



**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 Thursday, August 16, 2018 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The meeting was called to order at 6:02 by Chair Slepicka.

Members Present – Chair Slepicka; Members Schyman and Simon
Ex-Officio Members – Commissioners Chalem, Chambers, Randel and Ziering; Executive Director Hamer
Staff – Directors Baron, Dalton, Loftus, Munn and Ziolkowski; Managers Kotloski and Sweet (left at 6:46pm); Specialist Scharp; Generalist Gambino and Executive Administrative Assistant Peterson

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Minutes of the Administration & Finance Committee Meeting of July 18, 2018 were approved as presented.

INFORMATIONAL ITEMS/VERBAL UPDATE –

Manager Report, Performing Arts

Manager Sweet gave a presentation on the Performing Arts department and provided an overview of the four program areas: Performing Arts Classes, Production Based Programming, Camps and Special Events. Information on class descriptions, enrollment and revenue was discussed. Manager Sweet provided background information on the partnership the District has with the Actor's Equity Association. Manager Sweet is working with local schools to incorporate common core standards into the District theater programming. Performing Arts department goals were shared. The Committee asked Manager Sweet questions about the presentation.

VOUCHER REVIEW

Commissioner Randel requested an explanation of an entry on page 22. Director Munn will resolve and forward an email. The Committee recommended the Board approve the July 2018 vouchers in the amount of \$1,052,942.93.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS - None

MOVE TO CLOSED SESSION TO DISCUSS EMPLOYMENT OF AN EMPLOYEE, SECTION 2(c)(1)

Commissioner Slepicka called for a motion to move into Closed Session. Commissioner Simon made a motion to move into Closed Session at 6:50pm to discuss the Employment of an Employee, Section 2(c)(1). The motion was seconded and unanimously approved on a roll call vote.

RETURN TO OPEN SESSION

After discussing matters of Employment of an Employee, Section 2(c)(1), the Board arose from Closed Session at 6:56pm and reconvened to the Administration & Finance Committee Meeting.

NORTHBROOK PARK DISTRICT

NEXT MEETING

The next Committee Meeting was scheduled for September 17, 2018 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the meeting was adjourned at 6:57pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary
Board of Commissioners/wap