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NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

Board of Directors Meeting September 14, 2017 at 10:00 a.m. at the NSSRA Office Minutes *APPROVED – October 26, 2017*

MEMBERS PRESENT

The meeting was called to order at 10:00 a.m. by **Ron Salski**. Those present included **Jeff Nehila**, Deerfield; **Michael McCarty**, Glenview; **Jim Hospodarsky**, Highwood; **Johnathan Kiwala**, Kenilworth; **Ron Salski**, Lake Bluff; **Molly Hamer**, Northbrook; **George Alexoff**, Northfield; **Kris Ford**, Riverwoods; **Steve Wilson**, Wilmette; and **John Muno**, Winnetka.

Those absent included **Lisa Sheppard**, Glencoe; **Liza McElroy**, Highland Park; and **Sally Swarthout**, Lake Forest.

STAFF AND OTHERS PRESENT

NSSRA staff present included **Craig Culp**, Executive Director; **Candice Cunningham**, Superintendent; **Mel Robson**, Superintendent; **Flynn Vance**, Executive Assistant; **Meggan Davies**, Recreation Manager; **Dani Kern**, Recreation Manager; **Rebekah Lee**, Manager of Marketing and Communication; **Carrie McHaley**, Foundation Manager; **Niki Cuttell**, Recreation Specialist; **Hailey Haas**, Recreation Specialist; **Sierra Shum**, Recreation Specialist; and **George Pappas**, Finance Coordinator.

There were no guests present at this meeting.

CALL TO ORDER

The meeting was called to order at 10:00 a.m.

APPROVAL OF AGENDA

Alexoff moved and Wilson seconded to approve the agenda of the September 14, 2017 Board of Directors meeting. A voice vote showed unanimous approval.

MATTERS FROM THE PUBLIC

There were no matters from the public at this meeting.

NSSRA PROGRAM PRESENTATION

Cunningham gave a presentation on Camp Duncan and Camp Wigwam.

CONSENT AGENDA

Alexoff moved and Wilson seconded to approve the following consent agenda items:

- A. Minutes of June 15, 2017 Board of Directors Meeting
- B. May – July 2017 NSSRA and ELA Invoices and Reimbursements Paid in the amount of \$206,520.

A voice vote showed unanimous approval.

FINANCE COMMITTEE REPORT

January – July 2017 NSSRA Financial Status

Culp reviewed the Finance Report.

Through July 31, 2017, NSSRA received \$2,871,557 (82%) of budgeted \$3,501,064. NSSRA expended \$1,797,388 (50%) of budgeted \$3,589,125 through July 31. As of July 31, NSSRA has a net operating surplus of 1,074,169.

Culp reported that 2017 NSSRA expenses are lower compared to last year due to decreased spending in staffing and related benefits as NSSRA worked to rebuild its team this year. He also noted that spending for Agency Special Events are high relative to the time of year because all special events but the Bowling Tournament has taken place for 2017.

January – July 2017 ELA Financial Status

Through July 31, 2017, ELA received \$201,227 (39%) of budgeted \$515,838. ELA expended \$224,556 (44%) of budgeted \$514,679 through July 31. As of July 31, ELA has a net operating deficit of (\$23,329).

Culp commented that the ELA budget is tracking accordingly.

Culp noted that a detailed listing of the P-card expenses for NSSRA and ELA that have been paid May - July 2017 are included in the meeting packet.

NSSRA 2018 Proposed Budget

Culp presented the proposed 2018 operational budget, capital budget, budget summary and line account explanations contained in the meeting packet.

Culp reminded the Committee that the Board directed staff to implement the FLSA-related salary increase equally over budget years 2017 and 2018. In 2017, the Board approved to increase the Member Agency Contribution (MAC) by 4.15%.

At the Finance Committee meeting on September 5, staff presented a proposed 2018 budget that included a 4.15% (\$91,710) increase to the MAC for a balanced operational budget. **Culp** explained that there was consensus to use a portion of the fund balance to cover the 2017 proposed budget. After some discussion, the Committee agreed to recommend to the Board to use a portion of the fund balance to bring the MAC increase in line with CPI; the proposed 2018 budget included in the September 14 Board meeting packet includes a \$46,407 or 2.1% increase to the MAC.

