



Board of Directors Meeting
Thursday, November 20, 2003
IPRA State Office
Grinnell, Iowa ASA

President Keith Abraham called the meeting to order at 10:35 a.m.

Roll Call: Keith Abraham, Lori Branderhorst, Jef Farland, Marci Hinnners, Ron Hopp, Nancy Kuehl, Pat Prevenas

Absent: Cindy Coffin, Todd Schenck, Gil Spence

Staff: Steve Jordison, Executive Director, and Cathy Shutts, Administrative Assistance

Committee Chairs: John Hagner (Spring Conference)

Minutes of September 18, 2003 Meeting:

The minutes stated that the board had previously given the Executive Committee approval to alter current bank accounts and purchase certificates of deposit. Steve Jordison has attempted to contact the bank representative to investigate changing accounts and hopes to have information available for the board during the first week of December. *Motion to approve the minutes of September 18, 2003. Motion by: Pat Prevenas, seconded by Jef Farland. Motion approved.*

Treasurer's Report:

Steve Jordison distributed three financial statements for FY 2003/2004: October Month Detail, Year-to-Date Detail through October and Year-to-Date Variance from FY 2002/2003. He further explained that each account is balanced monthly. In response to a question regarding membership directory revenue, Steve informed the board that invoices for advertising have been recently mailed. After discussion, the board suggested that future financial reports contain only details from the current month, the year-to-date variance and two years of history.

Correspondence:

Steve reported that he has received information with regard to the 2004 NRPA Congress and communications from Kathy Spangler with regard to the Iowa Sports Illustrated Sports Town Award. Four Iowa towns submitted applications: Ames, Cedar Rapids, Iowa City and West Des Moines. Winners will be announced at a press conference on March 1. It was suggested that these communities be recognized at the Spring Conference Awards Banquet.

President's Remarks:

Keith Abraham thanked the board for the opportunity to attend the NRPA Congress held in St. Louis and shared some of the highlights. Pat Prevenas expressed concern that there might not be NRPA representation at Great Lakes Regional Council meetings and was assured that someone from the NRPA will be present.

Executive Director's Report:

Steve distributed a typewritten report. In addition to the printed material, Steve informed the board that the 2004 NRPA Congress will be held in Reno, Nevada October 12-16. A concise survey involving inquiries from several committees will be forthcoming to the membership. Discussion was held regarding IPRA representation at the CPO Schools and CEU Workshops. Janet Ellerbrock is continuing to serve in

this capacity. However, the board suggested another person be named to assist Janet with these duties and be prepared to assume full responsibility in the event that Janet can no longer serve as the on-site representative.

Board Action Form – 2004 Spring Conference Fees:

John Hagener, Spring Conference Committee Chairman, presented the proposed fees for the Conference. The NCAA/ Scholarship social fee is now included in the overall delegate fee, which is the reason for the increase. Discussion was held regarding rebates from hotel rooms which John will investigate. It was suggested that as a bonus to those paying the non-member registration fee they receive three free issues (April, May, June) of the *Leisure Exchange*. At the end of the three-month period, the IPRA staff will send a membership registration form inviting them to become members of the IPRA. *Motion to approve the 2004 Spring Conference Fees. Motion by Lori Branderhorts; Second: Jef Farland. Motion approved.* The board endorsed the concept of the Spring Conference Committee to open up the exhibit hall to the general public

Long Range Plan – highlights and assignments:

Keith Abraham passed out a timetable and responsibility sheet for the various areas of the Long Range Plan. He encouraged directors to contact committee chairs, discuss appropriate timeline for completion and report back to the board at the January, 2004 board meeting. Keith suggested that Directors-At-Large seek committee chairs who are willing to serve for a two-year term, if applicable.

Committee Bullets:

The Directors-At-Large believe that the committee chairs want to know what the board expects from them. The printed Committee Bullets is a new concept designed to let the board know the activities of each committee. It was suggested that Steve Jordison send a reminder to each committee chair and the Directors-At-Large asking committee chairs for their report approximately three weeks prior to the board meeting. Committee chairs will be asked to return the report to Steve. If he does not hear from a committee chair, he will contact the respective Director-At-Large to do a follow-up contact. Steve will then compile the Committee Bullets from the reports he receives.

Action Oriented Board Meetings:

After discussion, the board determined that board meetings should consist of presenting business which requires a vote. All other business can be handled by correspondence prior to the meeting. Directors-At-Large should submit board action forms for the agenda with information received from the committee chairs. It was suggested that committee chairs be invited to attend board meetings at separate intervals to discuss activities of their respective committees. Possibly, the guest committee chair's presentation could be placed at an early point of the agenda so that he or she does not have to attend the entire meeting unless it is so desired. Training topics included roles and responsibilities, expectations, communication, and budget. Other ideas: want to hold small group sessions, include CEU's and include board meeting.

Board and Committee Training:

Keith Abraham shared some ideas he had gathered at the NRPA Congress regarding this matter. It was determined that the board will hold a four-hour training session during the Spring Conference, to assist with the transition of board members and committee chairs.

Old Business

There was nothing offered for discussion.

New Business

The Coralville Parks and Recreation Department has withdrawn its proposal and bid for the 2005 Spring Conference. Steve Jordison has contacted the following park and recreation departments and offered them the opportunity to make a proposal to host the conference: Council Bluffs, Dubuque, Sioux City, and Cedar Rapids. The board determined that they will discuss at the January meeting the possibility of offering the Coralville Parks and Recreation Department the opportunity to host the 2006 Spring Conference. Steve Jordison stated that bid proposals will be offered for the 2005 and 2006 Fall Workshops and the 2006 and 2007 Spring Conferences, if Coralville is not offered the bid for 2006. Future spring conferences and fall workshop RFP's will be distributed after the January board meeting, for discussion at the March board meeting.

Adjournment:

Motion to adjourn the meeting was made at 12:50 p.m. Motion by: Nancy Kuehl; Seconded: Lori Branderhorst. Motion approved.

Respectfully submitted by

Cathy Shutts

IPRA Administrative Assistant

ACTION LIST

- Investigate cash reserve investment funds and report to the Executive Committee (Jordison – 12/15/03)
- Letter to past conference exhibitors describing new format (Jordison – 12/15/03)
- Create calendar of board agenda and committee bullets due dates (Jordison – 12/31/03)
- Create format of committee bullets and flowchart (Jordison – 12/31/03)
- Contact committee chairs and discuss appropriate timeline for completion of Long Range Plan activities (Respective board member – 01/15/04)
- Develop board member and committee chair training format (Abraham – 01/15/04)
- Reformat financial statement to one single report (Jordison – starting with November2003)
- Get bid information from Dubuque, Sioux City, Council Bluffs and Cedar Rapids for 2005 Spring Conference and bring to January board meeting (Jordison – 1/15/04)

NEXT MEETING

Thursday, January 15, 2004

10:30 a.m.

IPRA State Office

Grinnell, Iowa