



The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**AGENDA**  
**REGULAR BOARD MEETING NO. 1048**  
**TUESDAY, DECEMBER 17, 2019**  
**7:00p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
  - A. Best of Hoffman: Sue Neel
5. COMMENTS FROM THE AUDIENCE
6. RECESS FOR A&F COMMITTEE MEETING
7. RECONVENE FOLLOWING A&F COMMITTEE MEETING
8. APPROVAL OF MINUTES (attached)
  - A. Regular Board Minutes 11/26/2019
  - B. Special Board Minutes 12/10/2019
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. Ice Rink 2 Renovation / M19-122
  - B. PARC Grant Applications / M19-126
  - C. 2020 Budget & Appropriation Ordinance O19-006 in Final Form / M19-131
  - D. Tax Levy Ordinance O19-008 / M19-132
  - E. Ice Rink 2 Renovation / M19-135
  - F. Burglar Security Alarm System / M19-134
  - G. Surplus Ordinance O19-007 / M19-130
  - H. Policy Updates / M19-123
  - I. Open and Paid Invoice Register: \$299,104.28 (see Dec A&F packet)
  - J. Revenue and Expenditure Report (see Dec A&F packet)
  - K. Acceptance of B&G Minutes 10/15/2019 (see Dec B&G packet)
  - L. Acceptance of Rec Minutes 10/15/2019 (see Dec Rec packet)
  - M. Acceptance of A&F Minutes 11/26/2019 (see Dec A&F packet)

Regular Board Meeting

December 17, 2019

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10. PRESIDENT'S REPORT
11. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
12. OLD BUSINESS
13. NEW BUSINESS
  - A. Review / Release of Executive Session Minutes Resolution R19-006 / M19-129
  - B. 2020 Calendar of Board/Committee Meetings / M19-133
  - C. Audio & Video Recording at Board Meetings / M19-136
14. COMMISSIONER COMMENTS
15. EXECUTIVE SESSION
  - A. Minutes, pursuant to 5 ILCS 120/2 Section 2(c)(21) of the Open Meetings Act
    - 10/22/2019
    - 11/12/2019
  - B. Pending or probable litigation, pursuant to 5 ILCS 120/2 Sec. 2(c)(11) of the Open Meetings Act.
16. Potential discussion and possible vote on matters regarding the pending or probable litigation, pursuant to 5 ILCS 120/2 Sec. 2(c)(11) of the Open Meetings Act.
17. ADJOURNMENT



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
heparks.org t (847) 885-7500 f (847) 885-7523



**MINUTES  
REGULAR BOARD MEETING NO 1047  
November 26, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on November 26, 2019 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, and McGinn

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold

Audience: Community Reps Kulkarni and Wilson

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

President Kaplan called for amendments to the agenda.

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to move item 9A. Audio & Video Recording at Board meetings/M19-114 from the Consent Agenda to Item A of New Business. The motion carried by voice vote.

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to remove item 4A BOH Awards as the recipient was unable to attend the meeting. The motion carried by voice vote. Mr. Garstecki will be rescheduled for another board meeting.

Commissioner Kilbridge made a motion, seconded by Commissioner R. Evans to approve the agenda as amended. The motion carried by voice vote.

4. **Awards:**

Removed

5. **Comments from the Audience:**

None

6. **Recess for A&F Committee Meeting:**

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to recess for the A&F Committee Meeting at 7:03 p.m. The motion carried by voice vote.

7. **Reconvene Following A&F Committee Meeting:**

Commissioner Kinnane made a motion, seconded by Commissioner McGinn to reconvene to the Regular Board Meeting at 7:45 p.m. The motion carried by voice vote.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, and McGinn

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Huguen, Director of Golf and Facilities Bechtold

Audience: None

8. **Approval of the Minutes:**

Commissioner R. Evans made a motion, seconded by Commissioner Kilbridge to approve the minutes of the October 22, 2019 Regular Board meeting as presented. The motion carried by voice vote.

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to approve the minutes of the October 29, 2019 Special Board meeting as presented. The motion carried by voice vote.

Commissioner K. Evans made a motion, seconded by Commissioner R. Evans to approve the minutes of the October 12, 2019 Committee of the Whole meeting as presented. The motion carried by voice vote.

Commissioner K. Evans made a motion, seconded by Commissioner Chhatwani to approve the minutes of the October 12, 2019 Special Board meeting as presented. The motion carried by voice vote.

**9. Consent Agenda:**

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to approve the consent agenda as amended with item 9A (Audio and Visual Recording at Board Meetings M19-114) removed to New Business A.

On a Roll Call: Carried

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

- A. Balanced Scorecard 3Q 2019 / M19-115 (See Nov. A&F packet)
- B. Open and Paid Invoice Register: \$1,152,535.67 (See Nov. A&F packet)
- C. Revenue and Expenditure Report (See Nov. A&F packet)
- D. Acceptance of A&F Minutes 10/22/2019 (see Nov. A&F packet)

**10. President's Report:**

President Kaplan presented Commissioner K. Evans with an IAPD Award for his ten years of service.

**11. Executive Director's Report:**

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to adopt the Executive Director's Report as presented. The motion carried by voice vote.

**12. Old Business:**

None

**13. New Business:**

A. Audio & Video Recording at Board Meetings/M19-114:

Commissioner K. Evans explained that his issue with the item was that it should be presented to all committees and Comm Reps for their input prior to the board making a decision.

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to table the audio & video recording at board meetings until the item was brought to the

Building and Grounds and Recreation Committees for input. The motion carried by voice vote.

**14. Commissioner Comments:**

Commissioner Kinnane recognized Jaycee Bannister from The Club for her immediate response to a late registration for a program being offered and her ability to register the child in time to participate in that day's lesson.

Commissioner McGinn noted that he attended the Village Tree Lighting and it was very good. He encouraged all to sign up for Breakfast with Santa noting that they already had 500+ participants. Executive Director Talsma noted that it was also Winterfest that day.

Commissioner K. Evans wished everyone a Happy Thanksgiving as did Commissioner Kilbridge.

