

**A&F SECTION BOARD MEETING**  
**IPRA Headquarters**  
**1815 S. Meyers Road, Oakbrook Terrace**  
**Friday, May 7, 2010**  
**10:30 am.**  
**Minutes**

**Board Members Present:** Marla Pineiro (Director), Diane Dillow (Treasurer), Debbie Kopas, Susan Leninger, Nancy McCaul, David Peek, Lisa Pesavento (Secretary), Brian Sullivan, (Director Elect), Ken Swan (Past Director), Beverly Wolf

**Not Present:** Monica Meyers, Don Miletic

**Other Attendees (Per Distributed and Signed Attendance Sheet):** Laura Barron, Annette Curtis, Barry Franks, Jim Glogovsky, Jennifer Hermonson, Mike Selep, Scott Silver, Linda Straka

**A. Call to Order – M. Pineiro**

M. Pineiro called the meeting to order at 10:34am and circulated a sign-in sheet.

**B. Roll Call and Introductions – L. Pesavento**

L. Pesavento called the roll. All attendees introduced themselves and indicated their position and Parks and Recreation site affiliation.

**C. Approval of Agenda**

M. Pineiro distributed the meeting agenda by e-mail prior to the meeting. In addition, she distributed: 1) 2010 A&F Section Committees/Representatives sheet with brief duties and responsibilities listed; and 2) 2010 A&F Section, Board Committees and Meetings listing for quick reference.

D. Peek motioned to approve the agenda; L. Pesavento seconded. Agenda was unanimously approved.

**D. Approval of Minutes - Regular Board Meeting February 19, 2010**

B. Sullivan motioned to approve the minutes with the change in “page 3, line 17... “She” was corrected to read “Marla Pineiro”.

K. Swan seconded. Minutes were unanimously approved.

**E. Secretary’s Report – L. Pesavento**

Minutes were distributed. No additional discussion.

**F. Approval of Treasurer’s Report – D. Dillow**

Three documents were distributed: Profit and Loss Budget vs. Actual (Line-Item Detail), Balance Sheet, and Scholarships. D. Dillow indicated she also had the 2010 Budget (Transaction Detail by Account) if we wanted it distributed. Scholarships come from end-of-year (left over) balance (30% or up to \$5,000 will be been distributed). D. Dillow asked that we send her or Monica Meyers our expenses on Payment Request forms. Annual IPRA Conference expenses will be posted at the end of May. Webinar announcements, budget expenses are very good notices. D. Dillow thanked B. Franks for the Expenses spreadsheet and asked us to call him if we had questions or issues. M. Pineiro indicated that we are over budget in revenue.

N. McCaul moved. S. Leninger seconded. Treasurer's Report was unanimously approved.

## **G. Committee Reports**

### **1. Awards and Recognition – B. Wolf**

A&F awards started in 1999. There is some difficulty in identifying the award recipients and accurate years for awards; M. Selep will double check the IPRA's records. Jeff Boubelik will receive a \$50 gift certificate and letter of thanks and gratitude.

### **2. Budget – M. Pineiro, K. Swan, B. Sullivan**

No additional points were made.

### **3. Compensation (Salary) Survey – Don Miletic (Not Present)**

\$10,000 over budget in revenue due to Salary Survey. Dormant members must be updated. (A list was distributed so that Board members would contact inactive members). We will contact directors for their input regarding Salary Survey issues. We have 41 inactive members; 12 dormant. D. Kopas – we need a seminar on how we make it useful to everyone. S. Leninger - let's do a seminar for inactive members. M. Pineiro – do this and get at different groups of people. S. Leninger – a webinar would be better (computer lab is difficult to get). N. McCaul – copies of reports that we get are also helpful. L. Straka – distribute an information sheet to everyone. M. Selep – use the newsletter on the 1<sup>st</sup> and 3<sup>rd</sup> of every month; webinar directed at decision makers and summary of the Survey.

### **4. Conference/Education – S. Leninger**

Pre-conference full sessions were discussed, e.g., Running Effective Meetings. Now we're arranging for session coordinators. On May 19<sup>th</sup> – Moody's, Sikich and Speer Financial will present "How to Complete the Statistical Section of your Comprehensive Annual Financial Report seminar at Bartlett Park District. A new Education Event Request form is required by IPRA and available from Dina Kartch (created new forms including CEU requests).

### **5. Membership – P. Verbeck (Not Present), J. Short (Not Present)**

Some difficulty getting in touch with P. Verbeck. M. Resnick passed along information regarding section participation from one person. M. Pineiro sent the person information, as he wasn't getting the newsletter. The person is now on the mailing list. M. Selep – we should welcome all members to attend each meeting so all feel included and comfortable. B. Sullivan – sending e-mails to members to stress the importance of the Board meetings and improving operational cost factors would be far more receptive to members. M. Pineiro – Board member participation? B. Sullivan – stress importance of professional development and understanding the field. M. Selep – do in combination with IPRA. M. Pineiro – a great new topic should be done at Conference. Focus on getting information out to existing members. M. Selep – ask what sessions would be best to do.

