



# **PARK DISTRICT of OAK PARK**

**PARK DISTRICT OF OAK PARK  
Committee of the Whole Meeting  
John Hedges Administrative Center  
218 Madison Street, Oak Park, Illinois 60302  
Thursday, September 7, 2023, 7:30pm**

## **AGENDA**

**I. Call to Order/Roll Call**

**II. Public Comment**

*Each person is limited to three minutes. The Board may set a limit on the total amount of time allocated to public comments.*

**III. Administration and Finance Committee – Commissioner Wick**

- A. Community Service Award Nomination Update
- B. Elected Officials BBQ Update
- C. Environmental Sustainability Advisory Committee Application – Ambria Jones\*
- D. Environmental Sustainability Advisory Committee Application – Meghan Strubel\*

**IV. Parks and Planning Committee – Commissioner Worley-Hood**

**V. Recreation and Facility Program Committee – Commissioner Lentz**

**VI. New Business**

**VII. Closed Session**

**VIII. Adjournment**

\* Indicates information attached.

\*\* Indicates information to be provided before or at the meeting.

Update/Presentation indicates verbal report provided at meeting no materials attached.

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (708) 725-2017 or via email at [Edith.Wood@pdop.org](mailto:Edith.Wood@pdop.org).

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*



**Memo**  
*ESAC Application – Ambria Jones*

# Memo

To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Patti Staley, Director of Horticulture/Oak Park Conservatory

CC: Jan Arnold, Executive Director

Date: August 30, 2023

Re: Environmental Sustainability Advisory Committee Application

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## Statement

The Environmental Sustainability Advisory Committee (ESAC) acts as a liaison between the Park District and the community, helping implement the Park District's Environmental and Sustainability Policies as well as identifying and exploring sustainability issues and environmental initiatives. The ESAC currently has seven of the eight spots filled and is actively searching for new committee members.

## Discussion

The Environmental and Sustainability Committee members serve staggered 3 years terms. Ambria Jones, resident of Oak Park, has expressed interest and submitted a committee interest application. Ambria has lived in Oak Park all her life, and lives closest to the CRC, Longfellow Park, and Stevenson Park. Ambria also has a bachelor's degree in Environmental Biology, and is excited for the opportunity to give back to the community.

## Recommendation

Staff recommends the Park Board review and approve the application of Ambria Jones as a citizen committee member to the ESAC.

*Attachment: Committee Interest Application for Ambria Jones*



# PARK DISTRICT OF OAK PARK

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## Committee Interest Application

Thank you for your willingness to serve your community on one of our volunteer citizen's committees. The following information will assist the Park District in determining the best position for you to utilize your experience, abilities and interests.

**INSTRUCTIONS:** Please complete and submit this application for review to the location listed above.

**Committee you are interested in joining:** (please check all that apply)

☐ Park District Citizen Committee (PDCC)

☒ Environmental Sustainability Advisory Committee (ESAC)

☐ Senior Advisory Committee (SAC)

☐ Art Advisory Committee (AAC)

### APPLICANT INFORMATION Please note, Oak Park residency is required to apply.

Applicant Name AMBRIA JONES

Address 220 S TAYLOR AVE.

City OAK PARK

State IL

Zip 60302

Email Address AMBRIA.JONES@GMAIL.COM

Daytime Phone 630.301.0752

Evening Phone —

Age of Applicant: ☒ Up to 29 years ☐ 30- 54 years ☐ 55 years & up

What park and public space are closest to your residence? CRC, Longkellow, Stevenson

### AVAILABILITY

Please indicate your availability on a regular basis:

**CHOOSE ONE:** ☐ Daytime ☐ Evening ☒ Anytime (as needed)

**CHOOSE ONE:** ☒ Weekly ☐ Semi-monthly ☐ Monthly ☐ Intermittently

### EDUCATIONAL DATA

Degrees (if any) Masters - International Relations

Other Educational Experience Bachelors - Environmental Biology

### COMMUNITY ACTIVITIES, PROFESSIONAL ORGANIZATIONS OR OTHER INTERESTS

Please list any activities you are currently involved with: \_\_\_\_\_

Please indicate how you can best be of service to the Park District of Oak Park: I've lived here my entire life & excited about the opportunity to give back to it.

