

**Monthly Board Meeting
Berwyn Park District
November 15, 2022 at 7:00 PM
Proksa Park Activity Center
3001 Wisconsin Ave. Berwyn, IL**

AGENDA

- I. Call to Order - Roll Call of Commissioners (action)
- II. Pledge of Allegiance
- III. Adoption of Agenda (action)
- IV. Acceptance of Minutes (action)
 - A. October 18th, 2022, Regular Board Meeting
 - B. October 25th, 2022, Special Board Meeting
 - C. November 7th, 2022, Committee Meeting
- V. Public Comments
- VI. Correspondence
- VII. Treasurer's Report
 - A. Monthly Financial Statements
 - B. Approve November 2022 Payables
 - C. Levy Update
- VIII. Staff Reports
 - A. Interim Director
 - B. Human Resources
 - C. Building & Grounds
 - D. Recreation
- IX. WSSRA (information)
 - A. October 11th, 2022, Meeting minutes
 - B. November 8th, 2022, Meeting
- X. Unfinished Business
 - A. DCEO Grant Update
 - B. MWRD Grant Update
- XI. New Business
 - A. Discussion of 2023 meeting dates/times
 - B. IAPD/IPRA 2023 Conference-January 26th-28th
 - C. Meeting Dates
 - D. Other
- XII. Executive Session
 - A. Review of Specific Personnel (5ILCS 120/2 (C) (1))

XIII. Possible Action of Executive Session, If Necessary (action)

XIV. Commissioners Comments

XV. Adjournment (action)

Minutes of Monthly Board Meeting
Berwyn Park District
October 18th, 2022
Proksa Park Activity Center

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 7:00pm by Board President Brian Brock.

Commissioners in attendance: Brian Brock, Gretchen Hause Kostelny, Mario Manfredini, and Zachary Taylor.

Absent: Ana Espinoza.

Staff in attendance: Sandra Fejt (Executive Director), Debbi Gayon (Superintendent of Recreation), Cindy Hayes (Superintendent of Finance and HR), and John Roberts (Superintendent of Parks).

A motion was made by Manfredini, seconded by Brock to excuse Espinoza from the meeting. Motion unanimously carried.

Agenda: A motion made by Manfredini, seconded by Kostelny to approve the agenda as presented. Motion unanimously carried.

Minutes: A motion made by Manfredini, seconded by Kostelny to approve the minutes of the September 20th, 2022, Monthly Board Meeting as presented. Motion unanimously carried.

Public Comments: no comments.

Treasurer's Report: The monthly financial report given by Hayes. The total investments as of September 30th, 2022, is \$1,379,991.50. A motion was made by Kostelny, seconded by Manfredini to file the report for audit. A motion was made by Kostelny, seconded by Manfredini to approve October's payables \$167,919.34 and September's payroll \$84,549.47 for a total of \$252,468.81. Roll call: Brock-Aye, Kostelny-Aye, Manfredini-Aye, and Taylor-Aye. Motion carried.

Executive Director's Report presented by Fejt. report in packet. Welcome 2 new employees- Saray Carrillo at the Freedom Office and Maria Tellez at the Proksa Pre-School. Interviews are currently going on for 5 open positions. Brewfest-369 tickets were sold. The final report numbers will come next month. The Candy Carnival happened October 15th. Small turnout but residents enjoyed the day. The MWRD Grant- plans need to be modified due to budget restraints. The bid came in higher than expected. BPAI (Berwyn Public Arts Initiative has installed art pieces at the space located at 34th and Oak Park Ave.

West Suburban Special Recreation Association (WSSRA): The minutes of the September 13th, 2022, are included in the packet. October draft not available.

Correspondence: in folder for commissioners

Standing Committee Reports:

Finance: A motion was made by Manfredini, seconded by Brock to discuss the 2023 PDRMA health Insurance Plan. Motion unanimously approved. A motion was made by Manfredini, seconded by Brock to approve the HMO and PPO \$2000/HRA \$1500 plans, Vision 600 and Dental with Ortho, life

insurance, and domestic partner eligibility. Single coverage for PPO and HMO will be covered 100% by the district and additional child/children, spouse, family will be covered at 80% by the district. Employee Assistance Program (EAP) will be available to both full-time and part-time employees at no cost. Roll call: Brock-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

Building and Grounds: report in packet.

Policy and Personnel: report in packet.

Recreation: report in packet.

Unfinished Business: none

New Business: A motion was made by Manfredini, seconded by Brock to appoint Superintendent Gayon as the delegate to attend the IAPD Annual Business Meeting on January 28, 2023. Brian Brock is the alternate and Mario Manfredini is the next alternate. Motion unanimously carried.

A motion was made by Brock, seconded by Kostelny to approve the WSSRA 2023. Roll call: Brock-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

Meeting Dates:

Committee Meeting will be at Proksa Park Activity Center on Monday, November 7th, 2022, at 4:30pm. Next Regular Board Meeting will meet Tuesday, November 15th, 2022, at 7pm, at the Proksa Park Activity Center.

Adjournment: A motion was made by Manfredini, seconded by Kostelny to adjourn at 8:11pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes



MINUTES OF THE October 25, 2022 – SPECIAL BOARD MEETING

The Special Meeting of the Berwyn Park District Board of Commissioners was called to order at 1803 hours by President Brock. The meeting was held at the Proksa Park Activity Center at 3001 Wisconsin Ave, Berwyn, IL 60402.

COMMISSIONERS IN ATTENDANCE

- Brian Brock, President
- Ana Espinoza, Vice President
- Mario J. Manfredini, Secretary
- Zachary Taylor, Commissioner

Commissioner Manfredini moved, seconded by Commissioner Espinoza to excuse Commissioner Kostelny from meeting but may be phoning in prior to end of meeting.

Motion Carried

APPROVAL OF AGENDA

Commissioner Manfredini moved, seconded by Commissioner Espinoza to approve agenda as presented.

Motion Carried

II. APPOINTMENT OF AN INTERIM DIRECTOR

Commissioner Brock explained that Executive Director Fejt’s last day will be November 5, 2022. The role of the Executive Director is to be the conduit between the Board and Staff with the hope of having an Executive Director hired by March of 2023. After discussions with legal and staff we have three options we can entertain:

1. Appoint a retired Executive Director through IAPD
2. Appoint a current Staff Member – per conversations with staff all are willing to step up
3. Can choose to have a hybrid Interim Executive Director

The role of the Interim Executive Director is to:

- a. Stay focused on BPD responsibilities
- b. Keep status quo while continuing with upcoming events and projects (i.e., MWRD, State Grant, etc.)
- c. Communicate all to President, Board, and Staff

There will be extra pay to Interim Executive Director if chosen from internal candidate as well as a negotiated salary if outside personnel is brought in for the position.

We are hoping to have the BPD Executive Director Vacancy Brochure completed by the end of the month.

III. **CLOSED SESSION**

Commissioner Manfredini moved, seconded by Commissioner Espinoza to go into close session at 1816 hours under Section 2(C0(1) of the Open Meetings Act to discuss the appointment, and employment, compensation of an interim director.

Motion Carried

1833 hours Commissioner Kostelny joined meeting via phone and was updated

1857 hours Commissioner Kostelny arrived at Proksa Park in-person

Commissioner Brock moved, seconded by Commissioner Manfredini to come out of Closed Session at 1900 hours.

Commissioner Brock moved, seconded by Commissioner Espinoza to reconvene Special Board Meeting at 1901 hours.

IV. **APPOINTMENT OF INTERIM EXECUTIVE DIRECTOR UNDER TERMS AND CONDITIONS**

Commissioner Brock, seconded by Commissioner Kostelny to appoint Cindy Hayes as Interim Executive Director to serve in an “at-will” position at the discretion of the Board to continue the day-to-day operations of the Berwyn Park District in addition to her current duties if she accepts the interim position.

ROLL CALL: Brock, Yea
Espinoza, Yea
Kostelny, Yea
Manfredini, Yea
Taylor, Yea

Motion Carried

V. **ADJOURNMENT**

There being of no further business to come before the Board, Commissioner Brock moved, seconded by Commissioner Taylor to adjourn the meeting at 1902 hours.

