

THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION  
BOARD OF DIRECTORS MEETING  
August 24, 2021

Gayle Mountcastle called the August 24, 2021 meeting to order at 9:59 AM. The following board members were in attendance:

Don Miletic, Des Plaines Park District  
John Jekot, Golf Maine Park District (arrived at 10:05 AM)  
Dan Schimmel, Village of Lincolnwood  
Jeff Wait, Morton Grove Park District  
Gayle Mountcastle, Park Ridge Park District  
Michelle Tuft, Skokie Park District  
ABSENT: Niles Park District

Staff in attendance: Jennifer Gebeck, Tom Byczek, Audra Ebling, Tori Woodbury, Aaron Glickson, Lisa Barrera

Breitlow amended the agenda to include the Golf-Maine Park District Representative in New Business.

A motion to approve the consent agenda was made by Don Miletic and seconded by Jeff Wait. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: (arrived at 10:05)  
Lincolnwood: Yes  
Morton Grove: Yes  
Park Ridge: Yes  
Skokie: Yes

#### **STAFF REPORTS**

Superintendent Jennifer Gebeck reviewed the program report. She highlighted the End of Summer Party, sponsored by the Liponi Foundation, which this year was held in two back-to-back events at Harrer Park. She also updated the board on the progress with E-Pact. Gebeck reported on the three day camps held this summer.

Inclusion Manager Lisa Barrera presented on the inclusion statistics and highlights from the summer. She also presented a "Parent Inclusion Guide" which was distributed to the board. The guide will be available at all park districts, as well as electronically via a link on the M-NASR website. Barrera offered to provide training on the manual or inclusion related topics to the member district's staff.

Communications and Marketing Manager Audra Ebling reported she has been working with each member district to update the M-NASR information used on websites and in

their brochures. She presented the plans and timeline for celebrating M-NASR's 50<sup>th</sup> anniversary in 2022.

Tori Woodbury, Fundraising and Development Manager, reported on the scholarships received in Summer 2021 compared to Summer 2022. She thanked the park districts for their support, and Skokie for hosting, the Liponi Foundation Mini-Golf Outing, held August 11. The event netted \$9,500 with over 170 golfers, the highest totals to date.

The board reviewed the budget reports by fund as of June 30, 2021 and July 31, 2021. Breitlow reviewed that the discrepancy from year to date compared to 2020 was due to more member district contributions coming in sooner this year. She also pointed out that revenues for programs are higher than 2020, and expenses (with the exception of camp) are lower. She expects that to change as more in person programs are returning, and require more part time staff, which is M-NASR's largest programming expense.

Executive Director Breitlow reviewed an update on agency goals. Breitlow updated the board that there are two remaining full time positions open, the Inclusion Coordinator and a Recreation Specialist, with second interviews occurring this week. Staff are collecting surveys regarding printing of the brochure, to determine if it should be printed again, or will remain electronic, as well as how to better distribute. Breitlow highlighted building relationships with potential sponsors including a meeting with Touching Hearts and that Partnership Financial had been invited to speak on the M-NASR video and brought 20 individuals to the mini-golf fundraiser. Staff will be working on updating sponsorship packages for 2022. Staff are beginning work on the records retention process and met with a representative from the Illinois State Archive. Re-inventorying is required as this has not been updated since the early 2000s.

2021 initial year end budget projections were not discussed.

Breitlow presented a program price analysis report.

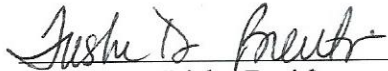
Breitlow presented the part time staff pay rates for 2022. Don Miletic made a motion to approve the part time pay rates for 2022 as presented. This was seconded by Michelle Tuft. This passed in a roll call vote as follows:

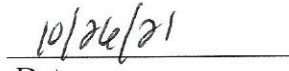
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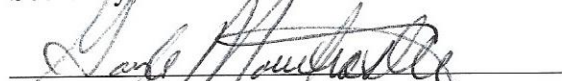
Breitlow presented the current check signing policy and process. She indicated staff would be moving towards an electronic signature rather than live signatures. The board agreed electronic signatures could be used up to \$25,000. Any requests over \$25,000 would require live signatures. Breitlow currently approves all check requests and will continue to do so. The treasurer will continue to approve all checks before they are cut.

John Jekot indicated that his role at Golf-Maine Park District is now changing to a part time consultant role. He indicated the Golf-Maine Park District would like him to remain the representative on the M-NASR Board. The board reviewed the articles of agreement and after discussion, requested the Golf-Maine Park District Board put this request in writing.

Done Miletic made a motion to adjourn the meeting at 11:15 AM. This was seconded by Michelle Tuft and passed in a voice vote.

  
Secretary, Trisha Breitlow

  
Date

  
President, Gayle Mountcastle  
Park Ridge Park District

  
Date