



Oak Brook Park District

MINUTES OF A SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS

A special meeting of the Oak Brook Park District Board of Commissioners was held on Saturday, September 11, 2010 from 8:00 a.m. – 12:07 p.m. at the Oak Brook Park District Family Recreation Center, Meeting Room 2 & 3, 1450 Forest Gate Road, Oak Brook, Illinois.

1) CALL TO ORDER THE SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND ROLL CALL

The meeting was called to order at 8:06 a.m. President O'Brien and Commissioners Knitter, Carson, Trombetta were in attendance. Commissioner Truedson was absent. Also in attendance were: Laure Kosey, Executive Director; Cathy Fallon, Director of Recreation; Norm Russell, Director of Park and Facility Services; Mary Tansey, Corporate Relations; Colleen Liebelt, Park and Facility Services Manager; Cathy Fiori, Recreation Supervisor; Robert Pechous, Information Technology Specialist; Alin Pop, Racquet Club Manager; Leticia Limonez, Racquet Club Assistant Manager; Linda Noonan, Payroll and Safety Administrator; Bonnie Gibellina, Executive Administrative Assistant and consultant John Fontana, Fontana Leadership Development, Inc.

2) APPROVAL OF AGENDA OF September 11, 2010

3) OPEN FORUM

No one from the community was in attendance to address the Board of Commissioners.

4) COMMUNICATIONS

a) No additional communications were conducted.

5) NEW BUSINESS

a) Strategic Planning Workshop

Laure Kosey, Executive Director, thanked all in attendance for participating in the strategic planning workshop being conducted at this meeting. Laure then turned the meeting over to

the Park District's consultant, John Fontana, Fontana Leadership Development Inc. to conduct the rest of the meeting.

John Fontana stated that his role today was to foster good judgment and provide a means to collect data and conduct an analysis of the data to help the District develop its strategic plan which would provide direction for the next three years.

John reviewed the "Strengths, Weaknesses, Opportunities, and Threats" (SWOT) analysis which he previously compiled through interviews with the Board of Commissioners and at a staff meeting. John stated that the goal is to use the SWOT analysis to understand critical challenges.

John proceeded to review the SWOT themes from the commissioner inter views and staff meeting. The SWOT analysis identified the key stake holders, competition, key trends, geography, demographics, economy, opportunities and challenges of the District.

After the review of the SWOT analysis, he requested that all in attendance write down the three top priorities of the District. All priorities were shared, grouped into categories and written down on the presentation board. John then instructed the Board of Commissioners and staff to select the first, second, third, and fourth choices from the priorities written on the board, with each level of priority weighted to provide a numeric score. After the scoring, the results identified as having the highest priorities were as follows:

Results:

<u>Points</u>	<u>Description</u>
38	operation plan
37	revenue
32	organization moving forward
31	programming and event planning
28	marketing plan
19	attracting more participation & usage
14	staff morale
8	balanced budget
7	Capital Maintenance Plan
5	Plan to execute & accountability & recognition
3	customer service – customer centric point of view
3	IT plan
1	making decisions, moving forward

Through the participation of Board and staff, the above results were consolidated into the following three goals:

- 112 Plans
- 67 Revenue
- 47 Moving Forward

The Board of Commissioners and staff were divided into three sub-groups to address the goals and to start the process that would develop the steps to achieve goals, identify who

would be responsible for the various steps, a reasonable time line to implement the steps, indicators that would help us realize the steps have been accomplished and the obtainment of the goal, and identifying obstacles that could circumvent the attainment of the goals.

After meeting in the sub-groups, each group then shared with the whole group the results of the process, which were written down on the large presentation sheets.

In closing, all expressed gratitude for the opportunity to participate in the strategic planning.

6) ADJOURNMENT

The meeting adjourned at 12:07 p.m.

7) NEXT REGULAR MEETING September 13, 2010