

**KISHWAUKEE SPECIAL RECREATION ASSOCIATION**  
**SPECIAL BOARD MEETING MINUTES**

**Tuesday, April 10, 2018 – 1:30 PM**

Meeting held at Genoa Park District-Genoa Fitness Center  
333 E. First St., Genoa, IL 60135

1. Meeting called to order at 1:35 pm  
Paul Bafia-Executive Director Genoa Park District, Michael McCann-Executive Director Sandwich Park District, Amy Doll-Executive Director DeKalb Park District, Heather Collins-Superintendent of Finance DeKalb Park District, Maureen Stevens-Office/Program Manager Flagg-Rochelle Park District, Jackee Olinger-Recreation Supervisor Flagg-Rochelle Park District. Staff Present: Julie Eggleston-Executive Director Kishwaukee SRA
2. Approval of Agenda  
P. Bafia made a motion to approve the agenda. H. Collins seconded the motion. All approved.
3. Approval of Minutes from February 13, 2018 meeting - P. Bafia made a motion to approve the minutes from the February 13, 2018 meeting. H. Collins seconded the motion. All approved.
4. Approval of Minutes of Executive Session from February 13, 2018 meeting: H. Collins made a motion to approve the minutes from the Executive Session from February 13, 2018 meeting. P. Bafia seconded the motion. All Approved.
5. Financial Report—J. Eggleston discussed for camp separate line items needs to be created so it could be entered into QuickBooks properly. All ages program is receiving 90% revenue. The all ages programs bring in the most revenue, so we are having to put more staff with those programs. During the summer, the programs will be lowered in the all ages because of Camp Maple Leaf. During the fall the programs will be brought back up.

The Spring Forward Fundraiser brought in \$1,693.00. The fundraiser costs were \$896.55. The cost went down, but also the profits as well. Last year we made \$1,300.00 which is a lost of \$500.00. This year there was additional team and instead of silent auction items, we did raffle baskets. Only 2 out of the 5 silent auctions went. The beer and wine pull from last year exploded and was sold out. This year we have 2 cases of beer and wine left over. The beer, wine, raffle prizes, and silent auctions prizes were all given by donation so there wasn't a cost.

It was agreed to hold approval of the financial report because of some questions on the budget until June 12, 2018.

6. Old Business:
  - a. Action on—Executive Director's Annual Review Schedule & Process  
A. Doll discussed that she emailed out a blank evaluation for J. Eggleston. The evaluation based on everyone's own opinion on what J. Eggleston should be doing and what the criteria would be. A. Doll suggested that once summer session has ended, J. Eggleston should sit down and make goals for the 2019 year and should bring these goals to the fall meeting for the budget. The evaluation would then be moved to sometime in November or December for the 2018 review. H. Collins made a motion on the re-evaluation of J. Eggleston to include goal setting in the fall and a formal review for no later then December of each year. P. Bafia seconded the motion. All Approved.
  - b. Action on—Park district members agencies Memorandum of Understanding with Kishwaukee SRA-set timeline for creation of documents

Sycamore Park District and Kishwaukee SRA created a Memorandum of Understanding that outlines what is provided for each program. J. Eggleston discussed that the DeKalb Park Districts Memorandum of Understanding is the most complicated because the Kishwaukee SRA lease and utilize space. While Genoa Township park District's is simple because of . The Memorandums will help the Kishwaukee SRA know what person the requests need to go through, who we need to contact if something was wrong and what is approved for our uses in which facilities.

7. New Business:

a. Discussion of utilizing Open Meeting Act policy for meetings

J. Eggleston discussed with H. Collins and A. Doll on if we should follow the opens meeting act. It was discussed that the open meeting act should be followed. J. Eggleston requested all board members to send her the OMA training that they have completed for the KSRA Board files.

b. General Programs—Winter/Spring, 2018 program report, registrations for Summer, 2018, staffing/volunteers, trainings, internships provided—p. 28-29

J. Eggleston reported that she was excited that the Kishwaukee SRA is over the 53% success mark. The projected for end of session will be 74% of programs running. The 2018 summer program guide have arrived and has been delivered. J. Eggleston reported through the program budget for 40% percent staff cost and subsidizing up to 60% staff cost which puts the KSRA at a positive balance of \$923.00 so far. The program formula was also ran to show the programs with 100% staff cost so that we can show that this is what we are doing. So far, the Kishwaukee SRA has only subsidized \$180.00.

Registrations for summer is open and J. Eggleston has been speaking with 3 school districts, Genoa, Indian Creek, and possibly Hiawatha, and they are talking about sending children to our camp instead of summer school. The school will pay for camper registration as well as door to door transportation for each student. Camp Maple Leaf provides the students the opportunity to work on education skills, social skills, peer interaction instead of being in the classroom. If the student needs academic skills, the school will send a resource teacher to help with those skills. At the end of summer, a progress report is made for the camper and is sent back to the school and these reports are added the students IEP.

