



1221 County Line Rd
Highland Park, IL 60035

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

info@nssra.org
www.nssra.org

NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

Board of Directors Meeting February 9, 2023 at 10:00 am Minutes (Approved on April 20, 2023)

MEMBERS PRESENT

The meeting was called to order at 10:01 am by **Sally Swarthout**. Those present included: **Brian Romes**, Highland Park; **Jim Hospodarsky**, Highwood; **Sally Swarthout**, Lake Forest; **Molly Hamer**, Northbrook; **Bill Byron**, Northfield; **Kris Ford**, Riverwoods; and **John Peterson**, Winnetka.

Those absent included **Jeff Nehila**, Deerfield; **Lisa Sheppard**, Glencoe; **Michael McCarty**, Glenview; **John Bealer**, Lake Bluff; **Johnathan Kiwala**, Kenilworth; and **Steve Wilson**, Wilmette.

STAFF AND OTHERS PRESENT

NSSRA staff present included **Craig Culp**, Executive Director; **Candice Cunningham**, Superintendent; **George Pappas**, Superintendent; **Mel Robson**, Superintendent; **Cathy Splett**, Executive Assistant; **Meggan Davies**, Recreation Manager; **Becca Luecke**, Recreation Manager; **Chris Varner**, Manager of Marketing and Communication; **Erin White**, Recreation Manager; **Nick Falter**, Recreation Specialist; **Katie Meyer**, Recreation Specialist; **Dylan Sams**, Recreation Specialist; and **Dani Aponte**, Registration and Training Coordinator.

CALL TO ORDER

The meeting was called to order at 10:00 am.

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

APPROVAL OF AGENDA

Peterson moved, and Romes seconded to approve the agenda of the February 9, 2023 of Board of Directors meeting. A voice vote showed unanimous approval.

MATTERS FROM THE PUBLIC

Culp congratulated **Hamer** on receiving the IPRA Professional of the Year Award at the IAPD/IPRA Soaring to New Heights Conference and Northbrook Park District winning second place for the Showcase.

Culp also congratulated Glenview Park District for receiving the IPRA Champions for Change Award at the IAPD/IPRA Soaring to New Heights Conference.

NSSRA PROGRAM PRESENTATION

Luecke and **Sams** gave a PowerPoint Presentation on Trips.

CONSENT AGENDA

Hospodarsky moved, and Peterson seconded to approve the following consent agenda items with amendments to the minutes:

- A. Minutes of December 8, 2022 Board of Directors Meeting (change Highwood to Northfield on page 5).
- B. November – December 2022 NSSRA and ELA Invoices and Reimbursements Paid

A voice vote showed unanimous approval.

FINANCE COMMITTEE REPORT

Pappas reviewed the year in review finances.

January – December 2022 NSSRA Financial Status

Through December 31, 2022, NSSRA received \$3,724,214 (99%) of the budgeted \$3,774,222. NSSRA expended \$3,735,040 (93%) of budgeted \$4,010,689 through December 31. As of December 31, NSSRA has a net operating deficit of (\$10,826).

In response to a question from the Board, **Pappas** stated NSSRA budgeted conservatively for interest revenue. The budgeted amount was \$750 with the actual amount received over \$17,000.

January – December 2022 ELA Financial Status

Through December 31, 2022, ELA received \$354,100 (99.9%) of the budgeted

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\$354,641. ELA expended \$484,192 (141%) of budgeted \$344,043 through December 31. As of December 31, ELA has a net operating deficit of (\$130,092).

Pappas stated that the ELA deficit is due to the \$150,000 payment made to the NSSRA Foundation for the Slotnick Center.

Pappas reviewed the Fund Balance Analysis report highlighting that the unaudited 2022 General Fund ending balance is at 14% of annual expenses, which is within the Fund Balance Policy. He also reviewed the ELA General Fund and Vehicle Fund Balances, stating that ELA is in a good financial position for 2023.

2022 Audit

Lauterbach & Amen started their audit process on January 25, 2023, spending a day in the NSSRA office conducting on-site testing. The process went smoothly. The auditors will be back February 15-18 to continue the auditing work. Staff will bring the 2022 audit to the Finance Committee and Board in June.

ACTION ITEMS

Deerfield Park District 5-8 Levy Request

Deerfield Park District submitted a request for expenditures of 5-8 levy funds for the fiscal year 2023.

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

Glencoe Park District 5-8 Levy Request

Glencoe Park District submitted a request for expenditures of 5-8 levy funds for the fiscal year 2023.

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

Wilmette Park District 5-8 Levy Request

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Wilmette Park District submitted a request for expenditures of 5-8 levy funds for the fiscal year 2023.

