

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - BOARD TEAM DEVELOPMENT RETREAT
THURSDAY, NOVEMBER 29, 2011
6:30 – 8:00 PM
ANITA PURVES NATURE CENTER
1505 N. BROADWAY
URBANA, ILLINOIS 61801**

The board study session and special meeting of the Urbana Park District Board of Commissioners was held Thursday, November 29, 2011 at the Anita Purves Nature Center, 1505 N. Broadway, Urbana, IL at 6:30 p.m. The notice and agenda of the meeting were posted at the park district administrative office and at the location of the meeting. Copies of the notice and agenda were received by each commissioner of the district and by local newspapers, radio, and television stations at least forty-eight hours before the meeting in compliance with the Open Meetings Act of the State of Illinois. A copy of the notice and agenda is attached to the minutes.

COMMISSIONERS	PRESENT	ABSENT
President Michael Walker	X	
Vice-President Nancy Delcomyn	X	
Commissioner Deborah Rugg	X	
Commissioner Bob Stewart	X	
Commissioner Meredith Blumthal	X	

Also present were Vicki Mayes, Executive Director; Barbara Heller, meeting facilitator.

I. Call to Order

President Walker called the meeting to order at 6:38 PM.

II. Facilitated Discussion

The goals for the process are:

- How do we go about evaluating the board team, the director, the district’s strategic plan progress? How do we make this performance based?
- How does the board team go about the planning process in the near term?
- How does the board team set annual goals and work with the director in an annual cycle?
- How do we effectively use strategy?

The Commissioners indicated that these were important also:

- Making sure we have the discipline to do these things on an annual basis.
- Taking personal responsibility.
- Board/ED Team working together.

Future additional goals are:

How does the staff give the board a summary of where we are in relation to strategic plan accomplishments?

How can we foster more effective communication between board and staff
Do we need to identify gaps in the current strategic plan?
Can we make the current strategic plan easier to tell the story about?
What do we want to institutionalize?

Mrs. Heller reviewed the Board Self-Assessment Survey. She highlighted the strengths (4.0 or higher) and the areas for improvement (3.5 or lower). The self-assessment survey is attached.

Strengths included:

- Ensures that government contract obligations are fulfilled.
- When in the minority of a decision, support the majority of the board in their decision, even though you don't agree with it.
- Understands the mission and purpose of the organization.
- Act as ambassadors to the community on behalf of the organization and its constituencies.
- Ensures legal compliance with federal , state and local regulations.

Areas for improvement included:

- Regularly assesses its own work.
- Currently contains an appropriate range of expertise and diversity to make it an effective governing body.
- Monitors and evaluates the performance of the executive director on a regular basis.
- Has adopted a conflict of interest/ethics policy that is discussed regularly. (Policy adopted, limited discussion needed.)
- Monitors financial performance and projections on a regular basis. (Good monitoring on monthly, annual. Desire improvement on projections for the district's future.)

Heller led the Board Team through several discussion topics using a slide presentation to guide the discussion. The presentation is attached to the minutes. Heller's meeting notes are also attached to the minutes.

III. Assignments and Actions

Vicki and Barbara will propose several dates for the follow-up meeting in February. Minutes, slide presentation and the facilitator's flip chart notes will be sent to all participants.

IV. Adjourn

Michael W. Walker, President

Betsy Pendleton Wong, Secretary

(Seal)