

**Fox Valley Special Recreation Association  
Minutes of the Meeting  
Of the Board of Directors  
July 24, 2006  
6:00PM  
Pottawatomie Park  
St. Charles Park District  
8 North Avenue  
St. Charles, IL 60174**

**CALL TO**

**ORDER:** Chairman Rose Smilgys called the meeting to order at 6:52pm and directed the Executive Director to call roll.

**ROLL CALL:**

**Present:**

Rose Smilgys, Chairman	Fox Valley Park District
Sheavoun Lambillotte, Vice Chairman	Geneva Park District
Robert Thomson, Secretary	St. Charles Park District
William McAdam, Asst. Sec'y	Oswegoland Park District
Carolyn J. Nagle, Treasurer	Fox Valley Special Recreation Association
Linda Cole	Fox Valley Park District
William Conner	St. Charles Park District
Alan Leard	Batavia Park District
*Steve Messerli	Fox Valley Park District
Karen Prtichard	Alternate, Sugar Grove Park District
Eleanor Rzeminski	Sugar Grove Park District
Mark Slover	Oswegoland Park District

\*arrived after roll call was taken

**Absent:**

Michael Clark	Batavia Park District
Greg Repede	Sugar Grove Park District
Susan Vander Veen	Geneva Park District

**Others present:**

Peter Pope	FVSRA Superintendent of Recreation
Ginny Pavesich	FVSRA Office Manager

**INTRODUCTION OF GUESTS**

Julie Rushmeyer	FVSRA Administrative Assistant Intern, Aurora University
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**APPROVAL OF CONSENT AGENDA**

**Robert Thomson made a motion to approve Consent Agenda, Items A through S. Linda Cole seconded. Motion passed unanimously.**

**CORRESPONDENCE**

The Executive Director noted that each Member Park District Commissioner/Trustee was sent a copy of the FVSRA Annual Report.

**OLD BUSINESS**

**A. Special 5-8 Funding Policy Status**

The Executive Director announced that a meeting with Member Park District Executive Directors has been scheduled for August 15<sup>th</sup> and information from that meeting will be shared at the August FVSRA Board Meeting.

## **NEW BUSINESS**

### **A. Memorandum Of Understanding Agreement – Fox Valley Park District**

The Executive Director announced that the Memorandum of Understanding between the Fox Valley Park District and FVSRA is due for its one-year renewal and, following a meeting regarding the terms of the Understanding, with the Fox Valley Park District staff, the Executive Director will present the results to the FVSRA Board of Directors.

### **B. Bid Approval of 2006 Activity (Accessible) Bus**

The Executive Director reported that bids had been received for a new handicap accessible activity bus. This type of vehicle requires drivers have a Commercial Driver's License and FVSRA full-time staff will be trained and expected to obtain a CDL. It is the intention of FVSRA to also hire a part-time driver with a CDL to be available to drive this vehicle.

**Steve Messerli made a motion to accept a bid from Midwest Transit Equipment, Inc. for a 2006 Fort/Turtle Top Odyssey in the amount of \$57,184. Eleanor Rzeminski seconded and the motion passed unanimously.**

### **C. Strategic Planning Proposal**

The Executive Director and FVSRA Superintendent met with Dr. Sydney Sklar, Assistant Professor of Recreation Administrative, and Ms. Bonnie Covelli, Director of Solutions Resource Center, both from the University of St. Francis, who had prepared a proposal to discuss the goals and outcome expectations for conducting a Strategic Planning Project for FVSRA.

The following items were discussed:

- 1) how is the community survey done? How many individuals will be surveyed?
- 2) It would be important to include all the many communities as part of the survey
- 3) Will only participants be surveyed?
- 4) Internet, phone and mailing are possible ways for data collection; however, all who may need to be included in survey, may not have internet access;
- 5) Will there be a special education focus group?
- 6) Has the University of St. Francis done similar projects?
- 7) Is \$18,000 the final cost? Is there a maximum amount on the cost?
- 8) Are there other groups who do strategic planning for special recreation associations?
- 9) Dr. Sklar's familiarity with FVSRA, as a past full-time staff, would be a benefit, and he would lead the project
- 10) Will the project provide FVSRA with a work plan?
- 11) Can Dr. Sklar provide some additional information on questions the FVSRA Board has?
- 12) Can the questions be answered before moving forward with accepting the proposal?
- 13) Who would be responsible for putting the resulting work plan into action?

The Executive Director will continue to pursue information and details regarding Strategic Planning from other providers and the Proposal currently under consideration, and bring such to the August Board Meeting.

### **D. FY2007-208 Member Contribution Request**

The Executive Director reported that the FY2007-2008 Member Contribution request will be presented to the Board at its September Board Meeting. In preparing for that presentation, the past five years figures will be reviewed. The Executive Director would like to know what the Member Park Districts are planning for Section 5-8 funds usage for the next five years, with such information to be included in the presentation. Chairman Smilgys stated that the Member Park District Contribution Request would then be taken to each Member Park District for its approval.