Commissioner R. Evans noted that he had attended a legal symposium and asked the district to review their policy on comfort dogs versus service dogs. Executive Director Talsma noted that it and the policy for transgender were on the list of policies to be reviewed prior to the end of the year at the next A&F Meeting.

Commissioner K. Evans asked how one identified service for animals and Executive Director Talsma explained that they had to provide a service not just comfort and there was a specific government form that needed to be completed.

Commissioner Chhatwani wished everyone a happy Thanksgiving.

**8. Adjournment:**

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 8:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
heparks.org t (847) 885-7500 f (847) 885-7523



**MINUTES  
SPECIAL BOARD MEETING  
December 10, 2019**

**1. Roll Call:**

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on December 10, 2019 at 9:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, and McGinn

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold

Audience: None

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

**4. Comments from the Audience:**

None

**5. Approval of Sport Flooring-Club Renovation/M19-118:**

Commissioner McGinn made a motion, seconded by Commissioner K. Evans to approve the purchase of the Sport Flooring from Direct Fitness Solution for the total cost of \$42,922.80 as outlined in M19-118.

On a Roll Call Vote: Carried 7-0-0  
Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

**6. Approval of Fitness Equipment Purchase/M19-124:**

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to approve the purchase of the Fitness Equipment from Matrix Fitness through the NCPA for the total cost of \$145,836 as outlined in M19-124.

On a Roll Call Vote: Carried 7-0-0  
Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

**7. Approval of Multi-Station Equipment Bid/M19-125:**

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to approve the purchase of two 12 stack multi-station units from Pro Maxima for the total cost of \$28,108 as outlined in M19-125.

On a Roll Call Vote: Carried 7-0-0  
Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

**8. Commissioner Comments:**

Executive Director Talsma noted that Mr. Eddie Hernandez had come back to The Club as the new Sales Manager beginning December 16, 2019.

Commissioner Kinnane congratulated staff on Eddie's return.

Commissioner McGinn reminded all about the Breakfast with Santa and the Winterfest this Saturday.



**9. Adjournment:**

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 9:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING NO. 1048**

**EXECUTIVE DIRECTOR'S REPORT**

**December 2019**

**PARKS DIVISION**

**ICE RINK**

Preparation for the renovation of rink 2 began in November. Construction drawings and bid documents were completed and the bid for the rink was released on 11/27/2019. The bids are set to be opened on 12/13/2019 and will be presented to the A&F Committee on 12/17/2019. The timeline being presented to potential contractors for rink 2 construction is as follows:

12/17/2019	Board Approval of Contractor
12/18/2019	Award of Contract
02/17/2020	Contractor May begin Staging Material
03/02/2020	Construction Start Date
09/04/2020	Construction Completion
09/07/2020	Rink Opens

**COMMUNITY PARK**

As mentioned in the September report, we secured a Realtor grant for Community Park. The GaGa Ball pit, benches, tables and painting on the shelter were installed and completed on 11/18/2019 and 11/19/2019. Members from the Realtor Association will be at Community Park on Thursday, 12/05/2019, to document the completed project.



## **TC NORTH ROOF**

The Kalwall system has been installed around the perimeter of the building; the northwest and southeast corners are the only remaining sections. These corners have the kalwalls that go from the ground to the top of the roof. The sheet metal crews have been creating panels and handling the installation too. The crew anticipates it taking 10-12 days to install the main sheet metal panels and, as of 12/4/2019, they have completed about 75% of the south roof.

## **SOUTH RIDGE**

The OSLAD project at South Ridge is nearing the completion of the planning stages. Staff has been working with W-T Engineering on the required permits for the project prior to taking it out to bid with contractors. The construction plans are being presented to the Village of Hoffman Estates Planning, Zoning and Building Committee on 12/09/2019. We anticipate releasing bids for the project in December to be opened in January.

## **OTHER**

Other items that were worked on, completed, and/or started in November by the Parks, Planning and Maintenance Department:

- Bids released for crack fill/sealcoating of parking lots and tennis court surfacing.
- Planning for the renovation of The Club and getting appropriate bids released.
- Started the replacement of parking lot lights at The Club with new LED light fixtures.
- Inspections of all heaters and exhaust fans. Performed repairs as needed to units.
- Adjusted tension on all exhaust fans and replaced belts.
- Replaced inducer motors on RTU #9 and #1 at Bridges.
- Replaced heaters on outdoor bathroom on hole 16 at Bridges.
- Steve Bessette, Supervisor of Parks, attended a three day Arborist Conference.
- All lake swans were removed and repaired as needed.
- Tree trimming and removal took place at Black Bear, Cipri, Willow, North Twin, North Ridge, Chestnut, Pine and The Club.
- Landscape bed removals at Cipri Park.
- Completed applications of pre-emergent herbicide for control of dandelions and crabgrass.
- Install new rubber flooring around rink 1.
- Mulched new playground at Highland Park.
- Repaired retaining wall at Bridges located in front of the first green.
- Fence repair at Cottonwood Park.
- Removed fencing between pickle ball courts and tennis courts at Fabbrini Park.

- Drywall repairs at Bridges and TC.
- Removed windscreens from park fences and backstops.
- Flooring repairs to tiles in Bridges' upstairs kitchen.
- Bus 534 had a new exhaust manifold and turbo charger installed.
- Routine vehicle checks.
- Maintenance and repairs to multiple vehicles and equipment.

## Recreation Division



### Upcoming Events

- Dec. 8 – All Aboard Storytime Train
- Dec. 8 – Try Figure Skating for Free
- Dec. 14 – Winter Fest
- Dec. 14 – Skate with Santa
- Dec. 15 – Lincoln Park Zoo Lights
- Dec. 19 – Job Fair

## Administration

Alisa Kapusinski passed the Certified Park & Recreation Executive (CPRE) exam this month. Jody Dodson & Kyle Thomas both passed the Certified Park & Recreation Professional (CPRP) exam this month.

CPR / AED training was held on November 9 for 16 employees.

