

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF THE
RIVER TRAILS PARK DISTRICT,
COOK COUNTY, ILLINOIS, HELD
AT 401 E. CAMP MCDONALD ROAD IN SAID DISTRICT
ON THE SIXTEENTH DAY OF MAY 2024 AT 7:00PM**

- I. The President called the meeting to order at 7:00 p.m. and directed Crista Altergott, Administrative Assistant & Risk Management to call the roll. Upon roll being called, the following Commissioners answered present: Leah Lussem, Jennifer Rezek, Nancy Parra, and Robert Hoban III. Commissioner Melissa Ackerman arrived at 7:01pm. Also present were Executive Director Bret Fahnstrom, Superintendent of Finance & HR David Oswald, Superintendent of Recreation Patti Mitchell and Superintendent of Communications and Marketing Christine Powles.
- II. Visitors Comments
 - a. None
- III. The Agenda for May 16, 2024, was submitted for approval. Commissioner Parra moved to approve said agenda as presented. The motion was seconded by Commissioner Rezek and approved by common consent.
- IV. Approval of Minutes for the Regular Meeting of May 2, 2024. Commissioners Hoban asked for a slight modification to the minutes which were amended. Commissioner Hoban moved to approve said minutes as amended. The motion was seconded by Commissioner Rezek and approved by common consent.
- V. Approval of Minutes for the Annual Meeting of May 2, 2024. Commissioner Parra moved to approve said minutes as presented. The motion was seconded by Commissioner Hoban and approved by common consent.
- VI. Approval of the Paid Invoice List for April 13 – May 10, 2024. Superintendent of Finance & HR David Oswald presented an overview of the paid invoice list. After a brief discussion, Commissioner Rezek moved to approve the Paid Invoice List for April 13 – May 10, 2024, as presented. The motion was seconded by Commissioner Ackerman. Upon the roll being called, the Commissioners voted as follows:

AYE:	Jennifer Rezek, Leah Lussem, Nancy Parra, Robert Hoban III, Melissa Ackerman
NAY:	None
ABSENT:	None
- VII. Communications
 - a. Staff Report – Superintendent of Recreation Patti Mitchell
 - Superintendent Patti Mitchell presented an overview of the Receptions Report for March and April which included gearing up for summer with pool, camp and concession training and working on the upcoming fall brochure. Upcoming staff training includes department specific information as well as Active Threat preparedness and NWSRA inclusion training.
 - Mitchell also reported a shift in staff positions, leaving one position open: Recreation Supervisor of Youth Programs and Camps. Mitchell is fielding resumes with a closing date on May 24th.

- Mitchell highlighted a new section of information to the Recreation Report: Eileen Meyers, Customer Experience Manager. Eileen's role in Customer Service gives a different insight from the desk and will be on all Recreation Reports moving forward.
 - Other areas of note for the Recreation Department include an upcoming event: Yoga with Mimosas, Parkour Camp registrations are going well, and our new Golf Junior Pro is now offering lessons, a first since before Covid.
 - Superintendent Mitchell also spoke about a recent training she attended about Diversity prompting a discussion with Commissioners.
- b. Marketing Report - Superintendent of Communications and Marketing Christine Powles
- Superintendent Powles presented the Winter and Spring 2024 Marketing Report where she highlighted well attended events, special projects, and a spike in registrations.
 - Powles also introduced a new staffer: Steve Schapiro, Corporate Relations Manager. Steve had previously worked for River Trails Park District and since then was the Chief Executive Foundation Manger for ALS. Steve's focus will be to develop sponsor packages with a plan to be ready this Fall for 2025.
 - Powles then led the discussion towards online engagements. The analytics since January show page views up 35% in the past 120 days, with 23% new visitors and 77% returning visitors. Mobile is the preferred device at 64% with email campaigns having a 49% open rate. Commissioner Rezek congratulated Powles on the high open rate. Discussion ensued about past and future surveys. Commissioner Hoban requested notice for the next survey.
 - Superintendent Powles and Superintendent Mitchell ended the discussion with a brief overview on summer giveaways. Staff will receive themed shirts with seasonal and camp staff receiving 80's themed gear. Opening Day at the Pool will carry the 80's theme to kick off this summer.
 - Commissioners Parra and Lussem inquired about the popularity of the District's summer camps and the possibility to expand. Superintendent Mitchell noted plans are underway to rearrange current camps to maximize locations with the intent to accommodate more kids.
- c. IAPD Legislative Conference & Parks Day – Executive Director Bret Fahnstrom
- Director Fahnstrom presented the report from the IAPD Legislative Conference on May 8th which included 2023 statewide research, key findings, insights, testimonials, and revenue comparisons from statewide versus River Trails Park District.
 - Director Bret Fahnstrom and Superintendent Powles attended the Parks Day at the Capital. River Trails Park District was fortunate to have a booth up at the rotunda and both Powles and Fahnstrom had the opportunity to speak with local Legislators.
 - Fahnstrom presented the topics of discussion which included election security, FOIA requests and OSLAD.
- d. Miscellaneous Communications – Executive Director Bret Fahnstrom
- Director Fahnstrom introduced the IAPD Leadership Institute with two virtual class opportunities. Commissioner Lussem asked to be registered for the virtual class on July 25th.
 - Director Fahnstrom presented the Summer 2024 "What's Happening" calendar with River Trails Park District key program dates and events.

VIII. Old Business

- a. Resolution 24-05-16 A resolution approving the amended Cyber Security Policy – Executive Director Bret Fahnstrom
- Director Fahnstrom presented the final Cyber Security Policy which included a couple minor edits as requested from the last presentation on May 2nd.
 - A lengthy discussion ensued about the amount of detail needed for the policy, definition of terms, courses of action, current staff technology training and language.
 - After discussion, Commissioner Rezek moved to approve the amended Cyber Security Policy as presented. The motion was seconded by Commissioner Parra. Upon the roll being called, the Commissioners voted as follows:

AYE: Jennifer Rezek, Leah Lussem, Nancy Parra, Melissa Ackerman
NAY: Robert Hoban III
ABSENT: None

IX. New Business

- a. None

X. Commissioner Comments

- a. Commissioner Lussem suggested Board Meetings be run in a consistent manner; introduce topic, motion, second, request for discussion if needed and then vote. From Lussem's suggestion Commissioner Ackerman suggested a time limit which would require a new Board policy if enacted. Lussem led the conversation. It was decided that establishing time limits will not be pursued at the moment.
- b. Commissioner Ackerman attended the HOA Meeting for Rob Roy where she heard good feedback about River Trails Park District, particularly the Live on the Deck events. Superintendent Powels suggested that we include Rob Roy residents in our event emails. If interested, they can send their contact information to Director Fahnstrom.

XI. Executive Session

- a. None

XII. Action as a Result of the Executive Session

- a. None

XIII. Adjournment. Prior to adjournment the Special Meeting for June 20th was discussed. It was determined that due to scheduled events and summer programs at Weiss, the meeting place be changed from Weiss to Rob Roy. The time will remain at 6pm. There being no further business to discuss, Commissioner Lussem made a motion to adjourn the meeting at 8:31 pm.

President

Secretary