

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTOR'S MEETING

JULY 13, 2017

- I. **Call to Order:** Chairman Cindy Szkolka called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:00pm on July 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; Patti Purpura, Westchester; John Fenske, Willowbrook;

*Absent:* Scott Nadeau, York Center

*Staff Present:* Superintendent Ryan Massengill

*Visitors:* Gary Kasanders, Westchester

- II. **Open Forum:** None

- III. **Board Member Comments:** None

- IV. **Communications:** None

- V. **Omnibus Agenda:** Chairman Szkolka asked the Treasurer's Report to be removed from the omnibus agenda due to a billing issue to be discussed separately. Motion was made by Jim Pacanowski, Burr Ridge; to approve A and B of the Omnibus Agenda and motion seconded by Heather Bereckis, Hinsdale.

A. Approval of June 2017 Regular Meeting Minutes

B. Approval of July 2017 Check Register

On a voice vote, the motion passed unanimously.

Chairman Szkolka noted that there is a check ready to be mailed to Area Wide Automotive for vehicle repairs for \$1466.62. It was discovered that this work to be completed was reviewed and suggested by JMS Auto. JMS Auto referred the vehicle back to Area Wide as they would be better suited to take care of the repairs. However, the cost of the repairs that JMS quoted but did not repair also included other repairs which were completed. Subsequently, a check was already issued to and cashed by JMS so they have been overpaid. Chairman Szkolka stated there are payments to JMS Auto for the current month and inquired about voiding those checks. Gary Kasanders added that the proper procedure would for JMS to issue us a check for the amount of overage. Gary mentioned that the latest statements from JMS did not reflect a credit. Jim Pacanowski suggested voiding the checks that are ready to send and send a new check for a lower amount, reducing the payment by what JMS owes to Gateway. Superintendent Massengill said that in her discussion with JMS, they admitted that something went wrong in their books

and that's why a credit hasn't been added to our account. The credit that would be with JMS would be for \$1048.47. Financial procedures may need to be reviewed in the future to eliminate any confusion as discrepancies arise when some bills are issued to Gateway and others are issued to RGA. Gateway staff should be signing off on bills to ensure the work has been completed. Jim Pacanowski suggested that the payments be approved, but hold on to the check allowing JMS time to rectify the discrepancy.

#### C. Approval of June 2017 Treasurer's Report

Motion was made by Jim Pacanowski, Burr Ridge; to approve item C-Treasurer's Report of the Omnibus Agenda and motion seconded by Karen Spandikow, Oakbrook.

On a voice vote, the motion passed unanimously.

### VI. Reports:

- A. Superintendent Massengill reviewed the monthly report and stated that we have some programs that are full but there are no waitlists. There are 34 participants in day camp. Door to door summer transportation numbers are down but most of that can be explained by location of programs. A majority of campers are from Elmhurst and programs are held in Elmhurst so transportation is not as much of a need. Staff has experienced some resignations over the last few weeks and seasonal employees will be leaving within the next month as well so there will be other positions open. Fall brochure is at the designer now and is still on schedule for August 4 delivery. There will be some new technology-based programs offered this fall including the recently purchased ipads and cameras. The big program highlight was the Special Olympics Summer Games. While it was very hot, everyone had a great weekend.

### VII. Old Business:

- A. Social Media Policy- Chairman Szkolka stated that all board members had received a copy of the RGA Social Media Policy. She was going to submit the policy to counsel to ensure it serves Gateway purposes. Superintendent Massengill added that all current Gateway employees have signed off on the RGA policy as it currently reads.
- B. Annual Goals and Objectives- Chairman Szkolka reviewed the calendar that Superintendent Massengill provided to the board which detailed "to-do" items during a specific month throughout the year as outlined in the bylaws. A question was raised if a seasonal review of program plans adequately covers "annual goals and objectives". Some items for discussion will be better served to be discussed prior to the start of the new fiscal year and incorporate the budget. Superintendent Massengill will be adding a comprehensive report to the calendar to be distributed in August. This report will include individual participant analysis and demographic information at the conclusion of the "year". From the board's perspective, the submission of Certificate of Population and Certificate of Insurance needs to get added

to the calendar. Brief discussion continued on expiration dates of insurance from various providers-IRMA, PDRMA, IParks.

- C. Chairman Szkolka inquired as to the status of each agency's signature sheet on the updated Articles of Agreement. Those that had executed pages submitted to the Chairman. Others will submit as soon as possible.

**VIII. New Business:**

- A. Master Calendar 2017-2018-Review of the Master Calendar took place as part of the discussion under Agenda item VII.B. Nothing new heard under New Business

**IX. Open Forum:**

Pattti Purpura distributed invoices to each agency for Gateway dues.

- X. **Adjournment:** Sharon Peterson, Countryside; made a motion to adjourn the meeting, seconded by John Fenske, Willowbrook. Motion passed on a voice vote. Meeting adjourned at 3:43pm.