

HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA

Wednesday, April 17th, 2019
5:15 PM

-AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
 - a. March 20th, 2019
4. Review of Bills
 - a. March 2019
5. Financial Report
 - a. March 2019
6. Director's Report
7. New Business
 - a. NONE
8. Pending Business
 - a. NONE
9. Citizen Request to Address the Board
 - a. NONE
10. Correspondence
 - a. NONE
11. Other Business
 - a. Executive Session 2C1 Personnel
12. Adjournment

NOTICE

If special accommodation is needed to attend or participate in a HISRA Board Meeting, please contact HISRA at (309) 691-1929

**NEXT MEETING: May 15th, 2019, 5:15 PM
HISRA Office 8727 N Pioneer Road, Peoria, IL 61615**

OFFICIAL PROCEEDINGS OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION, HELD **Wednesday, March 20th, 2019** AT THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA IL 61615.

Meeting was called to order at 5:14 PM by Trustee Cassidy.

BOARD MEMBERS PRESENT: Joyce Harant, Kevin Yates, Lorelei Cox, Brian Tibbs, Shaun Bill, Tim Cassidy, Shane Placher

BOARD MEMBERS ABSENT: Joel Dickerson

STAFF PRESENT: Katie Van Cleve, Brooke Williams

PRESS PRESENT: NONE

OTHERS PRESENT: NONE

REVIEW OF MINUTES: The minutes of the January 16, 2018 meeting were reviewed. Motion to approve was made by Trustee Cox and seconded by Trustee Tibbs.
Result: Ayes: 7; Nays: 0
Motion Approved

REVIEW OF BILLS: Summaries of bills for January and February 2019 were reviewed. Motion to approve as presented was made by Trustee Placher and seconded by Trustee Harant.
Result: Ayes: 7; Nays: 0
Motion Approved

FINANCIAL REPORT: Summaries of the financial reports for December 2018 were reviewed. Motion to approve as presented was made by Trustee Tibbs and seconded by Trustee Yates.
Result: Ayes: 7; Nays: 0
Motion Approved

DIRECTOR'S REPORT: Camp registration is slow but steady. Hiring is going OK with a decent amount

of return staff. March Madness school field trip day had about 2200 students in attendance. Family night had about 650. Special Olympic teams from HISRA, IVC, and Dunlap participated. Penguin Project performed. The Parent/Community Resource fair had modified vehicles on display which included a stair lift. We had an Art Show and display to showcase the work of our FOCUS.

NEW BUSINESS:

PENDING BUSINESS:

CORRESPONDENCE:

NONE

OTHER BUSINESS:

A motion to move into Executive Session 2C1 Personnel was made by Trustee Bill and seconded by Trustee Cox.

Result: Ayes: 7; Nays: 0

Motion Approved

ADJOURNMENT:

A motion to adjourn was made by Trustee Tibbs and seconded by Trustee Yates at 5:57 PM.

