

**WESTCHESTER PARK DISTRICT
BOARD OF PARK COMMISSIONER
February 1, 2016 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 7:06 P.M.

2. ROLL CALL

Present: Commissioner Martin, Commissioner Christopher and Commissioner Cavanaugh.
Also present: Board Secretary, Lauralee Conway, and Ms. Robinette.

3. MOTION TO PERMIT REMOTE MEETING ATTENDANCE

President Gordon requested a motion to allow Commissioner Martin to attend the Committee Meeting of the Westchester Park District via conference call.

Motion by: Commissioner Christopher 2nd by: Commissioner Gordon

Ayes: Gordon, Cavanaugh, Christopher, Busa

Nays: None

Motion Carried.

Commissioner Martin joined the Committee Meeting at 7:10 P.M. Commissioner Martin stated he was not able to attend the meeting in person due to being out of town on business.

4. PLEDGE OF ALLEGIANCE

5. PUBLIC COMMENTS – None

5. COMMITTEE REPORTS

FINANCE:

- Finance Committee Reports - Mr. Brinks

President Busa asked to discuss the Financial Statements next Monday at the Board meeting when Mr. Brink is available to report and review the financial statements. All Commissioners agreed.

- Capital Improvements Statement – President Busa

Commissioner Christopher had questions on Mr. Kasanders Capital Improvement comments on the last page of the Bond Issue Money Market Statement report. President Busa will discuss the Capital Improvements at the Board meeting when Mr. Kasanders is available. All Commissioners agreed.

7. POLICY COMMITTEE:

- Affiliate Agreement

President Busa expressed the need for Commissioner Cavanaugh and Martin to have time to familiarize themselves with the revised and updated version of the Affiliate Agreement. In the packet the additions to the agreement were in red, and the yellow highlighted are up for discussion. The changes will be presented to the policy committee and then decided by the direction of the board members. Commissioner Gordon updated Commissioner Cavanaugh and Martin on how the Affiliate agreement was put together last year in detail. President Busa explained the historic history of the Affiliate agreement to Commissioner Cavanaugh and Martin. President Busa asked Commissioner Martin about the status of 2016 baseball organization. Commissioner Martin asked how many affiliates belong to the Park District. President Busa reported there are currently four affiliates.

Per direction of board members for clarification are:

Page 2 - Require affiliates to meet with park district representatives prior to the issuance of any permits.

Page 6 - Defines a hierarchy when more multiple affiliates are making requests for fields

Page 8 - Note regarding digital advertising

Page 12 – The existing document has an auto renewal feature. Does the board want to continue having the auto renewal feature?

President Busa discussed priorities and honest schedules being turning in. If an organization doesn't turn in their schedule by February 15, 2016 the other organizations will maintain a higher hierarchy. The Commissioners had a long detailed discussion on hierarchy when multiple affiliates are making requests for fields.

President Busa made a recommendation to the policy adopt the below:

1. Require affiliates to meet with the Park District Representatives prior to the issuance of any permits.
2. Defines a hierarchy when more multiple affiliates are making requests for fields. The field designation will be determined by the building and grounds or staff members.
3. Note regarding digital advertising.

Commissioner Gordon, Cavanaugh and Christopher agreed with President Busa's recommendation to the policy. Commissioner Martin disagreed.

4. Commissioner Christopher asked for the Executive Director set a date for the Maintenance Department to start working on the fields. All Commissioner's agreed.
5. Games are before practice. All Commissioner's agreed.

- Park time employee wage scale –

President Busa discussed the Fiscal Year 2016 part-time Employee wages. Any questions will be directed at the next meeting. The wage scale will be added to next week's agenda for approval.

8. BUILDING & GROUNDS COMMITTEE - Commissioner Christopher

- Staff Reports

There were no questions or comments on the Buildings & Ground report.

9. RECREATION COMMITTEE - Commissioner Gordon's Conference Report

Commissioner Gordon reported what he learned at the IAPD Conference, he attended 4 ½ seminars. Commissioner Martin also attended the conference.

10. MARKETING COMMITTEE – Commissioner Cavanaugh

- The Park District Spring and Summer program brochure will be delivered the week of February 1st through February 5th to all the homes in Westchester. Additional and ongoing marketing will continue for our classes and special events. There will be new and expanded programs within the new program brochure. Jewel is more than happy to leave flyers on the counters for customers. Commissioner Cavanaugh discussed visiting the exercise classes to discuss what the residents are looking for from their Park District. Signage was discussed around the boundaries of the Park District. Ms. Robinette reported a Facebook post went out on January 19th at 4:50 P.M. and the response was overwhelming, 4588 people were reached. This post was not only shared on the Park District's Facebook page but on several other local groups in hopes of spreading the word and enticing those to give the Park District a second look. Additional marketing will follow, up to and including the two week promotion.

11. DIRECTORS REPORT - Mr. Kasanders

Mr. Kasanders was not in attendance; therefore there was no Director's Report.

12. PRESIDENTS REPORT - President Busa

None

13. ATTORNEYS REPORT - Mr. Adams

Attorney Adams was not in attendance; therefore there was no Attorney's Report.

14. NEW BUSINESS

None

15. OLD BUSINESS

None

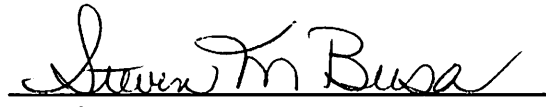
16. MOTION TO ADJOURN THE COMMITTEE MEETING AT 10:14 P.M.

Motion by: Commissioner Gordon 2nd by: Commissioner Martin

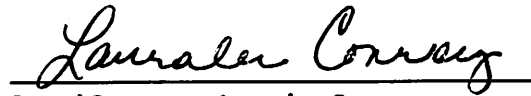
Ayes: Martin, Gordon, Cavanaugh, Christopher, Busa

Nays: None

Motion Carried.



President, Steven M. Busa



Board Secretary, Lauralee Conway

3/14/16

Date