Motion Carried

ATTESTED TO BY:

Brian Brock, President

Mario J. Manfredini, Secretary

Minutes of Committee Meeting
Berwyn Park District
November 7th, 2022
Proksa Park Activity Center

The Committee Meeting of the Berwyn Park District Board of Commissioners was called to order at 4:30pm by Board President Ana Espinoza.

Commissioners in attendance: Ana Espinoza, Mario Manfredini, and Zachary Taylor.

Staff in attendance: Cindy Hayes (Superintendent of Finance and HR and Interim Director), and Debbi Gayon (Superintendent of Recreation).

Finance: Commissioner Taylor went over the Schedule of Investments. Payables are being signed by the commissioners. Total amount is \$278,732.10. Hayes gave an update on the Cook County Levy. Draft numbers have been given to the district. We are just waiting on final numbers. Tax bills are still supposed to come out at the end of November/beginning December. Taylor requests to see forecasted expenses through the end of February 2023.

Policy and Personnel: The district has 5 job openings: Maintenance Worker, Horticulturist, Custodian, Recreation Manager and Marketing Manager. Jobs will be posted on the website and Indeed. Commissioner Taylor will provide some additional sites. Gayon requested some of her vacation time to roll-over to 2023. Commissioners want to see the vacation policy, what was paid out in 2022 for vacation roll over, salary amounts on the vacant position.

Recreation: Report included in packet. Gayon went over Brewfest expenses and revenues. Pre-K picture day were taken in house. Looking into selling surplus furniture from the pre-k rooms. Holiday Tree Lighting will be at Mraz Park on December 4th at 4:30pm. Letters to Santa will be November 15th-December 6th.

Building and Grounds: Report included in packet. Only one estimate to replace the water fountain at Hessler has been received. The Liberty Kitchen needs an estimate on the kitchen floor/basement ceiling for repair.

DCEO Grant update- the state has received the grant. Just waiting on approval from the grant committee. One document from the IRS stating we are a legal business is still needed.

MWRD Grant Update- Just waiting on the contractor to sign off on the contracts.

Computer System Update- We received three estimates to update our computer system/server. Commissioner Taylor asked if the companies would agree to a 6 month contract instead of a one year contract.

The 2023 Board Meeting dates and times were discussed. The commissioners are considering a time change for the regular meeting and moving the date of committee meetings.

Commissioner Espinoza asked for a card to be mailed to former Treasurer Gerald Sebesta- thanking him for his service.

Meeting adjourned at 7:40pm.

**Schedule of Investments Berwyn Park District
October 31, 2022**

Description	Yield	Rating	Date Invested	Maturity Date	Maturity Value
IPTIP-MM	3.06%	N/A	1/29/2016	open	\$363,046.50
Republic Bank MM	1.75%	LOC	8/5/2021	open	\$103,799.57
ISC Account	2.80%	N/A	open	open	\$279,434.35
BMO Harris CD	1.468%	FDIC	8/14/2022	8/14/2023	\$145,156.01
US Treasury Bill	1.00%	GOVT	3/7/2022	12/31/2022	\$135,000.00
US Treasury Bill	1.54%	GOVT	4/6/2022	12/31/2022	\$100,000.00
PMA CD	1.10%	FDIC	4/7/2022	1/3/2023	\$103,474.96
Total Investments:					\$1,229,911.39
				Interest Earned 10/1/22 to 10/31/22	\$1,421.61
				Interest Earned 1/1/22 to 10/31/22	\$9,487.27



Treasurer's Report November 2022

November 2022 Payables:

\$364,206.46

Payroll/Payroll Liabilities:

10/14/2022 \$27,265.95

10/28/2022 \$26,752.08

total: \$54,018.03

I motion to approve the November 2022 payables in the amount of \$364,206.46 and October Payroll in the amount of \$54,018.03 for a total of \$418,224.49.

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	Oct22- SP	01 Sunshine- Electric	10020052638	10/24/22		24390	11/04/22	2,709.58	258.13 258.13
	Oct22- SZ	01 Smirz Electric	20020052638	10/17/22		24390	11/04/22	2,709.58	64.55 64.55
	Oct22-HP	01 Hessler Electric	20020052638	10/17/22		24390	11/04/22	2,709.58	35.98 35.98
	Oct22-LB	01 Liberty- Electric	20020052638	10/24/22		24390	11/04/22	2,709.58	565.27 565.27
	Oct22-LI	01 Liberty Lot- Electric	20020052638	10/24/22		24390	11/04/22	2,709.58	23.80 23.80
	Oct22-PP	01 Proksa- Electric	20020052638	10/24/22		24390	11/04/22	2,709.58	1,235.81 1,235.81
COSTCO	Citi Cards							VENDOR TOTAL:	2,709.58
	Oct22	01 Candy Carnival Supplies	20100050481	11/11/22		24417	11/11/22	333.07	333.07
		02 brewfest supplies	20100052603						238.86 94.21
DEECE	Deece Auto							VENDOR TOTAL:	333.07
	45787	01 Ford 20-oil change/tire repair	10020053650	10/24/22		24391	11/04/22	520.00	60.00 60.00
	46031	01 light and brake cable repair	10020053650	11/07/22		24418	11/11/22	337.00	337.00 337.00
	46518	01 Ford350-oil change, sensor, in	10020053650	10/24/22		24391	11/04/22	520.00	460.00 460.00
defact	Defactonetworks							VENDOR TOTAL:	857.00
	3353	01 server check and troubleshoot	10010051585	11/09/22		24432	11/11/22	480.00	480.00
		02 troubleshoot/spam protection	20010051585						240.00 240.00
								VENDOR TOTAL:	480.00

FROM 11/01/2022 TO 11/11/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
FSS	FSS Technologies LLC								
	490934	01 Freedom- burglar alarm	10020052640	10/17/22		24392	11/04/22	341.81	110.94 110.94
	490935	01 Sunshine- burglar alarm	10020052640	10/17/22		24392	11/04/22	341.81	49.46 49.46
	490936	01 Liberty access control	20020052640	10/17/22		24392	11/04/22	341.81	29.97 29.97
	490937	01 Proksa- burglar alarm	20020052640	10/17/22		24392	11/04/22	341.81	103.44 103.44
	490938	01 karban dog park access control	20020052640	10/17/22		24392	11/04/22	341.81	48.00 48.00
Groot	GROOT INDUSTRIES, INC.							VENDOR TOTAL:	341.81
	9701360T098	01 Libery Garbage	20020052630	11/02/22		24393	11/04/22	535.58	535.58 535.58
H&H	H&H Electric Co.							VENDOR TOTAL:	535.58
	40072	01 Locating	10020053662	10/25/22		24394	11/04/22	218.13	218.13 218.13
Harris	Harris Computer Systems							VENDOR TOTAL:	218.13
	MSIMN000423	01 MSI server maintenance	10010054720	10/24/22		24395	11/04/22	4,000.00	4,000.00 2,000.00 2,000.00
HighLone	Joel Domanowski							VENDOR TOTAL:	4,000.00
	Oct22	01 High and Lonesome Band	20100052603	10/27/22		24396	11/04/22	450.00	450.00 450.00
ice	The Home City Ice Company							VENDOR TOTAL:	450.00
	6520221600	01 ice for brewfest	20100052603	11/02/22		24411	11/04/22	1,030.00	1,030.00 1,030.00

