

THE MAINE NILES ASSOCIATION OF SPECIAL RECREATION  
BOARD OF DIRECTORS MEETING  
December 14, 2021

Gayle Mountcastle called the December 14, 2021 meeting to order at 10:02 AM. The following board members were in attendance:

Don Miletic, Des Plaines Park District  
John Jekot, Golf Maine Park District  
Jeff Wait, Morton Grove Park District  
Tom Elenz, Niles Park District  
Gayle Mountcastle, Park Ridge Park District  
Michelle Tuft, Skokie Park District  
Karen Hawk, Village of Lincolnwood

Staff in attendance: Tori Woodbury, Lisa Barrera, Tom Byczek, Audra Ebling, Aaron Glickson, Ali Teichmiller, Ashley Feld, Louisa Shortall

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

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

The consent agenda consisted of: Minutes of the October 26 board meeting; Minutes of the October 26 special meeting and budget workshop; Treasurers Report for the month ending October 31 and November 30, 2021; Voucher list of bills presented for the December 14, 2021 board meeting in the amount of \$66,718.37.

Superintendent Barrera reviewed the program report. She highlighted that winter camps are back after not running in December 2020 due to covid, a wheelchair basketball clinic is being planned, epact is now running, and 2021 recognition night is being planned to occur at Devonshire Cultural Center as more of a “red carpet” awards event rather than the typical banquet dinner and dance (in order to be able to plan for potential covid mitigations).

Communications and Marketing Manager Audra Ebling reported on the upcoming brochure for spring programs which will be the first printed brochure since March of 2020. She has also been working on the 50<sup>th</sup> anniversary campaign which will begin in January, the communication to families and participants regarding epact, Trivia Night and the Liponi Dinner Dance.

Fundraising and Development Manager Tori Woodbury reported updates on the annual appeal and the Coleman matching grant. The annual gift card raffle has a few tickets left to sell, with the drawing occurring December 15. M-NASR received a \$12,500 grant from the Rice Foundation. Woodbury made a new contact at Advocate Lutheran General through a chamber event, resulting in a new donation.

The board reviewed the budget reports by fund as of November 30, 2021.

Executive Director Breitlow updated the board on the 2021 goals. She informed the board she and business manager Byczek met with representatives from Lauterbach & Amen auditing firm to conduct a review of internal procedures. A report should be provided by the end of the year. M-NASR is required to find a new asset management software as the current assetworks will no longer be supported by PDRMA. Breitlow shared a thank you note from former staff Jennifer Gebeck. The suggested board officer rotation for future years was reviewed.

The 2022 Member District Contributions were presented. A motion was made by Michelle Tuft and seconded by Jeff Wait to approve the 2022 Member District Contributions totaling \$1,500,000. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

Proposed salary ranges for full time staff and permanent part time staff were presented for 2022. The ranges were increased 1.9% over the 2021 ranges. A motion to approve the 2022 salary ranges was made by Michelle Tuft and seconded by John Jekot. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

The proposed 2022 budget was presented to the Board. The budget will have a \$106,326 deficit, based on spending down the fund balance overage. Don Miletic motioned to approve the 2022 budget, seconded by Michelle Tuft. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

John Jekot updated the board that his status with the Golf-Maine Park District is again full time, as Executive Administrator. He will provide updated minutes to the board. It was noted Breitlow will collect minutes from each board member annually with approved appointments and alternates from their districts to the M-NASR Board.

The 2022 board meeting dates were reviewed with the board.

A motion was made by Michelle Tuft and seconded by Jeff Wait, to nominate John Jekot for the 2022 office of President, and representative of the LiPoni Foundation. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

A motion was made by Don Miletic and seconded by Karen Hawk to nominate Michelle Tuft for office of Vice President. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

A motion was made by Michelle Tuft and seconded by Tom Elenz to nominate Jeff Wait for the office of Treasurer. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes

Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

A motion was made by Michelle Tuft and seconded by Jeff Wait to appoint Trisha Breitlow as Secretary for the M-NASR Board. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

A motion was made by Jeff Wait and seconded by Michelle Tuft that the Association designate the checking and payroll accounts as presented in Agenda Item VII C i with the authorized signature of any two of the following: M-NASR Executive Director, M-NASR Superintendent of Recreation and Morton Grove Park District Executive Director. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

A motion was made by Jeff Wait and seconded by Michelle Tuft that the Association designate the investment account as presented in Agenda Item VII C ii with the authorized signature of any two of the following: M-NASR Executive Director, M-NASR Superintendent of Recreation, and Morton Grove Park District Executive Director. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

The 2021 President's Award was presented to Ali Teichmiller, Support Staff Manager.

A motion was made by Tom Elenz and seconded by John Jekot to approve the Whistleblower Protection Policy and Procedure as presented. This passed in a voice vote.

The M-NASR year end video was shown to the board. The Board expressed thanks to the M-NASR staff for their hard work and dedication in 2021.

John Jekot made a motion, seconded by Don Miletic to approve Resolution 2021-3; Determining the Confidentiality of Previously Board Reviewed and Approved Closed Session Minutes. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

Don Miletic made a motion, seconded by John Jekot to approve Resolution 2021-4, Destruction of Certain Verbatim Recordings of Closed Sessions Meetings. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

A motion was made by Michelle Tuft at 10:32 AM and seconded by Tom Elenz to convene into executive session in accordance with the Open Meetings Act, section 120/2 (c)1. This passed in a voice vote

The regular meeting reconvened at 10:54 AM.

A motion was made by Jeff and seconded by Michelle Tuft to approve a 5% increase to Executive Director Breitlow's salary effective January, 2022. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

A motion was made at 10:56 AM by Jeff Wait and seconded by Michelle Tuft to adjourn the December 14, 2021 board meeting. This passed in a voice vote.

*Trisha B. Breitlow*

Secretary, Trisha Breitlow

*2/22/2022*

Date

*John C. Jekot*

President, John Jekot  
Golf-Maine Park District

*02/24/2022*

Date