A net operating surplus of \$83,437 is projected for the 2017 budget. A deficit of \$88,061 was budgeted for 2017. The positive financial result is in large part due to the staff openings and continued challenge of securing program staff for NSSRA programs.

Capital costs proposed for 2018 are \$133,200 which includes \$123,200 as described in the Capital and Facility Acquisition Plan and \$10,000 for a RecTrac upgrade. The IMRF rate for 2018 is 6.77%, down from the 2017 rate of 7.82%. NSSRA Foundation grants to NSSRA will nearly double in 2018 because it includes the purchase of a van; **Culp** explained that NSSRA's spending would mirror the grants received.

The proposed 2018 budget also includes a 3.5% merit pool for Recreation Managers. Because Recreation Specialist positions received a salary increase of 33% in 2017, as a result of the FLSA impact, these positions would not receive a salary increase in 2018. Recreation Manager positions can earn up to a 3.5% merit-based increase to re-establish the proper spacing between the Recreation Specialist and Recreation Manager positions. A 3% merit increase is proposed for the remainder of the staff.

In response to a question, **Culp** stated that NSSRA will no longer charge NSSRA for the use of its building for the Summer Program.

Alexoff moved and Wilson seconded to approve a \$46,407 (2.1% equal to CPI) increase to the MAC for 2018. A roll call vote was taken. **AYES:** Deerfield, Glenview,

**NSSRA Board of Directors Meeting
September 14, 2017 Meeting Minutes – APPROVED
Page 4**

Highwood, Kenilworth, Lake Bluff, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO**: none. **ABSENT**: Glencoe, Highland Park and Lake Forest.

Quarterly Budget Progress Report

Culp presented the quarterly budget progress report for the second quarter. He reminded the Board that the staff designed the report to monitor the budget line items that are controllable on both the revenue and expense sides of the budget.

At the end of the second quarter, the numbers indicate that revenue and expenses are trending similarly with revenue and expense at 84% and 86.5% of target, respectively.

There was a discussion on how to improve the format of the quarterly budget progress report. **Culp, Ford** and **Salski** will work together to further discuss possible enhancements to the report.

EXECUTIVE DIRECTOR REPORT

Staff Update

Katie James will start as Recreation Specialist for Athletics and Trips on September 11. A graduate of Indiana University, **James** is finishing her internship at the National Sports Center for the Disabled in Colorado, and has worked as an Inclusion companion for WDSRA.

Abby Whalen will start as Recreation Specialist for Sumer Program and Special Events on September 21. Also a graduate of Indiana University, **Whalen** will come to NSSRA with just under a year's experience as a Recreation Specialist at SWSRA.

As of September 21, all full-time staff vacancies at NSSRA will be filled.

Gator Swim Team

After receiving several requests from families about the possibility of Gator Swim Team practicing at a competition-size swimming pool, staff re-doubled its effort to identify such a pool. Local schools including GBS/GBN, Highland Park High School and Lake Forest College have reviewed NSSRA's requests, however, do not have any available pool time for the Gator Swim Team. While Deerfield's Sachs Center, where the swim team currently practices, is a great facility, the size of this pool is tailored to exercise activities rather than a swimming team.

Staff realizes that indoor pool time is one of the most sought after facility requests. Staff would appreciate help from any members of the Board with contacts or influence to help the Gator Swim Team.

Strategic Plan

Staff has targeted fall 2018 to re-initiate the Strategic Plan process by reviewing the current Strategic Plan and bringing recommendations to the Board on next steps. **Culp** added that this timing would be most logical as NSSRA would be fully staffed as of this month. Staff plans to present program and participant survey responses from 2017 at the October 26 Board of Directors meeting.

Parking Lot Repair

The one capital expenditure in the 2017 budget was the repair and sealcoating of the NSSRA parking lot. **Culp** commented that the contractor indicated that the next repair would likely have to be a strip away and complete resurfacing. The 2017 repair and sealcoating was similar to the work completed in 2013.

Copies of 2016 Audit

Both electronic and printed copies of the 2016 NSSRA audit are available for interested board members.