VENDOR # INVOICE # ITEM DESCRIPTION ACCOUNT NUMBER INV. DATE P.O. NUM CHECK # CHK DATE CHECK AMT INVOICE AMT/ ITEM AMT

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ICE Mill	ICE MILLER LLP								
	01-2157174	01 Audit Letter	10010051570	10/17/22		D001607	11/04/22	490.50	490.50
								VENDOR TOTAL:	490.50
Konica	Konica Minolta								
	9008909177	01 Sunshine maint and paper usage	10010052617	10/18/22		24398	11/04/22	83.13	83.13
		02 Freedom paper maintenance	10010052617						3.12
		03 Liberty paper maintenance	20010052617						-15.91
		04 Liberty paper maintenance	20010052617						2.53
		05 Proksa paper maintenance	20010052617						-38.65
									132.04
								VENDOR TOTAL:	83.13
	9008960715	01 Sunshine paper usage	10010052617	11/07/22		24419	11/11/22	78.71	78.71
		02 Liberty paper usage	20010052617						64.89
									13.82
								VENDOR TOTAL:	161.84
KONICA	KONICA MINOLTA								
	40941406	01 Freedom Printer Lease	20010052650	10/17/22		24397	11/04/22	484.73	332.45
									332.45
	40974249	01 printer lease - proksa	20010052650	10/18/22		24397	11/04/22	484.73	152.28
									152.28
								VENDOR TOTAL:	484.73
LR	LR Landscaping LLC								
	Oct/Nov 22	01 10/10,10/17,10/24,10/31,11/7	10020052624	11/09/22		24420	11/11/22	17,900.00	17,900.00
									17,900.00
	Sept/Oct 22	01 9/12, 9/19, 9/26, 10/3 grass	10020052624	10/25/22		24399	11/04/22	13,620.00	13,620.00
									13,620.00
								VENDOR TOTAL:	31,520.00
MONROE	MONROE TRUCK EQUIPMENT								
	4BD005826	01 Liftgate	10020053650	11/09/22		24421	11/11/22	4,812.00	4,812.00
									4,812.00
								VENDOR TOTAL:	4,812.00

FROM 11/01/2022 TO 11/11/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
270345710001				10/17/22		24402	11/04/22	93.98	93.98
	01	Paper case freedom	10010055790						46.99
	02	paper case for rec	20010055790						46.99
							VENDOR TOTAL:		248.25
Official		Official Finders LLC							
11443				10/20/22		24403	11/04/22	300.00	300.00
	01	refs for baseball	20090052643						300.00
							VENDOR TOTAL:		300.00
PDRMA		Park District Risk Management							
1022066H				10/31/22		24404	11/04/22	11,087.77	11,087.77
	01	PDRMA Health	10010050510						5,543.88
	02	PDRM Health	20010050510						5,543.89
							VENDOR TOTAL:		11,087.77
PFM Fina		PFM Financial Services							
Nov22- Fejt				11/10/22		24426	11/11/22	8,392.07	5,371.32
	01	zoom subscription	20010052610						29.98
	02	fence for brewfest	20100052603						4,866.23
	03	shipping items to FSS	10010055755						19.28
	04	food for staff and volunteers	20100052603						103.33
	05	WSSRA sponsor ship	26000055799						300.00
	06	sponsorship ticketing fee	26000055799						7.50
	07	tree memorial engraving	42000056810						45.00
							VENDOR TOTAL:		11,087.77
Nov22- Hayes				11/10/22		24426	11/11/22	8,392.07	274.05
	01	laminating pouches	20040055792						49.97
	02	2 USA flags	10020055770						147.98
	03	name tags and index cards	20100052603						35.63
	04	laminated tape for label maker	10010055790						40.47
							VENDOR TOTAL:		616.67
Nov22- Roberts				11/10/22		24426	11/11/22	8,392.07	-229.00
	01	refund	10020053665						501.71
	02	pumpkins for candy carnival	20100050481						9.98
	03	royal oak fire starter	20100052603						35.78
	04	6 bags of ice	20130055795						12.00
	05	fee for pesticide test	10020054715						111.20
	06	reflective markers	10020053660						175.00
	07	pagoda dogwood	10020055775						
							VENDOR TOTAL:		2,130.03
Nov22-Gayon				11/09/22		24426	11/11/22	8,392.07	1,129.77
	01	candy carnival	20100050481						89.55
	02	going away party for VG	20010055799						

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SLIVR									121.35
								VENDOR TOTAL:	
	22-0530	01 updates and maintenance on BPD	20030052643	11/07/22		24430	11/11/22	1,627.00	1,387.00
									1,387.00
	22-0607	01 website hosting	20030052643	11/07/22		24430	11/11/22	1,627.00	240.00
									240.00
								VENDOR TOTAL:	1,627.00
SPRINT									
	21580737-113	01 Sandy and John's cell	10010052644	11/07/22		24431	11/11/22	162.05	162.05
		02 hotspot	20010052644						122.05
									40.00
								VENDOR TOTAL:	162.05
THERMFO									
	T20482INV	01 LP generator/transfer switch	20020052615	11/02/22		24408	11/04/22	1,078.00	1,078.00
									1,078.00
								VENDOR TOTAL:	1,078.00
Vinyl									
	Oct22	01 Skirt Band for Brewfest	20100052603	10/27/22		24409	11/04/22	350.00	350.00
									350.00
								VENDOR TOTAL:	350.00
visu									
	IN110386	01 settlement for copyright	10010051570	10/28/22		24412	11/04/22	220.00	220.00
									220.00
								VENDOR TOTAL:	220.00
WSSRA									
	10282022	01 brewfest banners	20100052603	11/02/22		24410	11/04/22	250.00	250.00
									250.00
								VENDOR TOTAL:	250.00
								TOTAL --- ALL INVOICES:	364,206.46

OFFICE OF THE COUNTY CLERK

DATE 11/03/22 TAX YEAR 2021 AGENCY TAX RATE REPORT ***DRAFT*** PRIOR YEAR COOK COUNTY EAV 541,954,218 2021 EAV 494,495,086

AGENCY 05-0090-000 BERWYN PARK DISTRICT CURR NEW PROP, ANNEX., REC. TIF VAL, COOK COUNTY 766,106
 PROPERTY TAX EXTENSION LIMITING LAW (PTELL) LIMITING RATE CALCULATION TOTAL 542,720,324 LAKE 766,106
 WILL 542,720,324
 KANE
 MCHENRY
 DEKALB
 GRUNDY
 KANKAKEE
 KENDALL
 LA SALLE
 LIVINGSTON

2020 AGGREGATE EXTENSION 2021 EAV MINUS NEW PROP, ANNEX.,
 REC TIF VAL, EXP. INCENTIVES
 PLUS DISCONNECTIONS

LIMITING RATE
 = 0.301

1,484,861 / 493,728,980

AGENCY OVERALL EAV 494,495,086 TOTAL 494,495,086

FUND DESCRIPTION OF FUND	LEVY AMOUNT	LOSS AMOUNT	LOSS %	TOTAL LEVY	TAX RATE CEILING	MAXIMUM ALLOWABLE LEVY	PRELIMINARY TAX RATE	REDUCED LEVY	PTELL	100.00% OF BURDEN IN COOK COUNTY	FINAL TAX RATE
001 CORPORATE	743,549	3		765,855	0.3500	765,855	0.1549	SEE BELOW	710,426*	710,426	0.1437
003 BONDS & INTEREST	22,306	0	5	0	0.0000	0	0.0000			0	0.0000
008 I.M.R.F.	94,009	3		96,829	0.0000	96,829	0.0196			96,829	0.0196
014 POLICE PROTECTION	2,820	3		16,712	0.0250	16,712	0.0034			16,712	0.0034
016 SOCIAL SECURITY	16,225	3		89,947	0.0000	89,947	0.0182			89,947	0.0182
018 AUDITING	487	3		23,832	0.0050	23,832	0.0048			23,832	0.0048
019 LIABILITY INSURANCE	2,620	3		54,067	0.0000	54,067	0.0109			54,067	0.0109
020 RECREATION	1,575	3		532,283	0.3700	532,283	0.1076			493,759*	0.0999
021 PAVING AND LIGHTING	516,780	3		0	0.0050	0	0.0000			0	0.0000
024 WORKING CASH FUNDS	15,503	0		0	0.0250	0	0.0000			0	0.0000
202 HANDICAPPED FUND	0	3		185,189	0.0400	185,189	0.0375			185,189	0.0375
400 LIMITED BONDS	179,795	3		287,502	0.0000	287,502	0.0581			287,502	0.0581
408 LEVY ADJUSTMENT PA 102-0519	5,394	5		57,147	0.0000	57,147	0.0116			57,147	0.0116
	273,811										
	13,691										
	57,147										
TOTAL CAP FUNDS	1,579,525			1,579,525		1,579,525	0.320	1,204,185		1,485,572	0.301
TOTAL NON CAP FUNDS	529,838			529,838		529,838	0.1072			529,838	0.1072
AGENCY GRAND TOTAL	2,109,363			2,109,363		2,109,363	0.427	1,204,185	AGENCY'S REDUCTION	2,015,410	0.408

