

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 MINUTES – BOARD STUDY SESSION  
 JOINT MEETING WITH URBANA PARKS FOUNDATION  
 TUESDAY, DECEMBER 2, 2025  
 6:00 PM  
 PLANNING AND OPERATIONS FACILITY  
 1011 E. KERR AVENUE  
 URBANA, ILLINOIS 61802**

The Study Session meeting of the Urbana Park District Board of Commissioners was held Tuesday, December 2, 2025 at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 6:00 pm. 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. Also available for inspection are all documents that were reviewed or approved at the meeting.

COMMISSIONERS	PRESENT	ABSENT
President Cedric Stratton	X	
Vice-President Meredith Blumthal		X
Commissioner Laura Hastings		X
Commissioner Sarah Roper	X	
Commissioner Ashley Withers	X	

Also present were:  
 Rachel Lenz, Executive Director;  
 Kelsey Beccue, Development Manager;  
 Allison Jones served as Recorder.

Present from the Urban Parks Foundation were:  
 Megan Puzey, President;  
 Roger Digges, Trustee;  
 Jake Wolf, Trustee;  
 Nancy Delcomyn, Trustee;  
 Michael Stevenson, Treasurer;  
 Carolyn Trimble, Trustee;  
 Sarah Nemeth, Trustee.

**I. Call to Order**

Commissioner Stratton called the meeting to order for the Urbana Park District at 6:03 PM.  
 President Puzey called the meeting to order for the Urbana Parks Foundation at 6:03 PM.

- A. Remote Attendance  
There was no remote attendance requested.

**II. Accept Agenda**  
**COMMISSIONER WITHERS MADE A MOTION WITH A SECOND BY COMMISSIONER ROPER TO ACCEPT THE AGENDA AS PRESENTED. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- III. Public Comment**  
There were no comments from members of the public.

**IV. Joint Discussion**

- A. UPF Information for UPD Board (Megan Puzey, UPF President)  
President Puzey reviewed basic information about the UPF, including the current standing of 14 Trustees, as well as Meredith Blumthal as UPD Board Liaison, and Rachel Lenz as UPD Executive Director. She noted that the UPF had previously utilized the services of a consultant to help plan the Health & Wellness Center fundraising campaign, and they are considering another consultant to help with Strategic Planning. She also noted that the UPF has re-envisioned the working committees, and now have 3, including Fundraising & Stewardship, Board Development, and Finance.

1. Fundraising & Stewardship Committee Updates (Kelsey Beccue)  
Kelsey Beccue reviewed several upcoming large initiatives for the UPF, including the development of a Year-Round Annual Campaign and a re-launch of the Blair Society to promote lifetime and legacy gifting. She noted that these programs will help create authentic connection with donors throughout the year.
2. Action to Nominate 2026 Officers of the UPF Board of Trustees  
Jake Wolf presented information on current UPF Trustees, noting that 3 stepped down this year. He also noted that between 3-4 new Trustees have been added through the year as well. He stated that the Board Development Committee welcomes all ideas and recommendation, and that the UPF can have up to 21 Trustees.
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary

**Trustee Carolyn Trimble made a motion with a second by Trustee Nancy Delcomyn to approve the following people for roles within the Urbana Parks Foundation: Megan Puzey as President, Ellen Kirsanoff as Vice-President, Michael Stevenson as Treasurer, and Roger Digges as Secretary. All voted "aye", motion carried.**

3. Finance Committee (Michael Stevenson, Chair)  
Michael Stevenson presented information on upcoming Finance Committee projects, including updating the by-laws and investment policy. Kelsey Beccue noted that the UPF has been working on bolstering all processes and procedures

for the UPF, which will help with cash flow, transparency, campaign preparation, and keeping the Board as involved and up-to-date on finances as possible.

- i. Action to Approve December 2025 Distribution to the Urbana Park District  
Michael Stevenson reviewed the proposed end-of-the-year distribution to the UPD from the UPF.

