



Supervisor's Office
Gloria M. Palmblad

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COMMUNITY CENTER COMMITTEE MEETING

Ela Township Community Center
380 Surryse Road, Lake Zurich, IL
Friday, June 24, 2022 – 8:30 A.M.

MEETING MINUTES

1. Call to Order: Trustee Ufodike called the June 24th meeting to order at 8:32 a.m.
2. Roll Call: Trustee Ufodike, Trustee Wilhoit, and Director Dillon attended in person. Supervisor Palmblad attended via phone and Assistant Director Dalbec (vacation) and Youth Coordinator Cacciatore (camp) were absent.
3. Youth Program: Summer camp is going very well. The numbers are back to pre-covid and parents are very happy. Our cap for summer camp is 48. On June 21st, the youth program attended a Chicago Dogs baseball game on the bus. The bus capacity is 56. There are 7 staff counselors and 48 students. Teen Club: Director Dillon will discuss with Supervisor Palmblad to determine the best course of action for transportation and will look at planning for the 2023/2024 school year. The homework club enrollments are going very well. Youth Coordinator Cacciatore will begin the staff recruitment process in the coming weeks. Director Dillon discussed the salary increase for Youth Coordinator Cacciatore. Every member present agreed salary increase for the Youth Coordinator position. Director Dillon will complete the Personnel Action Form today to ensure this approved increase is reflected in the next pay period.
4. Senior Program: The annual Pig Roast took place last Friday and things went well. Director Dillon will research canopy prices for outdoor events for discussion at next meeting. Director Dillon believes the purchase of canopies for shade will greatly improve the quality of programming on the patio. The seniors have a trip to France at the end of September. The Door County trip from August 28th to September 1st is full with a waiting list. The room cap is 27 rooms, which consists of 40 guests, Director Dillon and the driver. The 2-day staff meeting/shut-down is (Thursday and Friday) October 13 and 14th. The Community Center is a registered cooling center – it is listed on cooling websites. Director Dillon mentioned the need for stackable soft chairs and will create an inventory for all items at the community center by the end of the year.
5. Staffing: Community Center is still looking for a chef. Recent hire for day trip/event planning, Barb Orchard is working very well. Youth department will begin the search for after school staff. Director Dillon will be on vacation at the end of July.
6. Projects: Director Dillon will order a portable gaga pit. This temporary pit was approved by Supervisor Palmblad during the meeting. We will revisit gaga pit surface after bills come in for fitness equipment. The Permit for the gate was approved by the Village. Home Depot donated items to complete our vegetable garden.
7. Old Business: Director Dillon will send Supervisor Palmblad a cost analysis of lunch program and chef position to determine its viability going forward. Currently, two part-time chefs are budgeted. Director Dillon will provide policies and procedures report for long distance travel at the next committee meeting.
8. New Business: Planning to bring back evening hours for the community center in October. The center plans to stay open until 7pm.

9. Set Date for Next Community Center Committee Meeting: Friday, September 23rd at 8:30am at the Community Center.
10. Adjournment: Trustee Ufodike adjourned the meeting at 9:35am.

Respectfully Submitted: Trustee Tosi Ufodike

Trustee Larry Bowman

Supervisor Gloria M. Palmblad
Trustee Joel Sikes

Clerk Lucy A. Prouty
Trustee Tosi Ufodike

Trustee Laurie Wilhoit