2021 NON CAP EXTENSION TOTAL **DRAFT** 530,098.73 2021 EXT GRAND TOTAL **DRAFT** 2,017,539.95

Interim Director's Report-Cindy Hayes

1. Sunshine Ribbon Cutting Ceremony was November 1st at 4pm. Commissioner Brock gave a speech. Members of the community, city and staff attended.
2. Dia de los Muertos was originally scheduled November 5th at Proksa Park but due to the severe weather it was relocated to Heritage School.
3. Budget planning has begun. I am working with Debbi Gayon and John Roberts to complete the budget by December. The Levy will be presented at the December meeting.
4. Open Enrollment for staff is November 14th, 2022 - December 2nd, 2022.
5. Santa Boxes are from November 15th -December 6th. Maintenance staff will be setting them up throughout South Berwyn.
6. Open job positions: Maintenance Worker, Horticulturist, Custodian, Marketing Manager and Recreation Manager. Application screening and interviews are underway.
7. I am attending a program "Recruiting Basics to Attract Talents" on December 1st, 2022- sponsored by IPRA.
8. Planning for the tree lighting at Mraz Park on December 4th has started. Hayes, Gayon and Roberts have met to discuss some of the logistics of the lights.
9. Registration has started for Winter Futsal. The program begins January 24th, 2023. Dance classes and Tumbling classes are in progress.
10. The IAPD/IPRA 2023 conference will be January 26th-28th. Early registration ends December 12th. If any commissioners would like to attend-please let me know. I have enclosed a registration form in the packet, so you can see what information I will need to register you. Debbi Gayon and Taip Beshiri have registered to attend.
11. There is one park board seat open for the April 4th, 2023 consolidated election. The first day candidates can file petitions at the Freedom Admin Building is December 12th, 2022, 9am through Dec 19th, 2022, 5pm.

Calendar of Events:

December 4th- Tree Lighting Ceremony, Mraz Park, 4:30pm
December 12th Committee Meeting, Proksa, 4:30pm
December 17th Candy Cane Hunt
December 20th Regular Board Meeting, Proksa, 7pm



Superintendent of Recreation and Experiential Programming Report
Deborah A. Gayon November 2022

Freedom Park Administration | 3701 Scoville Avenue | Berwyn | Illinois | 60402

Recreation Team

Brewfest

Credits, invoices, contracts, filing, thank you notes, packing up, storage, contacting vendors for 2023.

As of 11-3-22

Total Expenses	\$18,414.86
Ticket Sale Revenue	\$21,315.00
Profit/Loss	\$4,900.14
% Margin	26.61%

Preschool

Parent/Teacher Conference Scheduling
Preschool Portraits – taken in house, distributed in house
Computer Laptop Migration and File Security
Researching sales of surplus preschool furniture for revenue stream

Team Professional Development

Rec Trac Training
Harassment Training
Gateways to Illinois Training
Gayon and Beshiri registered for (no frills) IPRA in January 2023

Committees

Dia de los Muertos special event – November 5, 2022, 3pm-7pm, Proksa Park
Planning Team Meetings w D98
Preparing Microphones, speakers
Meeting onsite with electrician and installer for art
Rain plan being developed at four (4) locations as backup
Ofrenda sponsor night at La Perla, November 4, 2022 at 6pm
Ofrenda at front entrance of Proksa Park until November 5, 2022

Arbor Day video planning
Arbor Day video archiving and documenting for future presentations

Holiday Lights December 4

Recommended Windy City Lights for wholesale holiday light source for Berwyn Park District – researched that many municipalities use this company
Working with electrician for recommendation on holiday lights and power for Dec 4 event

Letters to Santa

Begin November 15 through December 6 (Tuesday thru Tuesday)
13 mailboxes

Budget

Recreation Team Budget Development and Analytics
Waiting for first meeting to be scheduled with Superintendent Hayes
Waiting for MSI training

Celebrations

Sunshine Park Ribbon Cutting and Grand Opening
Collaboration with BDC for supplies, pickup and delivery
Scoping out Sunshine Park for lighting and commissioner placement, photo ops
Discussion with City of Berwyn Communications Department for social media and photos

Website

Archiving and Records Retention of Past Files on Website
Documenting all photo files on website, asset management of photos prior to archive/deletion
Checking all photos, all links, all articles to be decommissioned and archived properly

Human Resources Job Descriptions

Job Descriptions posted to website
Job Description project development for winter months

Brochure

Winter Brochure Development
Flyer development
Marketing Manager job description
Website

Social Media

LinkedIn Job Description Development – applicants using service
IPRA Job Description Development
Facebook monitoring
Groups that we are not members of, please help us by answering a simple response. **Please contact the Park District at 708-795-2892, thank you.**
Instagram monitoring
Photo Contest applications where appropriate

Community Service

Project Development for Community Service Worker for 128 remaining hours by December 16

Plan of Work for CS worker, scheduled through December 31, 2022

Schedule and site visits for work to be completed

Purchase of materials for CS worker

Met with ED to approve plan of work, Interim ED has plan of work as well

Currently, he is preparing for painting work, continues with custodian duties (sweeping,

Mopping, restroom cleaning, etc. at Proksa Park)

