

**November 16, 2009**

**Summary - Board Action Regarding Payment of Commissions on Sponsorship Sales - Township Board of Directors Meeting on November 16, 2009**

The Board approved the changes in the program as provided in the memorandum from the Township President dated November 16, 2009 and entitled Commissions Paid on Sponsorship Sales.

1. The Commission on sponsorship sales was adopted by the Township Board of Directors in July, 2004. This system provided the following commissions on sponsorship sales:
  - ✓ 17% for Vice President of Marketing and Public Affairs
  - ✓ 5% for Event Manager
  - ✓ 1% for Marketing Assistant
2. Effective January 1, 2010, the commission structure will be changed to a Performance Bonus plan. The performance bonus plan will be administered as follows:
  - ✓ If 100% or more of the sponsorship goal is achieved, the performance bonus will be based on a percent of total budgeted sponsorship income for seven events listed below.
    - 7.5% for Vice President of Marketing and Public Affairs
    - 2.5% for Event Coordinator
  - ✓ If 90% to 99% of the goal is met, the performance bonus will be as follows:
    - 6.5% for Vice President of Marketing and Public Affairs
    - 2.2% for Event Coordinator
  - ✓ If less than 90% of the goal is met, no performance bonus will be provided.
3. The performance bonus will be based on sponsorship income from seven events only.
  - ✓ Red, Hot & Blue
  - ✓ Public Safety Banquet
  - ✓ Woodlands Waterway Square events
  - ✓ iWOW
  - ✓ Lighting of the Doves
  - ✓ Winter Wonderland
  - ✓ The Ice Rink
4. The performance bonus plan will be "grandfathered" for the existing events and employees
5. Total compensation for base and commission will be maintained at current levels. Base pay adjustments will be made for each of the impacted employees to offset the reduction in commission income as the change is made to the performance bonus program.