

**THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION  
BOARD OF DIRECTORS MEETING**

6820 W. Dempster St., Morton Grove, IL 60053

April 25, 2023 | 10:00 AM

Michele Tuft called the April 25, 2023 meeting to order at 10:04 AM.

**Board Members in attendance:**

Joe Weber, 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

**Absent:** None

**Staff in attendance:** Trisha Breitlow, Executive Director; Lisa Barrera, Superintendent; Audra Ebling, Communication and Marketing Manager; Keli Stonitsch, Human Resources Specialist; Vera Kramer, Fundraising and Development Manager

**Changes to Agenda:** Breitlow reported there is no Treasurer's Report, and the voucher list of bills which was not listed totals \$47,552.56.

**Introduction of Visitors:** Vera Kramer, Fundraising and Development Manager, introduced herself to the board.

**Consent Agenda:**

- Minutes of the February 28, 2023 Board meeting
- Voucher List of Bills in the amount of \$47,552.56

A motion was made by Gayle Mountcastle to approve the Consent Agenda, 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

Superintendent Lisa Barrera reviewed the program report and highlighted that nine (9) M-NASR athletes had qualified for the Special Olympics Summer Games. She also reported that a group of adults just returned from an overnight trip to Lake Geneva, the first such trip since prior to Covid. Barrera reviewed summer training sessions and

speakers scheduled to present at them. Superintendent Barrera reviewed the recreation department's programming philosophy, developed as an initiative of the strategic plan.

Communications and Marketing Manager Audra Ebling reported she has been focusing on updating the mission statement where needed and is reaching out to her marketing counterparts in the member districts. A heavy focus has also been on the recruitment of part-time staff. A new marketing request process was introduced.

Executive Director Breitlow reported that M-NASR had submitted several requests for grants and funding in the last two months. M-NASR has received funding from a private donor for \$15,000 to be used for the Boccia National Tournament. Breitlow reported on the Liponi Foundation Dinner Dance, thanking the Board for their support and attendance. She reported the event netted just over \$55,000 and was within \$850 of the highest year, after three years without the event and 23 less paid attendees than 2020.

Executive Director Breitlow updated the Board on the 2023 goals, which are taken directly from the new strategic plan. Breitlow reported on the new payroll platform; just recently implemented, it is going smoothly. The auditors have completed their work and the report should be ready in time for the June Board meeting. Breitlow reported that in addition to hiring a Fundraising and Development Manager, M-NASR has also hired Rob Henstschel as a Recreation Specialist who will start in May. Breitlow reviewed the open Business Manager position, which is currently being covered by a temp two days a week. Breitlow has reached out to Sikitch and Baker Tilly with no response, Governmental Accounting who is not taking new clients, and has been speaking with Lauterbach & Amen about a proposal to outsource the position. Morton Grove Park District has expressed interest in potentially taking on the role. The Employee Retention Tax Credit (ERTC) funds expected to be received are now approximated to take 8-9 months (originally 8-9 weeks). Breitlow is hopeful to have an update by August. Two staff spoke at the Great Lakes Recreational Therapy Conference in Indiana.

Breitlow reviewed the vehicle bid. She reported the Liponi Foundation has committed to \$85,000 in 2023 (if ERTC funds are not received) and 2024. The balance of the vehicle will be budgeted for 2024 in M-NASR's budget.


A motion was made by Joe Weber to approve the bid from Best Bus Sales, 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

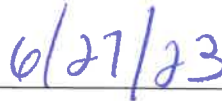
Breitlow reviewed the personnel policy regarding employee benefits at member districts. As the policy manual is re-written, it will be more generic, allowing each district to choose which benefit to offer full-time M-NASR staff.

Breitlow reported M-NASR and the Liponi Foundation will be moving forward with GiveSmart, the online donor and auction platform.


A motion was made by Jeff Wait to adjourn the April 25, 2023 Board meeting at 10:25 AM, seconded by Joe Weber. This passed in a voice vote.



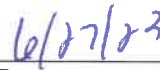
Michelle Tuft, Board President  
Skokie Park District



Date



Trisha Breitlow, Board Secretary  
Maine-Niles Association of Special Recreation



Date