Applicant's Signature: Ambria Jones

Date 8/8/23

*You are welcome to attach additional information in a resume or write on the back of this form.*



# AMBRIA JONES

Ambria.jones@gmail.com | 630-301-0752

Linkedin.com/in/ambria-k-jones

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## ACADEMIC ACHIEVEMENTS

### Harvard University

- Master of Liberal Arts, Extension Studies, International Relations

### University of Dayton

- Bachelor of Science, Environmental Biology

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## KEY COMPETENCIES

Program Coordination	Alumni Relations	Development
Communications	Administrative Support	Event Coordination
Financial Administration	Client-Facing	Problem-Solving

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## PROFESSIONAL EXPERIENCES

### Western Governor's University Course Maintenance Associate

July 2022 - Present

- Efficiently handling an average of 75+ course maintenance tickets monthly, addressing issues promptly and efficiently.
- Streamlining the course content update within established timelines, ensuring consistent stakeholder communication.
- Maintaining customer satisfaction by providing effective and friendly customer support.
- Ensuring quality assurance by demonstrating meticulous attention to detail and accuracy in data entry.
- Actively participating in cross-functional team projects, fostering a collaborative environment for teamwork and cooperation.

### Tufts University Administrative Assistant

January 2022 - May 2023

- Successfully handled complex and confidential stakeholders and requests, maintaining a 100% data security and confidentiality record.
- Provided advanced administrative support and communications for the department, reaching students, staff, faculty, and other stakeholders.
- Assisted the Director of Stewardship in mailing donor reports, creating stewardship templates, and sending acknowledgment letters using Outlook and Constant Contact.
- Managed and coordinated the department's calendar, ensuring timely delivery of communications and upcoming events.
- Planned and coordinated meetings and special events, including contacting speakers, reserving event facilities and hotel rooms, and distributing promotional items.

**M.I.T.****Feb 2019 - Sep 2021****Assignments Associate**

- Oversaw the administration of room assignments, short-term housing, and ongoing individual room changes for 800+ graduate on-campus residents.
- Utilized housing management software (HMS, StarRez) to maintain a complete and accurate database of assignments, cancellations, and room switches.,
- Provided high-level customer service to MIT's diverse population using email, telephone, and in-person visits.
- Successfully addressed challenging housing-related scenarios, such as resolving roommate conflicts and handling urgent housing requests with 72 hours.

**Galileo Learning****May 2018 - Jul 2018****Operations Coordinator**

- Provided administrative and management support to the Camp Director, resulting in streamlined operations and increased efficiency in camp processes.
- Delivered excellent customer service to camp families, ensuring a professional, positive, and memorable camp experience.
- Managed and maintained weekly camper paperwork and materials, achieving a high accuracy rate in camper registration, transfers, and cancellations using Salesforce.
- Led and managed Summer Interns, ensuring enthusiastic support of camp operations and programming.

**University of Dayton****Aug 2015 - May 2018****Resident Assistant/Neighborhood Fellow**

- Thrived in a constantly changing and unpredictable environment, maintaining high motivation and adaptability to meet residents' evolving needs.
- Responded to crises promptly and decisively, maintaining a high incident resolution rate and ensuring the safety and well-being of residents.
- Offered timely referrals for academic, social, and health-related resources on campus, assisting 100+ students in accessing the necessary support services.
- Demonstrated critical thinking and creative problem-solving skills, successfully resolving complex issues and enhancing the overall resident experience.

**Chicago Council of Science & Technology****May 2017 - Aug 2017****Social Media Marketing Intern**

- Assisted the CEO and Marketing team in their daily activities, streamlining workflows and enhancing productivity.
- Researched and implemented the latest digital marketing trends and strategies to increase online audience engagement.
- Updated all SEO/SEM for the website and social media channels including Twitter and YouTube.
- Managed and organized digital marketing material in Google Suite and Dropbox.



