

**Minutes of the Special Meeting Study Session of the Board of Commissioners
Sycamore Park District
Tuesday, November 10, 2015**

President Strack called the meeting to order at 6:06 p.m.

The Special meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:06 p.m. on Tuesday, November 10, 2015.

Will the secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Graves, Kroeger, Schulz, Tucker, and Strack.**

The following Sycamore Park District Commissioners are not physically present, but will be participating in the meeting via video and/or audio conferencing: **None.**

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **None**

Staff members present were Director Dan Gible, Supt. of Finance Jackie Hienbuecher, and Recreation Supervisor Sarah Rex.

Guests Present at the meeting were:

None

Agenda

Commissioner Schulz moved to approve the agenda and Commissioner Tucker seconded the motion. Motion carried 3-0.

Define Key Remaining Components of Leaf a Legacy Campaign

Executive Director Gible reviewed what he thought were the remaining factors to plan and address for Leaf a Legacy. They were:

- a. Affiliates
- b. Our Public "Ask"
- c. Large Donors
- d. Direct Mail
- e. Other

The only other item raised was by Commissioner Schulz that we need a large kick-off event for our public campaign next summer.

Letters to Businesses for End of Year Giving

The group discussed the giving levels for this campaign in the context of making sure it would work with future fundraising. Further, it was felt one letter should be geared toward businesses and another to lawyers. Sarah will get the Chamber mailing list, and Dan will have the addresses for those with whom we do business/spend our dollars.

Public “Ask” – Director Gible noted that before we do our public “ask”, we need to have a down time for the Affiliates to conduct their fundraising. That was defined as January to April. Ted, Daryl and Dan will get those meetings scheduled. Then discussion revolved around holding a large kick-off event for our Public “Ask” in June. It was agreed to plan this at a future meeting.

Affiliate Groups – The group reviewed the usage levels of the various affiliates and what the giving level should be. The group decided to let Daryl, Ted and Dan determine their approach to meeting with the leadership of the affiliates.

Motion

The Board adjourned the Special Meeting at 7:16p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0.

Respectfully Submitted,

Daniel Gible, Secretary
Sycamore Park District