

**THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION  
BOARD OF DIRECTORS' MEETING  
6820 W. Dempster Street, Morton Grove, IL  
(847) 966-5522**

**October 4, 2010**

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AGENDA

- I. Call To Order
- II. Changes To The Agenda
- III. Introduction of Visitors
- IV. Approval of Consent Agenda (White)\*
  - Minutes of Board Meeting September 13, 2010
  - Treasurer's Report Month Ending July 31, 2010  
and August 31, 2010
  - Voucher list of bills presented for October 4, 2010 board meeting  
in the amount of \$ 241,343.55
- V. Director's Report (Yellow)\*
  - A. Program Report
  - B. Public Information Manager Report
  - C. Development Officer Report
  - D. Budget Report
  - E. Board Packet Distribution Electronically
- VI. Old Business
  - A. Liponi Foundation
- VII. New Business
  - A. Strategic Plan Initiative Update Presentation
  - B. Executive Session
- VIII. Adjournment

\*written materials included in the Board Packet

**CONSENT AGENDA**

I move to approve the following consent agenda:

- Minutes of Board Meeting from September 13, 2010
- Treasurer's Report for months ending *July 31, 2010, and August 31, 2010*
- Voucher list of bills presented for the October 4, 2010 Board Meeting in the amount of *\$241,343.55*

THE MAINE NILES ASSOCIATION OF SPECIAL RECREATION  
BOARD OF DIRECTORS MEETING  
September 13, 2010

UNAPPROVED MINUTES

Bret Fahnstrom called the September 13, 2010 meeting to order at 10:00 AM. In attendance were John Hecker, Des Plaines, Bret Fahnstrom, Golf-Maine, Mark Schneiderman, Skokie, Brian Sullivan, Morton Grove, Tom Elenz, Niles. Jan Hincapie, Lincolnwood 10:15am. Absent: Ray Ochromowicz. Staff in attendance: Jennifer Reyes, Stella LiPoni, Jean Gross, Judy Ruemmele, Barbara Saunders, Mary Knudson, Kelly Damron, Sean Tovey, and Erin Pool.

Recreation Specialist Sean Tovey introduced Kathy Maloney to the board. Kathy recently competed in the national Special Olympic games held in Kansas. Kathy was awarded three gold medals as a member of the bowling team. Board President Hincapie presented Kathy Maloney with a plaque recognizing her accomplishments.

A motion to approve the consent agenda was made by Brian Sullivan and seconded by Bret Fahnstrom. This passed in a roll call vote as follows: Des Plaines – yes, Golf-Maine – yes, Niles - yes, Skokie – yes, Morton Grove – yes, Lincolnwood – yes. Absent: Park Ridge.

Director Bear reviewed the program report. The Summer 2010 participation numbers were included for the boards review. Director Bear stated that the participation numbers were exceptional. This was due to the large turn out at the end of the summer party and strong participation numbers with our adults with cognitive disabilities.

Public Relations Manager Barbara Saunders report included updates on the Winter brochure and various projects completed.

Development Officer Judy Ruemmele reported that the theme for this years “Love Fest” is Glee. Several local high school choral groups have been contacted and invited to perform at this annual fundraiser.

The board reviewed the budget report for the months ended May 31, 2010 and July 31, 2010.

The board set a date of Thursday, October 21 to review the first draft of the 2011 budget. The meeting will be held at the M-NASR offices at 10:00am.

LiPoni Liaison Stella LiPoni gave a report on the recently held mini golf fundraiser. LiPoni reported that nearly \$7000 was raised. She thanked the

Skokie Park District for the use of their facility and providing the food and tents for the evening. LiPoni also acknowledged Mark Schneiderman and John Hecker for their outstanding talents behind the grill.

The board reviewed the internet/social networking policy. A motion was made by Brian Sullivan and seconded by Bret Fahnstrom to approve the internet/social networking policy as presented. This passed in a roll call vote as follows: Des Plaines – Yes, Golf-Maine – Yes, Morton Grove – Yes, Skokie – Yes, Niles – Yes, Lincolnwood – Yes. Absent: Park Ridge.

A summer program overview was presented. Program Manager Erin Pool gave a report on M-NASR's summer day camp. Operations Manager Kelly Damron updated the board on the transportation program offered this summer. Inclusion Manager Mary Knudson reviewed the inclusion statistics for the summer program and thanked the board for the open lines of communication between member district staff and M-NASR inclusion staff.

