



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, September 11, 2019 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 7:44pm by Chair Chalem.

Members Present – Chair Chalem; Members Curin (via conference call), Schyman and Simon
Ex-Officio Members – Commissioners Chambers, Randel and Ziering; Executive Director Hamer; Treasurer Munn
Staff – Directors Baron, Dalton, Loftus and Scovic; Project Specialist Scharp; Golf Course Superintendent Kosbab;
Head Golf Professional Billiter; Executive Administrative Assistant Peterson
Guest: Lois Vitt Sale of Wight & Company

RECOGNITION OF VISITORS – None

MOTION TO APPROVE ELECTRONIC ATTENDANCE

Chair Chalem called for a motion to approve electronic attendance at the Administration and Finance Committee Meeting. Commissioner Curin requested approval to attend the meeting via conference call due to business travel. Commissioner Schyman made a motion to allow Commissioner Curin to attend the Administration and Finance Committee Meeting via conference call. On voice vote the motion was unanimously approved.

APPROVAL OF MEETING MINUTES

Minutes of the Administration and Finance Committee Meeting of August 19, 2019 were approved as presented.

INFORMATIONAL ITEMS/VERBAL UPDATES – None

VOUCHER REVIEW

Treasurer Munn received two questions prior to the Committee Meeting and provided an explanation. Chair Chalem called for additional questions. Hearing none, the Committee recommended the Board approve the August 2019 vouchers in the amount of \$1,412,868.20.

AUDIT TOPICS – None

NEW BUSINESS

Consider American Heartland Ice Arena Rental Payment

Director Loftus provided background information on the scheduling of ice time for the Teams Elite Synchronized Skating program for the 2019-2020 season and the impact of the program on other skating opportunities offered at the Northbrook Sports Center. The costs for ice time rental are included in the Team fees that the skaters pay annually. The Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, the Committee moved to approve the payment of \$42,350 for ice rental time for the Teams Elite Synchronized Skating program for the 2019-20 season to American Heartland Ice Arena of Lincolnwood, Illinois to the full Board for approval.

UNFINISHED BUSINESS - None

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for October 16, 2019 at 5:45pm at the Joe Doud Administration Building, 545 Academy Drive.

NORTHBROOK PARK DISTRICT

ADJOURNMENT

With no further business, the meeting was adjourned at 7:51pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary
Board of Commissioners/wap