

THE MAINE NILES ASSOCIATION OF SPECIAL RECREATION  
BOARD OF DIRECTORS MEETING  
December 15, 2020

Tom Elenz called the December 15, 2020 meeting to order at 10:02 AM. The meeting was held electronically with the zoom platform due to COVID-19. Breitlow was present at the M-NASR office. It was verified all attendees could be heard and hear, upon their entry to the meeting. 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

Absent: Melissa Rimdzius, Village of Lincolnwood

Staff in attendance: Peggy Wilson, Jennifer Gebeck, Tom Byczek, Audra Ebling, Sonia Varughese, Lindsey Anderson, Lisa Barerra, Lauren Ruiz, Ali Teichmiller (joined at 10:35), Nicole Derrig (joined at 10:35)

Breitlow noted an error in the date of adjournment in the November Budget workshop meeting agenda minutes. It will be corrected for the minutes to be signed.

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: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes

The consent agenda consisted of: Minutes of the November 10 board meeting; Minutes of the November 10 executive session; Minutes of the November 10 special meeting and budget workshop; Treasurers Report for the month ending November 30, 2020; Voucher list of bills presented for the December 15, 2020 board meeting in the amount of \$32,798.35.

Superintendent Gebeck reviewed the program report. She highlighted the continued outreach of participants for virtual programs during COVID, and the increased participation with youth and teens over winter break.

Communications and Marketing Manager Audra Ebling reported on the latest brochure, for January programs which was the biggest brochure since COVID started, and also required cancellation of in person programs two days before it went live.

Development Officer Peggy Wilson updated the board on The Coleman Foundation matching grant and annual appeal which brought in more dollars than 2019. M-NASR received a \$10,000 grant from the Rice Foundation. Wilson and Breitlow will be interviewed by the Women's Club of Evanston this week as M-NASR is a finalist in this grant, which is new opportunity for M-NASR. The Liponi Foundation will be sending out an appeal campaign in lieu of the Dinner Dance for 2021, which was cancelled due to COVID.

The board reviewed the budget reports by fund as of November 30, 2020.

Executive Director Breitlow reviewed her 2020 work plan, as well as the agency goals developed for 2021. 2021 will have a heavy emphasis on participant recruitment, programming in underserved areas and increased operational efficiency.

The 2021 Member District Contributions were presented. A motion was made by John Jekot and seconded by Michelle Tuft to approve the 2021 Member District Contributions totaling \$1,359,806.00. This passed in a roll call vote as follows:

Des Plaines: Yes  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: abstain (audio issues)  
Skokie: Yes

Proposed salary ranges for full time staff and permanent part time staff were presented for 2021. The ranges were increased 2% over the 2020 ranges. A motion to approve the 2021 salary ranges was made by Michelle Tuft, 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: abstain (audio issues)  
Skokie: Yes

The proposed 2021 budget was presented to the Board. The budget will have a \$128,000 deficit, based on spending down the fund balance overage. The member district contributions were updated based on the discussion at the November budget workshop meeting to revise the fund balance policy. The revised fund balance policy will require 25% of all expenses less reimbursable inclusion expenses. John Jekot motioned to

approve the 2021 budget, 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: abstain (audio issues)  
Skokie: Yes

The 2021 board meeting dates were presented.

Discussion was held regarding the proposed updates to the fund balance policy as presented. The policy will require operating funds maintain a minimum balance of 25% of all expenses less reimbursable inclusion expenses. This is updating the current policy which utilizes capital expenses in the formula, rather than inclusion expenses. The board also discussed that a 50% ceiling may be too high and recommended adjusting the ceiling to 35%. Breitlow will update the policy as suggested to be voted as a resolution at the February board meeting.

A motion was made by Tom Elenz and seconded by Jeff Wait, to nominate Gayle Mountcastle for the 2021 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

A motion was made by Gayle Mountcastle and seconded by Michelle Tuft to nominate Don Miletic for office of Vice President. This passed in a voice vote as follows:

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

A motion was made by Don Miletic and seconded by Tom Elenz to nominate John Jekot for the office of Treasurer. This passed in a voice vote as follows:

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

Skokie: Yes

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

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

A motion was made by John Jekot 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 voice vote as follows:

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

A motion was made by Tom Elenz and seconded by Gayle Mountcastle 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 voice vote as follows:

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

The M-NASR year end video was shown to the board. Breitlow and the Board expressed thanks to the M-NASR staff for their hard work and dedication in 2020.

A motion was made by Gayle Mountcastle at 10:43 AM and seconded by Michelle Tuft to convene into executive session in accordance with the Open Meetings Act, section 120/2 (c)1. This passed in a voice vote as follows:

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

A motion was made at 10:49 AM by John Jekot and seconded by Michelle Tuft to reconvene to the regular board of directors meeting. This passed in a voice vote as follows:

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

A motion was made at 10:50 AM by Jeff Wait and seconded by John Jekot to adjourn the December 15, 2020 board meeting. This passed in a voice vote as follows:

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

\_\_\_\_\_  
Secretary, Trisha Breitlow

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Gayle Mountcastle  
Park Ridge Park District

\_\_\_\_\_  
Date