

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTOR'S MEETING

APRIL 13, 2017

- I. Call to Order:** President Cindy Szkolka called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:00pm on April 13, 2017 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; Karen Spandikow, Oakbrook; Matt Russian, Pleasant Dale; Jim Berg, Westchester; John Fenske, Willowbrook; Scott Nadeau, York Center

Absent: None

Staff Present: Ray Graham Staff: Mike Baig

Visitors: Patty Purpura, Westchester Park District; Jillian Schneider, RGA Staff

- II. Open Forum:** None

- III. Board Member Comments:** None

- IV. Communications:** None

- V. Omnibus Agenda:** Motion was made by Karen Spandikow, Oakbrook; to approve the Omnibus Agenda and motion seconded by Sharon Peterson, Countryside.

A. Approval of March 2017 Regular Meeting Minutes

B. Approval of April 2017 Check Register

C. Approval of April 2017 Treasurer's Report

Matt Russian voiced a correction to the agenda incorrectly stating March 2016, instead of 2017. On a voice vote, the motion passed unanimously.

- VI. Reports:**

A. Mike Baig reviewed the monthly report and stated they are doing well and numbers are up. They had a successful Spring Break camp, the softball numbers are excellent and they have numerous full programs. Summer staffing needs are still being assessed depending on what returning employees are available. Vehicle 192 had some minor issues with the rubber padding in between the entry doors. There may also be a parking brake issue. Mike will advise as information becomes available. Brochures have been distributed and this is the earliest they have ever been available. Basketball teams they went downstate had great trips and a lot of fun. Jillian was able to post a live feed of games via Facebook which was exciting for families. Ryan K

has been chosen to represent team Illinois for the National Competition in Seattle during the summer of 2018. Jillian detailed the highlights of the successful Spring Break Camp and the Luck of the Irish event.

VII. Old Business:

- A. GSRA Contract- Terms and language of the proposed contract were reviewed noting corrections from legal counsel. During the review process, President Szkolka noted that Denise Rau is no longer working with RGA and a new Program Director will be hired in the future.

Motion was made by Jim Pacanowski, Burr Ridge; to approve the Gateway Special Recreation Association Contract including the discussed corrections and motion seconded by Scott Nadeau, York Center.

On a voice vote, the motion passed unanimously.

- B. Day Camp 2016 Transportation Billing- President Szkolka heard back from Ray Graham and the bill that was received and paid was indeed the final and all-inclusive bill for all of 2016 summer transportation.
- C. Fundraising-Jillian Schneider was interested in raising funds specifically for 6 Ipads, 2 for each summer camp. After attending the ITRS seminar, she noted that Ipads have become an increasingly usable tool for various apps, incentives, etc. She would like to start fundraising now with hopes to have the Ipads by summer 2018. She was interested in holding a 50/50 raffle. Jim Pacanowski noted that, historically, RGA fundraising has been geared towards RGA and not Gateway specific programs. The estimated cost would be roughly \$3000. Matt Russian suggested purchasing the Ipads now for this upcoming summer, especially since there is roughly \$3000 remaining in the day camp transportation line item for last year. Discussion followed about various line items and what may need to be done specifically with regards to the budget. It was also mentioned that 50/50 raffles may not be the most appropriate option and/or allowable by local regulations. John Fenske mentioned that the upcoming Willowbrook 5K will be making a donation of proceeds to Gateway. Jillian reiterated that this would be the most pressing need as the Ipads will also be used as a tool to help bring youth into other programs due to current technology trends.

VIII. New Business:

- A. 2017-18 Budget- President Szkolka noted that there is a small change in the first budget draft under salary expense numbers that did not affect the overall totals. The correct total should be \$177,928 and not the \$125,434 listed. She also mentioned that the Gateway contract amount of \$457,507 includes a 1.5% increase plus \$9200 printing charges for the brochure and \$11,207 for new vehicles. The Board also received Gateway budget proposals

that included increases of 1%, 1.5%, 2%, and 2.5%. Additional changes to 'One on One Aides' moving from \$8000 to \$10,712 and the service contract moving from \$441,421 to \$446,300 needed to get updated. A question was raised and brief discussion ensued regarding contract totals being equal throughout the two budget documents with the differentiation being 'brochure printing' and the fact that it is included in the overall cost in the Gateway service contract budget number. The Gateway budget previously had a specific line item for printing as it was handled separate of RGA operations. The possible fund balances at the end of FY18 were detailed and each line item was reviewed. President Szkolka will ask Gary Kasanders to make the discussed changes for review at next month's meeting. Gateway staff will bring requests to next month's meeting with regards to specific items for "supplies" line item.

- B. 2016-17 Audit- Motion was made by Jim Pacanowski, Burr Ridge; to approve the proposal by Knute & Associates to complete the annual Gateway audit for FY17, FY18, and FY19 for a cost of \$3800, \$3850, and \$3900 respectively and motion was seconded by Sharon Peterson, Countryside.

On a voice vote, the motion passed unanimously.

- D. Facility Request Chart- In the past, member agencies were mapped out per season in a "master schedule" format to highlight usage and openings. This mapping may allow for additional usage to take place if specific facilities are open of which Gateway was unaware. As Gateway programming is currently heavy in Elmhurst, this may be an opportunity to schedule programs at new locations.

- C. Election of Officers- Brief discussion occurred regarding levels of interest in becoming/remaining as an officer. President Szkolka would be open to remaining as President but would be open to offering the position to someone else. Matt Russian is willing to remain as Secretary or become Treasurer. Scott Nadeau would be open to serving in any open position, especially as the Treasurer and learning the specifics from Gary Kasanders before his impending retirement. Official elections will take place at the May meeting.

(Items C and D were not heard in order of agenda)

- IX. **Open Forum:** Mike Baig mentioned that RGA seemed to be missing payment for fall one on one services. It was found that the bill in question was in the stack of bills that was being sent out at the conclusion of the meeting after acquiring the appropriate signatures.
- X. **Adjournment:** Jim Pacanowski, Burr Ridge; made a motion to adjourn the meeting, seconded by Jim Berg, Westchester. Motion passed on a voice vote. Meeting adjourned at 4:40pm.