

THE MAINE NILES ASSOCIATION OF SPECIAL RECREATION  
BOARD OF DIRECTORS MEETING  
February 22, 2022

John Jekot called the February 22, 2022 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  
Michelle Tuft, Skokie Park District  
Karen Hawk, Village of Lincolnwood

Absent: Gayle Mountcastle, Park Ridge Park District

Nicole Witt, Inclusion Coordinator introduced herself to the board.

Staff in attendance: Tori Woodbury, Lisa Barrera, Tom Byczek, Audra Ebling, Nicole Witt

A motion to approve the consent agenda was made by Tom Elenz and seconded by Don Miletic. This passed in a voice vote unanimously.

The consent agenda consisted of: Minutes of the December 14, 2021 board meeting; Minutes of the December 14, 2021 Executive Session, Treasurers Report for the month ending December 31, 2021 and January 31, 2022; Voucher list of bills presented for the February 22 board meeting in the amount of \$78,512.61

Superintendent Barrera reviewed the program report. She highlighted M-NASR's participation in the Coming Together program with many organizations in the Niles Township. M-NASR has a write-up in the event's booklet and will be hosting two online outreach events and an in person boccia/bocce demonstration in cooperation with Orchard Village, a residential facility. Barrera also reported on outreach meetings the recreation staff are holding with various schools. 2021 program and inclusion statistics were available.

Communications and Marketing Manager Audra Ebling reported the first printed program brochure in two years (since covid-19) was completed and would be mailed this week. She's also been working with the Liponi Foundation for updates and promotion of the fundraising campaign replacing the dinner dance for the second year.

Fundraising and Development Manager Tori Woodbury reported that with the Liponi Dinner Dance being cancelled again due to covid-19, they are now running an appeal fundraising campaign as well as a small online auction. She also reported that she and

Executive Director Breitlow participated in an interview with the Park Ridge Community Foundation for possible funding. The new sponsorship package was reviewed.

The board reviewed the budget reports by fund as of January 31, 2022.

Executive Director Breitlow updated the board on the 2021 goals. She informed the board that M-NASR is now a member of each of the member district area chambers and plans to take advantage of free and low-cost opportunities available. Breitlow reviewed updated registration protocol being implemented as of summer, now allowing residents priority registration over non-residents. Discussion ensued regarding the two open full-time positions which have been difficult to fill and attract applicants. Discussion also ensued regarding recruitment of part time staff, and Breitlow will reach out to each member district to see what they are willing to offer part time staff in terms of facility or membership benefits. Once this is collected, it may cause review of the full-time benefits with park districts as well.

The Town of Maine Funding Agreement was presented. A motion was made by Michelle Tuft and seconded by Jeff Wait to approve the agreement. This passed unanimously in a voice vote.

John Jekot read a proclamation recognizing late Illinois State Senator and US Congressman Harris Fawell.

Breitlow reviewed quotes received for a salary benchmarking study and that \$4,000 was allocated in the 2022 budget for the project. A motion to approve the proposal from HR Source for the salary benchmarking study was made by Jeff Wait and seconded by Michelle Tuft. This passed unanimously in a voice vote.

Breitlow reviewed the quotes and proposals submitted for completing a strategic plan and that \$15,000 was allocated in the 2022 budget for the project. Discussion ensued regarding the preference of using a consulting firm versus it being completed by staff in house. The board expressed expectation of accountability and follow up to the board of progress on the strategic plan. A motion was made by Karen Hawk and seconded by Jeff Wait to approve the proposal for the strategic plan provided by Lisa-Ann Barnes with Blue Pontoon. This passed in a voice vote 4 in favor, 2 opposed.


Breitlow reviewed the most recent policy required vaccination or weekly covid-19 testing for staff. This will be updated or removed as mitigations are expected to be updated.

Breitlow reviewed the fund balance policy and that the unaudited 2021 amount was roughly at 40%, 5% above the maximum threshold. There was discussion about factors that led to this, and that Breitlow is aware of the surplus and has budgeted the last two


years at a deficit. The board agreed to revisit the surplus with Breitlow presenting updated information in the third quarter.

A motion was made at 10:43 AM by Tom Elenz and seconded by Don Miletic to adjourn the December 14, 2021 board meeting. This passed in a voice vote.

  
Secretary, Trisha Breitlow

  
Date

  
President, John Jekot  
Golf-Maine Park District

  
Date