



**IPRA Board Meeting Minutes
Thursday, May 22, 2003
IPRA State Office Building
Grinnell, Iowa**

Keith Abraham called the meeting to order at 10:40 a.m.

Roll Call: Keith Abraham, Cindy Coffin, Todd Schenck, Marci Hinners and Steve Jordison. Kim Nanke, Intern with the Ames Park and Recreation Department, was present, as well as Todd Seaman. Pat Prevenas joined the meeting by way of telephone speakerphone. **Absent:** Terry Hoffman, Lori Branderhorst, Jef Farland, Nancy Kuehl, and Ron Hopp.

Minutes of March 13, 2003 Meeting:

Discussion was held regarding the 2002 consignment ticket payments. Steve advised the Board that an overpayment was made from IPRA to Lost Island, and he is attempting to negotiate a refund. The minutes were approved on a motion by Hinners, seconded by Coffin.

Board Action Form – 2003 Fall Workshop Fee Structure:

Todd Seaman of the West Des Moines Park and Recreation Department explained what plans the host communities of Clive, Urbandale and West Des Moines are proposing. Several institute tours are scheduled, and classroom sessions will be offered at the sites and during the bus transportation to and from the institutes. Todd distributed a list of 21 potential workshop sponsors. Fees will remain the same as they were for the 2002 Fall Workshop. The committee has proposed the cost of the Tuesday evening barbecue be included with the registration fees and not as a separate item on the registration form. It has been determined that approximately 95 percent of those attending previous fall workshops attended the barbecue. Hinners moved that the fees be increased by \$15 for each package to include the cost of the barbecue. Coffin seconded the motion. Motion passed, all in favor.

Personnel Committee Report:

The committee had reviewed the recommendations regarding salary increases for the staff and presented those to the Board for their recommendation. Prevenas moved that the Board approve the recommendation from the Personnel Committee. Schenck seconded the motion. Motion passed, all in favor.

Treasurer's Report:

Steve reported to the Board that it appears there will be a projected \$4,000 deficit for the year ending balance, largely due to the decrease in Spring Conference revenues and higher than expected expenses. However, he is anticipating \$20,000 in membership dues to be paid within the next few weeks. Steve also explained a new procedure he will introduce to compare financial statements month by month.

Proposed FY 2003/2004 Budget:

Steve explained the budget process. Projected profit from the Fall Workshop is \$8,000, and \$12,500 to \$13,000 is the anticipated net income from the Spring Conference. Prevenas questioned whether the budget could be amended later if necessary. Steve explained the Board has the flexibility to eliminate programs if there is not enough revenue. Schenck moved that the budget be approved as proposed. Coffin seconded the motion. Motion passed, all in favor.

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Correspondence:

Steve offered a thank you letter received from a scholarship recipient. He also shared a brochure he had received regarding the NRPA Benefits program.

President's Remarks:

Abraham informed the Board that he looks forward to working with each of them. It is his wish that all members do as much as they can to help the association grow. He told the Board they should listen to other IPRA members and bring their suggestions and concerns to the meetings.

Executive Director's Report:

Steve reported on the results of the exhibitor's evaluation. The ratio was three to one in favor of a one-day exhibit. However, the delegates were split almost evenly on one day versus two-day format. Our registration numbers for Certified Pool Operator's Schools and CEU Sessions are increased over the registrations for 2001-2002. We will offer consignment tickets for Valley Fair this year for the first time. Last year 29 communities/agencies enrolled in our consignment ticket program. This year 38 communities/agencies have requested tickets to sell. The Life Guard Challenge will be offered June 28. The annual membership directory will be distributed in mid-August, using the same format as last year. However, this year phone numbers will be added to the individual member entries. We have sent out membership renewal notices to 241 individuals and 43 agencies requesting membership fees be paid prior to June 30. Steve stated we will contact exhibitors who are not members and attempt to secure their membership. A letter advising advertising rates and opportunities will be mailed within the next few weeks.

Committee Reports:

No discussion was offered.

Board Role and Responsibilities:

Directors were instructed to make contact with committee chairs and forward committee membership to Keith by June 30. Directors should also discuss goals with committee chairs. Directors may want committee chairs to attend board meetings if he/she has special projects or ideas to present to the Board.

Long Range Plan Mission and Vision:

Responsibilities for each goal were assigned.

Old Business:

Keith encouraged Board members to contact their respective senator or representative prior to the special legislative session requesting support for their issues.

New Business:

None was presented.

Adjournment:

Meeting was adjourned on a motion made by Prevenas and seconded by Hinnens. The Board was invited to tour the newly renovated state office.

Respectfully submitted by Cathy Shutts, IPRA Administrative Assistant