

**THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION**  
**BOARD OF DIRECTORS MEETING**  
6820 W. Dempster St., Morton Grove, IL 60053  
November 7, 2023 | 10:00 AM

Board President Michelle Tuft called the November 7, 2023 meeting to order at 10:02 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 Lincoln wood

**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 and Marketing Manager; Vera Kramer, Fundraising and Development Manager

**Changes to Agenda:** None

**Introduction of Visitors:** None

**Consent Agenda:**

- Minutes of the August 22, 2023 Board Meeting
- Treasurer's Report for the months ending August 31, 2023 and September 30, 2023
- Voucher list of bills in the amount of \$73,197.64

John Jekot 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  
Golf Maine: Yes  
Morton Grove: Yes  
Niles: Yes  
Park Ridge: Yes  
Skokie: Yes  
Lincolnwood: Yes

Superintendent Lisa Barrera reviewed the program report and highlighted the fall season. She reviewed the new metrics dashboard and program statistics.

Communications and Marketing Manager Audra Ebling reported the winter/spring program guide has been sent to the printer. This is the first time the winter and spring brochures are being combined. Families will be notified via constant contact and postcards.

Fundraising and Development Manager Vera Kramer updated the Board on the holiday raffle which has three sponsors and 220 tickets sold.

The Board reviewed the budget report.

Executive Director Breitlow reported on goals updates, as well as trainings staff have attended.

Executive Director Breitlow presented options for a new phone service. A motion was made by Gaye Mountcastle to accept the phone agreement with BTS Solutions, seconded by Joe Weber. 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 Joe Weber to approve the intergovernmental agreement between the Village of Morton Grove and the Maine-Niles Association of Special Recreation, 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

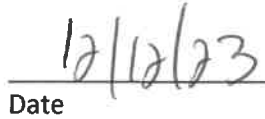
Executive Breitlow reviewed the proposals submitted for a needs assessment. A motion was made by Gayle Mountcastle to approve working with St. Francis University for a needs assessment, seconded by Joe Weber. This passed in a roll call vote as follows:

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

Gayle Mountcastle made a motion to adjourn the November 7, 2023 Board meeting at 10:25am, seconded by John Jekot. The motion passed in a voice vote.



Michelle Tuft, Board President  
Skokie Park District

  
Date

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

  
Date