

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
July 23, 2024

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on July 23, 2024, at 7:09 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kaplan, Comm Reps Harner, Musial, Pilafas and Winner, Student Rep Patel

Absent: Chairman McGinn, Comm Rep Wilson

Also Present: Executive Director Talsma, Director of Administration & Finance Hopkins, Deputy Director Bechtold, Director Miletic, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: President Chhatwani, Commissioners Dressler, Friedman, Evans and MacGregor, Comm Rep Dowling

2. Approval of Agenda:

Comm Rep Harner made a motion, seconded by Commissioner Winner to approve the agenda as modified. The motion carried by voice vote.

3. Approval of the Minutes:

Comm Rep Harner made a motion, seconded by Comm Rep Winner to approve the minutes of the June 25, 2024, meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Administration & Finance Board Report and 2nd Quarter Goals / M24-064

Comm Rep Winner made a motion, seconded by Comm Rep Harner to recommend the July Administration & Finance Report and 2nd Quarter Goals be included in the July Executive Director's Report.

The motion carried by voice vote.

B. Open and Paid Invoice Register: \$766,565.81:

Comm Rep Harner made a motion, seconded by Comm Rep Pilafas to recommend the Board approve the Open and Paid Invoice Register as presented.

Comm Rep Winner asked about the Capital One reimbursement, and how often we receive it. Director Hopkins said she thinks it is a monthly reimbursement but will confirm (Note: it is confirmed that we receive the purchasing card income monthly). She added that we have been pushing for more payments to be made via credit card and have been getting great returns.

The motion carried by voice vote.

C. District Wide Operations Statement, Revenue and Expenditure Report, and Financial Statement Analysis

Comm Rep Harner made a motion, seconded by Commissioner Musial to recommend the Board approve the District Wide Operations Statement, Revenue and Expenditure Report and Financial Statement Analysis as presented.

The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Harner noted that some neighbors had complained about a large parkway area that is adjacent to his neighborhood that is not being maintained to the quality they would like. It is mowed but has weeds. Also, the entrance to the disc golf course is not being maintained. Executive Director Talsma said that if the parkway area is a true parkway, then it is owned by the village. Director Hugen will look into both areas.

Comm Rep Winner said great job running the meeting to Commissioner Kaplan.

Commissioner Kaplan said he is glad to be back after his vacation.

8. Adjournment:

Comm Rep Harner made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:17 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

The following question was asked and answered via email prior to the meeting:

1. Any particular reason we have not spent in advertising or is there just a timing lag on receiving invoices? YTD number a tad low, versus prior years and budget. Perhaps most of our ads are just geared towards second events?

The advertising expense is mostly a timing issue. We also have done a better job monitoring ROI and have limited some of the advertisements that weren't producing registrations. We are focusing on more larger scale marketing campaigns and putting funds behind these campaigns instead of every little program getting paid marketing campaigns. As we notice campaigns being successful we are then adding additional funds to boost those ads.