



Buffalo Grove Park District Board of Commissioners  
SPECIAL BOARD MEETING MINUTES  
Monday, March 4, 2024  
Alcott Center  
6 pm

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, Larry Reiner and Hetal Wallace.

Staff Present: Executive Director Erika Strojinc, Director of Parks and Planning Tim Howe, Director of Recreation and Facilities Joe Zimmermann, Superintendent of Communications and Marketing Mike Terson, Planning and Development Manager Laurie Hoffman, and Executive Assistant Beth Wanland.

CALL TO ORDER

**Roll Call**

President Jacobson called the Special Board Meeting to order at 6 pm. The roll was called and Commissioners Cummins, Jacobson, Page, Reiner and Wallace answered present.

PLEDGE OF ALLEGIANCE

Meeting attendees stood and recited the Pledge of Allegiance.

APPROVAL OF THE SPECIAL BOARD MEETING AGENDA

Vice President Cummins moved to approve the March 4, 2024 Special Board Meeting Agenda, seconded by Commissioner Wallace and the motion passed with a voice vote.

INTRODUCTION OF GUESTS

**Jamie Sabbach**

Jamie Sabbach, President and Principal of 110%, Inc. introduced herself. She said she is originally from Chicago and she has spent 30+ years in the parks and recreation field. She started with the Champaign Park District as a sports program coordinator. Next, she moved to Bloomington, IN and taught at Indiana University. She then moved back to Illinois and taught at Illinois State for two years and thought she was out of the field entirely until she had a calling and ended up Superintendent for the City of Boulder, CO for five years. She then started 100% in 2010 and has been working alongside professionals across the county and overseas for the last 14 years. She continues to teach an online master's course at Indiana University.

### Buffalo Grove Park District Strategic Plan Process Overview

Ms. Sabbach reviewed conditions affecting public parks and recreation. She said we want to be proactive and plan for what is happening around us. She mentioned factors such as public health crisis, increasing disparities, housing insecurities, economic volatility, lack of revenue diversification, infrastructure maintenance demands, staffing deficiencies, climate threats, and environmental impacts. She said these are factors we need to keep our eyes on as we plan. She gave an overview and project timeline of the process and said she hopes to complete it by June.

### What do you believe and think?

Ms. Sabbach asked the board what they hope to achieve from the strategic plan process or what they hope are the intended outcomes/results. President Jacobson said he looks at it as framework of decision-making for moving forward into the future. He said he wants to make sure the District is on the right path with the new executive director. Commissioner Reiner said he would like to create a tool setting forth guidelines, revisiting values, and look at diversity, equity and inclusion. He said the process should be meaningful to the staff and board. He said he would like staff to inform and engage the board on what is going on. Commissioner Wallace said the community is changing and she would like a strategic plan to organize the chaos. She would like a process in place to organize the chaos thoughtfully, with results. Vice President Cummins said he agrees that the community is changing and most people in the room were not part of the last strategic plan. He said this is a tremendous opportunity to address and refine a plan. Commissioner Page said she would like goals to guide the board to all get on the same page.

Ms. Sabbach asked the following questions:

- What do you believe is important for the Buffalo Grove Park District to keep/retain as it currently works well and benefits the organization and community?
- What do you believe is important for the Buffalo Grove Park District to change so that it improves processes, district culture, and/or service to community?
- What do you believe is missing that would make the Buffalo Grove Park District even better than it is?

She reviewed the SWOT Analysis - Strengths, Weaknesses (Growth Areas), Opportunities, Threats. She put five questions on the screen and captured the board members responses to the following:

- What are the District strengths?
- What could be improved?
- What opportunities exist?
- What gets in the way?
- What's happening that requires attention?

### Next Steps

She said she would like to re-visit our mission statement which is 10 years old.

Ms. Sabbach said the purpose should be guided by relevance. She would like to hone in on relevance to what is happening. We should focus on who, what, why, and how to come up with a mission statement.

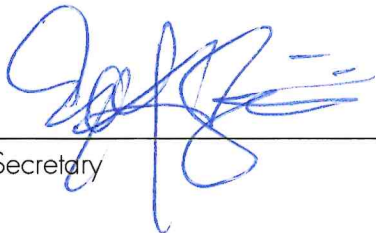
**Thoughts, Comments, Questions**

Vice President Cummins thanked Ms. Sabbach and said the board is excited what this process will bring. Executive Director Strojinc mentioned that 1/3 of the staff that will attend our meeting tomorrow was not around for the last strategic plan.

ADJOURNMENT

Vice President Cummins moved to adjourn the Special Board Meeting at 8:08 pm, the motion was seconded by Commissioner Wallace and passed with a voice vote.

Respectfully submitted,



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Secretary