Icompete (the cooperative program between Muir School & HEHS) hosted two events in November. One was an open gym night and the other was a literacy lock-in. Their next event is December 6 at the HEHS Basketball game.



### Triphahn Center



### Willow Recreation Center

#### Triphahn Center Fitness

<u>Membership</u>	<u>11/30/18</u>	<u>1/1/19</u>	<u>11/30/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>813</b>	<b>809</b>	<b>790</b>	<b>-19</b>

#### Willow Rec Center Fitness & Racquetball

<u>Membership</u>	<u>11/30/18</u>	<u>1/1/19</u>	<u>11/30/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>337</b>	<b>329</b>	<b>295</b>	<b>-34</b>

“Fitsgiving” member health challenge was offered this month. Members participated in a variety of challenges to receive a free t-shirt.

Membership numbers (above) do not include the free health insurance fitness memberships:

Total members = 100 (up 13 from last month)

- Total members for each category for this month, include:

- Renew Active = 10 at TC
- Silver Sneakers = 6 at WRC & 48 at TC (up 4)
- Prime = 29 at TC (up 8) & 7 at WRC (up 1)

There are 24 participants enrolled in TC fall group fitness classes compared to 66 last year. There are 43 enrolled in WRC group fitness classes compared to 35 last year. A new Bollywood workout class is being offered at WRC that had 11 participants in session 1 and 11 in session 2.

There are 12 enrolled in Racquetball lessons compared to 11 last fall. There are also 25 enrolled in racquetball leagues compared to 30 last fall.

November Facility Rental Summary

	Triphahn	Willow
# of full gym rentals	6	18
# of half gym or Mini gym rentals	15	7
# of room rentals	34	7
# of court rentals		105
# of birthday parties		1



*Dog Off-Leash Areas*

<u>Dog Park Passes</u>	<u>11/30/18</u>	<u>1/1/19</u>	<u>11/30/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>681</b>	<b>683</b>	<b>681</b>	<b>-2</b>



*General Programs*

Special Events:

- Family BINGO night was held at Willow on November 22. This was the first time Willow hosted the event. There were 75 people in attendance.

Stars Dance Company: Currently there are 19 members of the Company (compared to 13 last year).

Fall program enrollment summary:

Dance		Gymnastics – session 1		Karate	
2018	2019	2018	2019	2018	2019
191	185	111	104	183	183

Teen Programs:

- On Tuesday, November 29, the Teen Center attended their very first trip to the E-Sports Café at NIU Hoffman Estates. The trip was full with 20 participants! The feedback received was very positive and we will be planning another trip for spring of 2020.
- On November 12, the teens made holiday cards for the troops.
- On November 26, the teens made 20 pumpkin pies and those pies were delivered to the police and fire department.

Adult Programs:

- Trivia Night was held on November 9 at Bar Down. The theme was “All Things Disney”. There were 37 participants – the highest to date.
- A new Holiday Craft Fair was held November 16 in the Triphahn Gym. There were 56 vendors. Another spring fair is being planned.



50+ Club

<u>50+ Membership</u>	<u>11/30/18</u>	<u>1/1/19</u>	<u>11/30/19</u>	<u>YTD Var. +/-</u>
<b>Total Members</b>	<b>398</b>	<b>397</b>	<b>370</b>	<b>-17</b>

**50+ Fitness:** There are 189 participants in Fall 50+ group fitness classes compared to 170 last fall.

**November Activity Attendance**

Drop in Activities	Attendance
Wii Bowling	71
Mah Johng	41
Cards	25
Mexican Train	30
Canasta- <b>NEW</b>	13
Chess	24
Pinochle	20

Athletic Activities	Attendance
Billiards	100
Pickle ball	110
Ping Pong	78
Volleyball	153
Chair Volleyball	20

**50+ Clubs which met in November**

- Pinterest Crafting Club met twice in November and continues to be a very well-received club with many hidden talents among those in the group. 19 in attendance
- Knitting Club- This new group met twice in November. There were 11 in attendance for the month.
- Book Club- 11/25, 18 in attendance

**Evening/Special Programs/Services in November**

- Pub Quiz Night this month had 29 participants. The event was hosted at the 50+ Center. They brought their own meals, had a dessert bake off and ended up turning the night into a Game Night when Dr. Hoover had a family emergency.
- S.O.S. (Seniors Out Socializing) group met at Chandlers, in Schaumburg. Seven were in attendance.
- We hosted a Lunch & Learn and partnered with Friendship Village. Lunch was included with 20 in attendance.
- We hosted a Thanksgiving Pot Luck lunch and dessert bake-off. 12 were in attendance.

**50+ Lunch Bunch in November**

- This group met on Friday, November 8 at Moretti's. We had 8 in attendance.



*Early Childhood*

**Preschool & ELC enrollment:**

<b>Preschool/ELC:</b>	<b>11/2018</b>	<b>11/2019</b>	<b>Var. +/-</b>
3's Playschool 19-20	10 TC 8 WRC	15 TC 9 WRC	+6
2's Playschool 19-20	30 TC 23 WRC	29 TC 19 WRC	-5
Preschool 19-20	119 TC 59 WRC	121 TC 60 WRC	+3
Early Learning Center	27 – 5 days  4 – 4 days  7 – 3 days  2 – 2 days  40 TOTAL	20 – 5 days  6 – 4 days  8 – 3 days  4 – 2 days  38 TOTAL	-2



The ELC held its quarterly family event this month. A carnival-themed event took place with 84 people in attendance.



### School Age - STAR and Day Camps

STAR	18/19	19/20	Var +/-
B/A school (SD54 & D15)	373 – D54 62 – D15	367 – D54 65 – D15	-3
KSTAR District 15	19	21	+2
<b>TOTAL</b>	<b>454</b>	<b>453</b>	<b>-1</b>

No School Field trips were held this month over

Thanksgiving Break. Willow provided care on Monday & Tuesday with field trips to Blocks & Bricks Museum and Hugs & Mugs. Triphahn provided care on Wednesday with a field trip to Pac Mac Entertainment. 69 children participated in care this week compared to 122 last year over Thanksgiving.