SWING Golf Outing Prizes

Culp thanked the partner agencies that have donated prizes for the SWING Golf Outing. The event is off to a strong start with all golfer spots sold out. **Culp** thanked the Deerfield Park District and its staff for hosting this event.

SUPERINTENDENTS REPORT

Cunningham and **Robson** presented a report on 2017 summer programs.

The eighth annual Summer Bash was held on August 16 at Techny Prairie Park in Northbrook. The Bash opened with rain though the sky cleared later on. The weather impacted attendance significantly with 253 individuals in attendance. **Robson** thanked Graeter's Northbrook for providing ice cream, NSSRA Foundation for its sponsorship, Northbrook Park District for hosting the event and other partner agencies for contributing their contributions.

Cunningham shared an article from Daily North Shore, which featured Gator Tennis player **Josh Devries** of Deerfield. **Devries** played an exhibition game at the Nielsen

NSSRA Board of Directors Meeting
September 14, 2017 Meeting Minutes – APPROVED
Page 6

USTA Pro Tennis Tournament and won a gold medal at the Special Olympics State Tournament.

ELA registration has decreased slightly with fewer participants choosing full-day, five-days-a-week options and more seeking the help of a 1:1 aide. **Cunningham** noted that several assessments for new participants are scheduled.

Three ELA staff members, two of whom have worked with the program for 2 and 4 years, resigned over the summer. Two of the positions have already been filled. **Cunningham** reported that **Cuttell** has brought some new activities to ELA including a drum program through Breaking Grounds in Drumming.

Robson noted that the total number of 2017 large special event participants was indicated incorrectly in the report; the correct total number is 418. The decrease in 2017 participation in large special events from the previous summer is a direct result of the smaller attendance at the Summer Bash due to unfavorable weather.

The next Partner Agency Orientation will be held on November 7.

NSSRA FOUNDATION REPORT

The September 18 NSSRA Foundation meeting was cancelled. The Foundation is scheduled to meet next on October 16.

Culp reported that NSSRA Foundation is in favor of supporting NSSRA purchase one Rifton TRAM, a transfer and mobility device. Staff has submitted a grant proposal to PDRMA and the Healthcare Foundation of Highland Park to secure a second Rifton TRAM. Approximate cost of the Rifton TRAM is \$7,000 each.

Culp thanked those who volunteered at the Nielsen USTA Pro Tennis Tournament and the Pipe City Lacrosse Tournament.

Jodi Hansen, Wendy Rosen and the Park District of Highland Park hosted the Summer Soiree which raised \$780. Though the rain impacted attendance, **Culp** thanked **Hansen** and **Rosen** for organizing this great event; they are planning to host another event in the winter. **Culp** also thanked **McElroy** who opened up her home for this event.

UNFINISHED BUSINESS

There was no unfinished business to discuss at this meeting.

NEW BUSINESS

Northfield Park District 5-8 Levy Request

Northfield Park District submitted a request for expenditures of 5-8 levy funds from 2017 - 2018.

Salski moved and Wilson seconded to approve Northfield Park District's 5-8 Levy Request pursuant to Article IV.D of the Amended Articles of Agreement. A roll call vote was taken. **AYES:** Deerfield, Glenview, Highwood, Kenilworth, Lake Bluff, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** none. **ABSENT:** Glencoe, Highland Park and Lake Forest.

Wilmette Park District 5-8 Levy Request

Wilmette Park District submitted a request for expenditures of 5-8 levy funds in 2016.

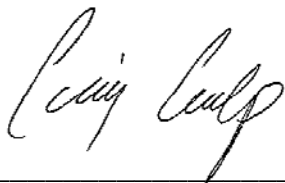
Nehila moved and Hospodarsky seconded to approve Wilmette Park District's 5-8 Levy Request pursuant to Article IV.D of the Amended Articles of Agreement. A roll call vote was taken. **AYES:** Deerfield, Glenview, Highwood, Kenilworth, Lake Bluff, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** none. **ABSENT:** Glencoe, Highland Park and Lake Forest.

BOARD MEMBER COMMENTS

There were no board member comments at this meeting.

ADJOURNMENT

There being no further business, **Alexoff moved and Wilson seconded** to adjourn the meeting at 10:44 a.m. A voice vote showed unanimous approval.



Submitted by Craig Culp, Secretary