

GATEWAY SPECIAL RECREATION ASSOCIATION
BOARD OF DIRECTOR'S MEETING
6-13-2024

- I. **Call to Order:** Chairman Jim Pacanowski called the Gateway Special Recreation Association Board of Directors Meeting to order at 3:00 pm on 6-13-2024 at the Oak Brook Park District Family Recreation Center, 1450 Forest Gate Road in Oak Brook, Illinois. A Quorum was present.

Roll Call: Board Members present: Jim Pacanowski, Burr Ridge, Michele Sullivan, Countryside, Jessica Marquez, Elmhurst, Mike Hayes, Hinsdale, Mike Contreras, Oak Brook, Matt Russian, Pleasant Dale (Arrived Late) Jeremy Fila, York Center

Absent: Dustin Kleefisch, Willowbrook, and Kathy Kasprzak, Westchester

Ray Graham Staff: Ryan Massengill

Guests: Kim Zoellner and Catherine Campos from the Ray Graham Association. Laure Kosey, Oak Brook Park District

- II. **Approval of June 13, 2024, Agenda:**

A motion was made by Mike Hayes, Hinsdale to approve the June 13, 2024, agenda and seconded by Michele Sullivan, Countryside. *On a voice vote, the motion passed unanimously.*

- III. **Open Forum:** NONE

- IV. **Board Member Comments:** NONE

- V. **Communications:** NONE

- VI. **Approval of May 9, 2024, Regular Meeting Minutes:**

A motion was made by Mike Hayes, Hinsdale to approve the May 9, 2024, meeting minutes and seconded by Jeremy Fila, York Center. *On a voice vote, the motion passed unanimously.*

- VII. **Approval of June 13, 2024, Treasure's Report:**

A motion was made by Mike Contreras, Oak Brook to approve the June 13, 2024, treasure's report and seconded by Michele Sullivan, Countryside. *On a voice vote, the motion passed unanimously*

- VIII. **Reports**

- A. RGA Monthly Report – Ended spring with 123 individuals. Summer is starting on Monday and so far we have 103 individuals. We have 22 programs, 6 special events, and 1 trip for Summer. Summer camp is broken into 2 sessions. Currently, we have 40 registered. For vehicle 283, we needed an AC recharge and new windshield wipers. We need to finalize the lease with Midwest. Elevate update, we did hire a recreation coordinator. He came from Ray Graham and will start July 1st. The Gator soccer team got to go to state this past weekend to compete. They took 2nd place.

- IX. **Old Business:**

- A. Vehicle Lease Discussion

- a. Jim Pacanowski, Burr Ridge stated that the lease doesn't expire until October but due to production line delays, we need to decide sooner rather than later. Ryan from GSRA stated that the rates change monthly. The memo that we have is the newest numbers. If we delay this approval, we might not have a vehicle for basketball season in October. Mike Contreras, Oak Brook asked how that would affect the transportation budget line. Matt Russian, Pleasant Dale

stated that the \$84,500 was originally for the purchase of a vehicle and 2 leases. Ideally, we always wanted 4 vehicles, 2 15 passengers, and 2 para-transits. Jim Pacanowski, Burr Ridge stated that his concern is that we don't know what's going to happen with Oak Brook and whether they are staying. If they withdraw, the other organizations will have to pick up the cost for Oak Brook's portion. We need to decide on a 3-, 4- or 5-year contract. Kim Zoellner stated that from her experience the delivery date of 3-4 months isn't guaranteed. It is a hit or miss if they are on time or not. Jessica Marquez, Elmhurst asked if we go 3 years are we able to extend the lease?

The meeting paused due to a Fire Alarm. The meeting resumed at 3:35 pm.

- b. The board discussed the different options for the leased vehicle. The board decided that we would like to get some questions answered about options of getting out of a 5-year lease. Jim Pacanowski, Burr Ridge stated that he will get this information and send it out to the group and have board members respond to him to get this ball rolling. We can then formally vote at the next meeting. Matt Russian, Pleasant Dale asked Kim Zoellner from RGA if for some reason we need to get out of the lease would RGA consider taking over the league. She stated that she would be open to discussing this option if it comes to that.
- B. Discuss GSRA By-laws
 - a. Jim Pacanowski, Burr Ridge stated that this will be on the next meeting agenda for approval. He went over some of the changes that were sent to the board. Please get your signed Articles of Agreement to Matt Russian, Pleasant Dale.

X. New Business:

- A. Review Launch Schedule for Key Enhancements and Additions
 - a. Ryan Massengill, GSRA went over the document provided to the board for the scheduled launch. Kim Zoellner, RGA stated this all in the proposal provided but this document is an overview.
- B. Review Gateway Brand Refresh, Marketing, Fundraising Planned Activities
 - a. Ryan Massengill, GSRA worked with the RGA marketing team to come up with a plan for a brand refresh for GSRA. She encouraged the board to review this document to provide input as we start this process.
- C. Review Sample Quarterly Financial Report
 - a. Kim Zoellner, RGA went over the report provided to the board. She is looking for input on the report. If a board member has any suggestions, please let her know.
- D. Approve/Reject Addition to RGA Service Contract for Staff Salary Increases
 - a. Jim Pacanowski, Burr Ridge discussed that the contract committed encouraged the increase in salary increase. RGA has committed to increases in salaries for their staff. Secondly, he stated that this is for the 18-month contract. Mike Hayes, Hinsdale asked if this additional cost was already built into our dues. Jim Pacanowski, Burr Ridge stated that this is in addition to our regular fees. Mike Contreras, Oak Brook stated that we need to look at different areas in which we need to reduce expenses in a different line item if we are going to increase this increase in staffing cost. Kim Zoellner, RGA stated is asking for the board to split the additional coach with RGA. The additional money will be divided by the member agencies.
 - b. A motion was made by Jim Pacanowski, Burr Ridge to approve the additional cost of \$23,172 over 18 months and seconded by Mike Hayes, Hinsdale. *On a roll call vote, the motion passed unanimously.*
- E. Discuss ELEVATE Program Facility Plan
 - a. Kim Zoellner, RGA has been in discussions with Oak Brook about facility and program needs. Those details should be finalized soon. Right now, ELEVATE is looking at using Oak Brook as a

hub for meeting and utilizing CPW 1 day a week. They will be using other facilities and off-site locations as well.

- F. Approve Gateway Special Recreation Association Contractual Agreement for Service Provision with RGA, 7/1/24 – 12/31/25 Matt/Jeremy – Oak Brook abstained per the withdrawal letter
 - a. Jim Pacanowski, Burr Ridge stated that the way they came up with the amount for the 18-month contract was by taking the 12-month contract and times it by 1.5. The dollar amount value of the service contract will be \$562,610 x 1.5 plus \$23,172 (Approval of Addition to RGA Service Contract for Staff Salary that was voted on earlier in the meeting) to equal \$867,087.
 - b. A motion was made by Matt Russian, Pleasant Dale to approve of Gateway Special Recreation Association Contractual Agreement for Service Provisions with RGA, 7/1/24 – 12/31/25, and seconded by Jeremy Fila, York Center. *On a roll call vote, the motion passed unanimously with Mike Contreras, Oak Brook abstaining.*

- G. Discuss GSRD Fiscal Year Budget and Member Contribution Amounts
 - a. Matt Russian, Pleasant Dale went through the line items of the contract. The board discussed any adjustments needed.

XI. Adjournment: Jeremy Fila, York Center made a motion to adjourn the meeting, seconded by Mike Hayes, Hinsdale. Motion passed on a voice vote. The meeting adjourned at 4:17 pm.