Hours, letter to courts, plan of work packet for courts

Respectfully Submitted,

Deborah A. Gayon

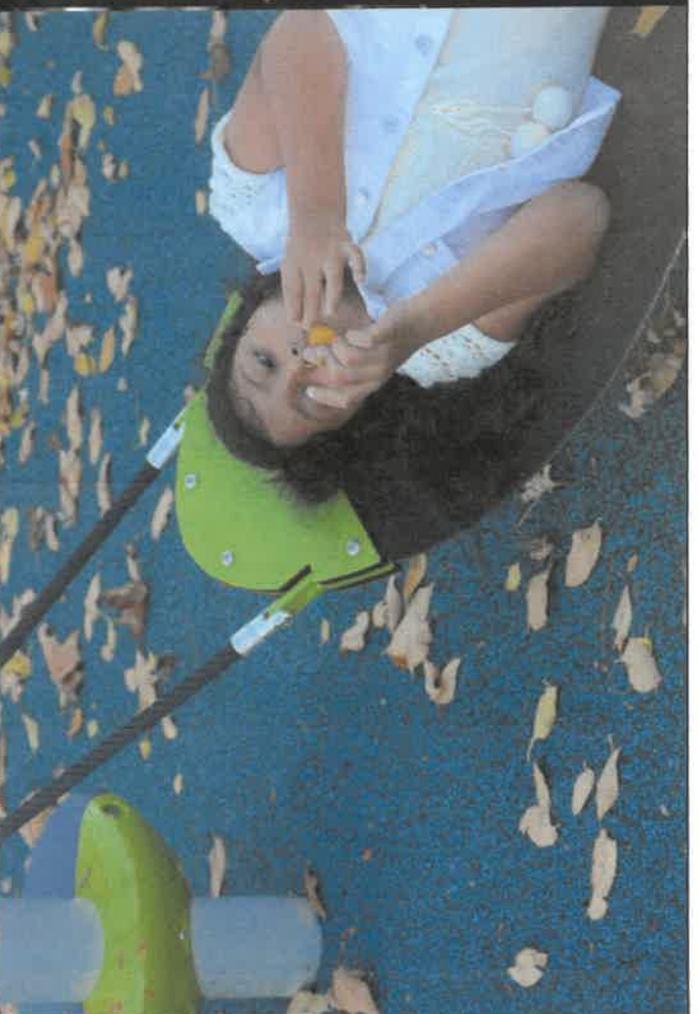
Superintendent of Recreation

& Experiential Programming

Berwyn Park District

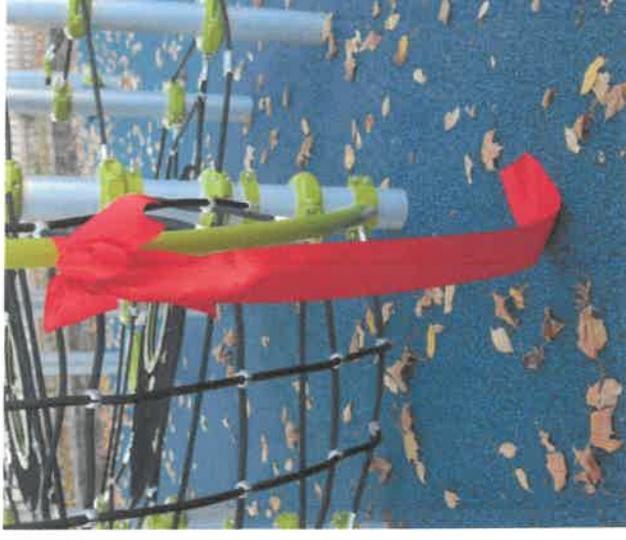
DGayon@berwynparks.org

708-795-2893





Sunshine Park Ribbon Cutting November 1, 2022



Sunshine Park Ribbon Cutting November 1, 2022



Superintendent of Parks & Facilities Report
John Roberts November 2022

Freedom Park Administration | 3701 Scoville Avenue | Berwyn | Illinois | 60402

Freedom Administrative Building

No update

Liberty Cultural Center

No update

Proksa Activity Center

No update

Sunshine Maintenance Building

No update

Freedom Park

No update

Hessler Park

No update

Karasek Park

No update

Karban Dog Park

No update

Mraz Park

- Set up for Holiday Lighting Event

Proksa Park

- Weeding perimeter cont.
- Removal of overgrown vegetation cont.
- Removal of vegetation and flowerbed on the northwest corner and middle grove via the MWRD Grant
- Shutting down the pond

Serenity Park

No update

Smirz Skate Park

No update

Sunshine Park

No update

27th Place

No update

34th & Oak Park Ave.

No update

Miscellaneous

- Employee Update
 - Interviewing for a Custodian, Horticulturist, and Parks Maintenance Worker.
- Water fountains
 - Waiting on quotes from Unique Plumbing, Sullivan's, and Greg Hannah.
 - See attached estimate from Greg Hannah
- Turning off water at all parks

Respectfully Submitted,

John Roberts
Superintendent of Parks
Berwyn Park District
JRoberts@berwynparks.org
708-795-4040

West Suburban Special Recreation Association

October 11, 2022

WSSRA Offices

2915 Maple Street, Franklin Park II, 60304

MINUTES

- I. *Chairman Jackie Iovinelli called the meeting to order at 4:06pm those present included:*

Mike Sletten, River Forest Park District
 Sandy Lentz, Park District of Oak Park
 Jackie Iovinelli, Park District of Forest Park
 Dan LoCascio, Park District of Franklin Park
 Ted Gruber, Elmwood Park
 Greg Stanczyk, Veterans Park District

Deborah Gayon, Sandy Fejt, Berwyn Pk Dist
 AnneMarie Flaherty, Norridge Park District
 Anna Wegrecki, Village of Harwood
 Heights arrived 4:12pm

Not in Attendance: Village of Riverside EA
 Village of North Riverside, EA,
 North Berwyn Park EA

Others in Attendance:

WSSRA staff: April Ryan, Annie Hart, Marianne Birko, Geri Estvanik, WSSRF

- II. **Approval of Agenda** *Lentz/Sletten to approve the agenda. The motion was unanimously approved.*
- III. **Approval of the Consent Agenda** *Lentz/Sletten motioned to approve the Consent Agenda including the September 13, 2022, Minutes, Financial Report & Disbursements. Roll call vote showed 9 yes votes, and the motion was approved*
- IV. **No Public Comment**
- V. **Under the Foundation Estvanik reported on behalf of the Foundation Board,**
The WSSRF is currently focusing on three upcoming events: *Event 1 It's not too late to join the WSSRF's in-person "Fallin For Our Stars" Casino Night at the Cheney Mansion this Friday October 14, 2022. It will be a wonderful evening filled with Casino Gaming fun, cocktails, heavy appetizers, Great Raffle prizes and Nine Amazing Live Auction items. Please join us. You can get your tickets on wssra.net or call the office. Hope to see you there!*
Event 2 WSSRF's Holiday Solicitation *will go out in November along with Giving Tuesday, on November 29, 2022, Event 3 The WSSRF will close out the year with Holiday Concert held on Friday, December 16 at the Thatcher Woods Pavilion. Tickets will be sold through WSSRA and PACTT so Save the Date and watch more information that will be out soon. As always, the Foundation Board of Directors thanks all of you for your continued support.*
- VII. **Under Committee Reports**
 A. **Finance Committee Birko** *shared the Committee met on October 4 to discuss 2023 Shares, budget planning, and health insurance. Details were shared later in the agenda.*
 B. **No Other**
- VIII. **Unfinished Business**
 A. **Approval of 2021 Audited carry-over** *Per the 2021 approved audit WSSRA has a carryover of \$54,003. Per the WSSRA Carry over policy 50%;\$27,002 goes to the Partner shares and 50%;\$27,001 goes to the WSSRA Facility Fund, which is currently at \$518,175, bringing the new total to \$545,177. Sletten/Lentz motioned based on the The Finance Committee's recommendation the WSSRA Board follows the WSSRA Fund Balance Policy and split the \$54,003 dollars from the 2021 carryover funds; 50% \$ 27,001 goes to the Facility Fund and 50% \$27,002 goes back to reduce the partners shares in the 2023 budget. The motion was approved by roll call with 9 Yes votes*
 B. **Approval of the 2023 Preliminary Partner shares** *The WSSRA Finance committee reviewed and recommends the 2023 Partner Shares with no rate increase as noted in the share chart . Sletten/Lentz motioned the WSSRA Board of Directors approve the recommended 2023 WSSRA Partner shares that will be corrected once the 2021 EAV's are in. The motion was approved by roll call with 9 Yes votes*

c. Park District of Forest Park Building & Land purchase Update Iovinelli updated the WSSRA Board of Directors on the Park District of Forest Park's land purchase agreement. They have secured the perimeter of the property and will begin demolition by early November. They are working with Burke Engineering, waiting for ComEd and Nicor to remove supplies for demolition and then the planning will begin for a 20,000 sq feet building

D. No other

IX. **Under New Business:**

A. **Approval of Salary Range Updates** Birko shared in accordance with the WSSRA Board Policy we review the Salary ranges for the Full-time positions every 3 years. Annually the ranges are increased on the lower and upper end by the CPI to keep them current. Once this is done the staff compare the ranges with similar sized SRA's as noted in the chart. While this was done last year, staff believe in the current climate of staff hiring challenges that we review and update the ranges again this year to stay competitive. **Sletten/Stanczyk motioned the Board of Directors approve the WSSRA Salary Ranges as recommended by the WSSRA Finance Committee once again this year to stay competitive. The motion was unanimously approved.**

B. **Recommended 2023 Proposed Budget and Budget Narrative Review**

Birko presented the 2023 proposed budget as reviewed and recommended by the Finance Committee and requests feedback from all partners. Please call with any questions in this regard. The budget will be approved at the November 8, 2022, meeting.

