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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
May 17, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on May 17, 2016 at 7:00 pm at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner McGinn, Comm Rep Chhatwani, Katis, Utas, Winner, Chairman Kaplan

Absent: Comm Rep Musial

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Parks and Risk Director Giacalone

Audience: Commissioners Mohan, Kilbridge, R. Evans, Kinnane, President Bickham, Mr. K. Evans

2. Approval of Agenda:

Commissioner McGinn made a motion, seconded by Comm Rep Chhatwani to approve the agenda as presented. The motion carried by voice vote.

3. Minutes:

Comm Rep Winner made a motion, seconded by Comm Rep Utas to approve the minutes of the April 19, 2016 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. Balanced Scorecard/M16-059B:

Executive Director Bostrom reviewed the balanced scorecard noting that it was a snapshot of the quarter.

Commissioner McGinn made a motion, seconded by Comm Rep Winner to recommend the board approve the Balanced Scorecard as outline in M16-059B. The motion carried by voice vote.

B. A&F Report/M16-068:

Deputy Director Talsma reviewed the item noting that CAFRE will be coming next June and explained that the audit went very well and should be presented to the June A&F Meeting. He also noted that staff was working hard on the software conversion and looking to go live for the 4Q. He commended IT Manager Agudelo on installing the point to point system at the maintenance facility eliminating all costs for the hard phone and data lines. He explained it cost less than \$4500 and the district would see an ROI in less than 2 years.

Commissioner McGinn made a motion, seconded by Comm Rep Chhatwani to send the A&F Report M16-068 to the board. The motion carried by voice vote.

C. Detail Reports:

Deputy Director Talsma reviewed the reports.

Comm Rep Utas made a motion, seconded by Commissioner McGinn to recommend the board approve

- Manual Checks for \$304,515.77
- Monthly Invoices for \$375,367.00

The motion carried by voice vote.

D. Financial Statements:

Deputy Director Talsma reviewed the statements noting that things were very good. He explained that they had made some changes to the NIHL Hockey Program that resulted in more rentals and less in-house programming altering the financials and providing an additional \$75,000 in revenues.

He also explained that BPC had started out very well, however, they had lost 2 weddings that would be \$15,000 to \$20,000 in revenue.

He also explained that the facilities were doing well, however, PSSWC had lost the GE Corporate contract for \$55,000 and were trying to sign on some of the members in other memberships. Comm Rep Utas asked if they were offering incentives and Deputy Director Talsma noted that they were.

Comm Rep Katis asked about the email notes regarding the financials and other A&F questions. It was noted that the written questions for all the committee meetings are attached to the minutes for the hard-bound copy.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Financial Statements as presented. The motion carried by voice vote.

7. Committee Member Comments:

Commissioner McGinn noted that he had attended the dance recital and it had gone very well.

Comm Rep Winner said staff did a great job on the balanced score card and he was looking forward to the coming SRT.

Comm Rep Katis noted that his children attended BHS and the other parents rave about our great hockey facility.

Chairman Kaplan noted that he had an opportunity to participate in a medical emergency at the district and that staff had been well prepared.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:15 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary