

**Fox Valley Special Recreation Association
Minutes of the
of the Board of Directors
August 27, 2007
6:00pm
FVSRA Administration Offices
in the Vaughan Athletic Center
2121 W. Indian Trail
Aurora, IL**

CALL TO

ORDER: Chairman Robert Thomson called the meeting to order at 6:20pm and directed the Executive Director to call roll.

ROLL CALL:

Present:

Robert Thomson, Chairman	St. Charles Park District
Sheavoun Lambillotte, Vice Chairman	Geneva Park District
*William McAdam, Secretary	Oswegoland Park District
*Greg Repede, Asst. Sec'y	Sugar Grove Park District
Carolyn J. Nagle, Treasurer	Fox Valley Special Recreation Association
Michael Clark	Batavia Park District
William Conner	St. Charles Park District
Nicole Corken	Batavia Park District
*Mark Slover	Oswegoland Park District
Rose Smilgys	Fox Valley Park District
Linda Cole	Fox Valley Park District

Absent:

Charles Emma	Geneva Park District
Steve Messerli	Fox Valley Park District
Eleanor Rzeminski	Sugar Grove Park District

Others present:

Ginny Pavesich	FVSRA Office Manager
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*arrived after Roll Call was taken

INTRODUCTION OF GUESTS

Mr. Ron Vine	Leisure Vision
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APPROVAL OF CONSENT AGENDA

Board Member Michael Clark made a motion to approve the Consent Agenda, with a correction to the Minutes in New Business, C. Village of South Elgin Request for Membership. Reference in the last sentence to the "City of Elgin" is amended to "Village of Elgin". Board Member Smilgys seconded and the motion passed unanimously.

CORRESPONDENCE

None

OLD BUSINESS

A. Strategic Planning Process

The Executive Director introduced Mr. Ron Vine, of Leisure Vision. Mr. Vine presented a Power Point Program with the Survey Results, which had a 95% level of confidence with a margin of error of +/-4%. These results had previously been presented to the Strategic Plan Committee, a subcommittee of the FVSRA Board. This committee developed the building blocks of the Plan of Action. These issues are:

1) Growth: managing growth and maintain levels of service with consideration to geographic area and challenge of transportation, and continued potential of adding new districts to the agency;

- 2) Programming: thorough and careful review of survey results to know which programming needs are being met and which are not being met;
- 3) Outreach: determine which populations are not being reached and investigate various partnerships which may be helpful, recognizing that FVSRA cannot be everything, to everyone, everywhere;
- 4) Marketing: this is an ongoing challenge to find those who do not know about FVSRA;
- 5) Facilities: type, locations, and availability and balancing between the Member Park District residents and FVSRA participants. Consider the possibility that the majority of the survey respondents are from Fox Valley Park District and they maybe the ones who are most satisfied with the location, because the Vaughan Athletic is in their geographic area.
- 6) Staff: maintain levels of staff, retention of staff and training of staff
- 7) Governance: correlation between agency growth and size of FVSRA Board. How does the agency operate from the board level? What is the structure of the board, mix of elected officials and staff? Policies to change because of growth?
- 8) Funding: with program fees ranked as a high concern from survey respondents, it's important to review how scholarships are distributed, issue of taxes and 508 funds, reliance on taxes and other revenue funding sources as supplements, ie, grants, and the creation of an FVSR Foundation to increase grant opportunities. With FVSRA owning space within the Vaughan Athletic Center, there will be long term expenses and there is a need to plan now for these future expenses. Where will that revenue come from?

Mr. Vine explained that now that the critical issues have been determined, the development of an Action Plan is the next step. Mr. Vine asked if FVSA Board Members have anything to add to the Committee's list or eliminate from the Committee's list of critical issues. A suggestion was made to delve into the satisfaction level of group homes to substantiate quality or issues.

Vision, Mission and Values Statements will be looked at, based on the critical issues. Then a 3 year action plan will be written based on the critical issues. A workshop for the Committee members to do this is tentatively scheduled for September 17, 2007.

B. West Aurora School District Transition Program

The Executive Director reported that she is waiting to hear back from the West Aurora School District regarding the FVSRA/West Aurora School District Transition Program Agreement.

C. PACE Vehicles – Intent to Purchase

The Executive Director reported that FVSRA sent a Letter of Intent to PACE regarding the purchase of the two vehicles which FVSRA has leased for the past 5 years. PACE has requested that FVSRA enter into an Intergovernmental Agreement for the Sale of Used Vehicles. **Board Member Cole made a motion to approve the agreement. Board Member Smilgys seconded and the motion passed.**

D. Village of South Elgin Request for Membership

The Executive Director prepared a list of benefits to FVSRA is the Village of South Elgin were to join FVSRA. Also prepared were the Equity Membership cost and amount of IMRF investment which would be charged to the Village of South Elgin (at time FVSRA joined IMRF in 2004). Lastly, a draft of an Agreement for Admission to FVSRA Membership was prepared.

Questions and comments from Board Members:

Q: How many more new members is FVSR considering possibly joining FVSRA?

A: Based on information from Village of South Elgin, its growth is not comparable to Sugar Grove and Oswegoland.

Q. When Oswegoland and Sugar Grove Park Districts joined, they paid a portion of building cost and IMRF. Now FVSRA is experiencing lots of internal growth, the need to add more staff, and costs related to doing so. This will continue as new districts are added to the agency.

A. Adding staff will not benefit the new member park district only; adding new staff benefits all member park districts.

Q: The geographic location of South Elgin is a concern. While growth provides the capability to provide, as some point, can FVSRA get too big?

A. Perhaps a decision is needed to determine how big it too big, what are the boundaries.

Board Member Clark commented that at some point the FVSRA Board needs to put a moratorium on adding new districts – when and where are the limits?

Board Member Slover suggested that the FVSRA Executive Director provide the cost of joining, to the Village of South Elgin and also make a recommendation as to how large FVSRA should grow.

Board Member Slover made a motion that the FVSRA Executive Director approach the Village of South Elgin with the prepared figures and documents for joining FVSRA. Board Member Smilgys seconded and the motion passed.

E. Fox Valley Park District/FVSRA Memorandum of Understanding

The Executive Director met with Fox Valley Park District staff Laurie Hoffman and Barb Potter re the Memorandum on August 24th, and is waiting to receive the Memorandum from them.

NEW BUSINESS

FY2008-09 Member Contribution Request

The Executive Director presented the FY 2008-2009 Member Contribution Request. The request included a general outline of budget items. Assessing two cents per \$100 of EAV would provide revenue for all items listed in the general outline. The FY08-09 Member Contribution is one million dollars more than the FY07-08 budget. Board Member Slover feels that this is more than what some Member Park Districts will want to approve. Board Member Clark commented that it may be difficult for the Batavia Park District Board to accept. Board Member Clark recognizes the need for the budgeted items, but would like a priority listing of these needs and the cost to achieve, and prioritizing which ones can be accomplished in FY08-09.

The Executive Director questioned if Member Park Districts levy at 2 cents and what are Member Park Districts doing with 5-8 levy money going up? The Executive Director stated that some special recreation associations work on a set levy. Board Member Conner stated that the St. Charles Park District Board will look at the amount of tax revenue it contributed last year and compare it to the Fy08-09 request, and the Board will ask why there is a 70% increase. Board Member Lambillotte agreed that Geneva Park District Board would also ask that question and would want details of budget items and dollar amounts.

Board Member Clark would like a replacement schedule, as FVSRA is a property owner, on either a 5, 7 or 9 year plan.

Board Member Repede asked what the threshold budget amount is. He does not want the Board to prioritize budget items.

Board Member McAdam would like more information about the budget items for FY08-09 and questions if everything in request can be accomplished in one year. He believes that Oswegoland Park District Board would accept the items in the request as a 3 year plan. The Executive Director stated that the items are not generated from the results of the Strategic Plan, but rather agency needs as she has identified or from past board meetings.

Board Member Cole suggested creating a 3 year budget, based on a contribution rate of 0.015 cents per \$100 the first year, 0.018 the second year and 0.02 the third year. Board Member Clark suggested prioritizing the needs to be met the first year, with conservative costs of those priorities, and define the rate by need, rather than a phased in rate plan.

Board Member Slover suggested to take care of pressing needs, build reserve funds, and suggested a FY08-09 budget of \$1,650,285 (rate of 0.015 per \$100). The Executive Director stated that that budget amount is workable for FY08-09.

Board Member Clark would prefer that a 3 year plan, be project driven.

Board Member Slover suggested going with the rate of 0.015 per \$100 and a presentation of projects for the FY08-09, and justify the percentage of increase with the 3 months operating reserve money being set aside in FY08-09. Board Member Slover is comfortable with a 1.65 million dollar budget, with approximately \$100,000 being set into the reserve fund.

Board Member Slover asked what time would be needed to create a priority list with costs. Board Member Clark would like that information to be available.

With the budget still under review, the Executive Director will present a range of revenue which would be the FY08-09 Member Contribution by Village of South Elgin, if they join FVSRA.

B. Request to Dispose of Assets

Board Member Repede made a motion to approve the Request to Dispose of Assets as included in the Board Packet. Board Member Conner seconded. Motion passed unanimously.

C. Corporate Resolution and Signature Card Updae

Board Member Smilgys made a motion to accept and execute the Corporate Resolution and Signature Card. Board Member Conner seconded and motion passed unanimously.

DIRECTOR'S REPORT

A. Personnel Update

The Executive Director announced that Staff Mike and Cori Younie are expecting twins, and that Sophie Morgan is the new Inclusion Coordinator.

B. FVSRA FY2006-07 Audit

The FY2006-07 Audit will be presented at the October 22, 2007 FVSRA Board Meeting.

C. Access to Recreation Grant Review

The Executive Director reported having participated as a reviewer of the Access to Recreation Grants.

D. Annual Recognition Banquet

The Executive Director invited and encouraged all Board Members to attend the Annual Recognition Banquet to be held on Friday, September 21, 2007 at the Plumbers and Pipefitter's Banquet Facility.

E. Tee Up For Downs Golf Fundraiser

Tee Up for Downs Golf Fundraiser held on August 16, 2007 raised \$25,000.

F. Summer Intern Presentations

Lyndsey Willard, FVSRA Intern, presented her internship project, "Adult Day Care." Steve Cseplo, FVSRA Intern, presented his project on the Aktion Club.

SUPERINTENDENT'S REPORT

None

STAFF REPORTS

The Staff reports were included in the Board Packet.

EXECUTIVE SESSION

Board Member Smilgys made a motion to convene into Executive Session under Section (2)(c)(1) of the Open Meetings Act at 9:05pm. Motion was seconded by Board Member Lambillotte. Motion passed.

REGULAR SESSION

The Board returned to Regular Meeting at 9:16pm.

Board Member Clark made a motion to approve the Executive Director's contract agreement. Board Member Lambillotte seconded. Motion passed.

ADJOURNMENT

A motion was made by Board Member Repede and seconded by Board Member Smilgys to adjourn the meeting. Motion passed. The meeting was adjourned at 9:18pm