



Board of Directors

Meeting Minutes

September 17, 2008

{note – this meeting was held in conjunction with the Fall Workshop}

Present:

Directors at Large – Doug Bylund, Angie Cole, Glen Cowan, John Hagener, Vicki Hensley, Ben Page, Duane Randall, Faron Van Nostrand

Committee Chairs – Matt Beatty (Information Technology), Janet Ellerbrock (Aquatics), Amy Faulkner (Scholarship), Terry Hoffman (Legislative), Joshua Larsen (Special Training & Seminars), Sherri Proud (Conference)

Absent:

Directors at Large – Troy Anderson, Mark Ripplinger, Matt Salvatore

Committee Chairs – Cindy Coffin (PCCEB), Matt Fielder (Sports), Terry Gray (Awards), Deborah Martinez (Publications), Scott Prochaska (Membership)

Staff:

Steven E. Jordison, Executive Director

GENERAL ITEMS

Mr. Hagener called the meeting to order at 5:05 p.m. with a roll call of both board members and committee chairs.

CONSENT ITEMS

Approval to accept pre-distributed agenda was made with one addition. The addition will be discussion on purchasing director and officer liability policy.

Minutes of the June 26, 2008 board conference call were distributed electronically to board members and committee chairs. **Motion to approve minutes as presented:** Duane Randall; Second: Angie Cole. **Motion carried.**

REPORT ITEMS

Treasurer – Angie Cole presented FY 2007/2008 financial statement which closed on June 30, 2008. Prior to the meeting, FY 2007/2008 financial statement was electronically distributed to board members and committee chairs. Ms. Cole reminded everyone IPRA's fiscal year is July 1 – June 30. IPRA had a net surplus of \$8,949.78 as a result of revenue \$557,798.75 and expense \$548,848.97. Balance of account included checking \$60,336.14; scholarship C.D. \$68,500.00; building fund C.D. \$39,000.00 and general reserve C.D. \$39,000.00. Certificates of deposit are with F & M Bank (Grinnell) at a maturity date of July 17, 2008 with a 5.00% APY. Ms. Cole also indicated the net surplus would have been greater had we received the balance of 2008 spring conference sponsorships and a few outstanding delegate registration fees as well as outstanding scholarship auction purchases. She concluded her report by acknowledging the following items still need to be accomplished: transfer scholarship donations and auction purchases into the scholarship fund, transfer \$2,400 to the building fund, purchase new certificates of deposit, begin prep work for outside financial review, prepare and distribute FY 2008/2009 YTD financial statements, and finally, secure bids for repair of exterior office building gutters and downspouts.

Mr. Hagener asked for acceptance and filing of Treasurer's Report.

President – Mr. Hagener commented on the severe summer weather (floods, tornadoes, rain) and how it had affected local park and recreation programs/events. He congratulated the 2008 Fall Workshop committee for persevering through an adverse situation which continues even today with flood recovery. Directors at Large Duane Randall and Angie Cole were acknowledged for taking a leadership role to ensure the successful completion of the Workshop. IPRA Day at the Iowa State Fair was a welcome relief from the stress of day-to-day agency operations. Kudos to Doug Bylund for heading up this ever-popular day at the Iowa State Fair which featured nearly 1,000 participants and +80 volunteers. Events included pie eating, bubble gum blowing, big wheel races, scavenger hunt, arts & crafts, sidewalk bowling, and bozo ball. Iowa Public Television aired a statewide broadcast featuring interviews with him and Mr. Jordison in addition to several events. Terry Hoffman was acknowledged for his tireless efforts in keeping members informed of national, regional and state legislative issues. He concluded his comments by mentioning the ongoing efforts of the Iowa Foundation for Parks and Recreation under the leadership of Christine Page. IFP&R is celebrating its 20th anniversary this coming year by creating strategies and programs to make itself more visible to both IPRA members and the general public.

Executive Director – Mr. Jordison stated his report was electronically distributed to board members and committee chairs. A copy of his report is a part of this document.

