

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
PROGRAMMING AND EVENTS COMMITTEE MEETING MINUTES  
AUGUST 3, 2016**

**I. Call to Order**

Chairman Flowers called the meeting to order at 6:00 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Gilmour, Prochaska, Purcell, and Flowers all were present.

**III. Approval of Agenda**

Commissioner Prochaska made a motion to approve the agenda. Seconded by Commissioner Purcell. All, aye. Opposed, none.

**IV. Citizens to be Heard**

No public comments were offered by those in attendance.

**V. Natural Beginnings Enrollment Updates and Proposed Policy Changes**

Megan Gessler, Natural Beginnings Program Manager presented a report and update on Natural Beginnings Enrollment and year-to-date budget progress.

Megan Gessler reported on positive feedback on the program received from community members related to Natural Beginning student cognitive and social development. The program also received positive feedback through Megan Gessler's Masters' Degree program work with Dr. Sobel, a noted authority in early childhood education.

The program has one remaining opening with tours in progress to fill the open slot. The program budget is on track and should exceed net revenue budget projections for the year.

Director Guritz presented the spreadsheet report on year-to-date progress against the revised budget approved in January 2016.

The District received 53 registration payments, exceeding projections by \$1,350.

The District also received \$10,000 in deferred revenues from parents paying for the full year tuition with their first payment.

The Programming and Events Committee reviewed and discussed the spreadsheet report presented, noting that the 2016 second quarter revenue projection figure presented should be examined based on the current enrollments, with deferred revenue for full-year pre-payments backed out of the revised figure.

The Programming and Events Committee discussed the tuition increase for the upcoming 17-18 school year, and discussed policy changes for late payments.

Director Guritz and Megan Gessler cautioned that a significant increase to the tuition rates could impact enrollment, suggesting that a \$50 increase would be appropriate until such time that waiting-list demand and reputation grows.

The Programming and Events Committee discussed the charge philosophy for the program. The draft FY 16-17 budget will be presented with a \$75 tuition charge increase for both the 2-day and 3-day programs, with across-the-board salary increases of \$1.00 per hour for all Natural Beginnings program staff members.

The Committee provided direction to return with an updated late payment policy that would increase the penalty for late payments, but allow a 5-day grace period to receive payment before incurring the late fee charge, which will be increased from \$10 to between \$15-25.

The Committee provided direction to present the FY 16-17 Natural Beginnings budget to the Finance Committee for review.

## **VI. Volunteer Program Management Solution – Signup.com**

Director Guritz reported on the need to update the District's volunteer management and tracking program. Director Guritz reported that the volunteer log-in program at Ellis crashed, and did not have a user-friendly tracking and reporting software for Ellis volunteers. The recommended online subscription service is SignUp.com, and carries a cost of \$9.99 per month, or just under \$120.00 per year.

The program allows for multiple administrators, which will allow all staff working with volunteers to utilize the system. Commissioner Prochaska also suggested the District confirm that online signature of waivers will stand up to scrutiny by law.

The Programming and Events Committee extended direction to allow staff to begin utilizing the system, and contact the company to receive school district rates for added utility and functions.

## **VII. Ellis Equestrian Center Pony Club Fees and Charges**

Amy Martin, Equestrian Program Coordinator, presented fees and charges for the proposed Pony Club program. The program will meet year round, with tuition charged quarterly for concurrent enrollment in Ellis beginner lesson programs.

The Programming and Events Committee discussed the Pony Club curriculum. Amy Martin reported that she is working to meet with staff to gather ideas, but the program concepts are in place, expressing interest in starting the program in October. Commissioner Gilmour asked whether the curriculum would be prepared for presentation to the Committee in September. Amy Martin stated she would work to have the curriculum prepared for the September meeting, with program promotion beginning following Commission approval of fees and charges.

## **VIII. Lesson Horse Replacement Updates**

Amy Martin, Equestrian Program Coordinator, reported on a possible lesson horse for purchase from Kathy Weiss of Homer Glen. “Candyman” is a 16-year old paint gelding. “Candyman” has an arthritic condition in the pastern joints, but this condition is treatable with twice yearly injections for a total additional care cost of \$500.00 per year. Director Guritz stated that the current vet and farrier budget levels should be able to cover this additional cost. Amy reported that she plans to negotiate purchase for no more than \$500.00. Amy reported that “Candyman” has a very good temperament and will be a great addition to the program.

If the purchase price is accepted by Kathy Weiss, a purchase agreement will be presented to Commission for approval.

## **IX. Fall Public Program Fees and Charges**

The Programming and Events Committee reviewed the proposed fall public program fees and charges. Director Guritz reported on increased coordination between Emily Dombrowski and Amy Martin, and social marketing efforts that have increased public program registrations.

Commissioner Prochaska made a motion to forward the fall public program fee schedule to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

## **X. General Use Ordinance – Review of Draft Revisions**

The Programming and Events Committee reviewed the proposed revision to the General Use Ordinance. The draft was amended to clarify restriction of use of open areas and athletic fields by club, league, or sponsored team sports.

The Programming and Events Committee discussed the black-powder restrictions found within the General Use Ordinance. No changes were recommended at this time.

Commissioner Purcell made a motion to forward proposed changes to the District’s General Use Ordinance, as amended, to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Motion unanimously approved.

## **XI. Citizens to be Heard**

No public comments were offered by those in attendance.

## **XII. General Discussions and Updates**

Director Guritz reported on progress with integrating District business activities with the RecPro software solution. The software module, which will allow the District to accept online payments, will be purchased in early FY 16-17 for implementation over the winter months.

### **XIII. Executive Session**

None.

### **XIV. Adjournment**

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Purcell. Aye, all. Meeting adjourned at 7:26 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District