Currently 15 camp applications have been submitted so far and people are taking advantage of the scholarship opportunity and the early bird discount continues to the end of the month of April. Starting May 1<sup>st</sup> 2018, the price will go up to its regular price and then May 18<sup>th</sup> is the deadline this year so that Stacy can train our staff more and prepared for the campers. Currently a TR intern will be coming from Indiana University. The Kishwaukee SRA has been approved for a recognized agency and right now the intern is deciding if she wants to find housing here in town or drive 1 hr. and 15 minutes each way to help with camp. Also, three Northern Illinois University Interns will be helping this year to work on field work experience and would be 150 hours and will be camp staff and program staff.

c. Discussion of Reserve Balance and use of it to cover expenses

J. Eggleston and H. Collins looked at the giant picture of the Kishwaukee SRA. During this budget cycle there has been no tax levy money and it won't be distributed until the end of May. At the beginning of the fiscal year, there was around \$50,000 put away and currently with all the expenses the monetary monies are going down \$10,000-\$12,000 per month. The DeKalb Park District forwarded \$30,000 to the Kishwaukee SRA to be able to operate until the first payment in May is made.

d. Discussion of plan for 2018-2019

By the end of the fiscal year, Kishwaukee SRA should have around \$65,000-\$68,000 in the revenue block and should clear until June. After June, smaller payment plans are enforced, and the total camp revenue is around \$40,000. J. Eggleston estimates conservative growth for the reserve account to be able to grow it to the 2-3 month operating expenses in the summer by the end of 2020.

- e. FY 2017 Audit—Schedule and review—April 24-25, 2018  
The initial interview was completed, and the main documents were sent to the auditors. There were a lot less questions this year compared to last year. Everything has been pulled out and is ready to go. There is a plan for a 2-day audit, but he believes that it will go smoothly and won't take as long. The audit presentation will happen on June 12.
  - f. Review of Standards of Procedure for Fraud and Corruption Control Policy-  
The policy was received from the auditors and a lot is the standard of what a fraud assessment is and what are the benefits of having one. The appendix will be completed by the Kishwaukee SRA board members. The one question that was brought up was if this needed to be completed annually or semi-annually. The best time to have these formed completed would be ideally before the auditor would come in for the initial meeting.
  - g. Approval of Standards of Procedure for Fraud and Corruption Control Policy-  
nothing was approved. The Board asked J. Eggleston to complete a policy to be adopted in the next Board meeting. J. Eggleston agreed.
  - h. Review of Standards of procedure for Petty Cash Policy—p. 42-48  
The Kishwaukee SRA has a debit card in to purchase supplies. However, when a program or supplies are needed to be purchased with cash, there is no petty cash policy in place. J. Eggleston reached out to fellow SRA members and put together a policy that should be enforced when handling petty cash. This policy will state how to handle petty cash and how to properly return funds that were not used. The policy will be reworded and brought back up during the June 12, 2018 meeting. A. Doll suggested that procedures about handling cash in the office should be added to the policy.
  - i. Approval of Standards of Procedure for Petty Cash Policy  
The approval of the Standards of Procedure for Petty Cash Policy will be on hold until the new policy is in place.
  - j. Spring Forward Accessibility fundraiser—March 9, 2018—results—p. 49  
The Kishwaukee SRA NGOLD intern put all the all the surveys from the fundraiser and put them all together in Qualtrics survey.
  - k. Papa John Pizza Fundraiser— “Go Big” and once a month fundraise for 2018—p. 49  
The next big “Go Big” month will be in May and will be distributing fliers to get the word out about the next fundraiser.
- Review of DeKalb Park District and Kishwaukee SRA Lease draft—p. 50-62  
There is a draft of a lease so that the KSRA could still stay in the space that they are in right now. KSRA has been there for a long time and hasn't has lease since. It has been reviewed by PDMRA and the DeKalb Park District legal department. The recommendation would be a 3-year lease and the prices are \$2500, \$2750, and \$3000 per month for the 3rd year. The approval for this lease will be reviewed on the June12, 2018 meeting.
- l. Promotions/Marketing—Wine Tasting Fundraiser—March 14, 2018—Tami Zajkowski  
Ms. Zajkowski has had 3 fundraisers to support the KSRA. 2 have been at her house and 1 has been at her business for an afterhours event.
    - a. “On the Record” interview—P. 63

- b. Assistance with halftime show at DeKalb Barbed Wire Betties Roller Derby—p. 64-65  
The Betties were the table attendants for the fundraiser so in return, the Kishwaukee SRA helped them out with their half-time show on March 17, 2018.
- c. InVironments magazine article— “Disability Etiquette”—p. 66-68  
The article in the InVironments magazine has brought up the opportunity to host a Fall 2018 breakfast series with the DeKalb County Community Foundation to promote disability awareness. The Kishwaukee SRA will be there as well as 2-3 other organization talking about equality for all but also disabilities out in the community.
- d. NGOLD Intern article in NIU today and Daily-Chronicle—p.69-70  
An article will be published in the Daily-Chronicle and the NIU Today papers about the a past NGOLD Intern. It will be about how she has a visual impairment and how she has progressed through life and NIU and how the Kishwaukee SRA was able to benefit from her experiences.

8. Announcements

J. Eggleston presented at the DeKalb County Mental Health Board on April 9, 2018 for the grant. The grant is worth \$11,000 and would utilize the shelter cost as well as the pool cost for Camp Maple Leaf this summer as well as equipment kits for all the park districts the Kishwaukee SRA utilizes.

R. Bunger has left Rochelle-Flagg Rochelle Park District. Currently, the park district doesn't have an interim just of yet, but M. Stevens will be stepping up until his position is replaced.

9. Adjournment

H. Collins made a motion to adjourn the meeting. M. McCann seconded the motion. All approved.

2018 Approved KSRA Board Meeting dates and times:

June 12, 2018—1:30pm—DeKalb Park District—Basement—2017 Audit Presentation

August 14, 2018—1:30pm—Flagg-Rochelle Park District—Marina

October 9, 2018—1:30pm—Sandwich Park District—Multi-purpose Room

December 11, 2018—1:30pm—Genoa Township Park District—Fitness Center—333 E. 1<sup>st</sup> St., Genoa, IL

**Minutes Respectfully Submitted by Julie Eggleston, CTRS, MS**