



536 East Avenue / La Grange, Illinois 60525 / P 708.588.2280 / F 708.354.0535 / ilipra.org

IPRA Administration and Finance Section  
Administrative Professionals Special Interest Group ("SIG")

AGENDA

April 17, 2024, 1:00 p.m.  
Zoom Meeting

1. Call to Order
2. Meeting Welcome/Introductions
3. Review of Goals for 2024
  - a. Encourage SIG members to become IPRA members
  - b. Increase communication and collaboration between members
  - c. Organize educational SIG events
  - d. Update the membership roster bi-annually
4. Open Discussion
  - a. General Agency Administration
    - i. Policies, Procedures & Laws
    - ii. Training/Technology/Apps
    - iii. Other
5. Old Business
  - a. None
6. New Business - Discussion
  - a. Your goals for 2024 – how can Admin Professional SIG help you to achieve your goals?
  - b. IPRA Soaring to New Heights 2025 Session Ideas for an Admin Track
  - c. Please share a personal or agency accomplishment! Have you developed a new method for handling FOIA's, Board Meeting Packets, minutes, etcetera – let us know.
  - d. "I wish I was more familiar with..." – please share a way we can help each other.
  - e. Possible topics/training for future meetings.
    - i. Record Retention
    - ii. Board Packet procedures.
    - iii. Assisting the Executive Director
    - iv. Finance Training bonds, budget, levy, etc.
    - v. Board Agenda Calendar/Timeline
    - vi. Naming Files
    - vii. please share your suggestions
  - f. Feedback on future meeting dates



PARK & RECREATION ASSOCIATION

***Administration and Finance***

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7. Good to the Order

a. IPRA A&F Section Meetings:

- i. Tuesday, June 18 – Zoom, 3 pm
- ii. Thursday, Sept 19 – Oak Brook Park District, 1450 Forest Gate Road, Oak Brook, IL 60523
- iii. First week of December - TBA

b. Job Announcements

c. Next Admin Professional SIG Meeting – TBD

8. Adjournment