### Youth Athletics

Staff is working with Grand Sports Arena to secure indoor space for the upcoming spring season and pre-season practices.

Adult Athletics:

	2018	2019	+/-
Adult Softball	9 teams	11 teams	+2
Adult Basketball	0	6 teams	+6
Adult Football	6 teams	4 teams	-2

Adult Basketball, Adult Softball and Adult Football all hosted their fall league tournaments.

Youth Athletics:

Basketball:

- Youth basketball hosted their evaluations for 5<sup>th</sup>-8<sup>th</sup> grades on November 9 and 16 at Willow Recreation Center. The purpose of the evaluation is to create as fair as teams as possible for the regulation season. Players are put through 1 hour of skills and drills as coaches evaluate them from the sideline. Every player gets placed on a team.
- Coaches meetings occurred over several days for youth basketball leagues. Coaches were given rosters, rules, practice schedules, park district philosophy, game information and picture time slots at these meetings.
- HEHS varsity coach Luke Yanule held a classroom coaches clinic on Wednesday, November 13 at HEHS.
- Practices begin the week of December 2.
- Youth basketball night at the Windy City Bulls game will be December 14.

Soccer:

	Fall 2018	Fall 2019	+/-
Indoor Soccer	26	36	+10
All Star – Soccer Lessons	57	84	+27

- Indoor Soccer league begins January 12.

Lacrosse:

- A new spring league will be offered. A parent information meeting was held on December 2.



*Ice Operations*

Hockey enrollment comparison:

	2018/19	2019/20
Mites – Coyotes	10	15
Mites – Travel Coyotes	26	30
Squirts – Wolf Pack	25	28
Pee Wees – Wolf Pack	43	31

Bantam – Wolf Pack	39	49
Midgets – Wolf Pack	20	20
Wolverines	53	13
Skills Only		7
<b>TOTAL</b>	<b>216</b>	<b>193</b>

Prime – Squirts NEW	n/a	13
Prime – Pee Wee NEW	n/a	14
Prime – Bantam NEW	n/a	15
<b>TOTAL</b>		<b>42</b>

Fall Ice Lessons: Due to ice renovation, all Monday classes were cancelled for September & October. Only Friday lessons are being offered for two months. Monday lessons resumed the first week of November allowing lessons to run both on Monday & Fridays.

	2018	2019	+/-
Tot Levels Figure Skating	64	66	+2
Basic & Free Skate Levels Figure Skating	124	146	+22
Adult Figure Skating	6	13	+7
Intro to Synchronized – New	n/a	4	+4
<b>TOTAL FIGURE SKATING</b>	<b>194</b>	<b>229</b>	<b>+35</b>

	2018	2019	+/-
November Freestyle Passes	22	26	+4

Public Skate Sundays averages 80 skaters each week.

Fall Hockey lessons: Due to ice renovation, all Thursday classes were cancelled for September & October. Thursday lessons resumed the first week of November.

	2018	2019	+/-
Hockey Lessons	88	129	+41
Floorball	n/a	6	+6
<b>TOTAL HOCKEY</b>	<b>88</b>	<b>135</b>	<b>+37</b>



## *Communications and Marketing*

### **Design Work:**

- BPC Trade Show
- Job Fair
- Angel Tree
- Birch Park OSLAD presentation
- Winter Hockey Clinic

### **Marketing Campaigns / Promo:**

- Gift card sales
- Student Fitness Pass
- Texas Hold Em
- Disney Trivia Night
- Skate with Santa
- Winter Fest

### The Club promotions:

- Facility photoshoot
- Construction posters
- Marketing timeline
- Muscle of Month – video shoot
- Digital ads for November & December
- Black Friday promotion
- Updated website with renovation information

### **On Site Promotions:**

- Palatine Library STEAM Fair
- Whiteley School Wildcat Dash

**Eblasts:** 16 eblasts were sent this month & four eblasts sent to The Club members.

### **Press Releases:**

- Texas Hold Em
- Holiday Craft Fair

### **Social Media:**

- 33 posts in November & one live
- Top interactive posts:
  - 1) Holiday Craft Fair Now Open – 2431 reached & 226 clicks
  - 2) Holiday Craft Fair Tomorrow – 1930 reached & 44 clicks
  - 3) Teen Trip to NIU Esports – 1180 reached & 136 clicks
- Top Facebook Events:
  - 1) Holiday Craft Fair – 24,333 reached & 659 clicks
  - 2) Texas Hold Em – 11,557 reached & 13 direct registrations from post
  - 3) Trivia Night – 1,100 reached & 15 ticket purchases from post

### **# of Followers:**

HE Parks Facebook: 4388 (+37 from last month)  
HE Parks Twitter – 1011 (+4 from last month)  
HE Parks Instagram – 389 (+14 from last month)  
50+ Facebook- 99 (+2 from last month)  
Wolfpack Facebook- 195 (+13 from last month)  
Wolfpack Instagram – 226 (+19 from last month)  
Figure Skating Facebook – 62 (No change from last month)  
Bridges Facebook – 987 (+7 from last month)  
Bridges Instagram – 105 (+1 from last month)  
Bridges Twitter – 159 (+1 from last month)  
The Club Facebook – 1481 (+4 from last month)  
The Club Instagram – 151 (no change from last month)  
The Club Twitter – 26 (+1 from last month)

## **Website:**

Total page views: 25,990 unique page visits – down from 26,524 last month due to a decrease in visits to special event pages

Highest visited pages in October: Home, Program Guide, Public Skate, Triphahn Center, Ice-Schedules, Hockey

Highest visit days:

- 1,705 November 20 – first day of registration
- 1,620 November 4 – Texas Hold'em tournament
- 1,524 November 11 – program guide live to community and holiday craft fair

## **Newly Acquired Advertising and Sponsorships**

- Tint World – marquee extension
- HE Dental Professionals-marquee & Winter Fest sponsor
- Girl Scouts-marquee
- Allstate, Baird & Warner and PNC Bank (coop) -marquee

## **Community outreach event presence:**

- SBA-ribbon cuttings 2
- SBA-networking event
- SBA-after hours
- HE Chamber-ribbon cutting
- HE Chamber-luncheon

## Bridges General Programs

- Due to inclement weather, we had to cancel three special events this fall: Final Challenge, Bridges 5k, and the Turkey Shoot.
- The golf course was only open for three days in the month of November due to weather. The spring and fall weather was very challenging for the golf industry.
- Upcoming F&B Events
  - Winter Fest and Breakfast with Santa are scheduled for 12/14. We currently have 516 guests registered.