Iowa Foundation for Parks and Recreation – Doug Bylund, Angie Cole {Secretary} and Duane Randall serve as official board members to the Foundation. Mr. Hagener and Mr. Jordison serve as ex officio board members. Mr. Randall indicated the IFP&R held their second meeting of the year yesterday at Gardner Golf Course. Thrust of the meeting was to formulate strategies and projects for the next several years. Ms. Cole reiterated the Foundation is the process of reviewing its by-laws as well as

developing projects which could be jointly accomplished with IPRA. Subcommittee assignments were given at the meeting's conclusion.

DISCUSSION ITEMS

Organizational Chart / New Committee Chair Assignments – Mr. Hagener introduced three new committee chairs. These included Matt Beatty (Ogden) – Information Technology, Amy Faulkner (Coralville) – Scholarship, and Joshua Larsen (Huxley) – Special Training and Seminars. He then asked all directors at large who have been assigned a committee to work with, to please contact the committee chair within the next couple of weeks. A copy of the organizational chart is included at the conclusion of this document.

Three Year Action Plan State Update – at the request of Mr. Hagener, board members and committee chairs were electronically sent a “six month outlook (October 2008 – March 2009)” highlights sheet of upcoming three year action objectives. He encouraged all persons who have upcoming responsibilities to complete their objective by the assigned due date. *** **Directors at Large were asked to contact their respective assigned committee chair(s). Contact should be done by October 31, 2008 with conversation thrust being committee recruitment, committee goal/objective progression, and, finally to offer support as well as assistance, if requested. *****

Here is status update for the next six months:

Goal 2 / Objective 3 – create an Information Technology committee to evaluate current trends in member communication. Due – September 2008 (accomplished)

Goal 4 / Objective 2 – conduct an outside financial review of IPRA financials. Due – October 2008. Responsibility – Treasurer and Staff

Goal 2 / Objective 7 – create and monitor a professional-to-professional electronic bulletin board. Due – January 2009. Responsibility – IT and IPRA Staff

Goal 4 / Objective 1 – Review and update manual of procedures and by-laws. Due – February 2009. Responsibility – By-laws.

Board Member / Committee Chair Comments and Concerns –

Great Lakes Regional Council - Vicki Hensley wished to acknowledge Mr. Jordison has been re-elected to represent the Great Lakes Regional Council to the NRPA National Forum. His second term will begin October 18, 2008 and expire in October 2011.

Scholarship - Amy Faulkner indicated she and her committee have many new ideas to enhance the opportunities to increase scholarship donations. Mr. Hagener encouraged the board and membership to support the committee in their endeavors.

Conference – Sherri Proud stated the hotel property has set aside a room block, meeting room space and exhibit hall space. Marriott Hotel and Convention Center located just off Interstate 80 in Coralville will play host to IPRA from April 5-8, 2009. She also indicated the committee is working with the University of Iowa Athletic Department for usage of Kinnick Stadium for the NCAA Men’s Final Four social.

Aquatics – Janet Ellerbrock asked everyone to please complete the 2008 summer wage survey which would be forthcoming. Following release of the wage survey will be the facilities survey. Both documents will assist local park and recreation agency in preparation of FY 09/10 budgets.

Special Training and Seminars – new committee chair Joshua Larsen met with past chair Matt Beatty and Steven Jordison. During this time, new ideas were shared as well as briefing Mr. Larsen on the committee’s past history of workshops and seminars.

NEW AGENDA ITEM

Mr. Jordison presented the board of directors with information about obtaining a non-profit organization, director and officer liability policy. He stated the association’s current business owner’s policy does not extend to the board, officers, committee chairs or committee members. A quote from Ramsey-Weeks (current insurance carrier and carrier for the Ahrens Foundation) was for \$700.00 per year. Quoted rates are based upon organization’s net assets in addition to the desired deductible. Since the association is in the middle of the current policy, Ramsey-Weeks would pro-rate the annual fee to when the current policy is renewed (February 2009).

Policy coverage with include potential lawsuits or actions alleging wrongful acts may include: wrongful termination of employees, discrimination, sexual harassment, fiscal management. Purchased policy features include: coverage for the organization, its directors and officers, trustees, employees, volunteers, and members; defense against claims alleging wrongful acts; losses paid for damages, judgments and settlements; liability limits of \$1 million, which can be increased to \$10 million; three year policy terms available; and a retention (deductible) applies only to the organization, individuals are offered first dollar-coverage. Mr. Jordison further stated Ramsey-Weeks is an independent insurance agent who expressly solicits multiple quotes so as to achieve the fairest rate and coverage.