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

EXECUTIVE DIRECTOR REPORT

Recruitment and Outreach Report

Culp reported that part-time staffing is improving, highlighting the increase in W2s issued in 2022. In 2021, the number of W2s issued was 194; in 2022, NSSRA issued 299 W2s.

State Grant Funding

Culp shared that on January 18, DCEO submitted the \$5 million grant for final review and will follow up with NSSRA if there are any issues.

Staffing Update

Culp welcomed Erin White, Recreation Manager, and Daniela Aponte, Registration and Training Coordinator.

Erin White started on January 9 as NSSRA's new Recreation Manager for Special Events and Camps. She comes to NSSRA from the Chicago Park District and previously worked at WDSRA.

Daniela Aponte started on January 31 as NSSRA's new Registration and Training Coordinator. She comes to NSSRA from Funtopia where she was an Assistant Manager and HR Generalist.

Interviews for the open Program Manager position are underway and the Recreation Specialist position will be posted later this month.

NSSRA 2022-2023 Goals

Culp shared the 2022 and 2023 strategic goals document. He highlighted that the committee to define NSSRA's values has been established. Brian, Steve, and Bill will

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join Craig, Candice, and Cathy to accomplish this goal. The first meeting is scheduled for the first week in March.

The staff engagement committee meets regularly and will adjust the timeline relative to the staff engagement survey process as the committee works through the responses and establishes reasonable timelines.

IAPD Legislative Conference

Culp shared that the IAPD Legislative Conference in Springfield will be held on May 2-3, much later in the year than in 2022. Staff will once again coordinate with the park districts of Lake County to ensure NSSRA's tables at the reception will be next to each other so that shared legislators may interact with everyone. Invitations will be sent out in the spring.

5-8 Levy Letters

Culp reminded the Board of Directors to submit the 5-8 levy request letters.

SUPERINTENDENTS REPORT

Cunningham and **Robson** presented a report on 2022 year-end program report.

Robson reported that virtual programs were eliminated in March, allowing staff to introduce new in-person programming. She also shared that The Bright Star Theater company's performances of *I-Phone* and the SPICE performances were both extremely successful.

Day Camps returned to pre-pandemic site offerings, but the number of campers was significantly lower because of the staff-to-participant ratios needed for safe and successful camps.

Robson also reviewed NSSRA Agency special events highlighting the new Family Movie Night. This is a free monthly movie series at the Slotnick Center for NSSRA participants, families, and friends. Staff will continue to promote and offer these events.

Cunningham reported that the Gator athletes had an outstanding year bringing home five gold medals. The Gator athletic program continues to grow, welcoming two new athletes this year.

The ELA Program ended the year with 16 participants registered in one of the three registration options. Participants will continue to be added as soon as staff is secured.

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Cunningham reviewed the Inclusion reports, highlighting that in 2022, NSSRA supported 220 unique participants in 491 placements from the 676 requests received for Inclusion support. NSSRA is continuing to recruit and hire for inclusion purposes. The Inclusion Team plans to provide Inclusion Companions with summer training that improves their understanding of communication with participants, families, and co-workers during camp.

Cunningham reviewed the Facility hours used by NSSRA at each partner agency for 2022, noting that the Slotnick Center hours will be included in the next report.

Robson reviewed the Participant by Partner Agency Report highlighting that the amount of unique and duplicate registrants increased from 2021 to 2022. She shared that it is important to note that in 2021, NSSRA had over 1,500 virtual registrants, and in 2022 only eight registrants. The number of participants NSSRA is serving is continuing to reach pre-pandemic levels.

Culp thanked the full-time staff for never wavering from NSSRA's mission and putting the participants first. NSSRA was able to provide increased programming due to the dedication of the full-time staff.

FOUNDATION REPORT

Culp provided an update on the Foundation sharing the Holiday Appeal, which includes Giving Tuesday, raised over \$90,000, and the ELA Family and Friends raised over \$93,000. **Culp** thanked DeSimone, Cunningham, and Luecke for their outstanding work on the appeals.

Culp shared the 2023 event dates and details inviting Partner Agency staff and commissioners to attend.

BOARD MEMBER COMMENTS

No comments from the Board.

APPROVAL OF CLOSED SESSION MINUTES

Hospodarsky moved, and Ford seconded to approve the closed session minutes of the December 8, 2022, Board of Directors Meetings. A roll call was taken. YES: Highland Park, Highwood, Lake Forest, Northbrook, Northfield, Riverwoods, and Winnetka. NO: None. ABSENT: Deerfield, Glencoe, Glenview, Lake Bluff, Kenilworth, and Wilmette.

ADJOURNMENT

There being no further business, ***Peterson moved, and Hospodarsky seconded*** to adjourn the meeting at 10:40 am. A voice vote showed unanimous approval.

A handwritten signature in cursive script, appearing to read "Craig Culp".

Submitted by Craig Culp, Secretary