

**Minutes of the Waukegan Park District  
Special Meeting of the Board of Commissioners  
Recreation Advisory Committee  
December 7, 2015  
7:00pm**

The Board of Commissioners of the Waukegan Park District met in a special meeting on December 7 at the Field House Sports & Fitness Center, 800 Baldwin Ave, Waukegan, Illinois.

**I. Call to Order**

The meeting was called to order at 7:00pm by Jay Lerner, Superintendent of Recreation who directed a call of the roll.

**II. Roll Call**

Present: Caryn Clothier, Sharon Hoyle-Yap, Mercedes Rivera, Della Steele, Jay Lerner, Errick Beverly, Quincy Bejster, Jen Dumas, Sam Stevens, Elizabeth Fallon

Absent: Peggi Braden, Sara Griffin, Karen Harris, Jerry Holisky, Diane Kajfez, Desiree Martinez, Jesus Martinez, David Motley, Dulce Ortiz, Martha Padilla-Ramos, Odie Pahl, Doris Richter, George Bridges, Greg Petry

Due to lack of a quorum, no official board business was conducted.

**III. Review, Discuss, Decide**

**A. Aquatics Update and Discussion – Sam Stevens**

1. Pool memberships: Stevens gave an update on a possible new membership rate structure which would be two tiered – one basic rate for field house access (no classes) and another premium rate to include total access to field house and pool. There would also be a separate pool pass similar to the current monthly gymnasium pass or the monthly track pass.

- i. Committee members gave positive feedback on proposed membership rate structure

2. Swim lessons: Stevens gave an update on proposed swim lesson program for indoor pool with lessons being offered Tuesday and Thursday evenings as well as Saturday mornings for all levels.

- i. Stevens gave an update on other programming which may include Waukegan High School hosting swim meets and a current youth swim team is interested in utilizing the pool for practices.

- ii. Committee members inquired about other programming like aqua fit classes which Stevens confirmed will be offered.

**B. Field House Update – Quincy Bejster and Sam Stevens**

1. Fitness on Demand: Stevens reported that Fitness on Demand is

up and running and offered to show committee members the new system after the meeting. There were 3 launch parties, members are utilizing the Fitness on Demand system and it is being well received. Right now the Field House is the only facility in Lake County offering Fitness on Demand.

2. Field House membership: Bejster reported that membership continues to be at 3500 members
  - i. The latest promotion, Like us on Facebook, was a success with 100 likes in the month and 40 new reviews.
  - ii. January's promotion, Commit to be Fit, encourages new members to keep using their membership to get the full promotional discount and create a fitness habit.
  - iii. Parent's Night Out was a new promotion/benefit for members with children. They could drop their children off at the Field House for an evening of supervised fun while the parents could have a night out.
  - iv. Holiday Free For All will return again during the Holidays
    1. Committee members inquired about a punch card for daily use of the gym or fitness center like there is for silver classes. Bejster let them know there is not currently this type of punch card.

C. Customer Service Initiatives – Errick Beverly and Quincy Bejster

1. Staff Trainings: Beverly reported that customer service trainings have been implemented at all staff levels including part time and seasonal employees. The past two trainings have covered topics on how to treat and retain customers, good vs. bad practices and hospitality.
2. RecTrac: Bejster reported on the new registration software implementation taking place in stages which began in November. So far the new system is handling all park district programs and memberships. The next phase will include facility rentals. One of the biggest advantages with the new system is the online registration, WebTrac which will make it easier for the community to register for programs on any mobile device.
  - i. The committee expressed concern that web registration would eliminate in-person registration and were assured in-person registration will continue in the same fashion at the Field House, Belvidere Rec Center and Jack Benny Center.

D. New Special Events Recap 2015

1. Touch A Truck – Jen Dumas
  - i. This new event was on Aug 7 with 380 people in attendance despite the stormy weather. 29 trucks and interesting vehicles were there. Great Lakes Credit Union and Waukegan Tire were sponsors for the event. Next year's event will incorporate Child Safety Day. Dumas requested suggestions and contacts for trucks for next year's event.

2. Softball City Playoffs – Errick Beverly
  - i. This new event was held at the SportsPark with 65 teams and approximately 1200 people in attendance. This was the first in-house beer event hosted by the park district and it was a very successful event. It generated approximately \$4500 in revenue, the players really enjoyed it, there were lots of staff and security on hand to prevent any incidents.
    1. Committee member suggested a “Retro Night 16” softball tournament” for teams to sign up and have a similar festive event.
- E. New Special Event Ideas for 2016
  1. 5K and Fitness Expo – Quincy Bejster
    - i. Projected event date is September 2016 with the race starting and ending at the Field House. Plans for discounted fees for members and training programs for members leading up to 5K. This will be a fundraiser for the Waukegan Park Foundation or the Special Recreation Program.
  2. TexMex Music Fest – Jen Dumas
    - i. An event date is still to be determined based on availability of bands. The event may span two days and be held at the SportsPark or Belvidere Park. There would be headliner bands and then local bands. Food vendors to fit the theme. Other ideas are incorporate a craft beer fest or chili cook off.
  3. Summer Splash – Jen Dumas
    - i. Family event offering a water obstacle course, giant slip and slide, maybe a fire truck hose demonstration.
  4. Other family events in the planning stages would incorporate events with a Latin flavor. Nature events targeted to the Latin community have been successful.
  5. Ice Skating rinks at three parks this year with free adjustable skates to check out at the Belvidere Rec Center to be used at the Belvidere Park Ice Rink.

#### **IV. Closed Session**

There was no closed session

#### **V. Adjournment**

Lerner announced the next scheduled meeting is May 2016.

The meeting was adjourned at 8:00pm