



## Administration & Finance Committee Meeting Minutes

Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Wednesday, March 20, 2019 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 5:30pm by Chair Slepicka.

Members Present – Chair Slepicka; Members Schyman (arrived at 5:32pm) and Simon (left at 6:10pm)  
Ex-Officio Members – Commissioners Chalem, Chambers, Randel and Ziering; Executive Director Hamer  
Staff – Directors Baron, Dalton, Loftus, Munn and Ziolkowski; Specialist Scharp; Manager Stuart; Executive Administrative Assistant Peterson  
Guests – Jessica Thunberg, Jascula-Terman  
Craig Culp, Executive Director of NSSRA (arrived at 5:47pm)

RECOGNITION OF VISITORS – None

### AMENDMENT TO THE AGENDA

Chair Slepicka requested a motion to amend the agenda. Commissioner Simon made a motion to move Naming Rights and Corporate Sponsorships from Unfinished Business to Informational Items/Verbal Updates. The motion was seconded and approved on a voice vote.

### APPROVAL OF MEETING MINUTES

Minutes of the Administration and Finance Committee Meeting of February 18, 2019 were approved as presented.

### INFORMATIONAL ITEMS/VERBAL UPDATES

#### **Sales of Corporate Sponsorships and Naming Rights**

Executive Director Hamer led a discussion on negotiated fee structure options for Sales of Corporate Sponsorships and Naming Rights. Commissioners engaged in a question and answer session. Commissioners provided direction for further research.

### VOUCHER REVIEW

Director Munn did not receive any preliminary voucher questions. The Committee recommended the Board approve the February 2019 vouchers in the amount of \$391,286.69.

AUDIT TOPICS – None

### NEW BUSINESS

#### **Ordinance 19-O-2, Budget and Appropriation**

Director Munn presented the background information on the budget ordinance. The Public Hearing will be held on March 27 at the Board meeting. The Public Hearing notice was published in the *Northbrook Star* on March 14 and the budget has been on display for more than thirty days. Commissioners did not have questions for Director Munn. Commissioner Schyman made a motion to move Ordinance 19-O-2, Budget and Appropriation to the full Board for approval. The motion was seconded and approved on a voice vote.

### UNFINISHED BUSINESS

#### **District Communication Plan**

# NORTHBROOK PARK DISTRICT

Director Ziolkowski introduced Jessica Thunberg of Jascula-Terman and thanked her for attending the meeting. Ms. Thunberg provided a presentation on Communications Audit and Strategic Recommendations for the Park District. Jascula-Terman conducted stakeholder interviews, held focus group meetings and interviewed Park District staff and the Board of Commissioners regarding key topics. Ms. Thunberg reviewed participant feedback and provided recommendations for a District wide communication plan. Commissioners engaged in a question and answer session.

## NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for April 17, 2019 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the meeting was adjourned at 6:45pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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