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
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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