## **Memo**

### *ESAC Application – Meghan Strubel*



# Memo

To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Patti Staley, Director of Horticulture/Oak Park Conservatory

CC: Jan Arnold, Executive Director

Date: August 30, 2023

Re: Environmental Sustainability Advisory Committee Application

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## Statement

The Environmental Sustainability Advisory Committee (ESAC) acts as a liaison between the Park District and the community, helping implement the Park District's Environmental and Sustainability Policies as well as identifying and exploring sustainability issues and environmental initiatives. The ESAC currently has seven of the eight spots filled and is actively searching for new committee members.

## Discussion

The Environmental and Sustainability Committee members serve staggered 3 years terms. Meghan Strubel, resident of Oak Park, has expressed interest and submitted a committee interest application. Meghan is currently involved with the Fair Oak Presbyterian Church, book groups, and tutoring programs. Meghan lives closest to RCRC and Stevenson Park. Meghan is looking forward to advocating for the Park District and for environmental sustainability.

## Recommendation

Staff recommends the Park Board review and approve the application of Meghan Strubel as a citizen committee member to the ESAC.

*Attachment: Committee Interest Application for Meghan Strubel*





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☐ Park District Citizen Committee (PDCC)

☒ Environmental Sustainability Advisory Committee (ESAC)

☐ Senior Advisory Committee (SAC)

☐ Art Advisory Committee (AAC)

### APPLICANT INFORMATION Please note, Oak Park residency is required to apply.

Applicant Name MEGHAN STRUBEL

Address 309 N HARVEY AVE

City OAK PARK State IL Zip 60302

Email Address STRUBEL@mac.com

Daytime Phone 708 214 7357 Evening Phone SAME

Age of Applicant: ☐ Up to 29 years ☐ 30- 54 years ☒ 55 years & up

What park and public space are closest to your residence? Ridgeland Recreation Complex; Stevenson Park

### AVAILABILITY

Please indicate your availability on a regular basis:

**CHOOSE ONE:** ☐ Daytime ☒ Evening ☐ Anytime (as needed)

**CHOOSE ONE:** ☐ Weekly ☒ Semi-monthly ☐ Monthly ☐ Intermittently

### EDUCATIONAL DATA

Degrees (if any) B.A. History, KENYON COLLEGE ; M.A.T. UIC

Other Educational Experience \_\_\_\_\_

### COMMUNITY ACTIVITIES, PROFESSIONAL ORGANIZATIONS OR OTHER INTERESTS

Please list any activities you are currently involved with: Fair Oaks Presbyterian Church (various),  
book group, Cluster Tutoring Program

Please indicate how you can best be of service to the Park District of Oak Park: I look forward to help advocating  
for the Park District + for environmental sustainability! I am dedicated

Applicant's Signature: Meghan Strubel Date 8/22/2023

*You are welcome to attach additional information in a resume or write on the back of this form.*

wakey see!

**MEGHAN TOTH STRUBEL**  
309 N. Harvey Avenue Oak Park, Illinois 60302  
708-214-7357 | [strubel@mac.com](mailto:strubel@mac.com)

## **EXPERIENCE**

**American Academy of Physical Medicine and Rehabilitation, Rosemont, IL** 2015 – present  
*Corporate Support Manager* January 2023 – present  
Part of four-person team responsible for securing \$4,000,000 of AAPM&R \$11,000,000 annual budget for 9,000-member medical specialty society. Responsible for developing and managing partnerships with healthcare organizations and companies.

