

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTOR'S MEETING

NOVEMBER 10, 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 November 10, 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; Karen Spandikow, Oakbrook; Matt Russian, Pleasant Dale; Gary Kasanders, Westchester; John Fenske, Willowbrook; Scott Nadeau, York Center

Absent: Sharon Peterson, Countryside; Heather Bereckis, Hinsdale;

Staff Present: Ray Graham Staff: Superintendent Ryan Cortez.

Visitors: None

- II. Open Forum:** None

- III. Board Member Comments:** Matt Russian inquired about a missing invoice for Mark MacLean since Mark had reached out via email regarding payment. It was deduced that the invoice never reached Gary Kasanders in order for a check to be processed. Gary was prepared to write out a check at the meeting once the amount was verified and will be added to check register. Board established an understanding that all invoices need to be forwarded to Gary in order to be paid.

- IV. Communications:** Matt Russian asked for clarification on website updating as the agenda for the meeting was not posted on the Gateway website. Superintendent Cortez will be posting both the agendas and minutes on the website moving forward. President Szkolka inquired about a Westmont family that apparently tried to reach Gateway in order to participate in programs at the non-resident rate. Superintendent Cortez has been in contact with them to assist with information/registration.

- V. Omnibus Agenda:** Motion was made by Jim Pacanowski, Burr Ridge; to approve the Omnibus Agenda and motion seconded by Scott Nadeau, York Center.

A. Approval of October 2016 Regular Meeting Minutes

B. Approval of November 2016 Check Register

C. Approval of November 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 preparing for Camp Snowflake and hoping for registrations to start being submitted. Otherwise, registration numbers are steady overall. There are no waiting lists as of right now for participants thanks to the new vehicle. Staff numbers are down with 9 current openings. Even with job postings and reaching out to college classrooms, churches, and youth groups, finding applicants has been a challenge. A future possibility may be to reach out to participant's families. Suggestions were offered to reach out to local schools and Key Club. Staff is rotating shifts/weekends as needed and making ends meet for now. Winter/Spring brochure is in second proof stage and should be headed to print next week. Gators Green volleyball team won the gold medal and they had over 50 participants had a great time at the Monster Mash.

On a note of staffing, and with early bird registration underway for the annual IPRA conference, Karen Spandikow inquired about Gateway's staff plans for attending the IPRA conference. Superintendent Cortez said that staff was very interested in attending. However, Ryan noticed that the amount budgeted for membership/conference attendance on this year's budget did not reflect the amount that was proposed and accepted by the Gateway Board. Instead of the \$3767 proposed amount from May, \$2000 was what was listed on the Ray Graham budget sheet. Superintendent Cortez said she asked Denise Rau about the budget and was told that was something that needed to be discussed. Discussions/explanations continued with regards to understanding the way Ray Graham handles the Gateway portion of the budget in general. RGA can adjust specific line item dollars as needed as the provider of services per the existing contract. Jim Pacanowski provided perspective from years ago and a study that was done regarding the possibility of bringing services in-house. After reviewing the pros and cons in that study, it was agreed upon to continue with RGA. Presently, it was mutually agreed that reaching out to RGA is the first necessary step. President Szkolka will be reaching out to Denise Rau to see if this was an oversight and/or if adjustments had been made since it was the understanding of the Board that the four full-time staff members would be attending conference this year. Discussion about inclusion services will be added to a future agenda.

VII. Old Business: None

VIII. New Business:

A. Check Signing: Cindy Szkolka, Karen Spandikow, and Matt Russian have all filled out necessary paperwork at the bank to be added as 'check signors'. Jim Pacanowski will also be completing the paperwork in the near future.

B. Gateway Donations: John Fenske inquired if there was any policy in place that would forbid Gateway from receiving a donation from a 5K race event that Willowbrook will be holding in May of 2017. Gary Kasanders stated that Gateway has accepted donations in the past and there shouldn't be a problem with Willowbrook donating any proceeds from their event.

- IX. Open Forum:** Superintendent Cortez was able to locate the amount for Mark MacLean's website invoice and the total was \$1223.85. A check was processed for payment.
- 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 4:00pm.