



3105 MacArthur Blvd.
Northbrook, IL 60062

p (847) 509-9400
f (847) 509-1177

info@nssra.org
www.nssra.org

NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

Board of Directors Meeting February 13, 2020 at 10:00 am at NSSRA – Highland Park Minutes (APPROVED April 3, 2020)

MEMBERS PRESENT

The meeting was called to order at 10:02 am by **Kris Ford**. Those present included **Lisa Sheppard**, Glencoe (departed at 10:40 am); **Michael McCarty**, Glenview; **Brian Romes**, Highland Park (arrived 10:04 am); **Johnathan Kiwala**, Kenilworth; **Molly Hamer**, Northbrook; **George Alexoff**, Northfield; **Kris Ford**, Riverwoods; **Steve Wilson**, Wilmette; and **John Muno**, Winnetka.

Those absent included **Jeff Nehila**, Deerfield; **Jim Hospodarsky**, Highwood; **Ron Salski**, Lake Bluff; and **Sally Swarthout**, Lake Forest.

STAFF AND OTHERS PRESENT

NSSRA staff present included **Craig Culp**, Executive Director; **Candice Cunningham**, Superintendent; **George Pappas**, Superintendent; **Mel Robson**, Superintendent; **Flynn Vance**, Executive Assistant; **Meggan Davies**, Recreation Manager; **Laurie DeSimone**, Foundation Manager; **Blair Hill**, Recreation Manager; **Dani Kern**, Recreation Manager; **Becca Zajler**, Recreation Manager; and **Nikki Cuttell**, Recreation Specialist.

CALL TO ORDER

The meeting was called to order at 10:02 am.

APPROVAL OF AGENDA

Sheppard moved and McCarty seconded to approve the agenda of the February 13, 2020 Board of Directors meeting. A voice vote showed unanimous approval.

MATTERS FROM THE PUBLIC

Culp noted that **Salski's** father passed away recently and shared information about his services.

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Culp stated that staff will go over a number of upcoming events for 2020 and encouraged the Board to attend as many of them as possible.

CONSENT AGENDA

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

- A. Minutes of December 19, 2019 Board of Directors Meeting
- B. November - December 2019 NSSRA and ELA invoices and reimbursements paid in the amount of \$297,793.

A voice vote showed unanimous approval.

NSSRA PROGRAM PRESENTATION

Zajler and **Cuttell** gave a PowerPoint presentation titled Adult Day Programming.

FINANCE/FACILITY COMMITTEE REPORT

January – December 2019 NSSRA Financial Status

Pappas reviewed the Finance Report.

Through December 31, 2019, NSSRA received \$3,543,231 (101%) of budgeted \$3,522,339. NSSRA expended \$3,429,578 (97%) of budgeted \$3,528,152 through December 31. As of December 31, NSSRA has a net operating surplus of \$113,653.

Pappas noted that a deficit of \$5,813 for NSSRA was budgeted for 2019. He explained that a \$10,000 grant from CarMax Foundation, higher program fee revenue due increased enrollment, cost savings in salaries due to employee vacancies, and lower-than-budgeted health insurance costs were some of the factors that contributed to the large operating surplus for 2019.

NSSRA's fund balance at the end of 2019 is approximately \$500,000 or 13% of the operational budget, above NSSRA's fund balance target of 5 – 10%.

January – December 2019 ELA Financial Status

Through December 31, 2019, ELA received \$509,784 (103%) of budgeted \$496,854. ELA expended \$558,835 (102%) of budgeted \$547,855 through December 31. As of December 31, ELA has a net operating deficit of (\$49,051).

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Pappas explained that the operating deficit was scheduled and it is due to the purchase of a new bus in January 2019.

Culp noted that a detailed listing of the P-card expenses for NSSRA and ELA that have been paid in November – December 2019 are included in the meeting packet.

2019 NSSRA Audit

Staff has been in communication with the audit team at Seldon Fox. Fieldwork in the NSSRA office is expected to begin during the week of March 9. As in past years, the proposed audit is scheduled to be presented to the Finance Committee and the Board at the June meetings.

PROGRAM/FACILITY COMMITTEE REPORT

Gift Recommendation Agreements

Culp reminded the Program/Facility Committee that the NSSRA Board of Directors approved the Gift Recognition policy and agreement form last September. He reviewed an updated summary of recognition opportunities and agreements, distributed during the meeting. Nine agreements have been signed by donors to date.

McCarty moved and Wilson seconded to approve the Gift Recognition Agreement as presented between NSSRA and the Slotnick Family for their gift of \$1,115,000 to dedicate the building name in perpetuity. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff and Lake Forest.

