

APPROVED

MINUTES OF JULY 9, 2013 SPECIAL BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:35 p.m. and roll was called. Present: Commissioners Bob Kimble (President), Hilary Lee (Vice President), Seth Palatnik (Treasurer), Andre Lerman, and Steve Gaines. Staff present: Executive Director/ Secretary Lisa Sheppard, Director of Finance/Human Resources Carol Mensinger, Director of Parks Rick Bold, and Manager of Marketing and Communications Erin Maassen.

Also in attendance was Nancy Sylvester from Loves Parks, Illinois.

Matters from the Public There was no one in attendance wishing to address the Board at this time.

Board Training Workshop Executive Director Sheppard was pleased to introduce Ms. Sylvester to lead the Board workshop. Executive Director Sheppard stated Ms. Sylvester is a highly regarded professional in organization management and effective training for Board and staff.

Ms. Sylvester began her presentation by outlining effective Board governance. She stated board basics include that the Board exists to represent the ownership of the organization, the Board has the authority to direct the organization only when acting as a group, the Board has the fundamental responsibility for self-management including creating a structure, policies, and procedures that support good governance. The Board's focus should be on values. The Board also oversees the Executive Director and the Board must follow rules set by government, ownership, and the Board.

She continued by stating the Board has governing documents which it must follow including federal laws, The Park District Code, the articles of incorporation and by-laws, and *Robert's Rule of Order Newly Revised*, 11th Edition to assist with parliamentary order. The Board also has standing rules or policies and procedures that were adopted by the Board that relate to the administration of the organization.

The Board has fiduciary and legal responsibilities that must be maintained.

Extensive discussion ensued. Ms. Sylvester reminded the Board and staff it is important to stay informed of activities of the District, attend regular meetings, and participate in the decision making process and support the Board's decision on an item.

President Kimble thanked Ms. Sylvester for her presentation.

Adjournment With no further business, at 8:45 p.m. a motion was made by Vice President Lee to adjourn. Commissioner Gaines seconded the motion which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary