



**Board of Commissioners  
Administration and 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 Tuesday, August 17, 2021 in person at the Joe Doud Administration Building at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:52pm by Chair Schyman.

Members Present – Chair Schyman; Member Goodman

Member Absent – Member Simon

Ex-Officio Members Present – Commissioners Chalem, Chambers and Ziering

Ex-Officio Member via Conference Call – Commissioner Curin

Staff Present – Executive Director Hamer; Directors Dalton, Loftus, Munn and Scovic; Executive Administrative Assistant Peterson

Staff Absent – Director Baron

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Commissioner Goodman moved to approve the Minutes of the Administration and Finance Committee Meeting of July 17, 2021. Chair Schyman seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

**June 30, 2021 Financial Update**

Director Munn presented year-to-date financial results for the six months ending June 30, 2021. The report provided an overview by Division and a District-wide analysis. Commissioners engaged in a question and answer session. Eric Anderson with Piper Sandler will be presenting at the September Administration and Finance Committee Meeting.

VOUCHER REVIEW

Chair Schyman called for questions. Hearing none, Commissioner Goodman made a motion to recommend the Board approve the July 2021 vouchers in the amount of \$1,167,402.92. Chair Schyman seconded the motion. Motion was passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

**Consider Travel Act Expenditure Ordinance 17-O-1**

Director Munn reviewed the Travel Act Expenditure Ordinance 17-O-1. President Chambers is scheduled to attend the NRPA Conference in Nashville September 20-25. Conference expenses paid in advance by the District must be approved at a Regular Board Meeting prior to travel. Commissioner Goodman made a motion to approve the expenses for Board President Chambers to attend the NRPA Conference per Ordinance 17-O-1 Travel Expense Control Act to the full Board for approval. Chair Schyman seconded the motion. Motion passed by voice vote.

# NORTHBROOK PARK DISTRICT

## NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for September 13, 2021 at 5:45pm or immediately following the Parks and Properties Committee Meeting at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 7:05pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary  
Board of Commissioners/wap