

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTOR'S MEETING

OCTOBER 13, 2016

- I. Call to Order:** President Cindy Szkolka called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:01pm on October 13, 2016 at the Oakbrook Family Recreation Center, 1450 Forest Gate Road in Oakbrook, Illinois. A Quorum was present.

Roll Call: Board Members present: Jim Pacanowski, Burr Ridge; Sharon Peterson, Countryside; Cindy Szkolka, Elmhurst; Heather Bereckis, Hinsdale; Matt Russian, Pleasant Dale; Jim Berg, Westchester; John Fenske, Willowbrook; Scott Nadeau, York Center arrived just after roll call was taken.

Absent: Karen Spandikow, Oakbrook

Staff Present: Ray Graham Staff: Superintendent Ryan Cortez.

Visitors: None

- II. Open Forum:** None

- III. Board Member Comments:** Matt Russian noted that he was in contact with the State of Illinois Local Records Commission. Gateway will be able to submit an application like any other agency in order to establish a comprehensive list of documents that are kept on file. Jim Pacanowski noted that due to the lack of volume of documents that the Board creates, compliance should not be an issue. Discussion followed on the possibility of archiving documents on the new website as well as coordinating how monthly documents will get posted on the site.

- IV. Communications:** None

- V. Omnibus Agenda:** Motion was made by Jim Pacanowski, Burr Ridge; to approve the Omnibus Agenda and motion seconded by Sharon Peterson, Countryside.

A. Approval of September 2016 Regular Meeting Minutes

B. Approval of October 2016 Check Register

C. Approval of October 2016 Treasurer's Report

On a voice vote, the motion passed unanimously.

- VI. Reports:**

A. Superintendent Cortez reviewed her monthly report and highlighted that they are experiencing a surge in the number of registrations since programs are starting a week later. Many programs are full and there is no one on a waiting list, thanks in part to the extra working vehicle. Scholarship status has been updated due to the large number of recent registrations.

She discussed offering a combined registration for winter and spring programs although they are offered in the same brochure. This is a practice used by many other SRA's. Each session will be about 14 weeks long and hopefully will eliminate some confusion during registration time. A new designer and printer will be used and summer planning is also underway. A question was raised about scholarships and how they would be applied over the combined term. It was agreed that instead of mandating a \$100 scholarship for winter and spring each, eligible participants would be able to use \$200 at the time of registration that would cover winter and spring programs. The website and Facebook sites are both up and running. Unfortunately, Special Olympics cancelled the state softball tournament due to weather without much communication to teams. The Gateway team and families traveled downstate and were not able to compete but had as much fun as possible given the situation.

VII. Old Business:

A. Archiving of Documents: Prior discussion was heard previously in the meeting under Board Member Comments regarding documentation. Jim Pacanowski noted the draft he assembled regarding the "Who we are" paragraph to be posted on the website. Superintendent Cortez is able to upload that document.

B. Website Update: President Szolka had a question regarding the invoices received from Mark MacLean for work on the website and whether or not those needed to be voted upon. They were fine to be approved.

VIII. New Business: None

IX. Open Forum: A question was raised about a missing invoice payment. A check was left to be signed after last month's meeting. No one is sure what happened to that check. There was discussion on whether to leave the new checks that need to be signed or send them back to Westchester. Discussion followed on the missing check and if it should be voided or not. Investigation with Oakbrook staff will take place to inquire about the missing check and the best way to have new checks signed.

X. Adjournment: Sharon Peterson, Countryside; made a motion to adjourn the meeting, seconded by Jim Pacanowski, Burr Ridge. Motion passed on a voice vote. Meeting adjourned at 3:43pm.