

RFCCA Board of Managers

Regular Meeting

Tuesday, March 10, 2020

The meeting of the River Forest Civic Center Authority was called to order at 7:09 pm by Manager Karen Taubman following the Township Board of Trustees meeting.

Roll called:

Present: Managers Holly Economos, Karen Taubman, Mark Kelty, Helene Connolly and Carla Sloan, Secretary Abby Schmelling and RFCC Executive Director, Dick Chappell.

Approval of Minutes

A motion was made by Manager Connolly and seconded by Manager Sloan to approve the minutes of the February 18, 2020 meeting. They were approved unanimously.

Public Participation– None

Approval of Bills:

- A motion was made by Manager Connolly and seconded by Manager Economos to approve Operating Fund bills as of March 31, 2020 in the amount of \$1,656.14. Roll was called. Ayes: Managers Sloan, Connolly, Taubman, Kelty and Economos. The motion passed unanimously.
- A motion was made by Manager Connolly and seconded by Manager Economos to approve Capital Fund bills as of March 31, 2020 in the amount of \$1,617.57. Roll was called. Ayes: Managers Sloan, Connolly, Taubman, Kelty and Economos. The motion passed unanimously.

RFCCA Facilities Administrator's Report

Dick Chappell

- Dick has not heard anything back from the insurance company, Rockford Mutual, responding to a letter he received regarding some building needs.
- Roof leak repairs will have to be made regardless of the feasibility study timeline. Dick will get some proposals for sectioning out the project.
- Dick talked about polling place security for the building, with the primary election next week and the fall election. Discussion followed about the space used for the voting.
- Dick is still soliciting quotes for the fire alarm panel.

RFCC Executive Director's Report

Dick Chappell

- A memo was sent out to all building and Center participants about the coronavirus pandemic. There is a lot of communication going on between and from the various governmental bodies. Additional steps are being done about cleaning and disinfectants. Our staff is cleaning multiple times a day.
- The swipe card system is operational.
- The RFCC building manager position has not yet been filled; the position requires someone with facilities experience.
- Summer camp registration began last week. Dick expects the numbers to be similar to last year's.
- District #200 dropped its costly building renovation project, but about \$15,000 worth of work was approved and will address some of the problems.
- The upgrades to the smoke alarms system with smoke detectors, etc. will be done at the end of this month or by spring break.
- District #90's strategic plan should be completed this week.
- The blended preschool program with District #90 is being renewed. Early Childhood registration will start earlier next year in January.
- Utility agreements for the phones, etc. for the coming year will be ready by the end of the month so the books can be closed.

Unfinished Business

- Carla gave an update from a recent RFCCA Building Feasibility Study meeting. She explained the three options that are being explored. There is another meeting next week and they've asked to bring a board member to the meeting. Carla has asked Mark Kelty to attend with her.

New Business—None

Announcement of the next regular meeting: The next meeting will take place Tuesday, April 14, 2020 following the 6:00 pm 2020 Annual Town Meeting and the subsequent regular monthly meeting of the regular monthly meeting of the River Forest Township Board of Trustees.

Adjournment

A motion was made by Manager Connolly and seconded by Manager Kelty to adjourn the meeting. The motion was unanimous.

Respectfully submitted,

Abby Schmelling, Secretary