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**COLLINSVILLE AREA RECREATION DISTRICT
CLOSED SESSION MINUTES
May 1, 2012**

The CLOSED SESSION of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Mary Ann Bitzer at 8:08 PM, May 1, 2012 at the district office, 10 Gateway Drive, Collinsville, Illinois. Role was called with the following commissioners answering present: Spike Bryant, Andrew Carruthers, David Tanzyus, and Mary Ann Bitzer. Commissioner Joan Burke was absent.

Others present included Attorney David Gerber, and Administrative Assistant Susan Zaber.

The purpose of the CLOSED SESSION was to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees.

- The topic discussed was regarding the search for an Executive Director for the park district. The commissioners were provided with a tracking sheet outlining individuals who submitted resumes/applications for the position and copies of all submitted applications. Eight applications were received.
- Two candidates, Bret Swip and Judith Nelson, submitted resumes prior to the posting of the position, but did not follow through after the position was posted to provide requested letters of reference.
- Andrew Carruthers asked if the commissioners were going to take the applications home and look at them. He suggested ranking the candidates 1-8 based on what the commissioners want in a candidate and the job description, and then take a decision as to how many the commissioners want to interview.
- David Tanzyus suggested since there were only 8 applications to interview all 8 candidates for the position, and then bring the top candidates back for a second interview and maybe a tour with a staff member of the facilities.
- Dates for interviews were discussed and it was decided to have an e-mail sent out to all of the commissioners to solicit two weeks during the month of May where commissioners had two open dates during the same week to conduct interviews.

No further business coming before the Commissioners, a motion was made by Tanzyus, seconded by Carruthers, that the CLOSED SESSION be adjourned to OPEN SESSION. Upon roll being called, those voting aye were: Bryant, Carruthers, Tanzyus, and Bitzer. None voted nay. Motion passed.

The meeting stood adjourned at 8:25PM.

Respectfully submitted,

Susan Zaber, Recording Secretary

Date