

**WESTCHESTER PARK DISTRICT  
BOARD OF PARK COMMISSIONER  
DECEMBER 14, 2015 COMMITTEE MEETING MINUTES  
Westchester Community Center  
10201 Bond Street, Westchester, IL 60154  
7:00 P.M.**

**1. CALL TO ORDER**

President Busa called the Westchester Park District Committee meeting to order at **7:05 P.M.**

**2. ROLL CALL**

Present: Commissioner Martin, Commissioner Gordon, Commissioner Christopher and Commissioner Cavanaugh.

Also present: Also present: Executive Director, Gary Kasanders; Board Secretary, Lauralee Conway; Steve Adams, Park District Attorney; Ms. Robinette and Mr. Brink.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENTS**

**5. REVIEW OF MINUTES:**

- October 5, 2015, Committee Meeting
- November 9, 2015, Committee Meeting
- November 9, 2015, Board Meeting
- October 5, 2015, Closed Session
- November 9, 2015, Closed Session

**6. COMMITTEE REPORTS**

**FINANCE:**

- The Board reviewed the expense vouchers for the month of November 2015 in the amount of \$255,715.26. There were no questions.
- Mr. Dave Brink presented the Financial Statements to the Board. President Busa questioned the transfers that were made to reflect the current November 2015 Revenue and Expenses by Fund report. Mr. Brink reported the expenses for November will vary from typical months due to reclassification of some May 1<sup>st</sup> to November 30<sup>th</sup> salary amounts and other expenses between funds recorded in the month of November. The Corporate fund 10 expenses are at a negative due to reclassifications exceeding the regular expenses incurred in November. The fund balances will be in order starting with the month of December 2015. Mr. Brink is continuing to work on the newly formatted financial reports. Moving forward Mr. Brink will also be including bank statements balances and fund balances to the Operating Statements.

**7. POLICY COMMITTEE:**

- Policy Revisions – Commissioner Martin presented the revised policy revisions for the following items: Residents of the District, Non-Residents of the District and Village of Westchester Employees. President Busa and the Board discussed adding a sunset provision to the Non-Residents of the District policy. The Board agreed to add/change the following to the policy:

**2711.1 RESIDENTS OF THE DISTRICT:**

The Board agreed to add the following: Residents shall be provided a one-week (7 days) priority registration time period before programs are open to non-residents.

**2711.3 NON-RESIDENTS OF THE DISTRICT:**

Remove: Non-residents fees shall be 125% of resident program fees.

Add: Fees for fitness classes, as identified in the 2016 Spring Brochure, offered by the district shall be at the same rate for non-residents as is for residents.

**2212 VILLAGE AND SCHOOL DISTRICT EMPLOYEES**

The Park District shall give a 50% discount on passes to the Park Districts Health and Fitness Center and Swimming Pool to all full time employees of the Village of Westchester. School District 92.5 full time employees shall receive a discount of 50% to the District's Health and Fitness Center. It should be understood that this benefit applies to the employees only and confirmation of employment must be made by the administrator of the municipality.

**3200 ALL REFUND REQUESTES MUST BE MADE TO THE MAIN OFFICE STAFF DURING REGULAR OFFICE HOURS (MONDAY THROUGH FRIDAY, 9AM TO 4:30 P.M.)**

The Board agreed to remove the original 1, 2 and 3 and replace with the following:

1. When 20% or less of the program dates have passed, a full refund will be given upon request.
2. Deductions will be taken to cover any prepaid program materials and/or non-refundable trip expenses; such as, entrance tickets and/or prepaid meals.
3. The above mentioned refund policies do NOT apply to fitness center memberships, aerobics punch cards, personal training, sports specific training, and/or massage sessions, league fees, pool passes or contractual classes. Contractual classes are identified in the brochure with a flag symbol. Due to contractual agreements a refund cannot be issued less than 7 days prior to the start of a contractual program.
4. Fitness memberships carry a two-week money back guarantee.

**DIGITAL ADVERTISING POLICY:**

The Westchester Park District will limit its digital advertising space to registered affiliate groups for the purpose of announcing their registration and/or substantially similar to the affiliate groups program info. The Park will not charge the affiliate groups to run the ad on its digital board, however the cost of producing an ad or any administrative cost to run the ad is at the expense of the affiliate group.

- Class Minimum – Commissioner Martin presented the following examples for class minimum sizes:
  1. 2015 Single Class Example: Instructor A @ \$23.50 per hour x 10 hours per class (235 cost)
  2. Classes without AM/PM designation – Instructor A @ 23.50 per hour x 20 hours per seasonal class (\$470 cost, except Kick Box Sculpt @235)

The Board of Commissioners discussed the Single Class Minimum and the Combined Class Minimum.

**8. BUILDING & GROUNDS COMMITTEE - Commissioner Christopher**

None

**9. RECREATION COMMITTEE - Commissioner Gordon**

None

**10. MARKETING COMMITTEE – Commissioner Cavanaugh**

None

**11. DIRECTORS REPORT - Mr. Kasanders**

**DOG PARK:**

Mr. Kasanders reported the dog park group scheduled a meeting in January. Mr. Kasanders also reported they are becoming very organized. A short discussion was had on the Park District's digital sign.

**12. Presidents REPORT - President Busa**

Resolution Establishing Meeting Dates for 2016 was discussed. President Busa asked Mr. Kasanders to strike the July 4, 2015 meeting.

**13. ATTORNEYS REPORT - Mr. Adams**

None

**14. NEW BUSNIESS**

Commissioner Christopher asked to revisit the Strategic Plan and share the information with the new Commissioners. The Advisory Committee has not met in awhile; Mr. Kasanders updated the Commissioners on the latest topics and discussion of the Advisory Committee Board.

**15. OLD BUSINESS**

Commissioner Martin questioned the Intergovernmental Agreement with the Village of Westchester. The Board agreed a healthy relationship with the Village of Westchester, is the best interest of the Westchester Park District and the residents of Westchester.

Commissioner Gordon discussed the Park person of the year and asked for participation this year.

**16. MOTION TO ADJOURN THE COMMITTEE MEETING AT 9:19 P.M.**

*Motion by: Commissioner Christopher 2nd by: Commissioner Martin*

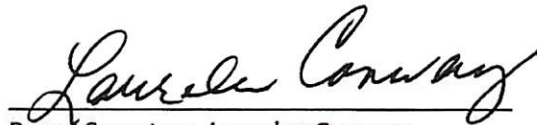
Ayes: Martin, Gordon, Cavanaugh, Christopher, Busa

Nays: None

Motion Carried.



President, Steven M. Busa



Board Secretary, Laurelee Conway

JAN 11 2016

Date