

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

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

February 28, 2023 | 10:00 AM

Michele Tuft called the February 28, 2023 meeting to order at 10:03 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
Michelle Tuft, Skokie Park District
Karen Hawk, Village of Lincolnwood

Absent: Gayle Mountcastle, Park Ridge Park District

Staff in attendance: Trisha Breitlow, Executive Director; Lisa Barrera, Superintendent; Audra Ebling, Communication and Marketing Manager; Keli Stonitsch, Human Resources Specialist; Brendan Myers, Recreation Specialist

Visitors in attendance: Lisa Anne Barnes, Blue Pontoon, Inc.

Lisa-Ann Barnes from Blue Pontoon, Inc. presented the strategic plan process she worked on with M-NASR in 2022 to create a plan for 2023-2027. She provided an overview of the process, the focus areas of the plan, and the updated mission, vision and values which had been determined with input from staff.

Consent Agenda:

- Minutes of the December 13, 2022 Board meeting
- Treasurer's Report for the month ending November 30, 2022
- Treasurer's Report for the month ending December 31, 2022
- Voucher list of bills presented for the February 28, 2023 Board meeting in the amount of \$103,696.97.

A motion was made by Joe Weber 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
Skokie: Yes
Lincolnwood: Yes

Superintendent Lisa Barrera reviewed the program report. She highlighted a parent support group she had attended at Molloy School which resulted in six new families following-up for more information or registering for programs. Staff continue to work with the Bridges program and are offering transportation to a program directly from school. The Day Time Play Time Early Childhood drop-in program is open for registration. This new program is planned to incorporate the sensory room, allow for parent support and networking, and get children involved with M-NASR at a younger age. Year-end statistics for programs and inclusion were provided.

Communications and Marketing Manager Audra Ebling reported she has been finalizing pieces related to the Liponi Dinner Dance and has started the summer camp and day camp brochure.

Executive Director Breitlow reported that M-NASR had again received a \$5,000 grant from Maine Township to be used for scholarships. This is the second year in a row after several years of being declined. She has also submitted a grant application to the City of Des Plaines for \$4,000 to be used for transportation costs. Typically, M-NASR requests \$2,000 for this grant.

The Board reviewed the budget reports by fund as of December 31, 2022.

Executive Director Breitlow updated the Board on the 2023 goals which are taken directly from the new strategic plan. The Board was reminded that M-NASR's Recognition Night will take place April 26. The audit was scheduled for the second week of March but is being rescheduled due to the absence of the Business Manager. Breitlow reviewed highlights from the 2023 IAPD/IPRA conference which included the TR Circle of Excellence Award being given to Out Our Front Door, the TR Section Professional of the Year was awarded to Program Manager Nicole Derrig, and a Chair Award was given to Lisa Barrera. Breitlow reported there have not been any strong candidates for the open Fundraising and Development position.

Breitlow informed the Board the Employee Retention Tax Credit (ERTC) had not yet been received. She is hoping to receive information by mid-March. She provided a financial overview of the fund balance in the event the ERTC is not received.

A motion was made by John Jekot to approve the 2023-2027 Strategic Plan, seconded by Tom Elenz. This passed unanimously in a voice vote.

The updated mission statement, vision, and values statements were reviewed by the Board. These statements had input from staff during the strategic planning process. A motion was made by Tom Elenz to approve the mission statement, vision, and values statements as presented, seconded by Jeff Wait. This passed unanimously in a voice vote.

Breitlow presented the funding agreement from the Town of Maine, required for the \$5,000 grant. A motion was made by John Jekot to approve the Town of Maine Agency Funding Agreement, seconded by Joe Weber. This passed in a roll call vote as follows:

Des Plaines: Yes
Golf Maine: Yes
Morton Grove: Yes
Niles: Yes
Skokie: Yes
Lincolnwood: Yes


Breitlow informed the Board she planned to use Lauterbach & Amen for the 2023 audit. As the agency policies are reviewed and updated, there will be consideration for the parameters of using auditors.

A motion was made by John Jekot at 10:50AM to convene into Executive Session in accordance with the Open Meetings Act, section 120/2 (c)1, seconded by Joe Weber. This passed in a voice vote.

The Regular Board meeting returned to open session at 11:01 AM.

A motion was made by Jeff Wait to adjust Executive Director Breitlow's vacation time to 25 days annually, allowing 5 days of carryover from year to year, seconded by Joe Weber. This passed unanimously by a voice vote. Breitlow will add a memo to her current contract. The update regarding vacation will be implemented into the contract at its next renewal.

A motion was made by Jeff Wait to adjourn the February 28, 2023 Board meeting at 11:03 AM, seconded by Joe Weber. This passed in a voice vote.



Michelle Tuft, Board President
Skokie Park District

4/25/23
Date



Trisha Breitlow, Board Secretary

4/25/23
Date