A motion was made at 10:40am by Mark Schneiderman and seconded by Bret Fahnstrom to adjourn the regular September 13, 2010 board of directors meeting. This passed in a voice vote.

Respectfully submitted

Stella LiPomi

**MAINE-NILES ASSOCIATION OF SPECIAL RECREATION  
COMPARATIVE MONTHLY TREASURER'S REPORT  
FOR THE MONTHS ENDED JULY 31, 2010 AND AUGUST 31, 2010**

<u>MONTHLY CASH POSITION</u>	<u>JULY</u>	<u>AUGUST</u>
BEGINNING BALANCE	\$ 439,474.86	\$ 251,102.33
CASH RECEIPTS	27,827.00	405,344.06
INTEREST	48.45	45.65
TRANSFERS INTO CASH ACCOUNTS	205,000.00	195,000.00
TRANSFERS OUT OF INVESTMENTS	(205,000.00)	(195,000.00)
DISBURSEMENTS ON LIST OF BILLS	(215,316.96)	(241,343.54)
OTHER INCREASES/(DECREASES) *	(931.02)	1,162.76
ENDING BALANCE	<u>\$ 251,102.33</u>	<u>\$ 416,311.26</u>

BANK BALANCES BY ACCOUNT

GENERAL ACCOUNT	\$ 31,191.00	\$ 46,446.89
PAYROLL ACCOUNT	1,787.71	1,783.11
IMPREST ACCOUNT	2,000.00	2,000.00
TOTAL CASH ACCOUNTS	<u>\$ 34,978.71</u>	<u>\$ 50,230.00</u>

ILLINOIS FUNDS MONEY MARKET ACCOUNT	\$ 216,123.62	\$ 366,081.26
TOTAL INVESTMENT ACCOUNTS	<u>\$ 216,123.62</u>	<u>\$ 366,081.26</u>

TOTAL CASH AND INVESTMENTS	<u>\$ 251,102.33</u>	<u>\$ 416,311.26</u>
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DETAILED INVESTMENT INFORMATION

ILLINOIS FUNDS MONEY MARKET ACCOUNT

MONTHLY INTEREST INCOME	\$ 45.14	\$ 41.75
YEAR-TO-DATE INTEREST INCOME	\$ 283.52	\$ 325.27

\* "Other decreases" includes credit card fees charged directly to bank statement, imprest disbursements that will appear on the "List of Bills" in subsequent month and credit card refunds.

"Other increases" may occur when checks written in a prior month are voided in the current month.

**DIRECTOR'S REPORT**

**A. Program Report**

Superintendent Reyes is celebrating her fifteen year anniversary this month. Her report takes a moment to reflect on the changes the agency has experienced. Additionally, Superintendent Reyes comments on the importance of park districts and special recreation associations to the residents we serve.

**B. Public Information Manager Report**

Public Information Manager Barbara Saunders gives an update regarding the 2011 Winter brochure. The delivery date of October 29<sup>th</sup> seems to be on target. Updates are also given in various program areas where the skills of the public information manager are required.

**C. Development Officer Report**

Development Officer Judy Ruemmele details donations received, reports made, and rejections received since her last report. Specifically, three grant appeals have been made to the Morton Grove Foundation, Athletico, and the Birginal Family Foundation. Of the three, the Morton Grove Foundation is the only repeat donor.

**D. Budget Report**

The budget report by fund as of August 31, 2010 is included for your review.

**E. Board Packet Distribution Electronically**

The M-NASR board packet is now able to be converted into an electronic PDF file that can be sent to board members. The November board packet will be sent electronically. Please let me know if you would not like your packet sent to you electronically.

**Program Report – Jennifer Reyes**

This month I wanted to reminisce about the last fifteen years at M-NASR. I am celebrating my anniversary the day after the Annual Halloween Dance. I accepted a position back in 1995 as the Physically Impaired/Visually Impaired Recreation Specialist where I designed the programs in that area. After a couple years Suzanne Bear came aboard and I was promoted to the Staff Enrichment Manager/Support Staff Manager. I've seen staff graduate high school, college, and start families. I have really enjoyed seeing people grow as I have. During the years I have seen M-NASR flourish. I have seen a single computer go to a network, a cubicle go to a beautiful home, a few vans to a fleet, increased program service and so on. I am proud and thankful for being a part of this team. Sometimes I don't think we thank the ones above us enough. So thank you for the work you all do on a daily basis at your member districts. I really appreciate what we all do together.

