

RFCCA Board of Managers

Regular Meeting

Tuesday, September 19, 2023

The meeting of the River Forest Civic Center Authority (RFCCA) was called to order on Tuesday, September 19, 2023 by Manager Connolly at 6:56 PM following the Township Board of Trustees meeting. This meeting was conducted in person and electronically by Zoom.

Roll called:

- Present: Managers Carla Sloan, Helene Connolly and Karen Taubman were in person.
 - Manager Deanna Herrman participated via Zoom with a qualified business reason..
- Manager Keith Strom was excused absent.
- RFCCA Facilities Administrator Dick Chappell and Secretary John Becvar were also present.

Public Participation:

- Public was not in attendance.

Approval of Minutes:

- A motion was made by Manager Sloan and seconded by Manager Herrman to approve the minutes of the August 14, 2023 meeting.
 - The minutes were approved unanimously by voice vote.

Approval of Bills:

- A motion was made by Manager Taubman and seconded by Manager Sloan to approve Operating Fund bills as of September 30, 2023 in the amount of \$2856.88 and to approve Capital Fund bills as of September 30, 2023 in the amount of \$22,073.05.
 - Roll was called. Ayes: Managers Sloan, Connolly, Herrman, and Taubman.
Nays: None. Absent: Strom. The motion passed unanimously.

RFCCA Facilities Administrator's Report - Dick Chappell:

- Building renovations on the first floor are going slower than anticipated. There will be some alarm system components that will need to be addressed. Administrator Chappell does not have pricing or timetable at this time and will continue to explore potential grants.

RFCC Executive Director's Report - Dick Chappell

- The renovations, while progressing, have been a juggling act. The lighting upgrades have not yet been addressed and there are still some punch list items open.
 - Originally, some of the first floor rooms were meeting rooms (not classrooms) when the building opened thirty years ago. As a result, an additional single-use bathroom is being added in Room 105.
 - Room 110 (old *Opportunity Knocks* area) needed a storage closet removed and a wall knocked down. There is ongoing work to put in cabinets, sink, etc. to make the area usable classroom space.
 - Chappell estimated that it will take another 6-8 weeks before the work is completed, including the common areas.

- RFCC continues to resolve issues with the new phone system.
- Megan Drake took over from Ben Ransom as Community Services Officer. Chappell and Megan met and will meet on as needed basis.
 - Manager Sloan recommended the Township do a proclamation in honor of Officer Ransom's service.
- Director Chappell indicated scheduling in the building has been a challenge given ongoing staffing issues, increased program space needs, and ongoing construction.
 - The move to full day kindergarten in D90 has impacted RFCC enrollments. The new infant and toddler classrooms will need to be licensed by DCFS before they can be occupied.
- The Community Center is working with a local Eagle Scout to put in a portable book nook in the front lobby. Assuming this happens later this week, there will be a need to reconfigure some of the information areas in the front lobby.

Unfinished Business:

- None.

New Business:

- None.

Announcement of the next regular meeting:

The next meeting will take place Tuesday, October 17, 2023, following the regular monthly meeting of the River Forest Township Board of Trustees.

Adjournment

A motion was made at 7:22 PM by Manager Taubman and seconded by Manager Sloan to adjourn the meeting.

Respectfully submitted,
John Becvar, Secretary