Result: Ayes: 7; Nays: 0

Motion Approved

Submitted by: _____
Brooke Williams, Secretary

Starting Vendor: 000001
 Ending Vendor: ZWI001

Starting Date: 3/1/2019
 Ending Date: 3/31/2019

Report #: APD010

Peoria Park District

11-Apr-19 8:33 PM

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount		
Distribution Type:		Expense Distributions In Detail								
Account #: R-6-R81-5110-2101 HRT OF IL SRA - PROGRAM SUPPLI										
3/7/2019	456451	006633	SAM'S CLUB PAYMENTS	P9345983	002513-2/19	2/19/2019	0000083440	PAPER TOWELS, WIPES, SNACKS	AP883	88.16
3/21/2019	457037	GFS001	GFS - GORDON FOOD SERVICE	P9263823	831288307	3/7/2019	0000083740	TABLECOVERS, BEVERAGES, UTENSILS, PLATES	AP888	162.81
	457269	160057	SAVOR...PEORIA	<NONE>	E04506	3/21/2019	0000083680	ACCESS TO THE MARCH MADESS CATERING FOR VOLUNTEERS	AP891	1,151.05
3/28/2019	457508	002630	FIVE POINTS WASHINGTON	<NONE>	AQU PRACTICE	3/28/2019	0000083860	SPECIAL OLYMPICS AQUATICS PRACTICE	AP893	375.00
	457516	003602	LANDMARK RECREATION CE	<NONE>	9/12/18-11/14/1	3/28/2019	0000083872	STRIKERS PROGRAM	AP893	1,430.00
	457518	190049	LWSRA	<NONE>	SPONSOR/ADV	3/28/2019	0000083875	SPONSOR & PROGRAM ADVERTISE - NATIONAL WHEELCHAIR	AP893	2,000.00
Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE										
3/28/2019	457365	007359	SHELL OIL COMPANY	240814-003	65901886903	3/1/2019	0000083881	FUEL-2/8/19-3/1/19	AP893	272.13
Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE										
3/7/2019	456306	005673	PTC SELECT	P9263859	237488	2/6/2019	0000083564	TONER CARTRIDGE	AP881	188.00
	456565	GRE003	RNJ DISTRIBUTING	240813-007	1168654	2/28/2019	0000083576	BOTTLED WATER	AP884	38.75
Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE										
3/7/2019	456627	003169	INTERFACE SECURITY SYSTE	61-MAR19	19321254	3/1/2019	0000083524	BID- ALARM SVC 03/19	AP884	61.95
	455924	COM012	CENTRAL CLEANING SERVICE	P7227358-FEB19	5623	2/12/2019	0000083473	B/A-JANITORIAL SERVICE-FEB 2019	AP879	900.00
	455927	HARR001	HARRIS PEST CONTROL	P7562944-JAN19	95620	1/11/2019	0000083512	B/A-PEST SVC	AP879	45.00
	455989	I3 BROAD	i3 BROADBAND	240516-MAR19	1583026-1	2/12/2019	0000083516	INTERNET SVC- MARCH 2019	AP879	199.95
	456568	HARR001	HARRIS PEST CONTROL	P7562944-FEB19	95897	2/8/2019	0000083512	B/A-PEST SVC	AP884	45.00
	456626	000137	PDC SERVICES, INC.	160-JAN19	4114272	2/1/2019	0000083557	B/A-WASTE REMOVAL/RECYCLING JAN 19	AP884	93.00
3/21/2019	457228	000137	PDC SERVICES, INC.	160-FEB19	4143546	3/1/2019	0000083782	B/A-WASTE REMOVAL/RECYCLING 02/19	AP891	143.00
	456954	I3 BROAD	i3 BROADBAND	240516-APR19	1598836-1	3/1/2019	0000083750	INTERNET SVC-4/12/19- 5/11/19	AP888	199.95

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount		
Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS										
3/7/2019	456210	001527	AMEREN ILLINOIS	239888-057	190122796R81	2/5/2019	0000083450	GAS 2203065019 ACTUAL READ	AP881	227.96
3/28/2019	457475	CNE002	CONSTELLATION NEW ENER	239888-333	2532755	2/19/2019	0000083856	BG-11583 NATURAL GAS THERMS USED- JANUARY 2019	AP893	451.59
Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY										
3/28/2019	457470	001527	AMEREN ILLINOIS	239888-328	190254043R81	2/15/2019	0000083847	ELECTRIC 8157351531 ACTUAL READ	AP893	540.43
Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE										
3/14/2019	456821	009225	VERIZON WIRELESS-LEHIGH	239896-001	9825119774	2/28/2019	0000083642	CELL PHONES & MODEMS 02/2019	AP887	336.62
	456822	009225	VERIZON WIRELESS-LEHIGH	239896-002	9825119775	2/28/2019	0000083642	HISRA IPADS 02/2019	AP887	130.20
	456823	009225	VERIZON WIRELESS-LEHIGH	239896-003	9825119776	2/28/2019	0000083642	HISRA IPADS 02/2019	AP887	120.18
Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER										
3/14/2019	456827	003003	ILLINOIS AMERICAN WATER	239888-080	190220910R81	2/21/2019	0000083628	WATER 1025- 210002898574 ACTUAL READ	AP887	209.10
	456902	003003	ILLINOIS AMERICAN WATER	239888-143	19036014R81	2/28/2019	0000083628	WATER 1025- 210000507346 FIRE SVC	AP888	60.14
Account #: R-6-R81-5210-3711 HRT OF IL SRA - REFUNDS										
3/21/2019	457255	190047	FERRON, BARBARA	<NONE>	REFUND	3/21/2019	0000083660	PASSED AWAY	AP891	162.00
Account #: R-6-R81-5510-6101 HRT OF IL SRA - EQUIPMENT										
3/7/2019	455991	MAR002	MARCO INC	240812-010	INV5966331	1/24/2019	0000083542	COPIER SERVICE AGREEMENT-12/27/18- 1/26/19	AP879	21.29
3/21/2019	457197	180040	THE KERN GROUP, INC.	P9254745	C-031419	3/14/2019	0000083812	IP SPEAKERS	AP891	2,802.00
	456955	MAR002	MARCO INC	240813-009	INV6077945	2/25/2019	0000083764	COPIER SERVICE AGREEMENT-1/27/19- 2/26/19	AP888	17.66
Section Total Expense :										12,472.92

