

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 MINUTES – BOARD STUDY SESSION  
 TUESDAY, MAY 1, 2018  
 6:30 PM-8:00 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, May 1, 2018 at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 6:30 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 Michael Walker          |         | X      |
| Commissioner Nancy Delcomyn       | X       |        |
| Commissioner Lashaunda Cunningham | X       |        |
| Commissioner Meredith Blumthal    | X       |        |
| Vacant Seat                       |         |        |

Also present were Tim Bartlett, Executive Director;  
 Derek Liebert, Planning and Operations Superintendent;  
 Corky Emberson, Recreation Superintendent;  
 Caty Roland, Business Manager;  
 Ellen Kirsanoff, Development Manager;  
 Andy Rousseau, Project Manager;  
 Natalie Marquez, UPF Marketing staff;  
 Lucie Huston, UPF intern;  
 Allison Jones served as Recorder.

Also present were the following Urbana Park District Foundation Board members:

Steve Rugg  
 Fred Delcomyn  
 Tom Brown  
 Helen Grandone  
 Sarah Nemeth  
 Dixie Whitt  
 Libby Tyler  
 Megan Puzey

**I. Call to Order**

Commissioner Delcomyn called the meeting to order at 6:33 pm.

**A. Remote Attendance**

There was no remote attendance requested.

**II. Accept Agenda**

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO ACCEPT THE AGENDA AS PRESENTED. ALL SAID "AYE," MOTION CARRIED.**

**III. Public Comment**

There were no comments from the public.

**IV. Discussion**

**A. Joint Discussion with Urbana Parks Foundation**

The Urbana Parks Foundation presented updates from multiple committees working on projects.

Tom Brown provided an update from the Finance Committee, including providing a financial overview for the year, reviewing net assets, sources of gifts, disbursements, investments and their performance, and audit information.

Steve Rugg presented an update from the Fundraising Committee, including details of several fundraising campaigns, substantial gifts, and donor outreach ideas and efforts, including individuals and corporations. Next, he thanked the UPD staff for their effort on this work. The UPD Board, UPF Board, and staff discussed maximizing UPDAC involvement in fundraising efforts.

Ellen Kirsanoff provided an update from the Marketing Committee, including the hiring of Natalie Marquez. Natalie Marquez reviewed a marketing strategy, including graphics, materials, campaign ideas, building awareness, website updates, social media outreach, and blogging. The UPD Board, UPF Board, and staff, discussed ways to support these efforts, as well as special events outreach.

Dixie Whitt provided an update from the Nominations Committee, including bringing four new UPF members on in the last year. Board and staff discussed additional outreach and recruitment efforts for the Foundation.

Next, the Urbana Park District Board and staff shared updates on several UPD projects and efforts, including information on outreach to underserved populations, strategic planning, a new financial software package, Crystal Lake Park updates, Kickapoo Rail Trail work, a potential health and wellness facility, and UPDAC engagement.

Lastly, the Boards discussed how best they could support each other's efforts through continuation of communication, cooperation, and trust and friendship building. They also discussed the great impact the UPF has already made, sponsorship coordination, establishing regular events with specific fundraising goals, and how best the UPD Board representative to the Foundation can be utilized.

**V. Comments from Commissioners**

The Urbana Park District Board thanked the Urbana Parks Foundation for all the work they are doing.

**VI. Adjourn**

Commissioner Delcomyn adjourned the meeting at 8:02 pm.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: June 12, 2018