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## NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

### Board of Directors Meeting (Virtual) September 17, 2020 at 10:00 am Minutes (APPROVED November 16, 2020)

#### MEMBERS PRESENT

The meeting was called to order at 10:02 am by **Kris Ford**. Those present included **Lisa Sheppard**, Glencoe; **Michael McCarty**, Glenview (left at 10:33 am); **Brian Romes**, Highland Park; **Jim Hospodarsky**, Highwood; **Johnathan Kiwala**, Kenilworth (joined 10:12 am); **John Bealer**, Lake Bluff; **Sally Swarthout**, Lake Forest; **Molly Hamer**, Northbrook; **George Alexoff**, Northfield; **Kris Ford**, Riverwoods; **Steve Wilson**, Wilmette (joined at 10:12 am); and **John Peterson**, Winnetka.

Those absent included **Jeff Nehila**, Deerfield.

#### STAFF AND OTHERS PRESENT

NSSRA staff present included **Craig Culp**, Executive Director; **Candice Cunningham**, Superintendent; **George Pappas**, Superintendent; **Mel Robson**, Superintendent; and **Kate Berry**, Executive Assistant.

Guests present included **Jerry Aulisio**, AT Group (departed at 10:20 am); **David Ridderhoff**, W. B. Olson, Inc. (departed at 10:20 am); and **Andy Tinucci**, Woodhouse Tinucci Architects (departed at 10:20 am).

#### CALL TO ORDER

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

A roll call was taken, including acknowledgement of recording.

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

#### APPROVAL OF AGENDA

**Ford** requested a motion to make a change to the agenda to move New Business up on the meeting agenda from item number ten (New Business) to item number four, after Matters from the Public.

Serving the community since 1970

NSSRA is an extension of the Park Districts of Deerfield, Glencoe, Glenview, Highland Park, Kenilworth, Lake Bluff, Northbrook, Northfield, Wilmette and Winnetka; the Cities of Highwood and Lake Forest; and the Village of Riverwoods.

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**McCarty moved and Sheppard seconded** to approve the change to the agenda of the September 17, 2020 Board of Directors meeting. A roll call vote was taken. **YES:** Glencoe, Glenview, Highland Park, Highwood, Lake Bluff, Lake Forest, Northbrook, Northfield and Riverwoods. **NO:** None. **ABSENT:** Deerfield, Kenilworth, Wilmette and Winnetka.

**MATTERS FROM THE PUBLIC**

**Culp** introduced **Bealer**, the new Executive Director from Lake Bluff Park District and welcomed him to the NSSRA Board of Directors.

**Culp** also announced new NSSRA employees Kate **Berry**, Executive Assistant and Chris Varner, Manager of Marketing and Communications.

**NEW BUSINESS**

**NSSRA Facility Renovation**

**Culp** welcomed Guests **Jerry Aulisio**, AT Group (departed at 10:20 am); **Dave Ridderhoff**, W.B. Olson (departed at 10:20 am) and **Andy Tinucci**, Woodhouse Tinucci Architects (departed at 10:20 am).

**Culp** recommended that the NSSRA facility renovation project go to bid so the Board can see the actual costs for the project.

**Aulisio** shared a proposed schedule for the bidding project with the returned bid results available for the Board to review in November, pending their availability.

**Ridderhoff** spoke to the current favorable bid environment which would be advantageous to the NSSRA facility renovation project. **Ridderhoff** reported that that all trade proposals will be accompanied by performance bonds, bid security in the amount of 10% and will instruct that that all trade contractor proposals will be valid for a period of 90 days after the bid opening.

**Wilson moved and McCarty seconded** to approve NSSRA facility team to put the NSSRA Facility Renovation project out to bid as soon as possible. A roll call vote was taken. **YES:** Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods and Wilmette. **NO:** None. **ABSENT:** Deerfield and Winnetka.

**CONSENT AGENDA**

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

- A. Minutes of the July 17, 2020 Board of Directors Meeting.
- B. January - July 2020 NSSRA and ELA invoices and reimbursements paid in the amount of \$124,824.

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A roll call vote was taken. **YES:** Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods and Wilmette. **NO:** None. **ABSENT:** Deerfield and Winnetka.

**FINANCE/FACILITY COMMITTEE REPORT**

**Pappas** reviewed the Finance Report.

**January – July 2020 NSSRA Financial Status**

Through **July 31, 2020**, **NSSRA** received \$2,370,481 (65%) of budgeted \$3,643,503. NSSRA expended \$1,399,785 (38%) of budgeted \$3,660,264 through July 31. As of July 31, NSSRA has a net operating surplus of \$970,696.