### **6. Newsletter – S. Leninger, A. Curtis**

M. Pinero – great job on the newsletter! S. Leninger – ask your IT staff to allow Constant Comment through your e-mail filters. Quartely newsletters will be done (especially to help generate enthusiasm for the meeting).

### **7. Nominations and Elections – M. Pineiro, K. Swan, B. Sullivan**

No report.

## **8. Professional Development School – D. Dillow**

D. Dillow attended the curriculum meeting and they were receptive to discussion; financial training added to PDS curriculum. We should be “growing” new managers. What kind of training is needed? For example, taxes, finances, etc? Administrative-level staff needs to be trained. L. Barron - regarding the Decatur Convention Center, D. Dillow worked hard with the Convention Center staff. M. Selep – I spoke with Mike Tooley regarding home room suites’ issues they might be having with the PDS. L. Barron – they might want a multi-year conference; they’re always looking at other options.

## **9. Scholarships – L. Straka**

B. Wolf and I met with M. Pineiro to gather information on what was done last year. We have \$2,560 in the Foundation account (30% with a \$5,000 cap). Suggested changes were that we’d like to limit 50% of registration fees, \$250 maximum. Need approval of the form and then get it in the newsletter. We took NRPA off of it and will offer the dollars for in-state workshops. Requirements are that you must be a current A&F member. M. Pineiro – asked if the form was easy to follow and requested that J. Hermonson review it.

There was a motion to approve recommended changes to the Scholarship program. K. Swan – recommend a \$100 “floor” or up to M. Pinero. M. Pinero – we need leniency to limit the dollars, up to \$250. We need to spread the dollars around. D. Peek – we need young professionals to take advantage of the opportunity. B. Wolf/M. Pinero \$250 per person per year cap or 50%-100% of the request based on the number of applicants. D. Dillow – keep firm timelines to “grow” our professionals, e.g., early-bird deadline is mandatory.

B. Sullivan moved. D. Dillow seconded. Motion was unanimously approved.

## **10. Social and Golf – M. Meyer (Not Present)**

M. Meyers sent her Golf Outing report which was distributed with a spreadsheet. A recommendation was made to reduce golf fees by \$5-\$10 to improve attendance and to select a different golf course location.

## **H. Representative Reports**

### **1. IPRA Board – N. McCaul**

Lease for IPRA building runs out shortly. IPRA Headquarters will be moving to offices in the Lombard Park District. Finance Committee was presented with a budget that was \$600,000 lower than the past year.

100% of last year’s budget was from dues (one invoice per agency).

M. McCaul reminded us to sign up for the BMW golf event in September.

## **I. Liaison Reports**

### **1. Directors Groups – B. Sullivan**

Jeff Boubelik has retired (reported at last meeting).

### **2. Business Managers Group – M. Pineiro**

Our next meeting will be held on June 2, 2010 at the Bartlett Park District. Leo Townsend will be the speaker on Credit Card Processing. There is a good response so far. The meeting after that will be in September at the Palatine Park District. Our holiday meeting

will be held in December at the DuPage Forest Preserve at the Maple Meadows Golf Club.

**3. HR Managers Group – N. Aldrich (Not Present)**

The report was sent by N. Aldrich. A Comprehensive Benefit Survey will be sent out in late August. Benefits issues continue. How can we better handle Human Relations functions, e.g., Salary Survey?

**4. IT Group – S. Eckelberry (Not Present)**

S. Leninger – The Information Technology Group met and talked about the IPRA Conference. They asked what they'd like to see next. A topic recommendation was: What Executive Directors Need to Know About Information Technology, e.g., server virtualization, what's new, IT issues. Please encourage members to attend.

**J. IPRA Staff Report – M. Selep**

Section information is on the IPRA website, as well as section committees with brief descriptions, and a Salary Survey "blurb". M. Pineiro – section information is hard to find on the website. The website task bar should include the sections.

We have a taskforce looking at IPRA governance. We will get together with IAPD to look at resource pooling which is vitally important.

L. Pesavento asked for an NRPA Executive Forum update held March 15-19, 2010 in Washington, D.C. M. Selep – the Forum was very successful. Multiple issues were discussed, including how to reposition Parks and Recreation departments in our communities and for our stakeholders.

**K. Old Business**

1. IPRA Website – Leadership, Committees, Calendar of Events, Educational Sessions  
Previously done.
2. Membership Lists  
Previously done.

**L. New Business**

1. January Board Meeting Location Change  
Moved from Lemont Park District to Morton Grove Park District.
2. IPRA Strategic Plan Advisory Committee (SPAC) Committee  
Made up of IPRA President and statewide leaders in the Parks and Recreation field to reshape IPRA over the next five years. M. Pinero is on the committee looking at strategic service and service delivery. Sections are under strict guidelines and can only spend up to \$5,000. M. Selep is heading up the Communications Group to share information and resources.

**M. Meeting Adjournment – M. Pinero**

M. Pinero thanked all for attending. Next meeting will be held on Thursday, August 20, 2010 at the Elk Grove Park District.

K. Swan moved. D. Kopas seconded. Motion to adjourn was unanimously approved at 12:02 pm.

Respectfully submitted:

*Lisa Pesavento*

L. Pesavento, Secretary