One area I want to touch base on is our swimming programs at M-NASR. For over ten years M-NASR has been fortunate enough to have a cooperative with Skokie Park District and Morton Grove Park District to secure space at Niles West or Niles North on one evening during the week. This year before summer it was brought to our attention that after ten years we were going to have to look for either a different facility or different day or time to offer our weekly swimming programs. One thing we are very good at is being flexible. M-NASR was lucky enough to find a time on Saturday's from 4:15p.m. to 6:45p.m. that would accommodate our kids swim lessons and adult swimming program. While preparing for this season we had to take in consideration of the new time change that this may pose on our families, so we offered a class at the YMCA in Des Plaines for kids at our original day and time. With that being said we found that both classes are very popular. So currently we have swimming on the east side of our member districts and one on the west side. We also offer an open swim on Saturdays as part of our kid's line up in Park Ridge. This is a class for children just to have fun in the water and does not focus on swim lessons.

On September 19, 2010, I had the opportunity to attend the championship qualifying game for the Special Olympics Volleyball Team where M-NASR took the Gold. This took place in Gurnee, at Warren Township High School. The team was coached by Kelly Damron, Senior Operations Manager. As the Superintendent of Recreation I attend many programs to see our families and hear what's being said about M-NASR. As I attended the competition I found this group of individuals to be a very intimate team. As I was watching the game I spoke to families and friends of athletes on the sideline cheering the team on. I knew every participant that played that day. One participant that was playing that day had a fan/friend that decided to attend. I would like to share a story of how one of our fans got to this tournament. This individual is a

friend of one of the athletes and because he was not registered for the program he is not allowed to ride the van. But he wanted to come and support his friend. I also want you to know the friend is also a M-NASR participant who does our bowling program on Saturday's each season. I was amazed to find out that this participant took a Metra Train to Grayslake to get on his bike for 30 more minutes to peddle his bike to Gurnee. He told me it took two hours to get there. As I spoke to him he told me he had to do the same thing on the way back home. I told him he wouldn't be home until after 6:00pm he didn't care as long as he could come and watch his friend play. He was on the sideline trying to figure out how he was going to get public transportation out to Rockford to watch him play again on October 30. I looked at how positive and excited he was for his friend and this reaffirmed the importance of all that we do. What would a world be without park districts or SRA's?

The overall number of registrations for the Fall Season this year is just about the same as last year. This season we continued to see popularity in three programs that included; Friday Night Fever, Casino Trip, and Artist Studio in the Adults with Mental Disabilities area. We are taking a trip on October 10<sup>th</sup> to the Cadillac Palace to see the Lion King. I will report on that trip next month.

### Staff Update

Jessie Ritter, M-NASR Support Staff Manager, has been very busy with orientations/trainings. On September 13, 2010, she hosted a Program Leaders Training for our part-time staff. This training was very successful with around 10 part-time staff in attendance. During this training she spoke to the leaders about the importance of communication with the full-time staff, and expectations of leading a program. Also during the training she worked with the leaders and discussed how a difficult situation may or may not have been handled differently. Jessie also did some retraining on CPI holds. This training is designed to restrain a child as a last resort and safely. The true purpose of CPI is to learn to watch for signs that a child or adult is getting agitated and try to deescalate them so you don't have to restrain them. Full-time staff and program leaders are required to stay current on this training.

This year's Orientation was themed "One vs. 100" and was held on September 15, 2010. All the full-time rec. staff was required to attend. The Orientation took place at Golf-Maine Park District, Feldman Park in Niles and was great for this Orientation. Tracy Gillingham, Youth/Teen Recreation Specialist also designed a session for all the staff to experience on communication and teambuilding. As staff entered into the orientation they were given a sticker with a college on it and that's how groups were broken up for the evening by the enthusiasm in the room you could tell the staff definitely got a lot out of this training. Almost 60 staff including full-time attended.

Mary Knudson and Shannon Mikulecky continue to prepare for their session at the National Institute on Recreation Inclusion in Schaumburg as it quickly approaches us in November.