

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES – BOARD STUDY SESSION
JOINT MEETING WITH THE URBANA PARKS FOUNDATION
TUESDAY, MAY 2, 2023
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 2, 2023 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	
Vice-President Meredith Blumthal		X
Commissioner Nancy Delcomyn	X	
Commissioner Roger Digges	X	
Commissioner Cedric Stratton	X	

Also present were Laura Orcutt, Business Manager;
Andy Rousseau, Project Manager;
Kelsey Beccue, Development Manager;
Allison Jones served as Recorder.

Also present from the Urbana Parks Foundation were:
Megan Puzey, President;
Amani Ayad;
Sarah Nemeth;
Jake Wolf;
Chris Scherer;
Bill Gray;
Marianne Downey, Secretary;
Ellen Kirsanoff, Vice-President;
Judy Miller;
Jim Conlin, Treasurer;
Nancy Schrupf.

I. Call to Order

President Walker called the meeting to order at 6:32 PM.

A. Remote Attendance

There was no remote attendance requested.

II. Accept Agenda

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES 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. Discussion

A. Joint Discussion with Urbana Parks Foundation

1. UPF Information for UPD Board

a. Overview of UPF Organization

UPF President Megan Puzey provided an overview of the structure of the Urbana Parks Foundation, including the Executive Committed, trustee members, UPF staff assistants, and the new marketing consultant. She noted a complete return to in-person events, such as the Barn Bash, Jazz Walk, Holiday Party, and Annual Dinner. She noted large UPF efforts on projects such as Blair Park tennis courts, Health & Wellness fundraising, and Prairie Play renovation fundraising. She also stated that some of the UPF's successes this year include the largest distribution of funds to the UPD to date, as well as cultivating a large and energized donor base. Finally, she noted next steps for the Foundation include filling the role of Fundraising Chair, as well as beginning a Strategic Planning process.

b. UPF Events Planning

Ellen Kirsanoff reviewed the UPF Annual Dinner in April, the upcoming Barn Bash on May 12, and the upcoming Jazz Walk in the fall. She noted the Events Committee continues to meet regularly and will be considering future events within the context of the upcoming Strategic Planning process.

c. UPF Financial Status

Jim Conlin reviewed the UPF's financial status, including end-of-year cash on hand, pledges received, income and distributions for the year, and expenses. He noted that over all the UPF financials look very healthy. He also commented that the Foundation has been considering ways to grow the Scholarship Fund.

d. UPF Fundraising Status

Kelsey Beccue noted there is no current UPF Fundraising Chair, but the Foundation is working to fill that role. She also noted the

beginning of a Strategic Planning effort to help guide fundraising efforts and projects. She reviewed several successfully supported projects, including the Health Wellness facility, Blair Park tennis courts, a fall appeal, and a growing Prairie Play fundraising effort to be fully launched in September.

e. UPF Recruitment Status

Jake Wolf noted that the Nominating Committee has continued to meet to discuss expanding the Foundation Board, including a new application form.

f. UPF Marketing Status

Kelsey Beccue noted the new Foundation marketing staff person Sarah, who came on board last fall, has been working on event advertising, social media posts, and the UPF website. Kelsey also noted the UPF's new Marketing Committee will continue to work to develop a wholistic marketing strategy with new and traditional media.

2. UPD Information for UPF Board

a. Report from UPD Board President, Michael Walker

President Walker noted the upcoming ground breaking ceremony for the Health & Wellness facility and the continued fundraising efforts for that project. He also thanked the UPF for all their support.

b. Health & Wellness Initiative Update

Staff provided an update on the Health & Wellness facility, including moving forward with major contracts, ordering of parts and materials, tracking of grants, careful budgeting, and closely evaluating spending timelines/cash flow needs.

c. Capital Projects Updates

Andy Rousseau provided an update on several major UPD Capital Projects, including the pavilion at the Nature Center, Blair Park tennis court rehab, Crystal Lake Park road resurfacing, ITEP paths and bridge replacement, Health & Wellness facility groundbreaking, the Meadowbrook Park circle, and Prairie Play renovation.

d. Priority Projects List

Kelsey Beccue reviewed the UPD Priority Projects list for the coming year, including Health & Wellness facility, Meadowbrook Park Prairie Play, Blair Park pavilion, public art, youth scholarship, paths through Crystal Lake Park, and the Kickapoo Rail Trail.

e. Other Information

There was no additional information discussed.

3. Strategies for UPD and UPF to Support Priority Projects

Board and staff commented on continued collaboration with the Foundation and excitement within the community for these important projects. The Board and Foundation discussed the specifics of projects and fundraising needs for each, with continued emphasis on expanding Youth Scholarship. The Board also emphasized continued support of the Foundation in any way needed.

V. Comments from Commissioners

Commissioner Digges commented positively on the Foundation's hard work and creative ideas. Commissioner Walker commented that the Foundation's efforts have made a huge impact on many Park District projects.

VI. Adjourn

President Walker adjourned the meeting at 8:18 PM.

Meredith Blumthal, Vice-President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: 6/13/23