Payables Distributions to General Ledger

Date	Vchr # Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount
Report Total :							12,472.92

-- End of Report --

Heart of Illinois Special Recreation Association
Comparative Income Statement
Month Ending March 31, 2019

	2018 <u>Actuals</u>	2018 Proposed <u>Budget</u>	% of <u>Budget</u>	2019 <u>Actuals</u>	2019 Proposed <u>Budget</u>	% of <u>Budget</u>
Administration Revenues:						
Peoria Taxes	\$0.00	\$440,000.00	0.00%	\$0.00	\$428,600.00	0.00%
Morton Reimbursement	\$0.00	\$119,000.00	0.00%	\$0.00	\$122,500.00	0.00%
Chillicothe Reimbursement	\$1,302.85	\$57,758.00	2.28%	\$1,119.79	\$57,867.00	1.94%
Washington Taxes	\$0.00	\$73,000.00	0.00%	\$0.00	\$75,000.00	0.00%
Cash Over/Short	(\$220.60)	\$0.00	-	(\$236.00)	\$0.00	-
VSI AR Over/Short	(\$35,187.90)	\$0.00	-	(\$13,999.22)	\$0.00	-
Class Fees	\$67,673.77	\$148,000.00	45.73%	\$17,426.00	\$140,000.00	12.45%
Inclusion Fees	\$0.00	\$0.00	-	\$0.00	\$0.00	-
Vending	\$5.80	\$100.00	5.80%	\$0.00	\$0.00	-
Donations	\$901.22	\$5,000.00	18.02%	\$1,200.00	\$5,000.00	24.00%
Interest Income	\$0.00	\$360.00	0.00%	\$0.00	\$1,000.00	0.00%
Reimbursement	<u>\$54,113.00</u>	<u>\$3,000.00</u>	1803.77%	<u>\$0.00</u>	<u>\$25,000.00</u>	0.00%
Total Revenues:	\$88,588.14	\$846,218.00	10.47%	\$5,510.57	\$854,967.00	0.64%

Administration Expenditures:						
Full Time Payroll	\$36,923.06	\$180,000.00	20.51%	\$32,953.83	\$180,588.00	18.25%
Part Time Payroll	\$34,238.84	\$128,000.00	26.75%	\$22,419.91	\$128,707.00	17.42%
Longevity	\$0.00	\$500.00	0.00%	\$0.00	\$500.00	0.00%
Wellness	\$0.00	\$800.00	0.00%	\$0.00	\$800.00	0.00%
Program Supplies	\$14,731.11	\$62,000.00	23.76%	\$10,911.32	\$62,000.00	17.60%
Postage	\$1,001.75	\$3,000.00	33.39%	\$0.00	\$3,100.00	0.00%
Gasoline	\$1,471.46	\$12,000.00	12.26%	\$422.67	\$10,000.00	4.23%
Office Supplies	\$1,542.60	\$7,000.00	22.04%	\$911.00	\$7,000.00	13.01%
Printing	\$1,356.99	\$7,500.00	18.09%	\$919.88	\$8,000.00	11.50%
Administrative Expense	\$13,425.75	\$64,148.00	20.93%	\$5,419.61	\$69,062.00	7.85%
Payroll Maintenance	\$2,331.70	\$12,000.00	19.43%	\$966.69	\$12,000.00	8.06%
Health & Dental	\$16,090.35	\$60,569.00	26.57%	\$12,846.01	\$74,666.00	17.20%
Contractual Services	\$7,943.26	\$22,500.00	35.30%	\$4,322.65	\$29,465.00	14.67%
Training & Conferences	\$3,002.20	\$10,500.00	28.59%	\$1,023.00	\$12,000.00	8.53%
Natural Gas	\$188.10	\$3,500.00	5.37%	\$679.55	\$3,500.00	19.42%
Electricity	\$329.09	\$9,500.00	3.46%	\$1,025.50	\$8,000.00	12.82%
Telephone	\$2,056.46	\$8,200.00	25.08%	\$1,369.61	\$10,000.00	13.70%
Water	\$602.09	\$3,225.00	18.67%	\$594.01	\$3,700.00	16.05%
Sewer	\$0.00	\$300.00	0.00%	\$0.00	\$350.00	0.00%
Insurance	\$0.00	\$13,000.00	0.00%	\$0.00	\$13,500.00	0.00%
Advertising	\$0.00	\$650.00	0.00%	\$0.00	\$500.00	0.00%
Attorney Fees	\$0.00	\$500.00	0.00%	\$0.00	\$500.00	0.00%
FICA	\$3,165.93	\$23,141.00	13.68%	\$2,545.45	\$23,923.00	10.64%
IMRF	\$2,958.79	\$16,704.00	17.71%	\$1,543.04	\$9,120.00	16.92%
Refunds	\$172.00	\$500.00	34.40%	\$162.00	\$1,500.00	10.80%
Scholarships	\$0.00	\$1,400.00	0.00%	\$76.00	\$1,700.00	4.47%
Equipment	\$58,474.60	\$60,500.00	96.65%	\$2,999.56	\$75,500.00	3.97%
Equipment Repair	<u>\$1,351.07</u>	<u>\$10,000.00</u>	13.51%	<u>\$400.22</u>	<u>\$10,000.00</u>	4.00%
Total Expenditures:	\$203,357.20	\$721,637.00	28.18%	\$104,511.51	\$759,681.00	13.76%