## Golf Rounds

MONTHLY ROUND TOTALS					
2015	2016	2017	2018	2019	5 Year Average
1,198	2,118	724	386	117	908
YTD ROUND TOTALS					
2015	2016	2017	2018	2019	5 Year Average
30,308	31,308	31,021	26,195	24,299	28,626

## Range Information

MONTHLY RANGE BASKET SALES TOTALS					
2015	2016	2017	2018	2019	5 Year Average
332	582	102	92	52	214
YTD RANGE BASKET SALES TOTALS					
2015	2016	2017	2018	2019	5 Year Average
18,483	18,821	19,210	17,376	18,807	18,539

## Hole In One Contestant Update

HOLE IN ONE MONTHLY SALES TOTALS			
2016	2017	2018	2019
363	58	8	0
YTD HOLE IN ONE SALES TOTALS			
2016	2017	2018	2019
483	2,414	1,891	2,115

## Communications & Marketing



Three email blasts were sent promoting Turkey Shoot, Bridges 5K, and Breakfast with Santa/ Winter Fest.

### Food & Beverage

For the month of November, we had 8 events (9 Events in 2018)  
4 breakfast meetings servicing 100 guests  
3 dinners servicing 530 guests  
1 Foundation Texas Hold 'Em Event 82 guests  
Turkey Shoot and 5K were cancelled due to inclement weather.

For the month of December, we have 8 events (9 Events in 2018)  
3 breakfast meetings servicing 75 guests  
1 Lunch meeting servicing 40 guests  
1 all-day meeting servicing 50 guests  
2 holiday dinners servicing 130 guests  
BWS currently over 500 guests register for this event.

Jennifer Fuller & Brian Bechtold hosted a booth at Bridal Expo Chicago located at the NW Marriott in Hoffman Estates on Sunday, November 17, 2019. The event had over 200 attendees. We offered 10% off dates open in 2020 including Saturdays. Other offers included discounted chair covers, late night snacks, and ceremony fee, as well as a discounted premium bar upgrade.

### Wedding Count Update:

2020 = 7 ceremony and reception, 3 reception only  
2019 = 16 ceremony and reception, 3 reception only, 1 ceremony only  
2018 = 16 ceremony and reception and 3 reception only, 2 ceremony only (2 weddings cancelled in 2018)  
2017 = 14 ceremony and reception, 5 reception only, 5 ceremony only  
2016 = 21 ceremony and reception, 4 reception only, 1 ceremony only  
2015 = 18 ceremony and reception, 5 reception only, 4 ceremony only

### Golf Maintenance Summary

In November, our high averaged 40° (6.5° below average) and low averaged 27° (8° below average). This included two days with single digit lows in the middle of the month. In November, we received 2.32" of rain (3.15" average); this was a relief after having record rainfall in September and October. What we lacked in rainfall, was made-up for with snow in November. We had 3.7" of snow (average is 1.2") from two days early in the month and another four days with light dustings of snow bringing the snowfall total to 8.3" to-date. In November, we saw 0 total playable\* days due to inclement weather conditions (normal = average of 6)

\*Playable is being defined as highs between 55°-90° and less than .05" rain.



Our main focus for November has been preparing for winter and putting us in the best position for next season. Below are some of the tasks that staff completed:

- Winterized irrigation system
- Sprayed greens, tees, and fairways with snow mold control
- Sprayed select areas in the rough with controls for crabgrass and dandelions for next spring
- Top-dressed all green surfaces heavily; using approximately 35 tons of sand
- Cut down all perennial plants and grasses on course and around clubhouse
- Blew any mulch leaves on course and at clubhouse
- Brought in all accessories on the course (over 600 individual pieces)
- Planted bulbs at the clubhouse
- Started to clean equipment so it is ready for winter maintenance

We were also able to complete a small project on #1 green wall in November with the help of Parks maintenance. When the wall was built, fabric was not placed behind the wall which is now causing “piping”; this is where the soil behind the wall washes out between the gaps in the bricks. This piping has resulted in small sinkholes along the wall’s edge. We fixed the same issue on #17 green last year and it worked out very well. All fabric and rock is in place and we will finish the final grading of the top 4-6” of soil in the spring 2020.



<b>November Membership Totals</b>	<b><u>11/30/2018</u></b>	<b><u>11/30/2019</u></b>	<b><u>1/01/2019</u></b>	<b><u>Var. +/-</u></b>
Totals	2905	2851	2881	-30

**Member Services/Sales**

- The Club offered a \$29 enrollment special in November and offered a gift with enrollment of a logoed winter hat. With only 111 new members enrolling in November, we fell short of our goal of 130. We did offer a “Black Friday” special in the last weekend of the month, which brought in 25 members Friday and Saturday, plus 12 members on Sunday (a good start to December membership!). December new member goal: 130.
- The “Jump Start” new member introduction to fitness services at The Club is going extremely well with our Fitness Manager reaching out to new members and meeting with all who are interested in this program.
- Member Retention Efforts: each Friday of November, we offered an event around a “national day”: National Jersey Day – each member who wore a jersey was entered into a drawing; National Cappuccino Day – free coffee and snacks at the desk all day; and National Cranberry Day – bring two cans of food in exchange for a guest pass. We also had a “guess the candy corn” raffle.

**Operations and Fitness Departments:**

- We are continuing to post ads through various outlets in search of additional personal trainers. We are currently in the process of hiring one trainer.
- Events at The Club in November: Basketball tournament Nov 16-17; Parents Night Out, November 23 – sold out at 30 participants; Yoga Nidra Workshop November 17.

