

**NISRA BOARD OF DIRECTOR'S
MEETING
NISRA Office, Crystal Lake
November 28, 2018**

Meeting Minutes

1.00 Call to Order: The meeting was called to order at 1:30PM by Thom Palmer

Roll Call: Dan Jones (Cary), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Maria Cumpata (Elgin), Laura Schraw (Hampshire), Thom Palmer (Huntley), Joseph Vallez (Marengo), Nancy Burton (Wauconda)

Staff Present: Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Gabrielle Winkel, Regional Coordinator-Southern Region; Haley Evans, Regional Coordinator-Northwest Region; Gergana Minchev, Senior Manager of Finance & Administration as Recording Secretary

2.00 Recognition of Visitors & Matters from the Public:

Heidi Jenkins introduced two new Regional Coordinators. Both have been with the agency for about two months now: Gabrielle Winkel is overseeing the Southern Region, and Haley Evans is overseeing the Northwest Region.

Gabrielle Winkel briefly introduced herself to the board. She is excited to join NISRA as a full time staff, and already concluded her first program season at the agency. Winkel was a part time staff prior to her new role at NISRA.

Haley Evans also introduced herself to the board. Prior to joining NISRA, she has worked at two other Special Recreation agencies. She shared her enthusiasm for joining NISRA.

3.00 Superintendent's Report:

Superintendent Jenkins informed the board members that NISRA completed the PDRMA review this year and scored the outstanding 99.5%. The high score is a reflection of the staff dedication towards safe programs. Jenkins reported on the conclusion of the fall season and the preparation for the upcoming theater production. Kelly Kronwall, Manager of Inclusion and Superintendent Jenkins provided another Inclusion Training for member districts' staff. Those trainings are now eligible to earn IPRA CEU credits.

4.00 Director's Report:

Director Wiseman spoke about a new NISRA program Kingpins. The program is a collaboration with the popular Crystal Lake Strikers Drumline, and was recently highlighted at the local Northwest Herald newspaper. He routed a copy of the column.

Wiseman informed the board member of a Thank You letter received from the Rolling Thunder®, Inc. Chapter 2 of Illinois for NISRA's participation at the November 11 Veterans Day Stand To event. Nicole Eisenrich, Healthy Minds Healthy Bodies Coordinator at NISRA and Director Wiseman attended the event in promoting the NISRA program. The letter was commending Eisenrich for hers, and NISRA's commitment to Veterans Service Members.

Wiseman also informed the board members of his attendance at the Knights of Columbus Council #13034 (Tootsie Roll) drive culmination event held at Hampshire. The Knights of Columbus are a longtime supporter of NISRA, and the agency anticipates receiving a donation again this year.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the October 17, 2018 Meeting Minutes, October 31, 2018 Financial Reports, Warrant #7 FY 18/19

Motion by: Herbster 2nd by: Schraw

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Palmer, Vallez, Burton

Ayes: 8

Nays: 0

Motion carried.

6.00 Old Business

6.10 Snoezelen Sensory Room Update:

Director Wiseman gave an update on the project and specified the Snoezelen Sensory Room is ready and awaiting for the equipment to arrive. Staff helped painting, which contributed towards reducing cost. Wiseman thanked the Crystal Lake Park District for helping drywall patch the room. He is hoping the ribbon cutting ceremony to happen in January 2019.

6.20 Parking Lot Renovation Project Update

Director Wiseman informed the board member that the preliminary engineer cost for renovation the parking lot was finalized and it came significantly over the budget. Caldwell Engineering will be revising the renovation plan. The main idea is improving safety and traffic flow while more closely meet the budget parameters for the project.

7.00 New Business

7.10 Review and Approval of Auditing services for FY 18/19, FY 19/20 & FY 20/21:

Director Wiseman referred to the enclosed with the Board Packet recommendation for auditing services for the next three fiscal years. He specified that after reviewing the three received proposals, Lauderbach and Amen, LLP combined fees are lower than the other received offers. In addition, the firm does audits for number of Special Recreation Associations and some member districts.

A motion to enter into a three year engagement with Lauderbach and Amen, LLP for audit services for NISRA and the NISRA Foundation with total fees of \$6,700 (FY 2018/19), 6,900 (FY 2019/20) and \$7,100 (FY 2020/21)

Motion by: Peterson 2nd by: Cumpata

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Palmer, Vallez, Burton

Ayes: 8

Nays: 0

Motion carried

8.00 NISRA Foundation Report

Director Wiseman reported on some highlights from the sold out 23rd Annual Holiday Fashion Show, which took place last Saturday, November 17th. Overall, the event was a success featuring mobile bidding and a new location this year. The final number of raised funds is still unknown. He thanked the member districts that have donated items for the event, and responded to Thom Palmers' question about future commitment with the Chicago Marriot Northwest.

Next in his report, Wiseman spoke about the upcoming Royal Bunco Bash scheduled for Friday, January 18, 2019.

9.00 Comments from the Directors:

No comments

10.00 Executive Session:

A motion to enter Executive Session at 2:00PM

Motion by: Herbster 2nd by: Jones

Ayes: 8

Nays: 0

Motion carried.

Re-entered open session at 2:08PM

11.00 Action Regarding Executive Session Items:

A motion to not release Executive Session Meeting Minutes from January 15, 2014, January 21, 2015, April 15, 2015, and August 19, 2015 due to an on-going need for confidentiality (regarding litigation)

Motion by: Herbster 2nd by: Jones

Ayes: 8

Nays: 0

Motion carried.

12.00 Adjournment:

A motion to adjourn the meeting at 2:09PM.

Motion by: Jones 2nd by: Peterson

Ayes: 8

Nays: 0

Motion carried.

Minutes respectfully submitted by: _____
Jim Wiseman

Minutes recorded by Gergana Minchev.