	2018 <u>Actuals</u>	2018 Proposed <u>Budget</u>	% of <u>Budget</u>	2019 <u>Actuals</u>	2019 Proposed <u>Budget</u>	% of <u>Budget</u>
Camp Free to Be Revenues:						
Camp Fees	\$78,247.15	\$100,000.00	78.25%	\$63,085.85	\$100,000.00	63.09%
VSI AR Over/Short	(\$53,250.05)	\$0.00	-	(\$53,935.93)	\$0.00	-
Donations	\$0.00	\$1,000.00	0.00%	\$0.00	\$5,000.00	0.00%
Reimbursement	<u>\$0.00</u>	<u>\$15,000.00</u>	0.00%	<u>\$0.00</u>	<u>\$15,000.00</u>	0.00%
Total Revenues:	\$24,997.10	\$116,000.00	21.55%	\$9,149.92	\$120,000.00	7.62%

Camp Free to Be Expenditures:						
Part Time Payroll	\$0.00	\$143,500.00	0.00%	\$1,838.63	\$148,500.00	1.24%
Program Supplies	\$0.00	\$22,000.00	0.00%	\$0.00	\$20,500.00	0.00%
Administrative Expense	\$0.00	\$17,680.00	0.00%	\$106.98	\$19,561.00	0.55%
FICA	\$0.00	\$10,327.00	0.00%	\$76.03	\$11,360.00	0.67%
Refunds	\$0.00	\$2,000.00	0.00%	\$0.00	\$0.00	-
Scholarships	<u>\$0.00</u>	<u>\$20,000.00</u>	0.00%	<u>\$0.00</u>	<u>\$15,246.00</u>	0.00%
Total Expenditures:	\$0.00	\$215,507.00	0.00%	\$2,021.64	\$215,167.00	0.94%

Revenues:						
Administration	\$88,588.14	\$846,218.00	10.47%	\$5,510.57	\$854,967.00	0.64%
Camp Free to Be	<u>\$24,997.10</u>	<u>\$116,000.00</u>	21.55%	<u>\$9,149.92</u>	<u>\$120,000.00</u>	7.62%
Total Revenues	\$113,585.24	\$962,218.00	11.80%	\$14,660.49	\$974,967.00	1.50%

Expenditures:						
Administration	\$203,357.20	\$721,637.00	28.18%	\$104,511.51	\$759,681.00	13.76%
Camp Free to Be	<u>\$0.00</u>	<u>\$215,507.00</u>	0.00%	<u>\$2,021.64</u>	<u>\$215,167.00</u>	0.94%
Total Expenditures	\$203,357.20	\$937,144.00	21.70%	\$106,533.15	\$974,848.00	10.93%

Memorial Reserves as of 12/31/2018: \$6,594

Undesignated Reserves as of 12/31/2018: \$259,887