**Aquatics: Lesson participant numbers at The Club (\*Fall II session began week of Oct 29<sup>th</sup>, enrollment still ongoing)**

	Winter I	Winter II	Spring I	Summer I	Summer II	Fall I	Fall II/ Fall III	<b>Total Indoor Swim</b>	Summer Seascape
2014	193	236	304	284	320	287	228	<b>1852</b>	597
2015	167	209	325	299	575	300	203	<b>2078</b>	457
2016	150	168	298	292	0	280	208	<b>1396</b>	542
2017	137	206	274	264	240	259	195	<b>1575</b>	352
2018	172	<b>143</b>	251	239	192	202	165	<b>1364</b>	285
<b>2019</b>	137	133	208	190	208	236	138	<b>1250</b>	276

**\*CLOSED Lap Pool First week of lessons**

## Renovation & Project Updates:

- Bid document was created for sport flooring for new area. Bid results will be received on 12/6.
- Staff has worked with Matrix fitness and consultant, Mark Davis, on equipment layout and purchase. Matrix Fitness is a part of National Cooperative Purchasing Alliance (NCPA). NCPA utilizes state-of-the-art procurement resources and solutions to yield cooperative purchasing contracts ensuring all public agencies are receiving products and services of the highest quality at the lowest prices. We will also receive additional discounts based on total amount spent from the contracted pricing.
- Staff has requested quotes for turf for the functional fitness area from three reputable turf companies that have provided turf for similar fitness areas.
- Staff has met with three vendors regarding sound proofing and sound systems. These quotes are expected to be received early December.
- Staff is working with Mark Davis on sales training. Each sales staff member will go thru 5 sessions of training to ensure all staff are following the same sales practices.

## Club Marketing for November

### Digital Advertising

#### SEM and Display Ads

124,270 Impressions - 422 clicks to website. The key to note is that this is 124,270 new impressions and it is due to the fact that the Club was not on the first page of google search.

Daily click through to the Club's website increased throughout the month; at the beginning of the month, there were 25 clicks/day and by the end of the month, there were ~117 clicks/day.

15 search keywords included as part of strategy:

Keyword	Impressions	Clicks
+indoor +pool	460	30
+fitness +near +me	398	16
+gym +near +me	394	18
+aquatic +center	241	18
+fitness +club	134	5
+indoor +pools +near +me	45	4
+personal +trainer +near +me	41	4
+fitness +Hoffman +estates	31	6
+group +fitness +classes	27	3
+gym +Hoffman +estates	25	5
Fitness center near me	25	0
+fitness +classes +near +me	20	1
+the +club +at +prairie +stone	17	1
Fitness center Hoffman estates	17	4
Fitness club	10	1

Mobile to Social Conversion: 2,125 people who received geo-fencing and targeting ads had the social media ads delivered to them resulting in 12 clicks through to the website.

Brand Awareness: From social media, 55 clicks to website from people not associated with The Club's Facebook. Geo-fencing targets 18.67K people, resulting in 159 clicks through to website; of which, seven interactions visited the fitness club.

## **Marketing (in-house)**

Club promotion

- The Club
  - Facility Photoshoot
  - Options Elite Skills Training
  - Functional Fitness and Free Weight Area Construction update posters
  - Functional Fitness and Free Weight Area informational board
  - New Construction Marketing Timeline
  - Muscle of the Month (December) Video shoot
  - Monthly promotions
  - Digital ads for November and December
  - Signage
  - Black Friday Promotion
  - Unveil New Referral Program
  - Now Hiring
  - Glucose Screenings
  - Creation of webpage for Functional Fitness and Free Weight Area
  - Digital Ad
  - Yoga Workshops

### **The Club – Social Media**

The Club Facebook – 1,481 followers in November; 1,477 Followers in October; 1,472 followers in September; 1,465 followers in August; 1,400 followers in July

The Club Instagram – 151 followers in November; 151 followers in October; 142 followers in September; 143 followers in August

The Club Twitter – 26 Followers in November; 25 Followers in October; 25 Followers in September; 26 followers in August

## **Finance/Administration**

- Completed the preliminary budget documents.
- Prepared the preliminary Tax Levy
- Prepared the preliminary Budget and Appropriation Ordinance
- Attended an Illinois Benchmarking Group meeting of park district and municipality representatives from similar communities. The goal of the group is to determine what comparative information is currently able to be gathered by all participants that would be most useful. A few preliminary statistics were decided upon along with a platform as a starting point with data available beginning in January 2020. The platform will allow communities to easily be included or excluded in the analysis to better align results among peers. This gives a distinct advantage over the nationwide or even statewide statistics that are currently the best resource available.
- Attended a PTAB Consortium meeting to discuss the impact of the new assessment philosophy on potential appeals. Northfield and Maine Township Board of Review has shown favorable outcomes to taxing bodies negotiating with commercial properties in the appeal process. This is the approach the attorneys are recommending, where practical.
- Processed applicable monthly returns, as required.
- Working with staff on pending open purchase orders in connection with finalizing 2019.
- New features/processes in RecTrac:
  - Created priority registration for winter dance based on prerequisite.
  - Created raffle ticket process.
  - Assisted in set-up of six new activities with 12 new sections.
- Payroll Cycle Processing
  - 10/01/19 \$292,499.04
  - 11/15/19 \$289,906.44
  - 11/29/19 \$277998.89

## **Administrative Registration/EFT Billing**

- EFT Billings for:
  - a. TC/WRC/The Club Fitness Centers
  - b. ELC (weekly)
  - c. 50+
  - d. Sponsorship/Marquee Signs
  - e. Dance Company
  - f. Pre School
  - g. STAR
  - h. Hockey
- Administrative
  - a. Winter 2020 Guide review

- Administrative Registration for:
  - a. Financial Assistance
  - b. Foundation Giving Tree
  - c. Turkey Shoot Refunds
  - d. Final Challenge Refunds
  - e. 50+ Trips

### **Human Resources**

- Processed 11 new part-time hires and one new volunteer.
- Attended PDRMA webinar for 2020 onsite PATH Health Screening – date confirmed for Tuesday, March 10, 2020.
- Conducted annual Hoffman U for employee benefits / open enrollment. Processed all open enrollment paperwork for FT / PPT employees.
- Attended PDRMA annual property/casualty meeting at NIU Naperville.
- Conducted interviews for vacant FT C&M Associate position.
- Attended IAPD Legal Symposium.
- Attended PDRMA Risk Management Institute.
- Conducted internal training session for Division Directors for utilization of BS&A HR module for upcoming year-end / annual review process.

