



**Fox Valley Special Recreation Association  
Minutes of the Board of Directors Annual Meeting  
July 25, 2023 10:30 AM**

**CALL TO**

**ORDER:** Director Engelhardt called the meeting to order at 10:33 AM, and Director Engelhardt called the roll.

<b>Member</b>	<b>Position</b>	<b>Agency</b>	<b>Roll Call</b>
Scott Nadeau	Chair	Sugar Grove Park District	Absent
Nicole Vickers	Vice Chair	Geneva Park District	Present
Jaime Ijams	Secretary	Fox Valley Park District	Present
Allison Niemela	Treasurer	Batavia Park District	Present
Kim Wascher	Board Member	Village of South Elgin Parks & Recreation Dept.	Present
Rich Zielke	Board Member	Oswegoland Park District	Present
Alternate Ron Skubisz	Board Alternate for Bob Thomson	St Charles Park District	Present

**Staff Present:** Alexandra Engelhardt, Ellen Wandless, Claire Howes,

**CHANGES TO THE AGENDA**

None

**RECOGNITION OF GUESTS**

None

**CORRESPONDENCE**

None

**CONSENT AGENDA**

Secretary Ijams made a motion to approve the consent agenda. Board Member Zielke seconded, and the motion passed.

**EXECUTIVE DIRECTOR REPORT**

Director Engelhardt stated that due to the busy summer program season and staff schedules, many strategic items were paused to ensure resources were focused on a successful summer.

**ADMINISTRATIVE TEAM REPORT**

Director Engelhardt provided an Inclusion update. The Inclusion Managers met with most of the Member Agency supervisors for a mid-summer check-in. Topics included part-time staff evaluations, a review of participant support plans, six-key inclusion element implementation, and a field supervisor mentoring plan. The team is focusing on the fall program needs to ensure a smooth transition.

Superintendent of Recreation, Claire Howes, indicated the staffing challenges as more campers enroll in camp and staff start to transition back to their fall school schedules. Many full-time staff have been filling in at the campsites to ensure a smooth final week of camp. Howes also provided a recap of the

new Caregiver Networking opportunities created this summer with even more events planned throughout the year.

Business Manager Wandless provided an update on the audit fieldwork which was completed July 5-7. Lauterbach & Amen will have the audit draft ready for review shortly. Director Engelhardt and the Board shared appreciation for Wandless and her time at FVSRA as she will be transitioning to the Sugar Grove Park District in August.

#### **FOUNDATION REPORT**

- Beach Party Bingo tickets are on sale. This event will be Friday, August 25 at the Prisco Community Center.

#### **MEMBER AGENCY REPORTS**

##### **Geneva Park District**

Vice Chair Vickers shared Geneva Park Foundation is hosting the Autumn Fair on September 16 with proceeds supporting the Park District's ADA goals of having accessible swings at their community playgrounds. Superintendent Howes offered SootheSpace for this event.

##### **Oswegoland Park District**

Board Member Zielke announced he will be retiring from Oswegoland Park District at the end of the year. The Park District has selected GovHR to assist in the search for the new Executive Director.

##### **Fox Valley Park District**

Secretary Ijams announced Executive Director, Jim Pilmer, will be retiring from Fox Valley Park District at the end of the year. The process is in place to select his replacement. Ijams also mentioned Jess Kinsland has been hired as the Risk Manager who will work with FVSRA to collaborate on Emergency Response Plans for the Vaughan Athletic Center.

##### **Village of South Elgin Parks & Recreation Department**

Board Member Wascher thanked FVSRA for having SootheSpace at their Unplug Illinois event and mentioned having SootheSpace at the Back to School Bash.

##### **Batavia Park District**

Treasurer Niemela thanked FVSRA for providing SootheSpace for the Windmil City Festival.

#### **ACTION ITEMS**

9.1 Treasurer Niemela motioned to amend 9.1 to include a second named FOIA officer. Secretary Ijams motioned to approve the Appointment of Director Engelhardt as the OMA officer and Director Engelhardt and Superintendent of Recreation Howes as the FOIA officers. Treasurer Niemela seconded and the motion passed.

9.2 Board Member Wascher motioned to approve the approval requirements by the FVSRA Board of Directors and the Executive Director. Board Member Zielke seconded and the motion passed.

9.3 Board Member Zielke motioned to approve Purchasing Policy. Board Member Wascher seconded and the motion passed.

#### **UNFINISHED BUSINESS**

The FVSRA Board discussed the edits provided by Director Engelhardt for the Personnel Handbook. This was for discussion purposes only with action being proposed at the next meeting.

#### **NEW BUSINESS**

None

**STRATEGIC PLAN**

None

**EXECUTIVE SESSION**

None

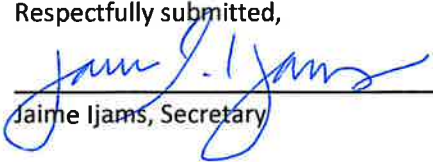
**ANNOUNCEMENTS**

None

**ADJOURNMENT**

A motion was made by Secretary Ijams to adjourn. Board Member Wascher seconded the motion. The motion passed, adjourning the meeting at 11:15am.

Respectfully submitted,

  
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Jaime Ijams, Secretary

