



**WINNETKA PARK DISTRICT  
ANNUAL BOARD MEETING  
THURSDAY, MAY 26, 2016  
COMMUNITY ROOM  
Time: Following the adjournment  
Of the Regular Board Meeting**

**AGENDA**

1. Call to Order/Roll Call
2. Election of Board President, Vice-President
3. Appointment of Secretary, Treasurer, Attorney and Director
4. Committee Assignments
  - a. Administration
  - b. Audit
  - c. Finance
  - d. Parks & Beaches
  - e. Recreation
  - f. Revenue Facilities
5. Liaison Assignments
  - a. Environmental/Forestry Commission
  - b. Northern Suburban Special Recreation Association
  - c. School District 36 and New Trier High School
  - d. Village Planning Commission
  - e. Winnetka Caucus Council
  - f. Winnetka Parks Foundation
6. Adjournment

Persons with disabilities requiring reasonable accommodations to participate in meetings should contact John Shea, the Park District's ADA Compliance Coordinator, at the Park District's Administrative Office by mail at 540 Hibbard Rd, Winnetka, IL, by phone at 847-501-2040, Monday - Friday from 8:30 am to 5:00 pm, or by email to [jshea@winpark.org](mailto:jshea@winpark.org) at least 48 hours prior to the meeting. Requests for a qualified interpreter require five (5) working days advance notice.

## **2015-2016 Committee Assignments & Responsibilities**

### **Administration Committee**

Gerri Kahnweiler, Chair  
Ian Larkin, Member  
John Peterson, Member

Robert Smith, Staff

This committee considers recommendations on all issues relating to the administration of the District. This committee also considers recommendations on all issues relating to Strategic Planning. Committee involvement includes, but is not limited to:

- Review and participate in development and revisions of the Board Policy Manual.
- Review of proposed revisions to the Personnel Policy Manual.
- Review of all policy-related staff recommendations.
- Participate in development of Strategic Planning process including market plan development.
- Provide direction related to any other proposed planning processes.
- Participate in developing methods to solicit resident input into planning processes.
- Review feasibility studies and their development.
- Review of miscellaneous administrative issues impacting the overall District.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

### **Audit Committee**

John Thomas, Chair  
Mickey Archambault, Member  
Gerri Kahnweiler, Member

Bob Farmer, Staff

This committee considers recommendations on all issues relating to the Audit and approval of the Audit once completed. Committee involvement includes, but is not limited to:

- Review of all policy-related staff recommendations.
- Review annual audit.
- Review of miscellaneous audit issues impacting the overall District.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

**Finance Committee**

Gerri Kahnweiler, Chair  
Ian Larkin, Member  
John Thomas, Member

Bob Farmer, Staff

This committee considers recommendations on all issues relating to finance of the District. Committee involvement includes, but is not limited to:

- Ensure that all financial and fiscal policies are being followed.
- Participate in the semi-annual review of all vouchers.
- Review and participate in development and revisions of the Board Policy Manual related to finance.
- Provide input when establishing recommendations regarding the capital development budget.
- Review of all policy-related staff recommendations.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

**Parks & Beaches Committee**

Teresa Claybrook, Chair  
Mickey Archambault, Member  
John Thomas, Member

John Shea, Staff  
Costa Kutulas, Staff

This committee considers recommendations on all issues relating to the park and beach facilities. Committee involvement includes, but is not limited to:

- Participate in discussions of the care and maintenance of parks and maintenance facilities.
- Review of miscellaneous issues impacting the maintenance of the parks and beaches.
- Review all capital projects related to parks and beaches.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

**Recreation Committee**

Gerri Kahnweiler, Chair  
Teresa Claybrook, Member  
Ian Larkin, Member

John Shea, Staff

This committee considers recommendations on all issues relating to the recreation programs for the District. Committee involvement includes, but is not limited to:

- Participate in developing revenue policies.
- Review program and participation data.
- Review of miscellaneous issues impacting the programs.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

### **Revenue Facilities Committee**

John Thomas, Chair

John Muno, Staff

Mickey Archambault, Member

John Peterson, Member

This committee considers recommendations on all issues relating to the revenue facilities (Golf, Courses and Range, Ice, Tennis, Platform Tennis and Food and Beverage Contract) for the District. Committee involvement includes, but is not limited to:

- Participate in developing revenue policies. Review program and membership data.
- Review of miscellaneous issues impacting the facilities.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

### **Project Oversight Committee (As Necessary)**

John Thomas

Gerri Kahnweiler

This committee considers recommendations on all issues relating to the construction change orders of any Capital Development Project that has been initiated. Committee involvement includes, but is not limited to:

- Review all project change orders for approval.
- Keep aligned with the volume of change orders that are submitted for the project.
- After a committee meeting is held a report must be provided at the next Board meeting.

### **Executive Steering Committee– Strategic Plan (Temporary)**

Mickey Archambault

John Thomas

### **Stormwater Land Use (Temporary)**

Mickey Archambault

John Thomas

## **2015-2016 Liaison Assignments**

### **Environmental/Forestry Commission Liaison**

The Environmental/Forestry Commission Liaison shall consist of one Park District Commissioner. This liaison is asked to keep abreast of local and regional environmental and forestry related issues influencing the Park District. Liaison involvement includes, but is not limited to:

- Review tree removal and reforestation of parks.
- Review storm water retention issues in the District as necessary.
- Provide quarterly committee reports during the Regular Board Meeting as necessary.