### **Technology**

- Both the large format printer (HP T520) & color copier (Toshiba 3040c) are budgeted for replacement. Both devices are five or more years old and have had recurring problems that impacted the productivity of our C&M dept. Quotes were obtained from vendors and replacement models have been chosen. HP T530 will replace the existing T520. Kyocera 3253c will replace the Toshiba 3040c. Warehouse Direct will be supplying and installing both devices. The cost of the new copier will be going from \$0.06 per color page to \$0.0498 per color page.
- An RFP was published online on November 13 for facility intruder alarms. Met with vendors and performed walkthroughs with each. RFP is due back December 6. Review and recommendation will be presented to the committee.
- Security Camera Upgrades for The Club are scheduled for December 16.

### **Sponsorship**

- Tint World
  - a. Marquee Extension
- HE Dental Professionals
  - a. Marquee
  - b. Winter Fest Sponsor
- Girl Scouts
  - a. Marquee
- Allstate, Baird & Warner and PNC Bank (coop)
  - a. Marquee

## **RECAP OF WEEKLY UPDATES TO THE BOARD**

**Updates 11.22.2019**

### **Upcoming Events**

- **Nov 22 - Family Bingo**
- **Nov 23 - Parent's Night Out**
- **Dec 5 - 50+ Holiday Dinner Party**
- **Dec 8 - All Aboard Storytime Train – 9am**
- **Dec 8 - All Aboard Storytime Train – 1pm**
- **Dec 8 - Try Figure Skating for Free**
- **Dec 14 - Breakfast with Santa**
- **Dec 14 - Winter Fest**
- **Dec 14 - Skate with Santa**
- **Dec 15 - Lincoln Park Zoo Lights**
- **Dec 19 - Job Fair**
- **Dec 21 - Parent's Night Out**

### **Ancel Glink Dinner 2020 Invitation**

Attached is the invitation for the Ancel Glink Dinner 2020. Please let Monica know if you plan to attend and whether or not you will be bringing a spouse/significant other.

Location: Chicago Children's Museum (700 E. Grand Ave. (inside Navy Pier))

Date/Time: Friday, January 24, 2020 @ 6:00 pm (start) 7:00 pm (dinner)

### **Hoffman Estates Chamber of Commerce & Industry**

#### **Celebration of Excellence**

Thursday, January 30, 2020

5:30 – 8:00 p.m.

Chicago Marriott Northwest

4800 Hoffman Blvd, Hoffman Estates

**Please let Monica know if you would like to attend**

**HAPPY BIRTHDAY TO PAT MCGINN! Hope you had a wonderful day on Wednesday!**



## **Updates 12.06.2019**

### **Upcoming Events**

- **Dec 8 - All Aboard Storytime Train – 9am**
- **Dec 8 - All Aboard Storytime Train – 1pm**
- **Dec 8 - Try Figure Skating for Free**
- **Dec 14 - Breakfast with Santa**
- **Dec 14 - Winter Fest**
- **Dec 14 - Skate with Santa**
- **Dec 15 - Lincoln Park Zoo Lights**
- **Dec 16 - Angel Tree – Gift Return Date**
- **Dec 17 - Teen Holiday Party**
- **Dec 19 - Job Fair**
- **Dec 21 - Parent’s Night Out**
- **Jan 11 - Early Learning & Care (ELC) Open House**

### **Ancel Glink Dinner 2020 Invitation**

Location: Chicago Children’s Museum (700 E. Grand Ave. (inside Navy Pier))

Date/Time: Friday, January 24, 2020 @ 6:00 pm (start) 7:00 pm (dinner)

All Commissioners attending the IAPD Conference will be RSVP’d for attending the Ancel Glink Dinner and the chicken entrée has been selected. Please let Monica know if you are unable to attend or if you would prefer the vegetarian entrée.

### **IAPD Conference 2020**

All Commissioners, except Pat Kinnane, will be in attendance at the IAPD Conference. Please notify Monica if your plans have changed. Also, please let Monica know if you plan to check-out of the hotel on Saturday or Sunday and she will make a modification to your reservation, if needed (the Saturday evening social will be held at Dave & Busters for those interested).

### **Hoffman Estates Chamber of Commerce & Industry**

#### **Celebration of Excellence**

Thursday, January 30, 2020

5:30 – 8:00 p.m.

Chicago Marriott Northwest

4800 Hoffman Blvd, Hoffman Estates

**Please let Monica know if you would like to attend. The Park District is not up for an award, however, our very own Keith Evans has been nominated for Volunteer of the Year.**



**MEMORANDUM NO. M19-129**

**TO: Board of Commissioners**  
**FROM: Craig Talsma, Executive Director**  
**RE: Review of Closed Session Minutes ~ Resolution R19-006**  
**DATE: December 17, 2019**

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**Background**

The park district is required by law to review closed session minutes semi-annually. The last review was conducted in June 2019.

**Implications**

Resolution R19-006 states that there are no minutes or portions thereof from Executive Session to be released at this time. Additionally, all other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

**Recommendations**

It is recommended that Resolution R19-006 “Review of Closed Session Minutes” be approved by the board as presented.

