

## APPROVED

THE MONTHLY MEETING OF THE RIDGEVILLE PARK DISTRICT BOARD OF COMMISSIONERS WAS HELD ON OCTOBER 12, 2017 IN THE RIDGEVILLE PARK DISTRICT COMMUNITY HOUSE, LOCATED AT 908 SEWARD STREET, EVANSTON, ILLINOIS.

Commissioners Present: Rob Bady (Vice President), Debby Braun, Ann Covode (President),  
Dan Coyne, Pat McCourt

Commissioners Absent: None

Also Present: Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Brian Rosinski (Director of  
Parks and Recreation), Natalie Sallee (Program Director)

Citizens: Jean Zuiker

President Ann Covode called the meeting to order at 7:34pm.

### Citizen Comment Part 1:

There was no comment at this time.

### Approval of Minutes:

**Motion #1:** Pat McCourt moved to approve the minutes from the September 14, 2017 Board meeting. Debby Braun seconded the motion. The motion passed unanimously.

**Motion #2:** Pat McCourt moved to approve the minutes from the September 14, 2017 Public Hearing. Rob Bady seconded the motion. The motion passed unanimously.

### Approval of Bills:

Brian Rosinski distributed and discussed the document entitled "Ridgeville Park District CORPORATE- Monthly Bills Summary- October 12, 2017." He noted, among other items, that bills included repairs to Natalie Sallee's computer, lunches for working crews, audit expenses, Home Depot tables/chairs/fans/lights/plumbing parts/etc, background checks, and park benches from Kay Park Recreation (which will be reimbursed in a couple months).

**Motion #3:** Dan Coyne moved to approve payment of October 2017 bills in the amount of \$20,318.85. Rob Bady seconded the motion. The motion passed unanimously.

### Approval of Petty Cash Expenditures:

Brian Rosinski distributed and discussed the document entitled "Ridgeville Park District PETTY CASH Monthly Summary Report- October 11, 2017." He noted the expenses were for a water permit and for the School of Rock performance at Bike the Ridge.

**Motion #4:** Dan Coyne moved to approve payment of October 2017 petty cash expenditures in the amount of \$350.00. Debby Braun seconded the motion. The motion passed unanimously.

Program Update offered by Natalie Sallee, Program Director:

- We are celebrating Muslim American Heritage Month by highlighting Iman Boundaoui. She is an immigration attorney who, among other services, supports travelers in the international terminal who are detained due to President Trump's various travel bans.
- Fiesta! Hispanic Heritage Month Celebration: We partnered with LatinX Business Alliance and the City of Evanston to host this premier event. We were pleased with the turnout and are looking forward to hosting again next year.
- District 65 Half-Day Workshops: The grades 4-8 beading workshop was cancelled due to low enrollment. The story-telling workshop ran with two kids. The next half-day will be on November 1st and we hope to run additional workshops.
- Farmers' Market: Gomez-Farr was a nice addition this fall. Additionally, the concert series proved to be helpful in drawing more people to the market. Natalie hopes to grow the Market in the coming years with more offerings and vendors.
- Fall Session I and II: Natalie is keeping close track of numbers and the goal is to break even on all classes. For Fall Session I, after everything has been accounted for, we are making \$1,500, which is great. Fall Session II is starting next week and will run October 16th through December 16th. We started offering a "Bring-a-Friend" incentive to our current students in order to bring more people in the door. In addition, we are planning on demoing all new classes, especially on the stage outdoors when weather permits, to draw more participants to our classes.
- Winter/Spring Program Update: A program survey was sent out to the community and 60 people responded. We learned that weekday evenings and weekend morning/evenings are the most desired times for classes to occur. With this data, Natalie put together a schedule of classes for the winter. We are adding Women's Self Defense, more dance classes on Saturdays, parent/toddler classes, additional yoga classes, among other offerings. We have almost doubled the course offering for the next session. Natalie started working with our graphic artist to create a logo for "Studio 908" so our classes and space can be rebranded. Regarding our pricing for classes, Natalie does not feel that it is in our best interest to raise the prices overall, but she is restructuring class prices so that longer classes cost more than shorter classes while still keeping the base rate the same. The winter session starts January 22nd.

Monthly Update offered by Brian Rosinski, Director of Parks and Recreation:

- This past month we had two successful special events: Hispanic Heritage Month Celebration and Fall Frenzy/Bike the Ridge, both of which drew hundreds of people to the parks. Several City of Evanston dignitaries attended.
- The Community Development Block Grant for Brummel Park is coming along; the old play structure will be removed the week of October 16th and the new equipment will be delivered no later than November 1st.
- Halloween Happening is scheduled for Thursday, October 26th from 4-5:30pm.
- The Leider Park water fountain is still testing high for lead. We replaced some brass parts, had it retested, and we're hoping for a good test result by tomorrow.