**Pappas** noted that there is a significant difference between current and prior year revenue and expense due to COVID-19.

**January – July 2020 ELA Financial Status**

Through **July 31, 2020**, **ELA** received \$136,228 (25%) of budgeted \$539,879. ELA expended \$206,931 (39%) of budgeted \$526,422 through July 31. As of July 31, ELA has a net operating deficit of \$70,702.

**Pappas** reported that this is the first set of financials for ELA since the staff furloughs which will result in less movement in the day-to-day budget for the remainder of 2020.

**Pappas** noted that a detailed listing of invoices and P-card expenses for NSSRA and ELA that have been paid in June - July 2020 are included in the meeting packet.

**Partner Agency Facility Contribution Discussion**

**Culp** reviewed the Estimated Draw Down Schedule included in the meeting packet which was provided to ascertain timing for each Partner's financial contribution to the renovation project. This exercise will ensure the project can be completed efficiently and Partner Agencies can plan their budgets and cash flow appropriately. The final timeline and budget will be determined after the bids are opened and the project budget is approved.

**EXECUTIVE DIRECTOR REPORT**

**NSSRA Support for Facility Renovation**

**Culp** confirmed the NSSRA Foundation's support of \$2,000,000 towards the facility renovation project and provided a copy of the letter to Kris Ford in the meeting packet.

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**NSSRA Northbrook Facility Flood Update**

**Culp** reported that the NSSRA office in Northbrook has been cleaned and is operational. Staff is working with PDRMA to finalize the flood claim and reimbursement for losses.

**NSSRA Board Representatives and Alternates**

**Culp** requested that each Partner agency provide an update of each Board representative and an alternate in writing by the end of the year. An example letter was provided in the meeting packet.

**COVID-19 Related Staffing Update**

**Culp** reported that the receptionist continues to be on furlough, the registrar on 50% of normal hours and a number of part-time program staff have returned from furlough for Inclusion positions this summer and fall. Staff's budget predictions are tracking better than estimated as not as many staff applied for unemployment and NSSRA will not have to pay unemployment costs for the year. Staff will update the Board with specific year-end projections as part of the 2021 budget process at the next Board meeting.

**SUPERINTENDENTS REPORT**

**Robson** and **Cunningham** provided a summary report on 2020 summer programs.

In-person programming returned in July with sessions running in five-week increments. Interested participants were required to review updated safety and wellness guidelines as well as complete an assessment to determine eligibility. Summer in-person programs for youth and adult programs were combined with all programs being offered to ages eight and up. Virtual programs continue to be offered throughout the summer along with the in-person programs.

Gator Bocce, Golf and Volleyball were offered for summer in-person programs as well as continuing Virtual Gator programs. Camp Duncan and Camp Wigwam trips were cancelled for summer 2020 but a virtual special event called the "Camp Wigwam Bonfire" was offered in place of the trips.

The Adult Day Program is currently offering 7.5 hours of virtual programming to the ELA participants with a steady increase of participants. "Offline" activities and activity kits have been made available to participants and their families when virtual programming is not available.

During the summer program season, NSSRA conducted 95 virtual programs totaling 1,179 registrations as well as 60 in-person programs. Staff conducted 149 one-on-one Zoom/phone calls during the summer session.

**NSSRA FOUNDATION REPORT**

NSSRA received a pledge of \$50,000 from a participant family and \$25,000 from the proceeds

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of the Helping Hands Network's golf outing in August. The peer-to-peer fundraising campaign via Qgiv launched in August and has raised over \$18,000 to date. A total of \$2,070,992 has raised to-date toward the \$2.2M goal.

A grant request was submitted to the Carmax Foundation for \$10,000.

A total of \$2,300 through 42 gifts in memory of the mother of a part-time staff members has been received and D & R Autoworks is conducting a fundraiser to benefit NSSRA Foundation through the month of September.

The SWING golf outing was held at the Sunset Valley Golf Club on September 11. The NSSRA 5k will held virtually in October.

**UNFINISHED BUSINESS**

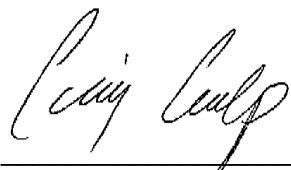
There was no unfinished business to discuss at this meeting.

**BOARD MEMBER COMMENTS**

**Culp** thanked the Board for the approval to go to bid on the Highland Park facility.

**ADJOURNMENT**

There being no further business, ***Wilson moved and Sheppard seconded*** to adjourn the meeting at 10:50 am. A roll call vote was taken. **YES:** Glencoe, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield and Glenview.



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Submitted by Craig Culp, Secretary