

**THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION  
BOARD OF DIRECTORS MEETING  
6820 W. Dempster St., Morton Grove, IL 60053  
December 16,2025 | 10:00 AM**

Board President Michelle Tuft called the December 16, 2025 meeting to order at 10:02 AM.

**Board Members in attendance:**

Don Miletic, Des Plaines Park District  
Kevin Hubka, Golf Maine Park District  
Jeff Wait, Morton Grove Park District  
Tom Elenz, Niles Park District  
John Shea, Park Ridge Park District  
Michelle Tuft, Skokie Park District (left at 10:50am)  
Karen Hawk, Village of Lincolnwood

**Staff in attendance:** Trisha Breitlow, Executive Director; Lisa Barrera, Superintendent of Recreation; Kelly Brunning, Sr. Operations Manager; Keli Stonitsch, Human Resources Manager; Audra Ebling, Communication & Marketing Manager; Mary Gates, Administrative Office Assistant/Registrar; Morgan Leno, Recreation Specialist; Rob Hentschel, Support Staff Coordinator; Regina Mundt, Fundraising & Events Manager; Brendan Myers, Recreation Specialist; Nicole Kubika, Inclusion Coordinator; Barb Woods, Accounting Manager

**Changes to Agenda:** Item VIII G, Focus Group Presentation was moved to after the approval of the consent agenda.

**Introduction of Visitors:** M-NASR Staff were welcomed to the meeting

**Public Comment:** None

**Consent Agenda:**

- Minutes of the October 28, 2025 Board Meeting
- Minutes of the October 28, 2025 Special Meeting
- Minutes of the December 1, 2025 Special Meeting.
- Treasurer's Report for the months ending October 31, 2025 and November 30, 2025
- Voucher list of bills in the amount of \$71,671.27

Michelle Tuft made a motion to approve the Consent Agenda, seconded by John Shea. The motion 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

Jan Hincapie gave a presentation to the board regarding the process and results of the focus groups held with participants, families and caregivers this summer.

Breitlow reviewed all staff reports. She noted in the recreation department, there are 36 basketball athletes, resulting in three teams. The position of Program Manager was filled with the new staff starting in January. The communications and marketing staff is working on updating form accessibility on the website. A grant of \$20,000 was received from The Rice Foundation to be used for training and transportation costs., and a new grant in the amount of \$10,000 to offset the cost of day camp was received from the Carl R. Hendrickson Family Foundation. The Liponi Foundation has secured over \$18,000 in sponsorships for the 2026 gala. Executive Director Breitlow highlighted action plans in place for the employee engagement survey and the focus groups. The Aktion Club received a National "Single Service Project Award." Discussion ensued regarding the possibility of using Lisa Drennan as a consultant related to inclusion. The Inclusion Committee has their first meeting set for January 13. Breitlow has been appointed to serve on the Joint Distinguished Accreditation Committee.

A motion was made by Tom Elenz to approve the 2026 Member District Contributions as presented, 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

A motion was made by John Shea to approve the proposed 2026 Salary Ranges for full-time and permanent part-time positions as presented, 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

A motion was made by Jeff Wait to approve the 2026 Budget as presented, seconded by Don Miletic. 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

Board meeting dates for 2026 were presented.

A motion was made Tom Elenz to accept the nomination of Tom Elenz as 2026 Board President, 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

A motion was made Michelle Tuft to accept the nomination of John Shea as 2026 Board Vice-President, seconded by Don Miletic. 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 John Shea to accept the nomination of Kevin Hubka as 2026 Board Treasurer, 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

A motion was made by Don Miletic to accept the nomination of Trisha Breitlow as Board Secretary, 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

A motion was made by Michelle Tuft to approve the Association's designation of the checking and payroll accounts as presented in Agenda Item VIII 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 for accounts 4578 and 1500; The motion was 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

A motion was made by Michelle Tuftand to approve the Association's designation of the investment account presented in Agenda Item VIII C ii with the authorized signatures of any two of the following: M-NASR Executive Director, M-NASR Superintendent of Recreation and Morton Grove Park District Executive Director. This was seconded by Jeff Wait and 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 Tom Elenz to approve reimbursement to staff enrolled in 2026 health insurance for the difference of in network out of pocket expense maximums in 2025 to in network out of pocket maximum expenses in 2026. 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 President's Award was presented to Keli Stonitsch. She was recognized by the M-NASR staff for their dedication, work ethic, leadership, and outstanding service to the agency.

A motion was made by John Shea at 10:56 AM to convene into Executive Session in accordance with the Open Meetings Act, section 120/2 (c)1, Semi-Annual Review of Minutes 5 ILCS 120/2 (c) (21) and Personnel 5 ILCS 120/2 (c) (1), seconded by Jeff Wait. This passed in a voice vote.

The Regular Board Meeting reconvened at 11:10 AM.

A motion was made by Jeff Wait to approve Resolution #2025-6 Determining the Confidentiality of Closed Session Minutes as presented, seconded by John Shea. This passed in a roll call vote as follows:

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

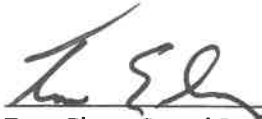
A motion was made by Jeff Wait to approve Resolution #2025-7; Regarding the Destruction of Certain Verbatim Recordings of Closed Session Meetings as presented, seconded by John Shea. This passed in a roll call vote as follows:

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

A motion was made by Jeff Wait to approve a salary raise increase of 7% as presented for the Executive Director, seconded by John Shea. This passed in a roll call vote as follows:

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

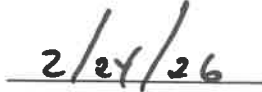
Jeff Wait made a motion to adjourn the December 16, 2025 Board meeting at 11:20 AM, seconded by Tom Elenz. The motion passed in a voice vote.



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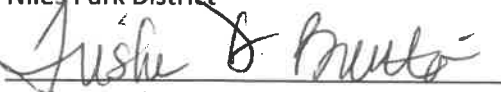
Tom Elenz, Board President

Niles Park District



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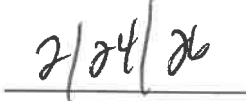
Date



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Trisha Breitlow, Board Secretary

Maine-Niles Association of Special Recreation



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Date