



## **Board of Commissioners Administration and Finance Committee Meeting Minutes**

Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Monday, September 18, 2023, in person at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:30pm by Chair Chambers.

Members Present – Chair Chambers; Members Chao and Schyman

Ex-Officio Members Present – Commissioners Chalem and Goodman

Ex-Officio Members Absent – Commissioners Kumar and Silverman

Staff Present – Executive Director Leiner; Directors Loftus, Olas, Scovic and Tokar; Executive Administrative Assistant Peterson; Superintendent of Athletics & Facilities Shields; Superintendent of Arts & Recreation Sweet; Project & Operations Supervisor Scharp; Facilities Maintenance Manager Truhlar

Staff Absent – Director Baron

RECOGNITION OF VISITORS – None

### APPROVAL OF MEETING MINUTES

Commissioner Schyman moved to approve the Minutes of the Administration and Finance Committee Meeting of August 14, 2023. Commissioner Chao seconded the motion. Motion passed by voice vote.

Commissioner Schyman moved to approve the Minutes of the Closed Session of August 14, 2023. Commissioner Chao seconded the motion. Motion passed by voice vote.

### INFORMATIONAL ITEMS/VERBAL UPDATES

#### **Financial Sustainability Update**

Director Tokar provided an update on Financial Sustainability. Benchmarks and reporting based on different classifications for planning and identifying opportunities and gaps were highlighted. Commissioners engaged in a question-and-answer session.

#### **Illinois Association of Park Districts Best of the Best Awards Gala**

Director Scovic announced that the District has received two Best of the Best Awards from the Illinois Association of Park Districts (IAPD): Arts in the Park and Best Green Practices. Awards will be presented at the Best of the Best Gala on Friday, October 20 at Wheeling Park District's Chevy Chase Country Club.

### VOUCHER REVIEW

Director Tokar addressed questions received prior to the Meeting. Commissioners engaged in a question-and-answer session. Chair Chambers called for additional questions. Hearing none, Commissioner Schyman made a motion to recommend the Board approve the August 2023 vouchers in the amount of \$1,165,784.86. Commissioner Chao seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS – None

# NORTHBROOK PARK DISTRICT

OLD BUSINESS – None

## NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for October 19, 2023, at 6:30pm at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 7:00pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Lisa Chalem

Lisa Chalem, Board President  
Board of Commissioners/wp