McCarty moved and Wilson seconded to approve the Gift Recognition Agreement as presented between NSSRA and the Gerald and Olivia Shapiro Family Foundation for their gift of \$550,000 to dedicate the Participant Lounge and Entry Vestibule in perpetuity. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff and Lake Forest.

McCarty moved and Wilson seconded to approve the Gift Recognition Agreement as presented between NSSRA and the Binstein Family for their gift of \$150,000 to dedicate the Kitchen for 35 years. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff and Lake Forest.

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McCarty moved and Wilson seconded to approve the Gift Recognition Agreement as presented between NSSRA and Michael and Wendy Rosen for their gift of \$100,000 to dedicate the Courtyard for 35 years. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff and Lake Forest.

McCarty moved and Wilson seconded to approve the Gift Recognition Agreement as presented between NSSRA and the Cless Family Foundation for their gift of \$100,000 to dedicate Recreation Room #5 for 35 years. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff and Lake Forest.

McCarty moved and Wilson seconded to approve the Gift Recognition Agreement as presented between NSSRA and the Edmonds Family for their gift of \$50,000 to dedicate the Drop-Off/Pick-Up Hub for 35 years. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff and Lake Forest.

McCarty moved and Wilson seconded to approve the Gift Recognition Agreement as presented between NSSRA and Greg and Janice Kavanaugh for their gift of \$50,000 to dedicate the Meeting Room for 35 years. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff and Lake Forest.

McCarty moved and Wilson seconded to approve the Gift Recognition Agreement as presented between NSSRA and the LaChapelle Family Foundation for their gift of \$50,000 to dedicate the Entry Walk Way for 35 years. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff and Lake Forest.

McCarty moved and Wilson seconded to approve the Gift Recognition Agreement as presented between NSSRA and Bob and Amy Greenebaum for their gift of \$50,000 to dedicate the Elevator for 35 years. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff and Lake Forest.

Projected Demolition Timeline

Culp reviewed the projected timeline for the demolition project for the new facility.

An open house is scheduled on February 28 at NSSRA – Highland Park to kick-start the

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public phase of the capital campaign. This event will showcase the new building and various program opportunities. The demolition will begin after the open house.

Updated construction documents, based on findings from the demolition, are scheduled to be presented to the NSSRA Board at its June 2020 meeting.

EXECUTIVE DIRECTOR REPORT

Culp invited the Board to attend a social gathering at NSSRA – Highland Park to celebrate NSSRA's 50th anniversary on March 9.

Staff Update

Executive Assistant **Flynn Vance** announced her retirement effective April 3. **Vance** has been an integral part of the NSSRA team for 11 years.

Morgan Baiardo resigned her position as Human Resources Coordinator on January 2 due to unforeseen family concerns.

Staff is working to fill both positions.

IAPD/IPRA Annual Conference

The majority of the NSSRA team attended this year's IAPD/IPRA Annual Conference.

Culp congratulated **Zajler**, Recreation Manager for ELA Program, Gator Athletics, Trips and Interns, for receiving the ITRS Professional of the Year Award at the ITRS annual meeting.

2020 IAPD Legislative Reception and Conference

The 2020 IAPD Legislative Conference will be held in Springfield on April 28 and 29. Registration information and details for the dinner will be shared as soon as they are finalized. **Culp** encouraged members of the Board to contact respective legislators to encourage attendance.

2020 Shining Stars Awards and Recognition Banquet

Invitations to the Shining Stars Banquet were distributed. This year's event will be held on April 24 at the Hilton Chicago/Northbrook. **Culp** emphasized that attendance at the Banquet would be a great opportunity to showcase NSSRA to partner agency commissioners and staff.

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PARC Grant

NSSRA submitted an application for the Park and Recreational Facility Construction (PARC) grant on January 21.

SUPERINTENDENTS REPORT

Cunningham and **Robson** presented a year-end report on 2019 programs.

Robson reported that after school programs were revamped in 2019 to reflect a specific theme each day; these changes have been well received by participants and families.

Hoffman Heyday, a new afternoon-only camp, was launched in cooperation with School District 34 in Glenview for students who attend summer school.

Held in December, Big Top Boogie was a new agency-wide special event that was created to replace the Bowling Tournament. Due to scheduling challenges for other SRAs, Big Top Boogie will be moved to January and next be held in 2021.

Cunningham stated that Gators had an excellent year of competition, bringing home 33 gold, 21 silver and 12 bronze medals. Due to changes in Special Olympics qualification standards and cancellation of some competitions, the number of medals won in 2019 decreased from the previous year.

The trip area continued to grow with a total of eight trips conducted in 2019.

NSSRA experienced a decrease in the number of Inclusion requests and placements in 2019. There were 305 unique participants supported in 751 placements from the 982 requests received for Inclusion support in 2019.

