

**MEMORANDUM NO. M18-024**

**TO:** Admin & Finance Committee  
**FROM:** Dean Bostrom, Executive Director  
Craig Talsma, Deputy Director/Director of Finance and Admin  
Peg Kusmierski, Admin Asst/Foundation Manager  
**RE:** Memorandum of Understanding with the Friends of HE Parks  
**DATE:** February 22, 2018

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**Background:**

As part of the Foundation Board Retreat on November 6, 2017, a consensus was reached that a Memorandum of Understanding (MOU) between the Foundation and the Park District should be developed. An MOU is considered to be best practice to ensure that Foundations and Park Districts have a clear understanding of responsibilities.

**Implications:**

This MOU outlining those responsibilities for the Friends of HE Parks Foundation and the Hoffman Estates Park District for areas of operations, fund raising events, record keeping, and scholarships was approved at the Foundation Quarterly Meeting held January 31, 2018 for submission to the Park District Board of Commissioners for their February meeting.

**Recommendation:**

The board approve the Memorandum of Understanding as presented with this memo effective March 1, 2018 through June 30, 2019 and thereafter from July 1 to June 30. This MOU will automatically renew each July 1 on an annual basis unless either party gives 30 days' written notice to cancel or amend the MOU.