

APPROVED

THE MONTHLY MEETING OF THE RIDGEVILLE PARK DISTRICT BOARD OF COMMISSIONERS WAS HELD ON FEBRUARY 8, 2018 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), Natalie Sallee (Program Director)

Citizens: Pat Schumacher, Jean Zuiker

President Ann Covode called the meeting to order at 7:30pm.

Citizen Comment Part 1:

There were no Citizen Comments at this time. Natalie Sallee noted that Brian Rosinski (Director of Parks and Recreation) is absent from tonight's meeting due to illness.

Approval of Minutes:

Motion #1: Dan Coyne moved to approve the minutes from the January 11, 2018 Board meeting. Pat McCourt seconded the motion. The motion passed unanimously.

Approval of Bills:

Natalie Sallee distributed and discussed the document entitled "Ridgeville Park District- Corporate Monthly Bills Report- Summary February 8, 2018," noting, among other expenses, barstools for the after school program, roof repair for \$475, furnace repair from NorthStar for \$1,393 which is also noted on petty cash, and a \$2,200 attorney fee for drafting our sexual harassment policy.

Motion #2: Debby Braun moved to approve payment of February 2018 bills in the amount of \$18,352.78. Pat McCourt seconded the motion. The motion passed unanimously.

Natalie Sallee distributed the document entitled "Ridgeville Park District (Corporate Bills Detail Report) Dec. 14, 2017 Monthly Bills Report- ADJUSTMENTS."

Motion #3: Pat McCourt moved to approve the Monthly Bills December 2017 Report ADJUSTMENTS in the amount of \$69,465.05. Dan Coyne seconded the motion. The motion passed unanimously.

Natalie Salle distributed the document entitled "Ridgeville Park District (Summary Report) CORPORATE Bills ADJUSTMENTS of Jan. 2018 Monthly Report."

Motion #4: Pat McCourt moved to approve the Monthly Bills January 2018 Report ADJUSTMENTS in the amount of \$27,718.78. Debby Braun seconded the motion. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Natalie Sallee distributed the document entitled "Ridgeville Park District Petty Cash Monthly Report February 8, 2018."

Motion #5: Debby Braun moved to approve payment of February 2018 petty cash expenditures in the amount of \$2,070.34. Dan Coyne seconded the motion. The motion passed unanimously.

Natalie Sallee distributed the document entitled "Ridgeville Park District Petty Cash ADJUSTMENTS for 12-13-17 Monthly Report (Details)."

Motion #6: Dan Coyne moved to approve the Monthly Petty Cash December 2017 ADJUSTMENTS in the amount of \$1,434.92. Pat McCourt seconded the motion. The motion passed unanimously.

Natalie Sallee distributed the document entitled "Ridgeville Park District Petty Cash ADJUSTMENTS of Jan. 2018 Monthly Report."

Motion #7: Dan Coyne moved to approve the Monthly Petty Cash January 2018 ADJUSTMENTS in the amount of \$902.11. Pat McCourt seconded the motion. The motion passed unanimously.

Program Update offered by Natalie Sallee, Program Director:

- Celebration Board: Ridgeville Park District celebrates Black History Month by spotlighting the life and achievements of Willie L. May. He was a silver medal winner in the 1960 Olympic Games in track. He became the track and field coach at ETHS in 1975 and coached many successful teams until retiring in 1960. He passed away at the age of 75 and is now being honored at ETHS with an indoor field house being dedicated in his name.
- Camp Fairs: Natalie has attended many camp fairs along with John Dalton from Adventures in Cardboard in order to spread the word about our programming and partnership. Summer camp enrollment is looking great so far.
- Winter Class Session: Of the 38 classes offered for this session, 20 are up and running with 8 of those classes being first-time offerings. The projected revenue/wage summary for the Winter Session is as follows... total projected profit (\$7,078), total projected wages (\$5,790), and total scholarships (\$323). The great news that we are making more than we are spending. So far, the 2017/18 class revenue is currently at \$17,848. Natalie is striving to increase class revenue by roughly a 50% margin in the 2017/18 fiscal year.

