



**Board of Park Commissioners
Administration & Finance Committee
Meeting Minutes**

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Monday, June 18, 2018 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The meeting was called to order at 6:11pm by Chair Slepicka.

Members Present – Chair Slepicka; Member Schyman

Members Absent – Member Simon

Ex-Officio Members – Commissioners Chalem, Chambers, Randel and Ziering; Executive Director Hamer

Staff – Directors Baron, Dalton, Loftus, Munn and Ziolkowski; Managers Kotloski and Shields; Specialist Scharp;

Administrative Assistant Glatzhofer

RECOGNITION OF VISITORS – Kyle Canter & Andy Shessler of The Superlative Group (Arrived at 6:20pm; Left at 7:08pm)

APPROVAL OF MEETING MINUTES

Chair Slepicka noted an amendment to the Minutes of the Administration & Finance Committee Meeting of May 14, 2018. The time for the next Committee Meeting should be “5:45pm, or immediately following the Parks and Properties Committee Meeting,” instead of “5:30pm.” The Minutes of May 14, 2018 were approved as amended.

VOUCHER REVIEW

The Committee recommended the Board approve the May 2018 vouchers in the amount of \$705,254.46.

AUDIT TOPICS – Lauterbach and Amen to present Comprehensive Annual Financial Report at June 27, 2018 Board Meeting

UNFINISHED BUSINESS – None

NEW BUSINESS

Presentation by The Superlative Group

Executive Director Hamer thanked Mr. Canter and Mr. Shessler for attending and introduced them to the Committee. Mr. Canter and Mr. Shessler gave a presentation detailing The Superlative Group’s experience with selling naming rights and obtaining sponsorships for various organizations. They also explained the two phases of working with The Superlative Group. Phase 1 would focus on conducting an asset inventory, quantitative assessments, and a market analysis for the District; all of which would be provided in a final report. Phase 2 would include identifying target sponsors and corporate sponsors, leveraging relationships, scheduling and delivering sales presentations, and negotiating and developing contracts. The Committee asked Mr. Canter and Mr. Shessler questions regarding their presentation and services and thanked them for their time.

Consider Sponsorship and Naming Rights Services

The Committee discussed the possibility of working with The Superlative Group. The Committee recommended the Board approve a Phase 1 agreement for sponsorship and naming rights services with The Superlative Group.

INFORMATIONAL ITEMS/VERBAL UPDATE – None

NORTHBROOK PARK DISTRICT

NEXT MEETING

The next Committee Meeting was scheduled for July 18, 2018 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:23pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer
Molly Hamer, Secretary
Board of Commissioners/teg