

THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION
BOARD OF DIRECTORS MEETING
6820 W. Dempster St., Morton Grove, IL 60053
August 22, 2023 | 10:00 AM

Board President Michelle Tuft called the August 22, 2023 meeting to order at 10:06 AM.

Board Members in attendance:

Joe Weber, Des Plaines 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: John Jekot, Golf Maine Park District; Karen Hawk, Village of Lincolnwood

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; Kelly Brunning, Sr. Operations Manager; Jessie Silva, Inclusion Manager

Changes to Agenda: None

Introduction of Visitors: None

Consent Agenda:

- Minutes of the June 27, 2023 Board Meeting
- Closed Session Minutes of the June 27, 2023 Board Meeting
- Treasurer's Report for the months ending June 30, 2023 and July 31, 2023
- Voucher list of bills in the amount of \$211,702.09

Tom Elenz made a motion to approve the Consent Agenda, seconded by Jeff Wait. The motion passed in a roll call vote as follows:

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

Superintendent Lisa Barrera reviewed the program report and highlighted the "End of Summer" party which had nearly 300 registrants. She also highlighted the athletes that attended the Special Olympics Summer Games in Normal, Illinois. Barerra reported that a new piece of sensory equipment, a light spray funded by a grant for the Day Time Play Time program, has been installed in the sensory room in Des Plaines. The winter and spring brochures will be combined into one brochure for the 2024 seasons. Summer camp ended with 82 individuals registered.

Communications and Marketing Manager Audra Ebling reported she has been working on projects related to the Liponi Mini Golf Outing, the "End of Summer" party and the fall brochure. She has been working on getting the new mission statement visible, including at member park districts, and has also started on a style and standards guide.

Fundraising and Development Manager Vera Kramer updated the Board on the Liponi Foundation's mini golf fundraiser which had its second highest number of registrants at 169. She is now working on the Triviapalooza fundraiser.

The Board reviewed the budget report.

Executive Director Breitlow reported on goals updates, as well as updates to the organizational chart.

Proclamation 2023-1 was presented by President Tuft to Kelly Brunning in recognition of 25 years of service.

Executive Director Breitlow presented the 2024 part-time staff pay scale, starting at \$15.50 per hour. A motion was made by Tom Elenz to approve the 2024 part-time staff pay rates, seconded by Gayle Mountcastle. This passed in a voice vote.

Executive Director Breitlow presented the per diem amount for her attendance at the 2023 National Recreation and Park Association (NRPA) Conference. Tom Elenz made a motion to approve the per diem in the amount of \$310.50 for the Executive Director's attendance at the 2023 NRPA Conference, seconded by Gayle Mountcastle. This passed in a roll call vote as follows:

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

A motion was made by Joe Weber to approve Resolution 2023-3, authorizing and providing for the conveyance or sale of surplus personal property of the Maine-Niles Association of Special Recreation, seconded by Tom Elenz. This passed in a roll call vote as follows:

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

Executive Director Breitlow reported that M-NASR needed to change signers on the Card Connect Account as an employee no longer with the agency was still on it. A motion was made by Gayle Mountcastle to approve Trisha Breitlow, Executive Director and Kelly Brunning, Sr. Operations Manager as signers for the M-NASR and M-NASR E-Commerce accounts, seconded by Jeff Wait. This passed in a voice vote.

Joe Weber made a motion to adjourn the August 22, 2023 Board meeting at 10:34 am, seconded by Michelle Tuft. The motion passed in a voice vote.



Michelle Tuft, Board President
Skokie Park District

11/7/23
Date



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

11/7/23
Date

