

RIVER FOREST CIVIC CENTER AUTHORITY
Board of Managers
Regular Meeting
Monday June 18, 2018

The meeting of the River Forest Civic Center Authority was called to order by Manager Karen Taubman at 6:31 pm. during the temporarily suspended Township Board of Trustees meeting. This was to provide time for RFCCA Facilities Manager and RFCC Executive Director Dick Chappell to give his monthly report.

Roll called:

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

Public Participation -- None

RFCCA Facilities Administrator's Report

Dick Chappell

- Dick spoke with the fire department about the RFCCA's need for AEDs (Automated External Defibrillator) in the building. There used to be state funding which is no longer available, so Dick will cost them out and order two.
- The State Fire Marshall requires boiler shutoff valve system outside each of the doors of the boiler room. This has been completed.
- West Town has been out to do regular service work, including squirrel damage to the chiller. Other roof repair needs to be completed also.
- Dick spoke with Eric Palm's office at the Village about the draft of the RFCCA Building IGA. A clean copy with signatures is needed from the Civic Center as well as the Township.

RFCC Executive Director's Report

Dick Chappell

- The preschool graduation was held the first week of June. Everything went well.
- The summer camp program began on June 11 and the building is being fully used. Dick talked about space requested by the Park District because the Depot work is behind schedule.
- As mentioned last month, the IT provider has been changed to Access One and work is ongoing. Backup services and the firewall have been completed.
- Summer counselors have been hired for this year.
- Dick spoke about HR needs at the RFCC and the possibility of the need to hire a part time person to handle some of these issues.
- Dick was asked by Pam Kende and the assessor's office about having IT help in connecting to the copier.

Approval of Minutes:

A motion to approve the minutes of the May 15 minutes meeting was made by Manager Connolly and seconded by Manager Kelty. The motion passed.

Bills

- Approval of bills for June 30, 2018 were tabled to the July meeting.

Unfinished Business – None

New Business--None

Announcement of the next regular meeting:

The next meeting will take place Tuesday July 19, immediately following the 6:00 pm Annual Town Meeting and regular monthly meeting of the River Forest Township Board of Trustees.

Adjournment

A motion was made by Manager Economos and seconded by Manager Taubman to adjourn the meeting at 6:45 pm. The motion was unanimous.

Respectfully submitted,

Abby Schmelling, Secretary