*No appointments were made but staff will periodically review the meeting minutes.*

### **Northern Suburban Special Recreation Association Liaison**

Libby Baker, Staff

Robert Smith, Staff (*alternate*)

The NSSRA Liaison shall consist of one representative of the park district and an alternate. This individual has traditionally been the Executive Director. Libby Baker is currently serving as the liaison. This liaison is asked to communicate with the Board all issues relating to the NSSRA and its relationship with the District. This involvement includes, but is not limited to:

- Review and participate in recommended revisions of the Policy with NSSRA.
- Provide direction related to any NSSRA proposed planning.
- Review of miscellaneous administrative issues impacting the District and its relationship with NSSRA.
- Attend biennial NSSRA Board of Directors meetings.
- Provide NSSRA reports during the Regular Board Meeting six times per year.

### **School District 36 and New Trier High School Liaison**

Ian Larkin, Board Member

The School District 36 and New Trier Liaison shall consist of one Commissioner. This liaison is responsible for the understanding of the activities of School District 36 and New Trier High School and those activities that influence the Park District. Liaison involvement includes, but is not limited to:

- Review of activities that take place at the school districts and alert staff of issues that affect the park district.
- Assist in the creation of Intergovernmental Agreements (IA) for relationships between the schools and the Park District. Once an IA is created, periodically examine the relationship to determine the influence on the Park District and if adjustments need to be made to the IA.
- Work with staff when conversations about partnering opportunities and relationships emerge. Communicate these discussions with the Board of Commissioners.
- Establish relationships with the New Trier and District 36 School Boards.
- Review of miscellaneous issues impacting the District.
- Provide liaison reports during the Regular Board Meeting as necessary.

### **Winnetka Caucus Council - Parks Committee Liaison**

John Thomas, Board Member

The Parks Caucus Liaison shall consist of one Commissioner. The liaison is assigned to work with the Winnetka Caucus Council – Parks Committee. A primary responsibility is to identify survey questions asked of the Village to help guide the Park District. Liaison involvement includes, but is not limited to:

- Engage with the WCC Parks Committee to ascertain village/citizen interests.
- Park District Survey
  - Invite the Caucus Committee to meet with the Park District liaison to review current issues that might need feedback from the community.
  - Help to determine the slate of questions to solicit with the Village.
  - Once the questions have been created, review them with the Park District Board.
  - Communicate with the Caucus Committee of any adjustments desired by the Park District.
  - Provide reports of Caucus progress during the Regular Board Meeting as necessary.

### **Winnetka Parks Foundation Liaison**

Ian Larkin, Board Member

John Peterson, Board Member

The Parks Foundation Liaison shall consist of two Commissioners. These liaisons consider recommendations on all issues relating to the Parks Foundation. Liaison involvement includes, but is not limited to:

- Participate in discussions associated with nurturing the Parks Foundation organization and members.
- Review of miscellaneous issues impacting the Foundation.
- Review all capital projects related to the Park District and how those projects might apply to Foundation objectives.
- Provide Park Foundation reports during the Regular Board Meeting on a quarterly basis.

### **Winnetka Plan Commission Liaison**

John Thomas, Board Member

The Plan Commission Liaison shall consist of one Commissioner. This liaison is charged with communicating with the Board on all issues relating to the Plan Commission and any items that might influence the operations of the District. This involvement includes, but is not limited to:

- Attend Plan Commission meetings when discussion or action has the potential to influence the Park District.
- Review and participate in development and revisions of the Board Policy Manual related to community planning as it affects the Park District.
- Provide input when establishing recommendations regarding the planning influences on the Park District.
- Provide Plan Commission reports during the Regular Board Meeting as necessary.

**Winnetka Park District  
Board Committee & Liaison Structure - 2016**

**Brad McLane – President**

**Ian Larkin – Vice-President**

**Committee of the Whole**

**Chair:** Brad McLane

**Commissioners:** Mickey Archambault, Teresa Claybrook, Gerri Kahnweiler, Ian Larkin, John Peterson, John Thomas

**Staff:** Robert Smith

**Administration**

**Chair:** Gerri Kahnweiler

**Commissioners:** Ian Larkin, John Peterson

**Staff:** Robert Smith

**Audit**

**Chair:** John Thomas

**Commissioners:** Mickey Archambault, Gerri Kahnweiler

**Staff:** Bob Farmer

**Finance**

**Chair:** Gerri Kahnweiler

**Commissioners:** Ian Larkin, John Thomas

**Staff:** Bob Farmer

**Lakefront Advisory (Temporary)**

**Commissioners:** Teresa Claybrook, Ian Larkin

**Staff:** Bob Smith, Costa Kutulas, John Shea, Jen Gorczyca

**Parks & Beaches**

**Chair:** Teresa Claybrook

**Commissioners:** Mickey Archambault, John Thomas

**Staff:** Costa Kutulas, John Shea

**Project Oversight (Temporary)**

**Commissioners:** Gerri Kahnweiler, John Thomas

**Staff:** Costa Kutulas

**Recreation**

**Chair:** Gerri Kahnweiler

**Commissioners:** Teresa Claybrook, Ian Larkin

**Staff:** John Shea

**Revenue Facilities**

**Chair:** John Thomas

**Commissioners:** Mickey Archambault, John Peterson

**Staff:** John Muno

**Executive Steering – Strategic Plan (Temporary)**

**Commissioners:** Mickey Archambault, John Thomas

**Stormwater Land Use (Temporary)**

**Commissioners:** Mickey Archambault, John Thomas

**Winnetka Planning Commission** - John Thomas

**Winnetka Parks Foundation** – Ian Larkin, John Peterson, Bob Smith, Bob Farmer

**NSSRA** – Libby Baker, Bob Smith (alternate)

**School District Unit 36/New Trier High School** – Ian Larkin

**Downtown Master Plan** – Ian Larkin

**Caucus Council – Parks Committee** - John Thomas

**Environmental Committee** – *No appointments made but staff will periodically review meeting minutes.*