



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

## Administration and Finance Committee Meeting

May 19, 2020

5:45pm or immediately following the Golf Operations Committee Meeting  
Joe Doud Administration Building, 545 Academy Drive

The Northbrook Park District Board of Commissioners will hold virtual Committee Meetings on Tuesday, May 19 starting at 5:30pm. Community members wishing to respectfully share thoughts about any matter concerning the Northbrook Park District may do so by submitting an email to Wendy Peterson at [wpeterson@nbparks.org](mailto:wpeterson@nbparks.org) by 4pm, Tuesday, May 19. Emails received will be read aloud during the Recognition of Visitors. We ask that you keep your emailed response to under 200 words to allow time for others to be heard and for the Board to progress through the public meeting agenda. The Board typically does not immediately respond to public comments or engage in open dialogue, but we are of course actively listening to your comments. If follow up communication is necessary, a Northbrook Park District staff member will contact you within two business days. Thank you for your understanding of these guidelines.

If you wish to listen to the Regular Board meeting, provisions have been made to join via conference call. Please contact Wendy Peterson at [wpeterson@nbparks.org](mailto:wpeterson@nbparks.org) or 847-897-6106 for instructions.

### AGENDA

- I. Call to Order – Chair Chalem; Members Curin, Schyman and Simon
- II. Recognition of Visitors
- III. Approval of Meeting Minutes  
5/19.16 Administration and Finance Committee Meeting Minutes of April 13, 2020
- IV. Informational Items/Verbal Updates
  - A. Branding Services Recommendation for Activity Center
  - B. Financial Impact – COVID-19
  - C. Community Inquiries During Closure
- V. Voucher Review  
5/19.17 April 2020
- VI. Audit Topics
- VII. New Business  
5/19.18 Voluntary Separation Agreements
- VIII. Unfinished Business
  - A. Review Board Committee Assignments and Nominating Committee Slate
- IX. Next Meeting – June 17, 2020 at 5:45pm or immediately following the Golf Operations Committee Meeting, Joe Doud Administration Building, 545 Academy Drive
- X. Adjourn

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Daily Herald, Village of Northbrook  
Posted on Park District Website: [nbparks.org](http://nbparks.org)

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Eileen Loftus, the Park District's ADA Compliance Officer, at the Park District's Administration Building by mail at 545 Academy Drive, Northbrook, Illinois 60062, by phone at (847) 291-2960, Monday through Friday 8:30am until 5:00pm, or by email to [eloftus@nbparks.org](mailto:eloftus@nbparks.org) at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days advance notice. For the deaf or hearing impaired, please use the Illinois Relay Center voice only operator at (800) 526-0857.