



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 Wednesday, April 17, 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 and Simon

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

Ex-Officio Member Absent – Treasurer Munn

Staff – Directors Baron, Dalton, Loftus and Ziolkowski; Specialist Scharp; Manager Stuart (left at 6pm); Executive Administrative Assistant Peterson

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Minutes of the Administration and Finance Committee Meeting of March 20, 2019 were approved as presented.

INFORMATIONAL ITEMS/VERBAL UPDATES

Director Ziolkowski introduced Joy Stuart, Manager of Marketing and Communications, who provided a presentation on the Marketing and Communications Division. The Marketing and Communications team consists of Director Ziolkowski, Manager Stuart and Specialist Slupski. Manager Stuart reviewed the Division's mission, marketing and communication plans. Commissioners engaged in a question and answer session. Chair Slepicka thanked Manager Stuart for her presentation.

VOUCHER REVIEW

Executive Director Hamer did not receive any preliminary voucher questions. Commissioner Chambers asked for a status update regarding the Rethync contract. Executive Director Hamer noted the contract is month-to-month and is project based. The Committee recommended the Board approve the March 2019 vouchers in the amount of \$686,974.70.

AUDIT TOPICS – None

NEW BUSINESS – None

UNFINISHED BUSINESS

Naming Rights and Corporate Sponsorships

Executive Director Hamer noted research continues to identify service providers that are qualified and positioned to execute a corporate sponsorship and naming rights program for the Northbrook Park District. Plans are underway to bring a potential consultant(s) before the Administration and Finance Committee at the May 15 meeting. The Commissioners had no further questions.

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for May 15, 2019 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

NORTHBROOK PARK DISTRICT

ADJOURNMENT

With no further business, the meeting was adjourned at 6:06pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary

Board of Commissioners/wap