

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTORS' MEETING

October 16, 2025

Call to Order:

Chairman Mike Hayes, Hinsdale, called the Gateway Special Recreation Association Board of Directors Meeting to order at **3:00 pm** on **October 16, 2025**, at the Oak Brook Park District Family Recreation Center, 1450 Forest Gate Road in Oak Brook, Illinois. A Quorum was present.

Roll Call:

Present

Jim Pacanowski, Burr Ridge
Michele Sullivan, Countryside
Sarah Lagesse, Elmhurst
Mike Hayes, Hinsdale
Brian DeWolf, Oak Brook
Matt Russian, Pleasant Dale
Kathy Kasprzak, Westchester
Jeremy Fila, York Center

Absent: All Board members present.

RGA Staff

Catherine Campos, Senior Director of Community and Family Support Services, Ray Graham Association
Ryan Massengill, Superintendent of Recreation, Ray Graham Association
Amber Norman, CFO, Ray Graham Association
Max Behm, Therapeutic Recreation Specialist, Ray Graham Association

Approval of September 2025, Agenda:

A motion was made by Jeremy Fila, York Center to approve the September 2025, agenda and seconded by Michele Sullivan, Countryside.

On a voice vote, the motion passed unanimously.

Open Forum:

Ryan Massengil from RGA, introduced Max Behm, new Therapeutic Recreation Specialist for RGA. Here is a recent graduate from Elmhurst University. Responsible for half Special Olympics and half social clubs, other programming, etc.

Board Member Comments: None

Communications: Reminder to Countryside and Westchester payments due November 1, 2025.

Approval of September 2025, Regular Meeting Minutes: York Center, Pleasantdale

A motion was made by **Jeremy Fila, York Center** to approve September 2025, meeting minutes, and seconded by Matt Russian, Pleasant Dale.

On a voice vote, the motion passed unanimously (Burr Ridge abstained due to not attending September meeting)

Approval of September 2025, Treasurer's Report: seconded by Countryside

A motion was made by Jim Pacanowski, Burr Ridge to approve September 2025, treasurer's report, and seconded by Michele Sullivan, Countryside.

On a voice vote, the motion passed unanimously.

Reports

RGA Monthly Report by Ryan Massengil

- Elevate is still doing well.
- 143 individuals served this Fall. Enrollments increased due to basketball starting in a few weeks. 658 total program registrations. Elevate celebrated 1 year.
- Elevate made additions to using Central Park West at Oak Brook on more days. Participants became members of Oak Brook Park District Family Center and can do more programs there.
- Started planning for Winter and Spring. Facility requests went out yesterday.
- "PE Take Over Days" in some of the Elmhurst elementary schools provide Disability Awareness-wheelchair basketball and sitting volleyball, other adaptive sports. Done in cooperation with Lincolnway Special Rec. Will expand to all schools of members in the future. Also, increases awareness of Gateway. Run by two individuals with physical disabilities. There is a financial component to it. Once it is up and running with other members, RGA will be looking to share costs.

Report by Catherine Campos

- Everyone should have received the RGA Action plan, with updates in red.
- Catherine will share flyers on special speakers with members to distribute to patrons. Upcoming series on Oct 22-free to participate.

Report on service hours by Ryan Massengil

- Will be working with intern to go back and track the number of service hours; we have participant numbers, but how many hours are they being served during typical weekly programs and Elevate.

Financial Report by Amber Norman

- Passed out most recent financial report.
 - Discussed each budget line and variances.
 - Elevate Day Program and Gateway programs separated out.
 - Restricted funds are donations by individuals that must be spent specifically on programs.

Old Business:

- Agency Recruitment-Mike Hayes- Have not had any responses from any of the agencies contacted about interest in Gateway. Re-contacted Summit and Broadview this week, still no response. Been talking to RGA about vehicle costs. The Gateway Board can decide to donate or sell the vehicles to RGA. Talked with Legal and once Board decides that will determine the paperwork.
- Gateway Vehicles being taken on by RGA
 - Jim Pacanowski -why is the budget for vehicles for RGA so much more FY 26 to FY25? Ryan Massengil explained RGA budget was done in March of 2025.
 - Jim Pacanowski asked- How are Gateway vehicles being valued? How will it work? Will there be a cost to the agency to use RGA vehicles?
 - Ryan Massengil can go through bluebook to get vehicle values for November meeting.

New Business

- Updated Service Contract
 - Mike Hayes-updated service contract-still things to fill in. Current service contract expires in December 2025. Asked Board to review contract.
 - Jim Pacanowski-Gateway can reduce fund balance, by reducing expenses budgeted for vehicles.
 - Mike Hayes- RGA is working on a form letter for outreach to direct participants to donate to Gateway to pay for some expenses. RGA has identified grants for Gateway and is applying on the Board's behalf.
 - Matt Russian-Service Contract Term: Had talked about 2-year term with option to renew for one year or just do three years? Page 2 of Contract: Payment to service provider language needs to change: add "annually" (completing payment quarterly but annually).
 - Mike Hayes-add in "automatic renewal"?
 - Jim Pacanowski- should we take out the verbiage on "retainage"? This was initially added to ensure new contract negotiations with a possible new provider would produce what they said they would. Now that time period is over, we don't need retainage to get what we are supposed to out of the provider.

Adjournment

A motion was made by [Jeremy Fila, York Center](#), to adjourn the meeting, seconded by [Matt Russain, Pleasant Dale](#). The Board was pulled. The motion passed unanimously on a voice vote to adjourn the meeting at [3:34pm](#).

Mike Hayes, Board President

Sarah Lagesse, Recording Secretary