

ADMINISTRATIVE OPERATIONS COMMITTEE  
Administration Building  
1930 Prairie St. Glenview IL 60025  
Regular Meeting Minutes  
Thursday, October 31, 2013

**1. Roll Call**

Commissioner MJ Coulson called the meeting to order at 2:30 p.m. and the roll was called.

Commissioners/Official Staff present: Commissioners MJ Coulson, Dan Peterson, Bill Casey, Charlie Kuhn, Bob Patton, Ted Przybylo, Dave Tosh; Executive Director Chuck Balling, Supt. of Administrative Operations Barb Cremin

Commissioners/Official Staff absent: None

**2. Agenda Topics**

a. **Board Retreat**—Executive Director Balling provided an overview of the plans for the upcoming board retreat. The retreat is planned for November 16, 2013 from 8 am until 6 pm at Wagner Farm. The morning session will be a closed Executive Session as allowed by law to conduct a board self -evaluation with Peter Murphy from the Illinois Association of Park Districts and Nancy Sylvester. Nancy Sylvester was called at the end of the committee meeting to be introduced to board members and answer any questions from the board regarding the process. The afternoon session, facilitated by Bill Attea will identify and prioritize issues to be studied as part of the 2014-2017 Strategic Plan process. The Committee discussed background information that should be included in the committee packet in preparation for the meeting and requested that staff prepare short issue statements introducing each main topic to be discussed. The Committee also previewed the staff's draft SWOT assessment and their list of potential items to be considered as part of the strategic plan. The Board will consider those items and any new items during the retreat.

**3. Matters from the Public**

None

**4. Committee Recommendation(s)/Direction**

- a. **Committee agreed with the proposed agenda and plans for the upcoming meeting as presented**
- b. **Staff was requested to prepare short issue statements on main topics for discussion as part of the Committee packet.**

**5. Adjourn**

The meeting was adjourned at 3:55 p.m.

**ATTEST:**

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William M. Casey  
Board President

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Charles T. Balling  
Board Secretary

Approved this 21st day of November 2013