**Trustee Puzey made a motion with a second by Trustee Digges to approve the year-end distribution of \$43,916.09 from the Urbana Parks Foundation to the Urbana Park District. All voted "aye", motion carried.**

4. UPF Accomplishments in 2025 (Megan Puzey, UPF President)  
Megan Puzey reviewed some of UPF's accomplishments for the 2025 year, including planning for the future/looking ahead, many celebrations and ribbon cuttings, participation at Jazz Walk and other events, and Board development.

B. UPD Information for UPF Board

1. Report from UPD Board President, Cedric Stratton  
President Stratton thanked the UPF Board for all their had work over the last year and stated that the UPD Board is really looking forward to another successful year of working together.

2. 2026 UPF Funding Priorities Report  
Next, Kelsey Beccue presented the Priority Project report from the UPD. She noted that the UPD tried to streamline the plan as much as possible.

- i. Action to Approve the 2026 UPF Funding Priorities Report and Forward to UPF Board of Trustees

**COMMISSIONER ROPER MADE A MOTION WITH A SECOND BY COMMISSIONER WITHERS TO APPROVE THE 2026 UPF FUNDING PRIORITIES PROJECT REPORT AND FORWARD TO THE URBANA PARKS FOUNDATION BOARD OF TRUSTEES. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- ii. Action to Accept the 2026 UPF Funding Priorities Report from the UPD Board of Commissioners

**President Megan Puzey made a motion with a second by Trustee Carolyn Trimble to accept the 2026 UPF Funding Priorities Report from the UPD Board of Commissioners. All voted "aye", motion carried.**

- C. Breakout Groups to Discuss Strategies for UPD and UPF to Support Funding Priorities  
Director Lenz commented that the UPD is going to try to be more intentional with the joint Board meeting and wants to take time to brainstorm, develop projects, and open up the discussion to more ideas. Next Director Lenz divided attendees into 3 break out groups of Capital Projects, Scholarships, and Cultivating Community to discuss their topic for 30 minutes.

## II. Breakout Group Reports

### **Cultivating Community Breakout Group:**

President Megan Puzey reported on multiple discussion topics, including: encouraging younger and more diverse members to join the UPF Board, consider adding people to a UPF Committee who has specialized skills or knowledge even if they're not on the Board, especially in fundraising and marketing.

### **Scholarships Breakout Group:**

Trustee Michael Stevenson reported on multiple discussion topics, including: continue reinforcing scholarships for all, not just "youth", potentially adjusting the amount of scholarship based on income, explore why some scholarships are never used, work on continuing to reduce barriers for access to programs outside of financial, continue to support and streamline specific projects/areas of giving, name recognition options, continuing to support through sponsorship giving as well and ensure continuity between UPD and UPF language.

### **Capital Projects Breakout Group:**

President Stratton reported on multiple discussion topics including: ongoing work at King Park and Prairie/Weaver park, consider using a fundraising consultant again for these large projects, coordinating launch of Capital Projects and their fundraising efforts, and highlighting special historical components, amenities, and momentum.

Board and staff discussed these ideas and how best to implement them.

## III. Comments from Commissioners and Trustees

President Puzey thanked the UPD Board and staff for the great discussion and helpful feedback. She also reminded everyone of the UPF Holiday Party at the Health and Wellness Center on 12/11/25.

President Stratton commented positively on the fantastic meeting.

Trustee Delcomyn stated that it might be nice for the UPF to also have a meeting with UPDAC to hear their thoughts and find ways to work together.

## IV. Closing Remarks

President Megan Puzey commented that this meeting provided a great opportunity to get to know each other better and to feel very engaged in this strong partnership.

President Stratton stated he also liked the new meeting format and thanked Commissioner Blumthal for her work to make this joint meeting successful.

## V. Adjourn

Commissioner Stratton adjourned the meeting for the Urbana Park District at 7:39 PM.

**President Megan Puzey made a motion with a second by Trustee Stevens to adjourn the meeting for the Urbana Parks Foundation. All said "aye", motion carried.**

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Cedric A. Stratton, President

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Rachel D. Lenz, Secretary

(Seal)

Date Approved: January 13, 2026