Robson reviewed participation numbers for 2019, noting that overall 2019 participation numbers have increased from the previous year. She commented that 38 individuals participated in both Inclusion and NSSRA programs.

NSSRA FOUNDATION REPORT

Capital Campaign

NSSRA Foundation has secured \$1.76 million in gifts, written pledges and oral commitments as part of the capital campaign. The campaign has reached 88% of its goal. **Culp** stated that approximately \$900,000 has been collected so far.

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An open house is scheduled on February 28 at NSSRA – Highland Park to kick-start the public phase of the capital campaign.

Holiday Appeal

The holiday appeal campaign raised over \$50,000. While the amount raised through the holiday campaign in 2019 is lower than the previous year, the Foundation exceeded the 2019 budget.

In response to a question from the Board, **Culp** answered that the ELA family campaign will continue as it remains a self-sustaining program. Per a suggestion from the Board, **Culp** agreed to confirm with PDRMA whether the lease agreement between NSSRA and Center for Enriched Living (CEL) must be updated when the NSSRA/CEL partnership ends. **Culp** also stated that this dissolution of the NSSRA/Center partnership will be presented to the ELA Advisory Council.

2020 Events

Culp announced the following upcoming events: Shining Stars Banquet on April 24; ELA Fun Run on May 15; Nielsen USTA Pro Tennis Tournament in July (tentative); Summer Bash on August 12; SWING Golf Outing on September 11; and NSSRA 5K on October 11.

Culp stated that the SWING Golf Outing would take place again at Sunset Valley Golf Club in Highland Park. NSSRA 5K is a new event offered in 2020.

UNFISHISHED BUSINESS

There was no unfinished business at this meeting.

NEW BUSINESS

Review of Closed Session Minutes and Audio Recordings

In accordance with the Open Meetings Act, NSSRA conducted a review of closed session minutes and audio recordings. For the Board's review, the closed session minutes indicated below were made available at the meeting.

Alexoff moved and McCarty seconded to approve making public the minutes of the following closed meetings, except as stated below with respect to particular items: September 13, 2018 regular meeting; and April 29, 2019 regular meeting. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff, Lake

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Forest and Northbrook*. **Northbrook stepped out from the meeting for a brief moment and was not present for this vote.*

McCarty moved and Alexoff seconded to approve that the following closed meeting minutes continue to require confidentiality and not be released at this time: April 23, 2015 regular meeting – Item 1 – Personnel; December 7, 2017 regular meeting; June 28, 2018 special meeting; July 16, 2018 special meeting; December 13, 2018 regular meeting; January 18, 2019 special meeting; February 14, 2019 regular meeting; March 7, 2019 special meeting; and September 12, 2019 regular meeting. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff and Lake Forest.

McCarty moved and Alexoff seconded to authorize the destruction, on or after February 13, 2020, of audio recordings of its closed meetings held on the following dates as to which closed meeting official minutes have been approved and no litigation under the Open Meetings Act is pending: December 7, 2017 Board of Directors meeting; June 28, 2018 Board of Directors meeting; and July 16, 2018 Board of Directors meeting. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff and Lake Forest.

McCarty moved and Alexoff seconded to approve that audio recordings made of other closed meetings of the NSSRA Board of Directors require continued confidentiality and should be maintained as non-public at this time. A roll call vote was taken. **YES:** Glenview, Highland Park, Kenilworth, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Lake Bluff and Lake Forest.

Deerfield Park District 5-8 Levy Request

Deerfield Park District submitted a request for expenditures of 5-8 levy funds for fiscal year 2020.

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

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Glencoe Park District 5-8 Levy Request

Glencoe Park District submitted a request for expenditures of 5-8 levy funds for fiscal year 2020 - 2021.

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

Approval of December 19, 2019 Closed Session Minutes

For the Board's review, the closed session minutes indicated below were made available at the meeting.

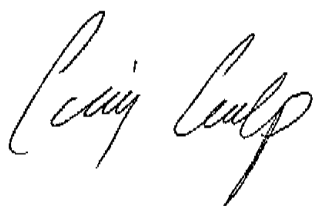
Wilson moved and McCarty seconded to approve the closed session minutes of the December 19, 2019 Board of Directors meeting. A voice vote showed unanimous approval.

BOARD MEMBER COMMENTS

Ford asked each member of the Board to consider a contribution to the NSSRA Capital Campaign in an effort to achieve 100% participation. She added that this would be an effective way to show the Board's commitment to NSSRA.

ADJOURNMENT

There being no further business, **McCarty moved and Wilson seconded** to adjourn the meeting at 10:57 am. A voice vote showed unanimous approval.



Submitted by Craig Culp, Secretary