Financial Update offered by Gerry Gibbs, Treasurer:

Gerry noted that he had nothing to report at tonight's meeting since the monthly report and petty cash expenditure adjustments needed Board approval first. Dan Coyne asked for clarification about why there were so many adjustments to approve this month. Gerry explained that there were some discrepancies in the reports due to internal issues with processing debit card usage, among other things. Debit card usage should be noted in the petty cash account not corporate account since all expenditures need to be approved by the Board before they are spent. This new method of noting the debit card expenditures properly is being worked out with Anna Christina Nelson in the office. Since petty cash charges had been charged to the wrong account for the past couple months, adjustments needed to be made and approved of.

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

Natalie Sallee offered Brian's update in his absence.

- After school program: The program is now set to begin February 26th, a bit behind schedule. The space is set up with WiFi, TV, furniture supplied by the City, board and video games, movies, study tables, and etc. The first week or two of the program will be for drop-in use and then afterwards, registered students will use the space. Natalie noted that she volunteered her own Netflix/Roku accounts which are kid-friendly and with parental controls for use in the space. The staff person on site will control the access. We will reassess this arrangement in the coming months to see if the program needs to purchase its own account(s).
- Furnace: There was a relatively major furnace malfunction in January that required replacing the water circulation pumps.
- Ice rink: Recent warm temperatures required closing the rink temporarily; it is now back open. We won't be able to maintain the rink after February 15th due to long days and warmer temperatures expected.
- Tree pruning: Several damaged branches in the willow tree at Elks Park required pruning in January.
- CDBG: We will receive our final CDBG reimbursement from the City this month. It will be approximately \$31,500. Working with the City on this project, especially Sarah Flax, has been a pleasure.

Old Business:

- **Strategic Planning and Goals (Covode):** The Board noted consensus among the Commissioners to gather in the coming months to discuss strategic planning and goals without the aid of a paid consultant. Everyone agreed on the idea to meet for a couple hours on a Saturday or Sunday to talk about goals for RPD. Natalie Sallee agreed to email Commissioners a few dates in the coming months to consider. Ann Covode will assist in creating a doodle poll to find the date that can ensure 100% participation. Everyone also agreed on the importance of forming an agenda for the meeting beforehand to aid in the flow of the meeting. The Board also discussed the date of next

month's meeting and considered the possibility of meeting a day early, on April 11th. The date will be confirmed and posted in the coming days.

- **Security at Ridgeville Park District (Covode):** Natalie Sallee noted that Brian Rosinski will pick one of two security systems next week and have it installed.
- **Annual Review Process (Covode):** Ann Covode noted that at last month's meeting, the Board discussed various goals for the Executive Director for the future. Based on that conversation, Ann distributed a document entitled "Park District Executive Director Performance Evaluation." She noted that it is still open to discussion and it is based upon other Executive Director evaluations that she has studied from other park districts. Pat McCourt and Debby Braun expressed that a discussion of creating such an evaluation should be postponed until the strategic planning retreat, expressing concerns about the conversation going into the minutes. Dan Coyne expressed that it is a healthy thing to discuss Ann's document prior to such a retreat and noted that the document was not finalized, but rather a template/draft. Everyone present agreed that discussing the goals of the park district, how to evaluate our executive director, and how that evaluation ties into our overall goals and budget would be excellent topics for the retreat.

New Business:

There was no new business to discuss at this time.

Call of the Commissioners

- Bady: passed
- Braun: passed
- Covode: passed
- Coyne: passed
- McCourt: passed

Citizen Comment Part 2:

Jean Zuiker noted that she has been through other strategic planning processes and suggested that it may be valuable to talk about the RPD mission statement as a starting point to the discussion. Everyone agreed it was an excellent idea. Ann Covode expressed that it will be important to have an agenda at such a meeting and also reasserted that she feels it would be helpful to have an outside person lead the meeting.

Motion #8: Pat McCourt moved to adjourn the meeting. Debby Braun seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:13pm.

Respectfully submitted,
Julie Larson, Minute Taker