### **E. West Aurora High School Transitional Program**

West Aurora High School Transitional Program

The Executive Director met with the staff of West Aurora High School Transition Program on July 20, 2006. This program involves individuals between the ages of 18-21 years, who will be housed in the FVSRA multi-purpose room for part of their school day, working on life skills, using the VAC facilities, or partaking of leisure education programming. Some students may be at training opportunities for part of their day, as well.

The rental charges to West Aurora High School will be \$10,000 for nine months of use. The weekly schedule will be Monday through Friday, with attention to the school calendar regarding non-attendance days. West Aurora High School understands that FVSRA has the right to limit use of the multi-purpose room. Steve Kleinman of PDRMA, has reviewed the document. Mr. Kleinman provided two options to be included in the Agreement, which pertained to the need to either purchase liability insurance, or to self-insure. That decision is to be written in the agreement.

**Steve Messerli made a motion to authorize the Executive Director and staff to negotiate and finalize the agreement for one year with West Aurora High School to house its Transitional Program in the FVSRA Multi-Purpose Room, and to bring this document to the FVSRA Board for ratification. Mark Slover seconded the motion. Motion passed unanimously.**

## **DIRECTOR'S REPORT**

### **A. 30<sup>th</sup> Anniversary Celebration**

The Executive Director announced the 30<sup>th</sup> anniversary of FVSRA will be celebrated on Saturday, November 11, with a beach/tropical themed party at the Vaughan Athletic Center, to include current and past participants, families, friends, Board Members, staff and volunteers.

### **B. Personnel Update**

Alexandra Redenius, a recent FVSRA intern, began fulltime employment as a Therapeutic Recreation Specialist with FVSRA in May. Her focus will be working with participants on fitness training/personal fitness goals. Saramani Wells, a full-time student at North Central College, who speaks Spanish, joined FVSRA as an office assistant, on a part-time permanent basis. Jennifer Borrowman, Outreach Services Coordinator, returned from maternity leave on July 6, 2006.

### **C. Tee Up for Downs Golf Fundraiser**

The Tee UP for Downs Golf Fundraiser plans are well underway, with the event scheduled for Thursday, August 24<sup>th</sup>. Proceeds from last year's event were \$21,700. Hole sponsors are welcomed.

### **D. Performance Appraisals**

Performance appraisals for full-time staff have all been completed and salary adjustments were made, retroactive to May 1, 2006.

### **E. FY 2005-06 Audit Process**

The FY05-06 Audit Presentation is scheduled for the September FVSRA Board Meeting.

### **F. Member Park Districts' Playground Design Input**

The Executive Director and Superintendent Peter Pope assisted with the Batavia and Geneva Park Districts facility designs with regard to park design and park equipment design.

### **G. Aurora University Graduate Assistant Program**

Ervin Tucker has accepted the Graduate Assistantship through Aurora University and will begin at FVSRA on Thursday, August 24<sup>th</sup>. He has military experience, experience in the park and recreation field and also has strong computer knowledge.

### **H. Board Information List Update**

Information in the FVSRA Crisis Management Plan and the Board Member Listing will be updated from the information requested from each board member.

### **I. Legislative Forum**

FVSRA will be co-sponsoring the Legislative Forum scheduled for Thursday, September 21<sup>st</sup>. This forum brings together a significant representation of government officials and persons with disabilities. FVSRA part-time staff will provide child care at the forum.

### **J. FVSRA Annual Recognition Banquet**

The FVSRA Annual Recognition Banquet will be held on Friday, September 15<sup>th</sup> at the Pipers Banquet facility in Aurora. This event recognizes the accomplishments of FVSRA participants, families, volunteers, staff and friends of the association.

#### **SUPERINTENDENT'S REPORT**

The Superintendent's Report is as presented in the Board Packet. The Superintendent also reported:

- 1) assistance was provided to a family in Geneva who requested playground equipment;
- 2) input was given to Batavia Park District regarding playground design for individuals with disabilities to be involved at higher levels;
- 3) Peter Pope and other staff assisted in completing participant assessments while Jennifer Borrowman was on maternity leave;
- 4) FVSRA is slated to host the Illinois Wheelchair games and is securing sites to do so;
- 5) Fall 2006 program planning has been completed;

#### **PROGRAM REPORTS**

Staff Program Reports were included in the Board packet.

#### **ANNOUNCEMENTS**

William McAdam congratulated the FVSRA staff for a great All Camp Special event – well done and well run!

#### **ADJOURNMENT**

**Eleanor Rzeminski made a motion to adjourn. Linda Cole seconded and motion passed unanimously. Chairman Smilgys adjourned the meeting at 7:53pm.**