Board members in attendance requested staff move forward in securing additional information as well as rate quotes and then prepare a Board Action Form. BAF will be electronically distributed with a request for an electronic vote of aye or naye.

Motion to Adjourn: Ben Page. Second – Doug Bylund. Motion carried.

Meeting adjourned at 6:05 p.m.

*** Next meeting is tentatively scheduled for January 2009 with time, date and location TBA. ***



Executive Director Report

Board of Directors Meeting

{June 27 to September 11, 2008}

SPORTS

Placekick, Punt and Throw Football – we have secured the same four district host sites as last year. IPRA is grateful to Ankeny, Coralville, New Hampton, and Sioux City for coordinating a district final. Twenty (20) local agencies have agreed to host a local competition. These agencies include: Des Moines, Grinnell, Ida Grove, Iowa City, New Hampton, Pella, Huxley, Polk City, Clarion, Belle Plaine, Jefferson, Fort Dodge, Shenandoah, Forest City, Norwalk, Ankeny, Adel, Knoxville, Hull, and Emmetsburg. The top three in each age division/gender will advance to their respective district. Then the top three in each district advance directly to the state final on Saturday, November 1 in Ames. Youth pay one entry fee of \$4.00 and then do not pay anymore should they advance to districts or state.

Youth In Tennis – John Terpkosh with the USTA – Missouri Valley section coordinates this annual event. Due to low numbers this year, the event was cancelled. Mr. Terpkosh has expressed an interest in altering the date from early August to mid July. By doing so, he hopes to capitalize on end of local program momentum.

Adult Volleyball and Spot Shot Basketball – dates have been selected for the three adult volleyball tournaments and the spot shot basketball state finals. We are awaiting approval for use of the Grinnell Athletic and Recreation Center in Grinnell. Materials for both events will be distributed to local agencies upon approval of dates.

Men's 14" Slowpitch Softball State Tournaments – all tournaments were held on August 15-17. Cedar Rapids hosted the Major and A while the B was played in West Des Moines. Iowa ASA schedules both the teams and umpires. IPRA accepts entry fees and pays all expenses. Typically, we generate \$4,600 in net surplus from the all state competitions.

AQUATICS

Certified Pool Operator Courses / Aquatic CEU Workshops – a class for each were offered in Des Moines during mid August. There were 19 participants in CPO and 14 in the aquatic CEU. This fiscal year marks an increase of \$5.00 per participant for each course. By doing so, it will help offset rising costs on our end. The next series of classes will begin in October 2008. Informational brochures and registrations will commence by the end of September.

Wage and Fee Survey – Aquatics committee has begun gathering information from the 2008 summer season. Hopefully, more than 50 agencies will participate. Departments will receive a copy of the results once each survey is compiled.

NRPA

Great Lakes Regional Council – IPRA and Des Moines Parks and Recreation Department were to host the GLRC summer meeting. Due to low registrations, the meeting was cancelled. Special appreciation is to be shared with Des Moines Parks and Recreation for their hard work in planning educational sessions, offsite tours and social networking events. Future years include Indiana (2009) and Minnesota (2010). IPRA will again offer to host the summer meeting in 2011.

GLRC has two representatives to the National Forum. One representative is citizen (Mike McDonald – Michigan) and the other is professional (Steve Jordison, Iowa). My term as professional representative was set to expire at the National Congress in Baltimore. I ran for re-election and was pleased with being selected to again serve until 2011. GLRC comprises eight states and two Canadian provinces. National Forum committees I have been assigned to include Awards, Diversity, International and an ad hoc committee to draft rules in the selection of citizen members to the N.F.

Council of State Executive Directors – our summer meeting was held in Baltimore, Maryland. Meetings focused on association management, NRPA program updates, Congress host highlights, and an introduction to Barbara Tulipane, NRPA new CEO.

National Congress – members will converge in Baltimore from October 13 – 17. Both John Hagener (President) and I will attend on behalf of IPRA. An IPRA social has been planned Wednesday, October 15 for all Iowa delegates. Presently, we are attempting to secure a sponsor for the social.

