



GLENVIEW PARK DISTRICT
SPECIAL MEETING - PARK BOARD RETREAT
@ Wagner Farm
1510 Wagner Road
Glenview, IL 60025
Regular Meeting Minutes
November 16, 2013

1. Roll Call

President Bill Casey called the meeting to order at 8:15 a.m. and the roll was called.

Commissioners present: Mary Jean Coulson, Charles J. Kuhn, Robert J. Patton, Daniel B. Peterson, Ted M. Przybylo, David S. Tosh, William M. Casey

Commissioners absent: None

Official Staff present: Illinois Association of Park Districts' President/CEO Peter Murphy, Governance Facilitator Nancy Sylvester, Strategic Planning Facilitator Bill Attea, and Executive Director/Secretary Charles Balling

2. A Moment of Silence was observed

3. Introductions

Peter Murphy, President and CEO of the Illinois Association of Park Districts, Nancy Sylvester, Governance Facilitator and Bill Attea, Strategic Planning Facilitator were introduced to the Board members.

4. @Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. Park Board Self-Evaluation (c16)

Commissioner Kuhn moved seconded by Commissioner Coulson to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:20 a.m. to discuss the park board self-evaluation (c16). Roll Call Vote: Ayes: Coulson, Kuhn, Patton, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried.

Commissioner Coulson moved seconded by Commissioner Kuhn to adjourn the Executive Session and move back into Open Session at 12:20p.m. Roll Call Vote: Ayes: Coulson, Kuhn, Patton, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried.

Lunch Break

The Park Board Retreat Open Session convened at 1:10 p.m.

Commissioners present: Mary Jean Coulson, Charles J. Kuhn, Robert J. Patton, Daniel B. Peterson, Ted M. Przybylo, David S. Tosh, William M. Casey. Commissioners absent: None.

Official Staff present: Strategic Planning Facilitator Bill Attea, Executive Director/Secretary Charles Balling, Superintendent of Administrative Operations Barbara Cremin, Superintendent of Special Facilities Cheryl Deom, Superintendent of Leisure Services Robert Quill, Superintendent of Park & Facility Services James Warnstedt

5. Strategic Planning Potential Issues and Initiatives: Bill Attea, Strategic Planning Facilitator

a. Review of Mission, Vision and Principles of the Glenview Park District

The Board reviewed the current mission, vision and guiding principles of the Glenview Park District. The Board had a general agreement with the document as presented but suggested some wording changes to better clarify the guiding principles.

b. Evaluation of the current state of the park district relative to Mission, Vision and Principles

The Board suggested prioritizing the guiding principles in order of importance to the District over the next 3-5 years. The suggestions will be addressed by the Administrative Operations Committee for further review and a revised version of the document will be presented to the full board for approval.

c. Staff SWOT (Strengths, Weaknesses, Opportunities for Improvement and Threats)

The Board reviewed the staff's assessment of the District's strengths, weaknesses, opportunities and threats as one of the first steps in the strategic planning process. The Board recommended some modifications to the document for further clarification and the placement of each item on the document.

d. Identify and select the most critical issues facing the park district in the next 3-5 years to be researched and considered in the 2014-2018 Strategic Plan

The initial draft of the issue statements was presented to the Board for review and comment. The issue statements will be the basis of the 2014-2018 Strategic Plan. Executive Director Balling explained the process used to develop the issue statements. The process included soliciting feedback from the management teams in each Division, the Division Superintendents, and Executive Director and from feedback that the Executive Director had received from the public and the Board members at various opportunities. The Board was now asked to review the issues and provide any additional feedback to add, delete or change any of the issues or initiatives that have initially been identified. No new issues were identified as critical to the success of the park district in the next 3 years. The issues presented related to operations (internal infrastructure), customer experience, technology, community partnerships, programming, potential new or renovated facilities, environmental and historical stewardship, financial planning and being the employer of choice. The initiatives to address these issues will continue to be refined as staff continues to research various options. The Board provided some recommendations for modifications to the issue statements. Staff will make those recommended changes prior to presenting the documents for Board and Strategic Planning Advisory Committee (SPAC) review in the spring of 2014 as part of the strategic planning process.

A preliminary wish list of potential capital projects was presented. The list was based on needs expressed by members of the community, Board members and staff since the last strategic plan. The Board ranked its initial interest in the various projects to narrow down the items that would be brought forward for staff research as to the general interest, feasibility, financial viability and funding of each of the potential projects. Recommended projects will be presented to the SPAC for their comments and feedback in the spring of 2014.

No action is being taken at this time. The purpose of the Board review was to provide staff with initial feedback on the work completed to date toward the development of the 2014-2018 strategic plan and to provide direction for further research and considerations.

6. Matters from the Public

None

7. Learning Outcome

The Board received clarification on the proposed strategic plan initiatives.

8. Wrap Up

Bill Attea and Chuck Balling summarized the session's key items of discussion.

9. Next Steps

The updates recommended by the Board to the park district's Mission, Vision and Principles and staff SWOT analysis will go to the Administrative Operations Committee for further review.

10. Adjourn

The meeting adjourned at 5:15p.m.

ATTEST:

William M. Casey
Board President

Charles T. Balling
Board Secretary

Approved this 19th day of December, 2013

j:\park board\2013 board reg session minutes\regular meeting minutes of the glenview park district board of commissioners park board retreat-11-16-2013.docx