



**Hampshire Township Park District  
Board of Commissioners  
Executive Meeting Minutes  
September 9, 2024**

**Call to Order:**

At 6:35 p.m. Vice President Herrmann called the meeting to order.

**Commissioners Present:** Jamie Herrmann, Tamara Chiu, Jennifer Reid, Meagan Tiffany

**Commissioners Absent:** Nathan Looman

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

**Pledge of Allegiance**

**Approval of Agenda**

Commissioner Reid made a motion to approve the agenda. Seconded by Commissioner Chiu. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

**Citizens to be Heard**

None

**Agenda**

**A. Referendum Discussion:** ED Schraw has been going through the presentation. She presented to the library 8/26/24 and is presenting to the township on 9/10/24. She has more presentations planned including Commissioner Herrmann presenting to the fire department soon. Stephanie will be posting the upcoming events for presentations. Lakewood is not able to host a meeting but would be willing to share the information about the upcoming presentations. ED Schraw is looking into creating a flier to hand out at sports. She will consult with legal. She also wants to make sure the invites get out to all of the boards that we work with as well. October 3rd will be the presentation with Pros Consulting. It was also discussed whether we want to do facebook live during the presentation. The board prefers to not do a live stream at this time. The Q & A has been posted for people to pose their questions if they cannot attend.

**B. Staff Discussion:** ED Schraw stated that we are in need of HR help. There are many tasks that ED Schraw is helping with to try to keep up and it is not enough. ED Schraw is thinking we need some help in payroll and PDRMA areas. It would be beneficial to hire someone who can assist with some of these tasks. She will look to put together a job description to possibly post before the end of the year. ED Schraw has spoken with surrounding park districts and will use their feedback to come up with the job description.

**VI. Executive Session:** None at this time.

**VII. Adjournment – Next meeting – September 23, 2024**

At 7:01 p.m. Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Tiffany. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.