*Education Manager* January 2021 – December 2022  
*Education Coordinator* January 2015 – December 2020  
Manage continuing medical education (CME) development and accreditation compliance. Staff liaison to the 16-member Self-Assessment Committee charged with developing accredited CME. Recruit and onboard committee members and manage multiple education and leadership development projects simultaneously. Organize live training courses, committee meetings, and workshops at annual conference. Responsible for website content, vendor partnerships, and budgets totaling \$450,000. Lead development of annual self-assessment exam administered by 100+ national and international PM&R residency programs (1400+ residents). Conduct outreach to build relationships with program directors and coordinators and create communication plan to ensure smooth exam administration.

**AMERICAN HOSPITAL ASSOCIATION, Chicago, IL** 2013 – 2015  
**Association for Healthcare Volunteer Resource Professionals**  
*Products and Services Coordinator*  
Managed professional growth and development opportunities for personal membership group of the AHA including speaker selection for annual conference and development of annual continuing education offerings. Marketed education programming to members, updated website, and managed recertification process for the Certified Administrator of Volunteer Services credential. Staffed Conference Planning, Retail and Education committees. Handled member queries and member data in AMS/netForum. During period of staff transition, launched and managed annual conference registration, handled membership services and served as liaison additionally to Awards and Nominations committees. Engaged other personal membership groups to share best practices.

**Independent Project Manager, Oak Park, IL** 2011 – 2013  
Worked with clients on home office management, marketing and finance projects.

**Housing Forward (formerly West Suburban PADS), Maywood, IL** 2010 – 2011  
*Development Associate*  
Managed special events for \$1.4M social services agency serving the homeless. With board of directors' fundraising committee, planned and coordinated flagship Have-a-Heart gala (\$89,440 net), progressive dinner (\$11,830 net) and two smaller fundraising events. Managed sponsor recruitment processes, program production, volunteer recruitment and coordination, and ticket sales. Conducted community outreach for Have-a-Heart silent auction and program book advertisement sales. Managed donor correspondence.

**The Himmelfarb Group, Oak Park, IL** 2003 – 2010  
*Senior Associate*  
Responsible for candidate recruitment, evaluation, and placement for boutique executive search firm specializing in executive-level talent for nonprofit and philanthropic communities. Developed strong

specialization in not-for-profit environments, cultures, and operations by working closely with board members, staff, and search committees to ensure successful placements.

Maintained ACT database; coordinated search committee correspondence, presentations, and travel arrangements; authored candidate and search conclusion correspondence; and updated company website.

**Cluster Tutoring Program, Chicago, IL**

1998 – 2004

*Member, Board of Directors (1998-2003); Program Coordinator (2002-2004)*

As board member, assisted with governance, community outreach, tutor recruitment, and fundraising for 501(c)3 serving students in Chicago's Austin neighborhood by providing free one-on-one tutoring and long-term mentoring relationships. As program coordinator, managed 35 volunteer tutor/mentor pairs at weekly operations. Trained and provided ongoing support for tutors, and organized year-end recognition and holiday celebrations.

**Golden Apple Foundation, Chicago, IL**

1995 – 1997

*Program Coordinator*

Managed various components of the Golden Apple Scholars of Illinois program including work-study placement and evaluation, field site placement and evaluation, and loan repayment for 280 Scholars. Organized new Scholar class receptions and orientations. Assisted graduating scholars with job placement. Wrote grants to support salary.

**SKILLS**

Project Management; Program Development; Volunteer Management; Microsoft Outlook, Office, Word and PowerPoint; Microsoft Excel; iMIS database; Budgeting and forecasting; Time Management; Multi-Tasking; Writing and Proofreading; Recruiting; Meeting Planning; Event Planning; Travel Management; Expense Reporting; Customer Service; Community Outreach

**ACTIVITIES**

Fair Oaks Presbyterian Church: Elder, 2020 – present, Logos volunteer, 2001-2019; Youth leader, 2002-2014; Deacon, 2004-2010

Illinois Alliance for Continuing Medical Education: Program Committee, 2018-2020.

Learning Edge (formerly Cluster) Tutoring Program, tutor 2015 – 2017; substitute tutor, 2017-present.

**EDUCATION**

**Kenyon College, Gambier, OH**

*Bachelor of Arts in History*