

MINUTES OF A MEETING OF THE PROGRAMMING COMMITTEE/TALK ABOUT IT TUESDAY OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS HELD AT 10:00 AM ON TUESDAY, FEBRUARY 24, 2026 AT THE BONNIE W. NOBLE CENTER FOR PARK DISTRICT ADMINISTRATION, 1125 WEST LAKE AVENUE, PEORIA, IL

MEMBERS PRESENT: Trustee and Chair Alexander Sierra (in at 10:20 AM), Trustee and Vice Chair Joyce Harant, and Executive Director Emily Cahill

MEMBERS ABSENT: None

TRUSTEES PRESENT: Trustees Joyce Harant and Alexander Sierra

STAFF PRESENT: Executive Director Emily Cahill, Becky Fredrickson, Matt Freeman, Scott Loftus, Jennifer Swanson, and Alicia Woodworth

1. CALL TO ORDER

Trustee Harant called the meeting to order at 10:09AM.

2. ROLL CALL

Roll call was taken and a quorum was established.

3. MOTION TO PERMIT COMMITTEE MEMBER TO ATTEND MEETING ELECTRONICALLY

No committee member requested remote attendance.

4. MINUTES

4.A. Approval of Minutes of February 3, 2026 Programming Committee Meeting

Trustee Harant expressed concerns regarding the structure and clarity of the February 3, 2026 Programming Committee minutes.

Discussion clarified that:

- The February 3 meeting began as a Talk About It Tuesday public engagement session.
- No roll call was conducted at the beginning of that session because it was not initially structured as a formal Open Meetings Act (OMA) meeting.
- The meeting later transitioned into a formal Programming Committee meeting format.
- The minutes should more clearly distinguish between the interactive public engagement portion and the formal Committee meeting conducted under OMA.
- The listing of issues during the Talk About It Tuesday portion should be clearly identified as public input rather than formal Committee deliberation or action.

Staff indicated the February 3, 2026 minutes would be revised accordingly and returned to the Committee for approval at a future meeting.

5. NEW BUSINESS

5.A. 2026 Programming Committee Strategy and Process Facilitation Discussion

Executive Director Cahill presented a draft framework for the 2026 Programming Committee strategy and facilitation process. The proposed structure included:

- Strategic focus areas
- Engagement strategies
- Annual action plan and timeline
- Standardized Talk About It Tuesday agenda
- Committee work session format
- Internal tracking methodology

Strategic Focus Areas

The Committee reviewed proposed 2026 focus topics, including:

- Pickleball
- Golf
- Camps
- Owens Recreation Center (renovation-related engagement)
- Environmental education
- General recreation programming

Discussion emphasized maintaining the Committee's focus on scheduled programming and events and avoiding scope expansion into planning or rental policy matters, which fall under separate governance structures.

The Committee agreed:

- Talk About It Tuesday sessions will generally be scheduled March through September.
- October may be reserved for budget-related public input if needed.
- Q3/Q4 will include evaluation of the annual engagement cycle and planning for the following year.
- Staff will recommend topic sequencing based on operational timing and program seasonality.

March 2026 Talk About It Tuesday

The Committee determined:

- The March Talk About It Tuesday will focus on Pickleball.
- The session will be held March 3, 2026.
- The meeting will occur at Lakeview Recreation Center at 11:00 AM to engage active morning pickleball participants.

Golf engagement will be scheduled later in the spring to allow patrons to experience the Golf Learning Center prior to providing feedback.

Meeting Structure and Documentation

The Committee discussed standardizing the Talk About It Tuesday meeting format and clarifying documentation procedures.

The Committee agreed:

- Minutes will be taken during Talk About It Tuesday sessions.
- Minutes will not be approved during the public engagement session.
- Minutes will be reviewed and approved during subsequent Committee working sessions.
- Public input items will be documented consistently and incorporated into a tracking process.
- The purpose of minutes is to preserve the integrity of the record under OMA.

Tracking and Reporting

Staff presented use of an internal tracking system to document public input items and monitor progress.

Discussion included:

- Capturing public input items as identified.
- Evaluating frequency, feasibility, alignment with District mission and policy considerations.
- Distinguishing operational versus capital impacts.
- Providing quarterly progress updates.

- Developing an administrative procedure to ensure version control and archival documentation.

The Committee agreed that work session minutes would include tracking summaries and that quarterly public-facing updates would identify progress and completed actions.

Engagement Strategies

The Committee reviewed engagement strategies including:

- Digital promotion
- Facility-based outreach
- QR code survey access
- Targeted email communication
- Raffle incentives to encourage participation

The Committee agreed raffle incentives would be limited to in-person attendees, and staff would determine appropriate incentive amounts based on context and topic.

Survey Alignment

Discussion addressed:

- Avoiding duplication of surveys.
- Leveraging the RiverPlex biannual survey and other existing survey tools.
- Exploring opportunities for benchmarking alignment across survey instruments.
- Evaluating survey practices at additional facilities where appropriate.

Staff will evaluate survey alignment opportunities and report back with recommendations.

6. PENDING BUSINESS

None.

7. OTHER BUSINESS

None.

8. ACTION ITEMS REVIEW

1. Revise February 3, 2026 minutes to clearly distinguish between the Talk About It Tuesday portion and the formal Committee meeting.
2. Schedule and promote March 3, 2026 Pickleball Talk About It Tuesday at Lakeview Recreation Center (11:00 AM).
3. Develop an administrative procedure for tracking, exporting, and archiving public input documentation.
4. Finalize 2026 Talk About It Tuesday topic sequencing.

9. ADJOURNMENT

At 11:55 AM, Trustee Harant MOVED TO ADJOURN. Motion seconded by Trustee Sierra and carried on a unanimous aye of members present.

Respectfully Submitted by Alicia Woodworth
Executive Assistant and Board Secretary