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VILLAGE OF NORTH BARRINGTON
PARKS AND RECREATION COMMISSION
MEETING MINUTES
Monday, October 17, 2022

Call to Order

The meeting was called to order at 6:15 p.m.

Roll Call

Roll Call was answered by Chairperson Jill Kelly, Kelly Dittman, David Lauffer and Kasia Lazar. Also present was Trustee Liaison Robin Kelleher. Village President Sweet McDonnell, Village Administrator John Lobaito, Administrative Assistant Sue Murdy and Commission Member John Huber were absent.

Public Comment

No public comment.

Discussion of Fall Festival

The Commission discussed its Fall Fest Learnings, Summary and Next Steps.

- Weather-Create contingency plan, will need a discussion to ensure alignment. Rain planning etc. Village Administrator John Lobaito will reach out for feedback from neighboring villages to identify alternative ways for attendees in the event of rain/weather.
- Finance/Food-We will review overall finance budget to ensure portfolio approach. In reviewing budget \$33K-with \$10K for Fall Fest, we are not sure of final expenditures. We projected \$5K in expenses. The Commission brainstormed having group catering to ensure full experience and minimizing waste. David Lauffer will request a full review of the budget with Village Administrator John Lobaito and Kelly Dittman. Trustee Liaison Robin Kelleher will share with the Board of Trustees the full 2023 Parks and Recreation Commission budget.
- Volunteers-Residents wanted to engage for volunteer hours. Ensure capacity planning for volunteers, volunteer flow, job stations, outline specific plan and build playbook.
- Vendors-Review ideation session from Fall Fest learnings to break down into categories (equipment, food, activities, music, handouts to guests, signage, setup, volunteer management, travel needs, etc.)
- Sponsors for Fall Fest-Once the program is reviewed, an invitation can be made to community sponsors to engage, showcase support through sponsorship to build additional revenue to support Fall Fest expenses, objectives, etc.

The Commission discussed creating a comprehensive playbook for the Fall Festival for a 2023 forecast. Trustee Liaison Kelleher will review the progress with the Board of Trustees. The Commission will perform a complete review of the Parks and Recreation Commission budget, finance, allocations, forecasts, and history understanding of CAPEX/OPEX needs for future planning.

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Old/New Business

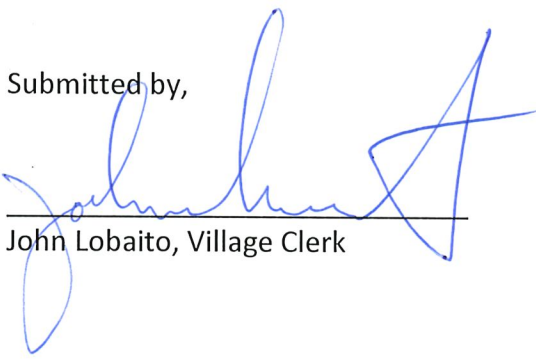
There was no old or new business.

Adjournment

Motion by David Lauffer and seconded by Kelly Dittmann to adjourn the meeting. On roll call Chairperson Kelly, Kelly Dittman, David Lauffer and Kasia Lazar voted AYE. No NAYS. Motion Carried.

The Meeting was adjourned at 7:20 p.m.

Submitted by,



John Lobaito, Village Clerk

