

**HAMPSHIRE TOWNSHIP PARK DISTRICT  
BOARD OF COMMISSIONERS  
WORKING BOARD MEETING MINUTES  
March 12<sup>th</sup>, 2018**

**Called to Order:** At 5:33 p.m., President Nathan Looman called the Board Meeting to order on Monday, March 12<sup>th</sup>, 2018.

**Commissioners Present:** Nathan Looman- President, Jamie Herrmann- Vice President, Aaron Kelly- Commissioner, Jennifer Reid- Commissioner

**Commissioners Absent:** Bill Hornbeck-Commissioner

**Staff Present:** Laura Schraw- Executive Director

**Approval of Agenda:** Commissioner Reid made a motion to approve the Agenda. Seconded by Commissioner Kelly. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

**Citizen's to be Heard:** None

**Discussion Items:**

**IAPD Conference:** The Board members that attended conference reviewed items that they found would be beneficial to the Park District and Staff should pursue exploring as options. Commissioner Kelly brought up movies in the park at Seyller with the screen in the outfield so people can sit up the hill. President Looman brought up the Brisith Soccer Camp, which staff has already secured a week for the camp to run on July 16-20. President Looman said that in a social media session, he learned we need to add a disclaimer to social media page, have a response time, and how we respond in the info section. We also need to approve a board policy on social media. Bloomingdale also put a sign in park stating that if you are in a public place, you might end up on social media. Looman also mentioned the tree with the bronze plaques for donations such as the park trees. Commissioner Kelly asked how we thank people for donations, Director Schraw said the Foundation sends a letter. After discussion, the Board said they would like to send a picture of the finished donation (once planted/installed/etc.) with a thank you signed by the Board members. Commissioner Kelly mentioned that he attended a seminar on bonds and the types of bonds for specific purposes. Director Schraw said she will ask Tom Chapman of Raymond James to come speak with the Board regarding options at a future working meeting. The Board would like to see Staff from each department attend conference in the upcoming years.

**Community Survey:** Director Schraw provided copies of the Community Survey proposals received. Commissioner Kelly mentioned evaluating the demographics of the area and if we are meeting the needs of the new population. The Board asked about a timeline for the Survey, Staff would like to conduct the survey in the later part of the year.

**Draft Annual Report:** Director Schraw presented the draft Annual Report for review. Changes will be made and it will be brought to the next working meeting for another review.

***Strategic Planning:*** The Board discussed recent trends, changes to our programs, and the direction of the Park District and how these changes are communicated. Nathan Looman left the meeting at 8pm. The Board also discussed the process for Staff evaluations and raises. The Board would also like to see a culture survey for employees, recognition for years of service, and attendance by all staff at 1-2 board meetings a year to better understand the operations of the Park District.

**Adjournment:** At 8:52p.m., Commissioner Kelly made a motion to adjourn the meeting. Seconded by Commissioner Reid. Motion passed unanimously.