

**NISRA BOARD OF DIRECTOR'S  
MEETING  
NISRA Office, Crystal Lake & Online Via Zoom  
October 21, 2020**

**Meeting Minutes**

**1.00 Call to Order:** The meeting was called to order at 1:30 PM by Dave Peterson

**Roll Call:** Teresa Jennings (Barrington), Dan Jones (Cary), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Maria Cumpata (Elgin), Ryan Knop (Harvard), Thom Palmer (Huntley), Kim Buscemi (Lake in the Hills), Nancy Burton (Wauconda), Dave Zinnen (Woodstock)

**Staff Present:** Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Gergana Minchev, Senior Manager of Finance & Administration; Rachel Knudsen, Central Regional Coordinator; Emily Eliscu, Intern; Alexis Ruger, Intern; Sue Just, Recording Secretary

***2.00 Recognition of Visitors & Matters from the Public:***

Superintendent Jenkins introduced Rachel Knudsen – Central Regional Coordinator, Emily Eliscu & Alexis Ruger - NISRA's Interns for the Fall season. Each spoke briefly about their educational background.

***3.00 Superintendent's Report:***

Superintendent Jenkins reported NISRA is currently running in-person and virtual programs (22 weekly in-person, 22 virtual) along with special events. NISRA will be starting a hybrid Focus Martial Arts Karate program part in studio and part virtually. Jenkins informed the board members participants numbers have grown for Fall and there were waitlisted programs with 3 of the programs adding a second session (Yoga, Zumba and Archery). Lastly, Jenkins shared that NISRA will be offering Camp in a Box for the 2 weeks of Winter Break and looking to do a holiday Special Event with a drive thru Santa visit. Jenkins stated the Summer numbers are included in the board report showing the number of people NISRA is still serving during Covid times.

***4.00 Director's Report:***

Director Wiseman thanked Joe Vallez and the Marengo Park District Board of Commissioners for inviting the Executive Director to the District's September 17<sup>th</sup> Board of Commissioners meeting to present an update on NISRA. Wiseman informed the board members NISRA is always willing to attend a member District or Municipality Board meeting at the request of the member District's/Municipality Director. Director Wiseman commended the staff for their efforts, since Covid 19, March, 15<sup>th</sup>, NISRA has been operating without any part-time seasonal staff, which has saved on expenses, helping net revenue.

***5.00 Presentation & Acceptance of Consent Agenda Items:***

*A motion to approve the August 19, 2020 Meeting Minutes, August 31, 2020 & September 30, 2020 Financial Reports and Warrants #5 & #6 FY 2020/21.*

*Motion by: Palmer                      2nd by: Buscemi*

*Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Knop, Palmer, Buscemi, Burton, Zinnen*

Ayes: 10  
Nays: 0  
Motion carried.

**6.00 Old Business:**

**6:10 IADP Distinguished Accreditation Review** – successfully completed.

**7.00 New Business**

**7.10 Approval for Surplus Vehicle Disposal via Online Auction:**

Director Wiseman proposed NISRA using an online auction site to dispose of a 2012-wheel chair accessible bus that has reached its end of service life. Wiseman stated he NISRA Foundation upped its donation at the end of fiscal year 2019/2020 to cover the entire cost of the new bus.

*A motion to allow NISRA to dispose of a surplus wheel chair accessible activity bus via an online auction service.*

*Motion by: Cumpata                      2nd by: Herbster*

*Ayes: 10*

*Nays: 0*

*Motion carried.*

**7.20 Health Insurance Plan Selection for 2021:**

Director Wiseman summarized the proposal to continue to offer the same Health Insurance plans with no changes, rates have gone up a small amount.

*A motion to accept the 2021 Health Insurance Plan selection for 2021 as presented.*

*Motion by: Knop                              2nd by: Cumpata*

*Ayes: 10*

*Nays: 0*

*Motion carried.*

**7.30 Approval of FY 2021/22 Member District Dues:**

Director Wiseman referred to the finance committee that met in September where it was recommended to freeze member dues at the current level of this fiscal year. Financially NISRA is saving money with Virtual Programing with only needing one staff to lead and one to assist. Director Wiseman projected based on what NISRA has been doing so far due to Covid, there will be a net income of \$134,500 at end of the fiscal year.

*A motion to approve the Proposed FY 2021/22 Member District Dues as presented.*

*Motion by: Palmer                              2nd by: Cumpata*

*Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Knop, Palmer, Buscemi, Burton*

*Ayes: 9*

*Nays: 0*

*Motion carried.*

**8.00 NISRA Foundation Report**

Director Wiseman reported on how COVID-19 continues to impact the NISRA Foundations fundraising efforts. The Top Cats of Illinois Ride for Dreams event, Bunker Hill Charities “Rockin’ The Hill” concert and 5K Fall Festival Run are canceled. Wiseman gave credit to Cailyn, Manager of Fund Development and the Holiday Fashion Show committee for a lot of work has gone into the 25<sup>th</sup> Annual Holiday Fashion Show set for Saturday, November 21, as a completely virtual event. Guest invitations were mailed and e-mailed out earlier

this month. With the change to a virtual event, guests who wish to view the event live will register for a web link to view the event. For a group or couple to view the event, only one link need be purchased as others in the party may register for the GiveSmart on-line auction service link to bid or buy raffle tickets. There will be silent auction items, the tree raffle, live auction and diamond raffle. The event will be part video prerecorded by Brown Dog Media and part live streaming. To help generate funds for NISRA, guests may also purchase a party box for four people featuring two bottles of Aspen Lane wine, charcuterie board and sweet treats or a snack box for two that will feature a charcuterie board and sweet treats.

**9.00 Comments from the Directors:**

Buscemi did a shout out to Kelly Kronwall for her presentation on Disability/Sensitivity Training, Buscemi stated it was well received and Kelly did a nice job.

**10.00 Executive Session:**

*A motion to enter Executive Session at 2:13 PM to discuss Executive Director & staff merit increase release.*

*Motion by: Palmer 2nd by: Buscemi*

*Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Knop, Palmer, Buscemi, Burton*

*Ayes: 9*

*Nays: 0*

*Motion carried.*

Return to open session at 2:37 PM.

**11.00 Action Regarding Executive Session Items:**

*A motion to release 1.5 % raises for Executive Director & Staff retroactive to May. Revisit issue after January 1, 2021.*

*Motion by: Palmer 2nd by: Jennings*

*Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Knop, Palmer, Buscemi, Burton, Zinnen*

*Ayes: 10*

*Nays: 0*

*Motion carried.*

**12.00 Adjournment:**

*A motion to adjourn the meeting at 2:44PM.*


*Motion by: Palmer 2nd by: Cumpata*

*Ayes: 10*

*Nays: 0*

*Motion carried.*

Minutes respectfully submitted by:

  
Jim Wiseman

Minutes recorded by Sue Just.