

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTOR'S MEETING

SEPTEMBER 8, 2016

- I. **Call to Order:** President Cindy Szkolka called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:03pm on September 8, 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; Cindy Szkolka, Elmhurst; Matt Russian, Pleasant Dale; Jim Berg, Westchester; John Fenske, Willowbrook; Scott Nadeau, York Center Sharon Peterson, Countryside arrived just after roll call was taken.

Absent: Heather Bereckis, Hinsdale; Karen Spandikow, Oakbrook

Staff Present: Ray Graham Staff: Denise Rau (Director SLC/ECLC/SC) and Superintendent Ryan Cortez.

Visitors: None

- II. **Open Forum:** None

- III. **Board Member Comments:** Jim liked Matt's shirt ☺ and Gina Hassett passed along greetings to the board

- IV. **Communications:** None

- V. **Omnibus Agenda:** Motion was made by Scott Nadeau, York Center; to approve the Omnibus Agenda and motion seconded by John Fenske, Willowbrook.

- A. Approval of August 2016 Regular Meeting Minutes
- B. Approval of September 2016 Check Register
- C. Approval of September 2016 Treasurer's Report

On a voice vote, the motion passed unanimously with Burr Ridge abstaining from the vote on item A.- minutes portion of the omnibus agenda.

- VI. **Reports:**

A. Superintendent Cortez reviewed her monthly report and highlighted that registration for fall programs is continuing. Gateway is expecting five basketball teams this season and that 2015 program numbers should be exceeded this year. A new family from Countryside has been in contact with Gateway. Staff is exploring new options for programs during the day time hours. Having the fourth vehicle has helped open up spots in programs since they are not turning as many people away due to lack of available space. Ryan is exploring new recruitment strategies for staff openings. Staff attended a service learning fair at the College of Dupage. The

demographic report was reviewed noting the age and gender breakdown of participants. Also included was a facility breakdown of facilities used outside of the Hanson Center. She also wished the softball team good luck as they were headed down state for a tournament.

Jim Pacanowski mentioned that a new permitting process will be used at Harvester Park in Burr Ridge for the summer of 2017 due to the large amounts of people visiting the park on a daily basis. This new policy will not affect Gateway's usage of the park other than some additional paperwork before the start of summer.

VII. Old Business:

A. Archiving of Documents: Jim Pacanowski will be creating a list of the type of documents that will need to be collected. This list will be reviewed next month and participating agencies will research their archives to see if they possess any pertinent information. Jim will also create a brief paragraph explaining what/who RGA/Gateway is for the files.

Matt Russian mentioned that the previous two audits (2014 and 2015) along with monthly agendas and minutes for 2014, 2015, and 2016 have been forward to Mark MacLean so that they can be posted on the new website.

B. Website Update: Mark MacLean had a question regarding payment for securing a new domain name-Gateweaysra.com. The question was raised about Mark possibly paying for that as he is setting up everything with the new site and then he could add that to his regular invoice. Ryan discussed the plan to add a Google calendar to the website that would be updated by internal staff.

VIII. New Business: President Szolka had a question regarding protocol for checks getting signed and mailed. Checks do require two signatures and are usually mailed from Oakbrook Park District offices.

President Szolka asked the board if, historically, they need to do anything with the draft of our annual audit. She requested that any questions be directed towards her so that she can follow-up with Gary and he can address them with the auditors.

There was brief discussion on payment for the new vehicle and whether that took place during the last fiscal year of the present year. It was concluded that the vehicle was delivered in June, 2016.

IX. Open Forum: None

X. Adjournment: Jim Pacanowski, Burr Ridge; made a motion to adjourn the meeting, seconded by John Fenske, Willowbrook. Motion passed on a voice vote. Meeting adjourned at 3:35pm.