FALL WORKSHOP

We are pleased the Workshop will continue in Cedar Rapids. Extensive flooding occurred in Cedar Rapids in mid June. Fortunately, our host property, Clarion Hotel and Convention Center, was not affected by the floods. Cedar Rapids staff requested the option to move the event to another community because of the time commitment towards flood recovery.

Board member Duane Randall offered to take a leadership role in coordinating the event. Other persons who have stepped up are Angie Cole, Angie Turner, Richard Fox, Matt Beatty, and many other city staff members from Cedar Rapids and Marion.

Fourteen educational sessions have been secured in addition to two offsite institutes. IPRA is fortunate to land national speakers from North Dakota (Mr. John Staley) and Babe Ruth International (Mr. Rob Connor). Mark Jennings, former IPRA/Iowa ASA executive director, will deliver the Wednesday afternoon keynote address.

Sponsorships have been tremendous with \$4,100 in commitments. Hats off to our faith commercial members: Outdoor Recreation Products, Boland Recreation, Burbach Aquatics, Pool Tech Midwest,

Iowa ASA, Kay Park Recreation Products, Midwest Sales Company, Premier Recreation Products, Shade Creations by Waterloo, and Kessler Trophies.

As of 09/11/2008, we have 99 registered delegates. Here is a breakdown:

- 80 – full package delegates
- 19 – Wednesday only delegates
- 62 – golfers
- 10 – networking social
- 38 – offsite tours

Of the 99 registrations, more than 64 registered online. Delegate brochure was only offered electronically – via e-mail blasts and website. This was done to “go green” and reduce costs associated with printing and postage.

Registration history:

2008 – Cedar Rapids (99)	2007 – Marshalltown (102)	2006 – Fort Dodge (88)
2005 – Bettendorf (119)	2004 – Carroll (95)	2003 – West Des Moines (109)
2002 – Mason City (112)	2001 – Ankeny (126)	2000 – Cedar Rapids (137)

Room block reservations were beyond our expectations with 52 rooms on Tuesday and 58 on Wednesday. We originally set aside 20 rooms on Tuesday and 40 on Wednesday.

SPECIAL EVENTS

IPRA Day at the Iowa State Fair – More than 100 persons from local park and recreation agencies and the West Des Moines Elks volunteered their time to help. Activities included: bubble gum blowing, pie eating, big wheel races, scavenger hunt, arts & crafts, sidewalk bowling, bozo ball and spot shot basketball. Our IPRA tent was a feature on the Grand Concourse as thousands of state fair-goers walked up and down the street. Doug Bylund coordinated the activities. Outdoor Recreation Products sponsored this event for the sixth year in a row.

ADMINISTRATIVE

Consignment Tickets – even though the summer started off rather rocky, it appears ticket sales picked up in July and August. Unsold tickets are to be returned to the IPRA state office by September 15. Payment for sold tickets is to be received by September 30. A complete report will be distributed by December 2008.

FY 07/08 – our fiscal year ended with a net surplus of \$8,949.78. Planned transfer from the checking account to our building fund account and scholarship account will occur by November 2008. Each year, with the exception of one, we have posted a net surplus. This net surplus is then placed in a yield barring reserve account.



NOTICE OF MEETING AND AGENDA

Wednesday, September 17, 2008

Clarion Hotel & Convention Center

Firenza Room

Executive Board

John Hagener

President

Ben Page

Vice-President

Angie Cole

Treasurer

Vicki Hensley

NRPA Great Lakes

Directors at Large

Troy Anderson

Director at Large

Duane Randall

Director at Large

Mark Ripplinger

Director at Large

Doug Bylund

Director at Large

Matt Salvatore

Director at Large

Faron Van Nostrand

Director at Large

Staff

Steven Jordison, *Executive Director*

AGENDA

General Items

1. Call to Order
2. Roll Call

Consent Items

1. Approval of Agenda
2. Approval of June 26, 2008 Board Meeting Minutes

Report Items

1. Treasurer's Report
2. President's Report
3. Executive Director's Report
4. Iowa Foundation for Parks and Recreation

Angie Cole
John Hagener
Steve Jordison
Angie Cole

Discussion Items

1. Organizational Chart // New Committee Chair Assignments
2. Three Year Action Plan Status Update (2008 – 2011)
3. Board Member Comments / Concerns

John Hagener
Ben Page

Adjournment