

**Regular Meeting**  
**RFCCA Board of Managers**  
**Tuesday, October 18, 2022**

The meeting of the River Forest Civic Center Authority was called to order on October 18, 2022 by Manager Herrman at 7:00PM following the Township Board of Trustees meeting. This meeting was conducted in person and electronically by Zoom.

**Roll called**

Present: Managers Carla Sloan, Keith Strom, Helene Connolly, Karen Taubman, Deana Herrman.

Also present: RFCC Executive Director Dick Chappell.

**Public Participation:** none.

**Approval of Minutes**

A motion was made by Manager Herrman and seconded by Manager Sloan to approve the minutes of the September 13, 2022 meeting.

Roll was called. Ayes: Managers Sloan, Strom, Connolly, Herrman and Taubman. Nays: None. The motion passed unanimously.

**Approval of Bills:**

- A motion was made by Manager Taubman and seconded by Manager Sloan to approve Operating Fund bills as of October 31, 2022 in the amount of \$1,916.01.

Roll was called. Ayes: Managers Sloan, Strom, Connolly, Herrman and Taubman. Nays: None. The motion passed unanimously.

**RFCCA Facilities Administrator's Report**

**Dick Chappell**

- Dick reported that the area by the stairwell has had some leaking issues during heavy rains. The work on the roof in that area was done by the previous roofer. Bill Roofer will be called to do this minor repair.

- Dick reported that the first floor HVAC issues have been resolved by West Town.

- Dick stated that POTS lines have been an issue for the alarm system. The issue is not resolved at this time. Both Access One and Illinois Alarm have come to assess the situation and Illinois Alarm has submitted a proposal. Dick has given Illinois Alarm some follow up question before the work proposal is accepted.

- Dick said the annual sprinkler inspection will be scheduled in the next two weeks.
- Dick reported that there have been a few issues with the elevator this month, similar to last year when the sensors were replaced. He will continue to monitor the situation.
- Dick said the parking lot pothole will be repaired soon.
- Dick reported that CDS has completed 90% to 95% of the access points in the building. They have installed a new computer cabinet on the second floor. The last component of the CDS installation work is tying in OPRF to our network in a way that meets high school standards.

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

**Dick Chappell**

- Dick said that CDS has completed the majority of their work and have back ups for various networks which were just replaced.
- Dick said that staffing issues are ongoing and they continue to interview qualified candidates. They are still looking for teachers.
- Dick said that 500 brochures instead of 5,000 were printed. The brochure mailing was replaced by a postcard mailing that drove to the website for class information. The next postcard will be mailed in January.
- Dick said the Halloween party has been canceled due to staffing issues.

Dick and his staff are planning the Daddy/Daughter Dance which will take place on February 10. They are hoping for 300 attendees.

- Dick reported that the Playland structure is now out of the building. The former Playroom room will most likely become a multi-purpose room.
- Dick reported that there has been a slight uptick in early childhood programs. He contracted with Lakeview Busing to be more efficient with after school transportation. D90 has contracted with the RFCC to bus Willard and Lincoln students to chorus in the morning.
- Dick said that he is in talks with a group of River Forest residents to use the gym for pickle ball in the morning.

### **Unfinished Business**

- Managers Sloan and Strom, Dick, and two of his board members met yesterday to discuss the Capital Plan. Began discussion of which items to prioritize. The committee is putting together a list of urgent items and longer term items. Discussion ensued.

### **New Business**

- None.

**Announcement of the next regular meeting:**

The next meeting will take place Tuesday, November 8, 2022, following the regular monthly meeting of the River Forest Township Board of Trustees.

**Adjournment**

A motion was made at 7:51PM by Manager Connolly and seconded by Manager Sloan to adjourn the meeting.

Respectfully submitted,

Vanessa Druckman, Secretary