- The maintenance crew has been repairing benches and replaced the door to the storage shed. They are also working on the Kamen East light poles and the siding at 908 Seward, both of which are budgeted for.

Financial Update offered by Gerry Gibbs, Treasurer:

Gerry Gibbs noted that the auditors visited on September 19th. They reviewed the files and gathered information; we should see a first draft of the results in late October or early November. Gerry Gibbs distributed and discussed the following documents:

1. Appropriations Ledger FY 2016-2017- FINAL (AMENDED)
2. Appropriations Ledger FY 2017-2018 as of September 30, 2017
3. Statement of Revenue and Appropriations FY 2017-2018 as of September 30, 2017
4. RPD Outstandings from 7/1/2017 to 9/30/2017 as of September 30, 2017

Old Business:

- *Strategic Planning and Goals (Covode):* Ann Covode distributed and discussed a document entitled "Strategic Planning and Goals, Ridgeville Park District, October 2017." She reviewed RPD's Mission. She defined a strategic plan: "The purpose of strategic planning is to set overall goals for your organization and to develop a plan to achieve them. It involves stepping back from your day-to-day operations and asking where your organization is headed and what its priorities should be." Ann discussed why it's important to have a strategic plan. She referenced her participation with the Board of Directors at Y.O.U. (Youth & Opportunity United in Evanston) and the process that they underwent with strategic planning and how it helped them navigate the ups and downs of growth, government funding, and the lack thereof. Ann met with Laura Dell who served as the Chief Operating Officer at Y.O.U. and also works with leaders and organizations to expand their capacity and accelerate their success. Laura advised Ann that the RPD Board should meet together for a day-long retreat to talk about the organization's priorities and values in order to come away with some concrete outcomes for going forward. Laura would be willing to facilitate the discussion and help lead the group in creating outcomes. Ann asked for feedback on this idea of scheduling a strategic planning retreat. Dan Coyne reacted that he liked the idea and thought that Laura's price of \$1,500 seemed very fair. All commissioners present agreed to look at the document more thoroughly and converse more in the coming months about moving forward.
- *Capital Improvements Plan (Covode):* Ann asked for updates on the Art Studio space. Brian Rosinski noted the cost for buying a furnace to heat the space through winter months would be \$3,500, on the high end. We would be able to heat portions of the house (instead of the entire space) as needed, and can control the thermostat to save money. Natalie Sallee noted that there were some requests for childcare that came up in the community survey. She reached out to camp counselors to staff a childcare during certain classes. If/when the Art Studio is heated this winter, it could be a

childcare place that patrons can pay an add-on fee to utilize. Next month, we will have more information to discuss both these ideas.

New Business:

- *Discussion- Call of the Commissioners (Coyne):* Dan Coyne proposed that the Board regularly put on the agenda a “Call of the Commissioners,” a 30 second to 1 minute time for each commissioner to speak during the meeting. He/she could speak about what they are hearing from their constituents or other topics. This would not be required of each person, but optional. Rob Bady clarified that one could offer updates on something that happened at a certain park, things that were discussed at a recent Ward meeting, and etc. Dan added that the Call of the Commissioners could be a closer of the meeting, a way to catch up with one another. He said the City of Evanston does something similar at the close of their meetings; it’s not really a time to bring up new business, but just time to share information and stories. Everyone present agreed the idea sounded good and it could be on the agenda for next month.
- *Additional Discussion:* Debby Braun offered that the RPD meetings should be on the City calendar so it doesn’t overlap with Ward meetings. Similarly, Natalie Sallee mentioned the District 65 website and wondered how to get Ridgeville listed on the “Community” tab list of resources. Everyone agreed both items would be good to follow up on. Dan Coyne asked about the RPD Foundation, and wondered about sending an invite to their board to hear from them. Natalie said she reached out and a person was not able to come tonight but can in the coming months.

Citizen Comment Part 2:

Citizen Jean Zuiker noted that if the strategic planning retreat happens, it would be beneficial to invite Ridgeville residents to participate and offer input during some portion of the retreat. She added that it’s important to avoid doing such planning in a vacuum. Everyone agreed that was a great idea.

**Motion # 5:** Pat McCourt moved to adjourn the meeting. Rob Bady seconded the motion. The motion passed unanimously. The meeting was adjourned to go into Executive Session at 8:15pm.

Respectfully submitted,  
Julie Larson, Minute Taker