C. No other

X. **Under Correspondence No Comments**

XI. **Under Board Reports** Fejt reported the **Berwyn Park District** re-introduced everyone to Deborah Gayon the Superintendent of Recreation. Fejt said BPD just completed a highly successful 8th Annual Brew Fest. They made a few changes, upped the fees, and had a wonderful day! This Saturday is their Halloween Candy Carnival with a variety of Halloween activities. They are doing less Halloween due to their current state of being down 5 staff. They are amid budget planning too. **Sletten reported the River Forest Park District** began the Keystone project which will include tennis courts, basketball & batting cages and all is going great. They just held their Halloween event in the Thatcher Woods Forest Preserves and it was well attended. RFPD is currently hiring for a maintenance position and just hired a new Athletic Manager who is starting Monday. They also dissolved their Foundation. **Lentz reported the Park District of Oak Park** recently won an Emerald award for Carroll Park building. It was one of the earliest net zero buildings in the state. They too are getting ready for their Halloween events. They are 50% complete on construction for the new CRC facility. They are on schedule to open in late spring for the Grand Opening! She reported staffing continues to be a challenge! Next weekend will be IAPD Best of Best event of which the PDOP will be getting a Sustainability Award for 7th year in a row! Something the district is very proud of! They too are currently working on the 2023 budget and hope to be complete by mid-November. **Wegrecki reported the Village of Harwood Heights** just held a car show on September 24 which also included a craft fair that has really grown in popularity and was very busy! She notes the Youth Commission sports have started and they are planning their Halloween party coming up. Also, in collaboration with the Youth commission, they planted 50 trees which came from the Morton Arboretum. **Gruber reported the Village of Elmwood Park** just started volleyball camp with 30 kids on Saturday mornings. Their co-ed basketball registration started this week and Summer Bocce ends this week with the Fall Bocce starting next week. They are also preparing for their Annual Halloween party and 500 pumpkin give away! **Flaherty reported the Norridge Park District's** Fall programs are underway and they have Halloween events coming up too. Their Afterschool Enrichment collaborative with District #80 continues to be successful with a contract to lock it in for this school year. They are using some of their grant funds to support the program. They are also looking at piloting a similar program at District #79. Early childcare continues to have the largest staffing challenges which is resulting in a waitlist. NPD just shut down their ball fields this week, and will begin work on 2 of the fields to make improvements. They also submitted for OSLAD grants for upcoming projects. **Stanczyk reported the Veterans Park District** is working on rebranding Bulger's Park in Melrose Park as a Community Center. Recently they implemented 2 Early Childhood Peewee Drop-in playtimes with great success. They are also putting the finishing touches on their "Funtober" Halloween events including the Edible Haunted House event, the Skull painting event, and the Family Pumpkin Carving event this Friday. They are currently taking registration for the

Youth Basketball league which starts in January, and they have added a skills training that takes place this weekend! They are currently preparing their Winter/Spring Fun Guide. **LoCascio reported the Park District of Franklin Park** held their Annual Fall Fest Parade on Sunday and had a great turnout! They are getting ready for a collaborative volleyball League and will be competing with Norridge Park District. They are also winterizing their beehives after a very sweet year collecting over 120 pounds of honey this year! **Iovinelli reported the Park District of Forest Park** "Where every day is a Walk in the Park." The Splash pad update is the gumball machine is up and they are currently laying the Life Floor. It looks like game board pieces. With one pad completely finished they are still hoping to do a "Dry Opening" so people can walk through and see it! The leased pocket parks throughout town, have received 1 grant and they are waiting on OSLAD grant for second one and are going out to bid for 3rd one. Forest Park will be hosting the Fall Fest after the Co-ed softball tournament. Upcoming are the Casket Races in downtown Forest Park next weekend and the Trunk or Treat event will be held at the end of the month. Two staff and a Board member attended the NRPA conference and attended some great sessions. Forest Park will also be receiving an award at the "Best of the Best" on Friday night and the District will also be represented with staff and a Board member at the WSSRF "Fallin For Our Stars" event. Iovinelli mentioned Forest Park has a camera system that is tied to the Police department which is helpful in avoiding any vandalism in the park. Something others should consider...

XII. **Executive Director's Report-** Birko Reported

A. Reminder on Alternate Share Payment Schedule Please accept this as your reminder of the process you must follow to request an alternate payment schedule. Per the Amended and Restated Articles of Agreement, "any partner, who has not received an alternate payment schedule for more than two consecutive years may request and alternate schedule for the payment of the Special Recreation Share. Such requests must be in writing, must describe the reason for the alternate schedule, and be received by WSSRA by November 1, 2022. The WSSRA Board of Directors will vote on the requests at the November 8, 2022, meeting. The alternate schedules can be granted only if all the schedules can be granted. All the schedules must be approved by a vote of two-thirds of those members of the Board voting on the issue at a regularly convened meeting of the Board of Directors. Interest will be charged on the alternate schedules as described in IV. C. Schedule for Payment of Shares of the Amended and Restated Articles of Agreement.

B. Director attends NRPA Birko thanked the board for the opportunity to attend the NRPA conference. It was great to be back since last attended in 2018. Birko made many connections with professionals across the country as well as learned about updates of the pressing issues facing all of us. An event highlight was meeting Temple Grandin an amazing woman who has not let her disability define her. She has become an important spokesperson for the field of Parks and Recreation. As she tells her story she reminds us of how we all have the power to create inclusive environments for all persons to enjoy. Check out the movie "Temple Grandin" if you care!

C. Recognition of Joe Modrich's Retirement Birko recognized Modrich for his Retirement and the 20+ years of service he has provided WSSRA on the WSSRA Board of Directors representing the Park District of Franklin Park. Joe shared his thoughts and thanked the board for their support of WSSRA and the mission. The work we do here is so important!

D. Thank you to River Forest Park District for once again hosting the Makin' Tracks Community Run/Walk event on Saturday, September 17th. IT was a WONDERFUL day to enjoy the beautiful, scenic Village of River Forest! WE are so grateful to be the recipient of the proceeds for this event. Thank You!

E. WSSRF "Fallin for Our Stars" Fundraiser Friday, October 14th Join us this coming Friday for the Foundations 4th annual fundraising event; "Fallin for Our Stars" cocktail party & Starlit Casino night that will be held at the lovely Cheney Mansion in Oak Park courtesy of the Park District of Oak Park. Guests will enjoy the opportunity to play Casino Games, enjoy cocktails and light appetizers and to purchase raffle tickets and bid on the 9 LIVE AUCTION items including **2 UNITED AIRLINES TICKETS, a Fabulous 3 night Get Away, Blue Man Group tickets, Chicago Blackhawk tickets, Bulls Tickets, and Bears tickets and more!** A special thanks to many of our partners who donated to the raffle and are sponsoring the event. It is not too late to join in the fun. Go to www.wssra.net for more information.

F. Staff Report: April Michalski reported

1. **Fall Programs** are in full swing and go until November 12. Overall, enrollment is good. We cancelled 2 virtual programs due to low enrollment. Highlights include a new collaborative program, Beyond the Bell, with

2. *Berwyn North School District 98 which is scheduled to begin on October 18. Our adults have enjoyed visiting Navy Pier and the Chicago Red Stars soccer game. Our youth Outdoor Adventures program is popular this season with 12 participants enrolled. The group will enjoy a trip to Wildwood Nature Center and Brookfield Zoo.*
3. **Imaginarium Sensory Room** *is open for private family play sessions and school and pre-school group visits. All visits can be scheduled on our website at wssra.net. Your support advertising this to your pre-school groups would be most appreciated!*
4. **Special Olympics**
 - i. **Ok Classic** *On September 24 WSSRA Bobcats Softball players played the Opportunity Knocks Warriors at their annual softball tournament, the game resulted in a tie this year.*
 - ii. **Volleyball** *Our volleyball team took 4th place at the Special Olympics regional volleyball tournament on October 2.*
 - iii. **Basketball** *Bobcats Basketball kicked off on October 4, we have 37 athletes registered this season and will be back to three teams.*
5. **Inclusion** *WSSRA is currently supporting 27 participants in 32 inclusive programs and aftercare programs. Staffing continues to be a challenge, any requests coming in will take a minimum of two weeks to secure staffing.*
6. **Seasonal Staff Updates** *Our Staff Manager, Maria, is continuing to hire seasonal staff to work fall programs and inclusion. Staff will be attending job fairs at OPRFHS, East and West Leyden High School monthly and Morton College in November among countless other events in our communities.*
7. **Upcoming Special Events**
 - i. **Boo Bash** *WSSRA is excited to collaborate with the Park District of Oak Park to offer a new sensory-sensitive special event this year. Families will enjoy Halloween activities and a photo opportunity with the Great Pumpkin at the Cheney Mansion on October 30.*
 - ii. **Turkey Bingo** *WSSRA is attending North Riversides Turkey Bingo event on November 18. Participants will have the opportunity to win a turkey, ham, pie and more.*

G. Staff Report: Annie Hart reported

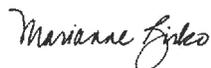
1. **WSSRA Marketing** *WSSRA Public Relations Coordinator, Nicole Walsh has been communicating with all Partner agency Marketing and Public Relations staff to help update their websites with WSSRA's updated logo and information. This is critical in helping get the word out about WSSRA programs and services. Please connect with your staff and make sure they have what they need from Nicole to get your site updated as soon as possible. WSSRA will be hosting a lunch in the new year for all WSSRA Partner District PR and Marketing Staff. Please encourage your staff to attend.*
2. **Safety** *WSSRA Safety Committee has been reformed to include 2 new staff members. Joining Annie are Staff Manager; Maria Ramirez, Program Manager; Carla Pakenas, and Recreation Specialist; Megan Foster. The group is spending the next several staff meetings to reintroduce PDRMA's CORE 6. We have also implemented a Stretching Policy for programs, where staff will stretch and talk about reversal posture stretching on a regular basis. WSSRA completed its Fleet Form with PDRMA this week and look forward to forward to feedback on where we can continue to grow as a safe agency.*
3. **Vehicle Vandalism** *Hart updated the board on the vehicle vandalism and the steps we are taking to communicate with local police and the school district. She noted we are also looking at other possible parking locations.*
4. **No Other**

XII. Closed Session None

XIII. Possible Action following closed session None

XIV. Adjournment Sletten/Wegrecki moved to adjourn the meeting at 5:33pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko, Executive Director

**RESOLUTION R-22-10
OPEN MEETINGS ACT
BERWYN PARK DISTRICT**

WHEREAS, the Illinois Open Meetings Act provides, in part that every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and the regular dates, time and places of such meetings.

