

**NISRA BOARD OF DIRECTOR'S
MEETING
NISRA Office, Crystal Lake & Via Zoom
January 20, 2021**

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), Laura Schraw (Hampshire), Ryan Knop (Harvard), Thom Palmer (Huntley), Kim Buscemi (Lake in the Hills), Bill Hobson (McHenry), Nancy Burton (Wauconda), Dave Zinnen (Woodstock)

Staff Present: Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Gergana Minchev, Senior Manager of Finance & Administration and Sue Just, Recording Secretary

2.00 Recognition of Visitors & Matters from the Public:

Superintendent Jenkins introduced NISRA's Spring Intern, John Edholm. John shared that he is currently attending Western Illinois University for a Bachelor's Degree in Recreation Parks & Tourism with emphasis in Therapeutic Recreation.

3.00 Superintendent's Report:

Superintendent Jenkins informed the board members that NISRA had a successful end to the Fall program season. The new Holiday Drive-Thru Special Event was a sold out event that over 90 people attended with five stations throughout the parking lot. The hit station being Santa, AKA Jim Wiseman. A lot of participants that haven't been seen in almost a year attended. There has been a lot of positive feedback from family members. NISRA is looking into doing something similar in the Spring around Earth Day, possibly in the southern region. Winter registration is currently open with virtual and in-person programs starting in February and is on track to surpass the amount of registrations that we had in the Fall. Jenkins shared that the regional coordinator staff participated in a management development training program, Work Force Development Training, with MCC. Funding for this training was from a state grant. The second set of training will be covered by a state grant as well. The LIFE program started back in-person, January 20th.

4.00 Director's Report:

Director Wiseman reported that with the return to Tier 2 mitigation standards, the NISRA office is now open without an appointment from 8:30 a.m. – 4:30 p.m. Monday – Friday. The office public areas are then cleaned every day from 4:30 pm – 5:00 pm. Director Wiseman shared that he will be participating in the virtual IAPD/IPRA Annual State Conference, next week January 28, 29 and 30 and he mentioned if attending be on the lookout during the virtual awards ceremony for the NISRA IAPD/IPRA Distinguished Accredited Agency recognition video. Director Wiseman stated that he will be bringing to the Board, for approval, next month a Request for Proposals to secure new legal counsel for the Association. Currently on the contact list are Robbins Schwartz, Ancel Glink, Zukowski Rogers Flood & McArdel and Smith Amundsen. If anyone has a

recommended law firm for NISRA to contact or works with one of these firms, please send Wiseman the contact information to be added to the list of potential firms.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the November 18, 2020 Meeting Minutes, November 30 & December 31, 2020 Financial Reports and Warrants #8 & #9, FY 2020/21

Motion by: Hobson 2nd by: Buscemi

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

Ayes: 12

Nays: 0

Motion carried.

6.00 Old Business

6.10 FY 2020/21 Merit Increases

Director Wiseman, per direction of Board at the October 21 meeting, requested the Board of Directors consider releasing the remaining merit pool increases for this fiscal year. The raise pool was set at 3% and merit increases were withheld until October 21 due to Covid-19 pandemic. On October 21 half of the merit increase was released retroactive to May 1.

A motion to release additional 1.5 % of merit increases

Motion by: Palmer 2nd by: Burton

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

Ayes: 12

Nays: 0

Motion carried.

7.00 New Business

7.10 SRA Levy Expense form for Hampshire Township Park District FY20:

Director Wiseman referred to the, included in the Board Packet, Levy Expense form submitted by the Hampshire Township Park District.

A motion to approve the SRA Levy Expense form submitted by the Hampshire Township Park District for FY 2020

Motion by: Burton 2nd by: Cumpata

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

Ayes: 12

Nays: 0

Motion carried

7.20 HVAC Replacement Approval:

Director Wiseman explained the HVAC units are on the roof and require a crane when replacing. One unit is in need of replacement due to mechanical issues and two others are of the same age. One unit is budgeted for replacement for this year and two units budgeted for next year. Director Wiseman recommended option #3, all three units be replaced at this time due to cost effectiveness, with only having to rent a crane the one time and next year there would be no need since no units would need replacing.

A motion to approve the quote from Alhtoff Industries of Crystal Lake for HVAC Replacement in the amount of \$22,148 option #3, units RTU 7, 12 & 16

Motion by: Hobson 2nd by: Herbster

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

Ayes: 12

Nays: 0
Motion carried

7.30 FY20/21 Mid-Year Strategic Plan Goals update:

Director Wiseman referred to the enclosed with the Board packet FY 20/21 Mid-Year Strategic Plan Update report. Staff is well on their way to completing goals. Requires no action at this time.

7.40 Strategic Plan Review & Approval FY21/22 – FY23/24:

Director Wiseman referred to enclosed with the Board packet the new Strategic Plan. The staff worked a great deal on the Vision Statement. NISRA's new vision statement is "To be a Community of Limitation Free Recreation". Director Wiseman noted the program service goals are all for next fiscal year, due to not knowing what the impact of Covid 19 will be.

A motion to approve FY21/22 – FY23/24 Strategic Plan as presented

Motion by: Palmer 2nd by: Cumpata

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

Ayes: 12

Nays: 0

Motion carried

8.00 NISRA Foundation Report:

Director Wiseman reported the 25th Annual Holiday Fashion Show held in a virtual format on Saturday, November 21st had 112 video links that were sold for the event. Cailyn Welch and the committee performed a magnificent job creating an outstanding event for all of NISRA's guests. The newly formatted event was approximately 45 minutes in length and featured the Tree Raffles, Diamond Raffle, limited silent and live auction items, and a Fund the Future Video. The event had a net profit of \$10, 236. In addition, the Fund the Future Video was e-mailed to NISRA donors on the following Tuesday, November 24, for Giving Tuesday and generated another \$6,200 dollars in donations. Director Wiseman stated the Bunker Hills Farms' Rockin' The Hill concert is scheduled for September 18 featuring headliners Jake Owen and Cheap Trick has already sold 50% of the tickets available for this invitation only event. Please contact Wiseman if you are interested in receiving the link to purchase tickets, this is an exclusive event not post information to any social media sources.

9.00 Comments from the Directors:

None

10.00 Executive Session:

No need for Executive Session.

11.00 Action Regarding Executive Session Items:

N/A

12.00 Adjournment:

A motion to adjourn the meeting at 2:13PM

Motion by: Palmer 2nd by: Burton

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

Ayes: 12

Nays: 0

Motion carried

Minutes respectfully submitted by:


Jim Wiseman

Minutes recorded by Sue Just.