. We look forward to celebration 50 years!
4. The auditors will deliver the audit to the board at the August board meeting.
5. Marketing
 - The fall program brochure is posted on the website and is available at member district facilities.

Google Analytics: nwcsra.org
June 15-July 12, 2026

Views: 4,097

Active users: 1,000 with 856 new users

- Average engagement time: 1 minute 7 seconds
- Event count: 12,000
 - Top five webpages accessed:
 1. Northern Will County homepage: 1,517
 2. Adult Day Program: 723
 3. Registration: 494
 4. Employment: 223
 5. Athletics: 128
 - Top sources of users
 1. Google/Organic: 946
 2. Direct (not through search engine): 689
 3. Facebook: 133
 4. Bing/Organic: 52
 5. Yahoo/Organic: 19

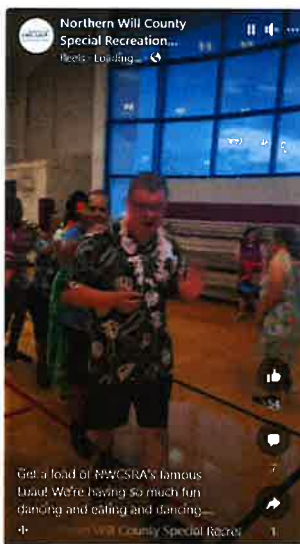


Social Media

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

Facebook/Instagram Analytics

- We had a **phenomenal increase** from June 15-July 12 compared to the previous 28-day performance:
 - Views increased 93% to 67,600 views and 21,396 viewers
 - Facebook follows increased 63% with 69 new follows; audience 1,692
 - Facebook visits increased 40% to 5,600
 - Content interactions increased 65% to 1,300
 - Video and reel watch time increased 16% and 3-second views slightly decreased 3% to 6,400
- Most successful Facebook posts (by views)
 - [ADP Free Car Washes](#): 20,563 views, 86 interactions, 13,981 reach and 35 shares
 - [Summer Fun at Pool](#): 4,188 views, 34 interactions, 2,298 reach and 3 shares
 - [NWCSRA Luau live video](#): 3,104 views, 52 interactions and 2,098 reach
 - [Playing Uno in Pool](#): 2,896 views, 39 interactions and reach 1,608
 - [Summer Camp Craft Donations](#): 2,804 views, 12 reactions, 1,309 reach and 14 shares
- Most successful Facebook Live/Reels:
 - [NWCSRA Luau](#) (above)
 - [Butterfly Dreaming](#): 2,370 views, 17 interactions and 716 reach
 - Juneteenth Lockport: 1,541 views, 25 interactions and 948 reach
 - [Bulldogs BBQ](#): 1,332 views, 15 interactions and 810 reach
 - [Fourth of July](#): 1,2567 views, 6 interactions and 235 reach



Staff Report

Programs and Services

❖ Inclusion

Bolingbrook

- Programs: 2
- Camp: 81
- Aquatics: 10

Lockport

- Program: 1
- Camp: 33
- Aquatics: 2

Plainfield

- Programs: 7
- Camp: 82

Romeoville

- Programs: 12
- Camp: 29
- Aquatics: 6

❖ Programs

- As of July 13, 2026
 - Adult programs: 77% running
 - Youth/Teen programs: 53% running
 - Across the Ages programs: 100% running
 - Family events: 66% running
- Dances
 - Hawaiian Luau Dance was held on July 10, 2026 at the Romeoville Rec Center
 - 166 participants & staff in attendance
 - Upcoming: Country Western
 - August 7, 2026, at Bolingbrook Recreation & Aquatic Center 6:00-8:30pm
- Region E Match Play and Skill Tennis Competition yielded 2 gold, 3 silver and 1 bronze medal. 4 NWCSRA athletes have the honor of competing at the State level on August 15-16th. Good luck to our athletes.
- Region E Golf Competitions are approaching quickly.
 - Region E Golf Skills Competition will be held on July 7th with 7 athletes competing.
 - Region E Golf Unified Competition will be held on July 22nd with 1 team competing.
 - Region E Golf 3/6 Hole Competition will be held on July 27th with 2 athletes competing.
- TR Section Softball Competition will be held on July 12th. NWCSRA will have 2 softball teams competing in this competition.
- Adult Day Program has filled 70 of the 72 spots. A new lead staff was hired for the Romeoville ALL program. The annual car wash is this month. The first one is July 13. The second will take place on July 23.

❖ Staff and Trainings

- The part time staff appreciate event will be held at NWCSRA on Wednesday, July 29 at the office. We will share food, games and reminiscing about the fun times we have working at NWCSRA.

❖ Outreach events

- 6/4/2026 Lockport Park District Touch a Truck
- 6/6/2026 Plainfield Party at PARC
- 6/19/2026 Lockport Juneteenth
- 6/28/2026 Bolingbrook Village Picnic

Unfinished Business

None

New Business

None

Announcements

None

Closed Session

Motion to enter closed session at 1:15 pm was made by Board Treasurer Pete Hall, seconded by Board Vice President Carlo Capalbo.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

Motion to exit closed session and enter regular meeting at 1:45 pm was made by Board President Kelly Rajzer, seconded by Board Secretary Mike Selep.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

Action

Motion to approve all closed session meeting minutes and keep all closed session meeting minutes closed was made by Board Vice President Carlo Capalbo, seconded by Board President Kelly Rajzer.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

Adjournment

Motion to adjourn the meeting at 1:46 pm was made by Board Vice President Carlo Capalbo, seconded by Board Treasurer Pete Hall.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Kai Wahlgren

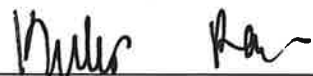
Nays: None

Absent: Carlo Capalbo

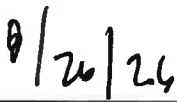
Motion Carried.

Meeting adjourned: 1:46 pm

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



Board President



Date