**REVIEW OF CLOSED SESSION MINUTES**

**WHEREAS**, an amendment to the Open Meeting Acts requiring a review of the district's minutes of closed sessions became effective June 1, 1989, and

**WHEREAS**, the Board of Commissioners of the Hoffman Estates Park District has kept Executive Session minutes since January 1, 1982, and

**WHEREAS**, the Board of Commissioners has reviewed the minutes of Executive Session,

**BE IT FURTHER RESOLVED**, by the Board of Commissioners of the Hoffman Estates Park District that there are no minutes or portions thereof from Executive Session to be released at this time, and,

**BE IT FURTHER RESOLVED** by the Board of Commissioners of the Hoffman Estates Park District that all other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

**Passed and Approved** by the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, on the 17<sup>th</sup> day of December 2019.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

**MEMORANDUM NO. M19-133**

**TO: Board of Commissioners**  
**FROM: Craig Talsma, Executive Director**  
**RE: 2020 Calendar of Board/Committee Meetings**  
**DATE: December 17, 2019**

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**Background**

In compliance with the Open Meetings Act, the Park District is legally required at the beginning of each fiscal year to prepare and make available a schedule of its regular board meetings listing the times and places of such meetings. (See attached 2020 calendar).

**Recommendation**

Staff is recommending that the Board approve the 2020 Calendar of Board/Committee Meetings.

**HOFFMAN ESTATES PARK DISTRICT  
2020 BOARD/COMMITTEE MEETINGS**

<b><u>JAN</u></b>	21	7:00pm 7:20pm	Buildings & Grounds Committee Recreation Committee	<b><u>AUG</u></b>	18	6:30pm	COMMITTEE OF THE WHOLE/ Park Tour
	28	7:00pm 7:10pm	Board Meeting Administration & Finance Committee		25	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<b><u>FEB</u></b>	18	7:00pm 7:20pm	Buildings & Grounds Committee Recreation Committee	<b><u>SEPT</u></b>	15	7:00pm 7:20pm	Buildings & Grounds Recreation Committee
	25	7:00pm 7:10pm	Board Meeting Administration & Finance Committee		22	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<b><u>MAR</u></b>	17	7:00pm 7:20pm	Buildings & Grounds Committee Recreation Committee	<b><u>OCT</u></b>	<b><i>NOTE DIFFERENT SCHEDULE THIS MONTH</i></b> (NRPA Conf):		
	24	7:00pm 7:10pm	Board Meeting Administration & Finance Committee		13	7:00pm 7:20pm	Buildings & Grounds Committee Recreation Committee
<b><u>APR</u></b>	21	7:00pm 7:20pm	Buildings & Grounds Committee Recreation Committee		20	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
	28	7:00pm 7:10pm	Board Meeting Administration & Finance Committee	<b><u>NOV</u></b>	10	6:00pm	COMMITTEE OF THE WHOLE - 2021 Budget <u>Followed by</u> <b><u>SPECIAL BOARD MEETING</u></b> - Approve Budget in tentative form
<b><u>MAY</u></b>	19	7:00 pm 7:20pm	Buildings & Grounds Committee Recreation Committee		17	7:00pm 7:20pm	Buildings & Grounds Committee Recreation Committee
	26	7:00pm 7:10pm Immed follow	Board Meeting Administration & Finance Committee <b>ANNUAL MEETING</b>		24	7:00pm 7:10pm	Board Meeting Administration & Finance
<b><u>JUNE</u></b>	16	7:00pm 7:20pm	Buildings & Grounds Committee Recreation Committee	<b><u>DEC</u></b>	15	7:00pm Immed follow 7:30pm	<b>PUBLIC MEETING: B&amp;A Ordinance</b> Buildings & Grounds Committee Recreation Committee
	23	7:00pm 7:10pm	Board Meeting Administration & Finance Committee		22	7:00pm 7:10pm	Board Meeting Administration & Finance
<b><u>JULY</u></b>	21	7:00pm 7:20pm	Buildings & Grounds Committee Recreation Committee				
	28	7:00pm 7:10pm	Board Meeting Administration & Finance Committee				

## MEMORANDUM NO. M19-136

**To:** Board of Commissioners  
**From:** Craig Talsma, Executive Director  
**Re:** Audio & Video Recording at Board Meetings  
**Date:** December 17, 2019

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### **Background**

Our current Board Recording Secretary is one of very few individuals that still does shorthand. When we interviewed for our new Executive Assistant, we found shorthand to be a dying art as none of the candidates had the skill. To properly have an individual record Board and Committee meeting minutes, shorthand would be a needed skill. Having an individual attend meetings strictly for the purposes of taking the minutes has cost over \$6,000 year to date in 2019.

### **Implications**

It has become a common practice to not only record but to televise governmental board meetings. Additionally, our meetings are open to the public and any individual at any time could come to a meeting with a video recorder and record the meeting.

Staff has developed a process for audio and video recording during Board meetings. The process includes two cameras for video, one audio device, and the use of our current exacqVision server.

The two video cameras were originally purchased for \$300 each and slated for use at The Club. Since The Club renovation project has been approved, the cameras will not be used as originally intended and, therefore, are available for use in the boardroom. One of the cameras would be positioned towards the Board members and Division Directors, while the second camera will be directed towards audience members; between the two cameras, there will be approximately 360° of coverage of the room.

The audio device, a T6101 Audio I/O adapter, was purchased for a cost of \$149. Both the cameras and the audio device would be mounted to a ceiling tile within the boardroom. The recordings would sync the audio and video file. The cameras will utilize our current exacqVision server to store recorded data. The recorded data will be exported from the server and placed on our network server the morning following a Board meeting. Recordings will only take place during Board meetings and the recorded data will be accessible to authorized personnel only.

Once we have imported the audio/video file to the network server, our current Executive Assistant will transcribe meeting minutes during the normal workday. In addition, utilization of this modern technology will likely diminish human errors made while transcribing meeting minutes in real time.

All District video recordings are kept for 60 days and then disposed of per state authority. This allows ample time to prepare written minutes and have them approved.

Staff would like the opportunity to test the recording of our meetings in 2020 to determine if the new process is efficient and as beneficial as the cost savings would be for this method of preparing meeting minutes. If the process works well, staff would implement the audio and video recording of the District meetings for purposes of preparing minutes during 2020.

**Recommendation**

Staff recommends that the Board approve the audio and video recording of the District Board/Committee meetings.