

## **RFCCA Board of Managers**

### **Regular Meeting**

**Tuesday September 10, 2019**

The meeting of the River Forest Civic Center Authority was called to order by Manager Helene Connolly at 6:50 pm following the Township Board of Trustees meeting.

#### **Roll called:**

Present: Managers Mark Kelty, Holly Economos, Karen Taubman, and Carla Sloan, Secretary Abby Schmelling, Attorney Pat Deady and RFCC Executive Director, Dick Chappell. Manager Connolly was absent.

#### **Approval of Minutes:**

Without a quorum present of those who attended the August meeting, approval of the minutes of the August 20, 2019 was tabled to the next meeting.

#### **Public Participation– None**

#### **Approval of Bills:**

- A motion was made by Manager Economos and seconded by Manager Taubman to approve Operating Fund bills as of September 30, 2019 in the amount of \$1,656.14. Roll was called. Ayes: Managers Sloan, Kelty, Taubman and Economos. The motion passed unanimously.
- A motion was made by Manager Economos and seconded by Manager Kelty to approve Capital Fund bills as of September 30, 2019 in the amount of \$1,450.00. Roll was called. Ayes: Managers Sloan, Kelty, Taubman and Economos. The motion passed unanimously.

#### **RFCCA Facilities Administrator's Report**

**Dick Chappell**

- An environmental study was conducted as part of the RFCCA Building Feasibility Study. A substantial report was sent out this week. It includes past photos and reports as well as title changes.
- Dick brought up the continuing issue of the phone lines. AT&T increased their bill six times the amount it had been. He explained that are two fax lines and three alarm lines. He stated that AT&T has given him a proposal essentially pushing for a change to digital, but this is not practical for the building. Internet is on a separate Comcast line. Opportunity Knocks has its own lines. Dick has been looking for other possibilities such as Access One, their computer IT company and he will be making a change over to them and keeping the same lines. He will cut off AT&T after the change is completed. This should happen in the next couple of weeks.

- The annual system inspection by Illinois Alarm showed an issue with one of the alarm lines. Because of the Feasibility Study, Dick is reluctant to make any major changes to the security system which is working. He will make a determination after he gets more information about the problem. Discussion followed.

### **RFCC Executive Director's Report**

**Dick Chappell**

- The Open House was very well attended.
- The Center also went through the bank transitions that the Township also had done.
- The new Fall Brochure which was mailed out a couple of weeks ago. The bulk of new programs will begin in mid September.
- Two new people have been hired for the front office. Dick gave some background about Eva Cassell and Gloria Denuzzo.
- The gym floor was refinished last Thursday morning.
- There were no responses to the building calendar that was sent out. There is no shortage of potential users.
- The renovation of the art room is underway. The cabinets are taking longer than anticipated, even though the CITE open house is tomorrow. The floor has been put down, a window on the north wall was taken out, the interior of the room has been painted, the electrical roughing has been put in, and two new lights have been installed. The conference room table in the room is being removed. The cabinets and counter tops still need to be installed..

### **Unfinished Business--None**

**New Business**—Carla mentioned the opening for an administrative assistant with the Community Mental Health Board.

### **Announcement of the next regular meeting:**

The next meeting will take place Tuesday, October 15, 2019 immediately following the regular monthly meeting of the River Forest Township Board of Trustees.

### **Adjournment**

A motion was made by Manager Economos and seconded by Manager Kelty to adjourn the meeting at 7:20pm. The motion was unanimous.

Respectfully submitted,

Abby Schmelling, Secretary