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE BERWYN PARK DISTRICT AS FOLLOWS:

1. Regular meetings of the Board of Commissioners of the Berwyn Park District for the calendar year beginning January 1, 2023, and ending December 31, 2023, shall be held on the third Tuesday of each month during said calendar year at the hour of 7:00 o'clock p.m., at the following facilities of the District scheduled and located as follows:

Meeting Date	Location	Time
January 17, 2023	Proksa Park 3001 Wisconsin Avenue	7:00 p.m.
February 21, 2023	Proksa Park 3001 Wisconsin Avenue	7:00 p.m.
March 21, 2023	Proksa Park 3001 Wisconsin Avenue	7:00 p.m.
April 18, 2023	Proksa Park 3001 Wisconsin Avenue	7:00 p.m.
May 16, 2023	Proksa Park 3001 Wisconsin Avenue	7:00 p.m.
June 20, 2023	Freedom Park 3701 Scoville Avenue	7:00 p.m.
July 18, 2023	Liberty Center 6445 W. 27 th Place	7:00 p.m.
August 15, 2023	Proksa Park 3001 Wisconsin Avenue	7:00 p.m.
September 19, 2023	Proksa Park 3001 Wisconsin Avenue	7:00 p.m.
October 17, 2023	Proksa Park 3001 Wisconsin Avenue	7:00 p.m.
November 21, 2023	Proksa Park 3001 Wisconsin Avenue	7:00 p.m.
December 19, 2023	Proksa Park 3001 Wisconsin Avenue	7:00 p.m.



2023 Conference Registration Form

REGISTRATION DEADLINE IS JANUARY 16, 2023

Register online at ilparksconference.com
 Faxed or mailed registration forms will be accepted until January 16, 2023.

I am completing this form on behalf of the attendee and would like a copy of the receipt; email to: _____

SECTION I. ATTENDEE INFORMATION

NAME _____ TITLE _____

NICKNAME FOR BADGE _____ AGENCY _____

MAILING ADDRESS, CITY, STATE, ZIP _____

PHONE _____ ATTENDEE EMAIL ADDRESS (ONE UNIQUE EMAIL PER REGISTRATION FOR MOBILE APP ACCESS) _____

CERTIFICATIONS: AFO CPO CPRE CPRP CPSI CTRS

MEMBER: IAPD IPRA NON-MEMBER

MEMBER RATES: All registrations are checked for membership status. Refer to the Policy on Members and Non-Members on page C7.

Is this your first time attending the IAPD/IPRA Soaring New Heights Conference? Yes No

If "No," how many years have you attended 2-5 6-9 10-15 16+

Pronoun on badge: he/his she/her they/their ze/zir None

IAPD/IPRA makes available the email addresses of conference attendees to conference exhibitors who provide products and services to the park and recreation field. Please check here if you prefer your email address to NOT be provided.

ADA COMPLIANCE / SPECIAL MEAL ACCOMMODATION: If you have any special accessibility/meal requirement, please provide a brief description below. For requests pertaining to your hotel/lodging needs, please contact the Hyatt or Swiossotel directly when booking your room. _____

Emergency Contact (REQUIRED): Name: _____ Phone: _____

SECTION II. PRE-CONFERENCE WORKSHIPS - THURSDAY, JANUARY 26, 2023 (Enrollment is limited - REGISTER EARLY!)

ID#	TITLE	FEE	CEUs
12:30 pm – 2:30 pm			
17	Leading Below the Surface: Leadership for the Future	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
101	Master the Power of Change	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
314	Bidding 101 and Managing a Successful Construction Project	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
401	The WHY of Work; Remembering Passion and Purpose During Recovery	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
501	Rebuilding Social Connections: A TR's Role	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
600	Time/ Task Analysis for Maintenance Activities to Identify Resource Needs!	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
909	Diversity Marketing	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
1006	Creating a Culture of Belonging for All	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
1102	Understanding Emerging Forest Invaders: Jumping Worms and Japanese Stiltgrass	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
3:00 pm – 5:00 pm			
18	Imposter Syndrome and the Insidious Nature of Doubt	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
102		<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
411	Evaluate Your Services from New Angles	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
505	I've Got Your Back: Supporting Your Staff & Volunteers	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
612	Delivering Exceptional Customer (Patron) Service Every Day Every Time	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
904	Purposeful PR Essential Agency Communication	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
1000	Connecting the Dots for Health Equity	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
1104	Design, Installation and Maintenance Characteristics of a Green Shield Certified Greenspace	<input type="checkbox"/> \$85	<input type="checkbox"/> \$6
CDS	How to Diffuse Anger and Calm People Down	<input type="checkbox"/> \$99	<input type="checkbox"/> \$6
SECTION II SUBTOTAL		\$	



SECTION III. CONFERENCE REGISTRATION

PACKAGE	EARLY (BY 12/12/22)		REGULAR (12/13/22 – 01/16/23)		ON-SITE	
	MEMBER	NON-MEMBER	MEMBER	NON-MEMBER	MEMBER	NON-MEMBER
Full	<input type="checkbox"/> \$335	<input type="checkbox"/> \$640	<input type="checkbox"/> \$400	<input type="checkbox"/> \$770	<input type="checkbox"/> \$440	<input type="checkbox"/> \$850
No Frills	<input type="checkbox"/> \$280	<input type="checkbox"/> \$530	<input type="checkbox"/> \$335	<input type="checkbox"/> \$640	<input type="checkbox"/> \$390	<input type="checkbox"/> \$750
Thursday Only	<input type="checkbox"/> \$120	<input type="checkbox"/> \$230	<input type="checkbox"/> \$135	<input type="checkbox"/> \$260	<input type="checkbox"/> \$150	<input type="checkbox"/> \$285
Friday Only	<input type="checkbox"/> \$240	<input type="checkbox"/> \$455	<input type="checkbox"/> \$270	<input type="checkbox"/> \$515	<input type="checkbox"/> \$295	<input type="checkbox"/> \$565
Saturday Only	<input type="checkbox"/> \$260	<input type="checkbox"/> \$495	<input type="checkbox"/> \$290	<input type="checkbox"/> \$555	<input type="checkbox"/> \$315	<input type="checkbox"/> \$605
Student	<input type="checkbox"/> \$120	<input type="checkbox"/> \$220	<input type="checkbox"/> \$120	<input type="checkbox"/> \$220	<input type="checkbox"/> \$120	<input type="checkbox"/> \$220
Retiree	<input type="checkbox"/> \$145	<input type="checkbox"/> \$360	<input type="checkbox"/> \$155	<input type="checkbox"/> \$385	<input type="checkbox"/> \$185	<input type="checkbox"/> \$460
Guest/Spouse	<input type="checkbox"/> \$145	<input type="checkbox"/> \$145	<input type="checkbox"/> \$155	<input type="checkbox"/> \$155	<input type="checkbox"/> \$185	<input type="checkbox"/> \$185
A LA CARTE TICKET OPTIONS					QTY.	
<ul style="list-style-type: none"> • Friday, Awards Luncheon Ticket (includes one (1) dessert ticket) • Friday, Dessert Ticket ONLY (dessert served in the Exhibit Hall immediately following the luncheon) • Friday, Awards Luncheon Preferred Agency Seating (non-refundable fee) <ul style="list-style-type: none"> - Specify preferred agency table OR preferred legislative table (if you will be inviting a legislator to join your agency). - All Preferred Agency/Legislative tables seat 10. (see page C4) • Saturday, Closing Social Ticket • CLE Credit Packages (3=\$45; 4=\$60; 7=\$105; 8=\$120) ARDC # _____ 					<input type="checkbox"/> \$70 x _____ \$ _____ <input type="checkbox"/> \$15 x _____ \$ _____ <input type="checkbox"/> \$50 x _____ \$ _____ <input type="checkbox"/> Agency <input type="checkbox"/> Legislative \$125 x _____ \$ _____ <input type="checkbox"/> \$45 <input type="checkbox"/> \$60 <input type="checkbox"/> \$105 <input type="checkbox"/> \$120	
SECTION III SUBTOTAL					\$	

SECTION IV. SPECIAL EVENT REGISTRATION (Space is limited - REGISTER EARLY!)

