



Board of Commissioners  
Marketing Committee Meeting Minutes  
September 3, 2025

The Marketing Committee Meeting was called to order at 6:12 p.m. on September 3, 2025, at the Administration Center, 737 W. Exchange Street, Crete, Illinois.

**Commissioners Present:** Sheila Einhorn. June Shy was absent.

**Others Present:** Andy Biesterfeld, Executive Director.

**Marketing Transition**

- Jordan's last day was September 2.
- Conducted Exit Interview with Jordan.
- Discussed with current staff splitting duties until new Marketing Supervisor is hired. Social media, Website, Flyers, Newsletters, Guidebooks, other miscellaneous duties.

**Marketing Position**

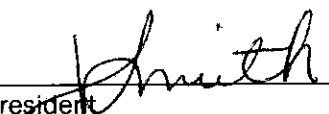
- Reviewed and updated position description (to be approved at September meeting)
- Position will report to Superintendent of Recreation and fall under the recreation department.
- Post job internally and externally by September 10.
- Goal is to hire by October 30 with anticipated start date no later than mid-November.

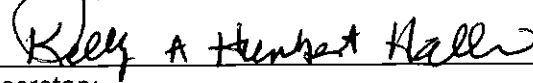
**New Business**

- Next meeting date will be February 4, 2026.

The meeting adjourned at 6:35 p.m.

Submitted by:  
Andy Biesterfeld,  
Executive Director

  
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President

  
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Secretary

9/17/25  
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Date Approved