

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
January 17, 2012

President Baker called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance. The President asked for a roll call. Commissioners present: Libby Baker, Vicki Paddock, Michelle Klemz, and Gerry Crews.

Commissioners absent: Jim Goshorn. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Lisa Sheppard, Supt. of Recreation, Michael Szpylman, Supt. of Business; Charlie Williams, Strategic Plan facilitator; Jennifer Gilbert, Marketing/PR Manager and Suzanne Gage, Administrative Assistant. Please refer to the attendance record for other visitors.

A motion to accept the regular meeting minutes of December 20, 2011 as presented was made by Vicki Paddock and seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Paddock, Klemz and Baker. Nays: none. Absent: Goshorn. Motion carried.

A motion to approve the vouchers list dated 1/12/12 in the amount of \$517,979.90 and the supplemental vouchers list dated 1/17/12 in the amount of \$9,337.48 was made by Michelle Klemz and seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Paddock, Klemz and Baker. Nays: none. Absent: Goshorn. Motion carried.

The financial report was reviewed. The Director noted that we are adhering to our budget and program revenues are slightly higher than last year so everything is going well. The treasurer's report was reviewed. Commissioner Crews commented that since CD interest is so low, might staff look into investing in U.S. Treasuries or municipal bonds for one year. Susie Kuruvilla said we would look into it.

There were no visitor comments.

Jeff Reinhard reviewed the Parks report. He said the staff has been working on improving drainage at the north property line of the Hunt Club Annex. Though that parcel is in unincorporated Lake County, staff has worked with the Village of Gurnee Engineer to allow drainage into a storm sewer in the area. This has been on the capital projects plan for several years, he said. Jeff also noted that a lot of necessary tree pruning has been accomplished this winter because of the warmer weather.

Lisa Sheppard reviewed the Recreation report. She noted that the fitness promotion is currently underway and also that aquatic center renewal letters have been mailed. Over winter break, Hunt Club Community Center was very crowded with youngsters using the gym. She invited board members to attend Frosty Fest this Friday at Viking Park. The Positive Coaching Alliance clinic was held on January 16. Approximately 25 attended the seminar that taught practical tools and guidelines to help parents and coaches help kids get the most out of sports.

Mike Szpylman reviewed the Business report. The second week of on-site training with RecTrac is currently going on. Everyone agrees it will be a much better system for both internal and external customers. May 14 is the target date to go live with registration and memberships.

Jennifer Gilbert reviewed the Marketing report. They have been quite busy marketing programs. The pool and camp guide went out to the schools. That distribution took place right after the HCPAC renewal letters were sent so there will not be confusion. She has also been working on the strategic plan and the annual report that will be an insert to the spring brochure.

Director Kuruvilla reviewed the Director's report. She stated that the strategic plan is nearly completed. She said it is a simple document and will be easy to work with. She thanked Commissioner Klemz for working with the committee and consultant Charlie Williams for facilitating the project. The Strategic Plan Advisory Committee members were very good in terms of expressing opinions and giving feedback. Michelle Klemz asked how staff would evaluate whether the objectives are met. The Director said each of the objectives is split into annual goals that will be measurable. On an annual basis when goals updates are provided to the Board, an update will be provided on the strategic plan so that the Board can see the connection between the two. Commissioner Crews

had some specific questions answered and thanked the staff for the plan. Commissioner Klemz noted that she was impressed by the trend analysis provided by the departments during the executive steering committee meetings.

Charlie Williams discussed the 2000 and 2010 Village of Gurnee census data he had researched. There was a drop in the numbers of younger children but there was a bigger drop in the 25-45 age group over those ten years. When the 2010 census demographics are compared to the Leisure Vision survey results, it compares very accurately. Therefore, the Park District can have confidence that the survey sample was a good representation of Gurnee. He also noted there was a slight shift in race according to the census but the percentages are so small that it would not affect market share. Charlie commented that the outreach to community leaders had been a very worthwhile activity and that those relationships with key stakeholders are important. They welcomed and appreciated the time spent.

The 2011 list of Park District accomplishments were reviewed. The Board agreed it was a very productive year.

There were no action items at this meeting.

In other business:

- The Director noted that board members have been invited to an IAPD Legislative Breakfast on February 13. The Director and Commissioner Crews plan to attend. Others were asked to RSVP to Suzanne Gage prior to February 8.
- Commissioner Baker was congratulated on achieving Distinctive Board Member status through the IAPD Board Member Development Program.

A motion to adjourn was made by Michelle Klemz and seconded by Gerry Crews. On voice vote, all voted aye. The meeting adjourned at 7:50 p.m.

Libby A. Baker, President

James G. Goshorn, Secretary