

**MINUTES  
 URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 BOARD STUDY SESSION  
 TUESDAY, AUGUST 2, 2011  
 6:30 – 8:30 PM  
 ANITA PURVES NATURE CENTER  
 1505 N. BROADWAY  
 URBANA, ILLINOIS 61801**

The board study session of the Urbana Park District Board of Commissioners was held Tuesday, August 2, 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.  
 Alex Ivanova served as Recording Secretary.

- I. Call to Order  
 Commissioner Blumthal nominated Commissioner Rugg as the meeting Chair, Commissioner Stewart seconded the nomination. The meeting was called to order by Commissioner Rugg at 6:37 PM. A quorum was present. Vice President Delcomyn joined the meeting at 6:55 PM and assumed the Chair.
- II. Audience Participation  
 There was no audience participation.
- III. Discussion  
 A. Distinguished Agency Certification

**Board Policy Manual Committee Report**

Commissioner Blumthal and Commissioner Rugg are on the Distinguished Agency Certification committee along with the Director and their task is to draft the Board Policy Manual. They presented the board with a draft of definitions for review for various Board and district officers as well as for committees and Board vacancies. They requested comments from the other Commissioners by the next board meeting on Tuesday, August 9<sup>th</sup>, 2011. It was stated that the

Board Policy Manual should be developed to make the transition for new board members as easy as possible.

There was discussion regarding standing committees of the Board as well as appointed committees like the Urbana Park District Advisory Committee. The Board discussed importance of having the purpose of board committees being broad enough to reflect long term vision and policy. There was discussion of a Strategic Goals or Planning committee and a Finance Committee (budget, audit, capital, property taxes, long term financial planning). Standing committees allow board members to get a better grasp and understanding of the park district.

The Board discussed the use of the Study Sessions as similar to being a committee of the whole.

In specific discussion regarding appointed officers, the Director has suggested a change to the wording of a policy to allow the Secretary, who is also the Board Attorney, to attend board meetings as required rather than every monthly meeting. She noted the importance of the attorney's office in maintaining the official district records. She suggested that the Director be appointed as the Assistant Secretary, who would be present at every meeting.

The Board reviewed a draft schedule of mandatory elements for the Distinguished Agency Certification Process.

#### B. Board/Leadership Team Development

The Commissioners each volunteered to contact one of the four possible facilitators and interview them. Commissioner Stewart agreed to call Beth Michaels, Commissioner Blumthal agreed to call Lorrie Gibson, Commissioner Rugg agreed to call Nancy Sylvester, and Vice President Delcomyn agreed to call Barbara Heller. The Board agreed to contact potential facilitators by Tuesday, August 9.

The Board considered goals for facilitation so that each Commissioner can communicate those goals to potential facilitators. Strategic Thinking Skills and Team Building may be the most important skills the facilitator will need consider relating to board development. The Board signified the importance of telling potential candidates of the Board's past accomplishments from the last facilitated board workshops. These included creating a planning calendar, improving the evaluation process for the Executive Director, passing two (2) referenda, selling two (2) major bonds along with the two (2) major projects that the bonds fund. A Commissioner expressed the belief that the Board needs to be in tune with real time, real issues. So a long term goal would be to shape the community along with school district and city rather than react to situations.

In summary the most important topics the Board wants to consider with a facilitator is:

- Team Building,
- Strategic Thinking/Planning,
- Succession Planning
- Board Member Roles and Responsibilities,
- Roles of Board, Director, and Staff – How do we work as a 6 member Team?
- How can the Board meet obligations and find time for discussion and future planning.

The Board suggested no changes to proposed facilitator questions, but they want to go further into telling them where we are and where we want to go to determine if that person is a good fit or not. The facilitator's availability for October/November is was mentioned as an important question to ask at the beginning of the interview.

The questions to ask in the facilitator interviews are:

- How long has the firm been organized?
- What are the primary services that you provide?
- What is your background, especially in board development activities?
- Have you provided Board Development services for not-for-profit organizations.
  - List 2-3 that I can contact.
- Have you provided board development services for local units of government in IL?
  - List 2-3 that I can contact.
- Have you provided board development services for park and recreation services including park districts?
  - List 2-3 that I can contact.
- How do you believe your skill, experience and process assist the UPD board?

#### B. District-wide Update

Vice President Delcomyn entered an essay contest to win \$100,000 dollars of universally accessible playground equipment in conjunction with AMBUCS Park. She wrote the essay and submitted it on behalf of the AMUBCS Club. The contest is sponsored by Landscape Structures. This will facilitate the joint development of the playground if it is awarded.

IV. Direction to Staff  
No direction was given to staff.

V. Adjourn  
Vice President Delcomyn adjourned the meeting at 8:11PM.

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Nancy Delcomyn, Vice President

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Betsy Pendleton Wong, Secretary