Professional Connection: Thursday, January 26, 6:00 pm – 7:00 pm (see page C9 for details.)

PCS	Professional Connection – Student	<input type="checkbox"/> N/C
PCP	Professional Connection – Professional	<input type="checkbox"/> N/C
Mock Interviews/Resume Review: Friday, January 27, 10:00 am - 11:00 am (see page C9 for details.)		
MIS	Mock Interviews/Resume Review – Student	<input type="checkbox"/> N/C
MIP	Mock Interviews/Resume Review – Professional	<input type="checkbox"/> N/C

Instructions: Enter the subtotal from each section.
Add Section II – IV line totals together
to get the total amount now due.

SECTION II: CONFERENCE WORKSHOPS	\$
SECTION III: CONFERENCE REGISTRATION	\$
SECTION IV: SPECIAL EVENTS	\$ N/C
TOTAL AMOUNT DUE	\$

SECTION V. PAYMENT

METHOD OF PAYMENT

* Should you make an error in calculating, your card will be charged for the correct amount.

Check # _____ (Please make checks payable to IAPD.) Visa MasterCard **TOTAL \$** _____

Cardholder's Name _____

Credit Card Number _____ Expiration Date _____

Cardholder's Billing Address _____ Zip Code _____

3-Digit CVC # _____ Signature _____

**FAXED OR MAILED REGISTRATION FORMS WILL BE ACCEPTED UNTIL JANUARY 16, 2023 AT:
2023 IAPD/IPRA CONFERENCE**

1460 Renaissance Drive, Suite 209, Park Ridge, IL 60068
OR FAX: (847) 957-4255

FOR QUESTIONS OR TO MODIFY AN EXISTING REGISTRATION, EMAIL ILPARKS2023@CTEUSA.COM OR CALL (847) 957-4255

IMPORTANT REGISTRATION INFORMATION

REGISTRATION FOR CONFERENCE AND ANY FEE-BASED CONFERENCE WORKSHOPS MUST BE DONE AT THE SAME TIME.

	Full Package	No Frills	Thursdy Only	Friday Only	Saturday Only	Student/Retiree	Spouse/Guest
All-Conference Awards Luncheon (Friday)	✓						
Closing Social (Saturday)	✓				✓		
60-Minute Sessions * (Thursday-Saturday)	✓	✓	✓**	✓***	✓****	✓	✓
Exhibit Hall Admission (Thursday & Friday)	✓	✓	✓**	✓***		✓	✓
Keynote General Session (Saturday)	✓	✓			✓	✓	✓
Welcome Social (Thursday)	✓	✓	✓	✓	✓	✓	✓

* 2-hour workshops not included and are available for an additional fee.
 ** 60-minute sessions and access to Exhibit Hall on Thursday only.

*** 60-minute sessions and access to Exhibit Hall on Friday only.
 **** 60-minute sessions on Saturday only.

CEU FEES – There are no additional CEU fees for the 60-minute conference sessions on Thursday - Saturday. CEU fees for the 2-hour conference workshops will be charged a \$6 fee.

FULL – Includes All-Conference Awards Luncheon ticket, Thursday - Saturday 60-minute sessions, Closing Social ticket, admission to the Exhibit Hall, Keynote General Session, and Welcome Social.

NO FRILLS – Includes Thursday - Saturday 60-minute sessions, Keynote General Session, admission to the Exhibit Hall, and Welcome Social.

THURSDAY ONLY – Includes Thursday 60-minute sessions, admission to the Exhibit Hall, and Welcome Social.

FRIDAY ONLY – Includes Friday 60-minute sessions, admission to the Exhibit Hall, and Welcome Social.

SATURDAY ONLY – Includes Saturday 60-minute sessions, Closing Social ticket and Keynote General Session.

STUDENTS/RETIREES – Includes Thursday - Saturday 60-minute sessions; Admission to the Exhibit Hall; Keynote General Session; Welcome Social.

GUEST/SPOUSE/FAMILY/FRIEND (Must not be affiliated with or employed by any park and recreation agency.) Includes Thursday - Saturday 60-minute sessions, admission to the Exhibit Hall, Keynote General Session, and Welcome Social.

CANCELLATION POLICY:

Cancellations must be submitted in writing and received by December 19, 2022, in order to receive a refund less a processing fee of \$25. Refund requests received after this date will be reviewed on a case-by-case basis.

ADDITIONAL REGISTRATION POLICIES:

- IAPD/IPRA will not invoice agencies or individuals for conference registrations.
- Please complete a separate registration form for each individual registering.
- Participants wishing to change workshops must pay the difference for a higher workshop or forfeit the difference for a lesser workshop.
- Pre-registration ends JANUARY 16, 2023. In order to receive the discounted pre-registration fee(s), registration forms must be postmarked or faxed by JANUARY 16, 2023. On-site registration begins at 7:30 am on January 26, 2023.
- **The deadline for Preferred Agency Seating is JANUARY 16, 2023.** No preferred seating will be taken on-site.
- ADA Compliance/Special Meal Accommodation: Attendees with special needs/meal requests should indicate their requirements on the conference registration form. If you have questions or need additional assistance, please contact Cindy Galvan at cindy@ilpra.org.

POLICY ON MEMBERS AND NON-MEMBERS

The following persons will be allowed to register at the member rate:

- Members of the Illinois Park & Recreation Association in current standing through 12/31/22. IPRA memberships not renewed for 2023 will be assessed the difference between the member and non-member conference rates. If there is an outstanding balance on an attendee's registration account at the start of the conference. No refunds will be given.
- Commissioners/park board members, attorneys, board treasurers, and board secretaries of agencies that are members of the Illinois Association of Park Districts.
- A maximum of six support staff from IAPD member agencies. "Support staff" is defined as clerical/front desk and maintenance personnel only.
- Credentials will not be issued unless payment in full is received.

Requests from other persons or agencies asking for member rates will be presented to the Joint Conference Committee for approval prior to conference.

QUESTIONS:

- Email your question to ilparks2023@cteusa.com or call (847) 957-4255. Be sure to reference the IAPD/IPRA conference.

CONSENT TO CONFERENCE POLICIES

As a condition of attending the Soaring to New Heights Conference and to help protect the health and safety of yourself and others, all participants will be required to comply with protocols and conference policies that are in effect when the event takes place.

All participants will also be required to sign an acknowledgement of personal responsibility form prior to, and as a condition of, being admitted to the conference.

Any individual who refuses to adhere to health and safety protocols and conference policies or who refuses to submit a signed personal acknowledgement of personal responsibility form will not be admitted to, or be removed from, the conference without receiving a refund.

CONSENT TO USE PHOTOS AND OTHER REPRODUCTIONS

By registering for, participating in or attending IAPD/IPRA meetings or other activities, an individual irrevocably agrees to the use and distribution by IAPD/IPRA of his or her image or voice in photographs, video recordings, audio recordings and any other electronic reproductions of such events and activities for any purpose without inspection or approval and without compensation, right to royalties or any other consideration now and in the future.

Event photography provided by JHyde Photography.

