



**Iowa Park and Recreation Association
Board of Director's and Committee Chair's Joint Meeting
September 21, 2005**

President Ronald Hopp called the meeting to order at 7:30 AM. It was held during the Fall Workshop at Isle of Capri Hotel in Bettendorf, Iowa.

Roll Call:

Board of Directors – Bill Blanchard, Cati DeMasi, Terry Gray, John Hagener, Ronald Hopp, Geoff Hubbard, Angie Nelson, Ben Page, Mark Ripplinger, and Julie Sina

Committee Chairs – Matt Beatty (Special Training and Seminars), Doug Bylund, (Programs), Janet Ellerbrock (Aquatics), Steve Grimes (Fall Workshop), Jan Herke (Scholarship), Todd Redenius (Marketing), Matt Salvatore (Membership)

Approval of May 19, 2005 Teleconference Board Meeting Minutes:

Motion to approve the meeting minutes of May 19, 2005 teleconference. Motion by: Cati DeMasi, second by Julie Sina. Motion carried unanimously.

Treasurer's Report

- a) FY 2004/2005 (ending June 30). Treasurer Terry Gray and Executive Director Steven Jordison reported IPRA ended the fiscal year with a net surplus. This surplus was \$4,284.92 which could increase by \$190.00 if two outstanding checks are not cashed by September 30, 2005. If these checks remain uncashed, then stop payment will be issued and new checks not reissued. Due to unpaid scholarship sales, Jordison did not transfer generated funds to the scholarship savings account. Gray and Jordison suggested we wait until all monies are collected then combine with the balance of scholarship funds remaining in the general savings account (~\$4,000). In December, we have a scholarship certificate of deposit (\$40,000) which will mature. Once matured, Jordison will gather current yield rates and, with Board direction, purchase a new certificate of deposit which will include FY 2004/2005 scholarship auction sales and balance of scholarship money in general savings account. Board members agreed with this recommendation.

FY 2004/2005 highlights include 1) reduction in consignment tickets sales due to unusually cool and damp summer 2004. Our overall net remains within budget. 2) Spring Conference 2005 had lesser than anticipated delegate attendance even though the number of exhibitors was greater than expected. 3) membership renewal year is July 1 – June 30. This change was approved during the FY 2005/2006 budget process. Because of this, our generated revenue will not occur during this fiscal year but rather in next year's budget.

- b) FY 2005/2006 (month ending August 31, 2005) – we are just two months into the new fiscal year which began July 1 so there is nothing at present to cause concern.

President Remarks

Ronald Hopp shared his appreciation to all Board and committee Chair who attended the meeting. He also expressed gratitude to Fall Workshop committee chair Steve Grimes on behalf of the Board of Directors for organizing top-notch educational sessions and networking social events. All those in attendance at the meeting were in agreement with Hopp's appraisal.

Executive Director's Report

At the meeting, staff's written report was distributed to Board members and committee chairs. Committees are in full swing with activities. Jordison did mention the 2005/2006 Membership Directory and Buyer's Guide will be distributed by mid-October. He also reaffirmed gratitude and appreciation to Steve Grimes and the Fall Workshop committee for their organization and tireless efforts in developing a quality conference.

The Membership and Marketing committees have joined forces to review and recommend changes, if any, to the current membership fees and categories. Their recommendation will be forthcoming at the November Board meeting.

Old Business

- a) Certified Pool Operator / Aquatic CEU Provider Agreement – in general, the presented agreement between Pool Tech Midwest, Inc. and IPRA was positively received. Jordison noted the insertion of \$750.00 donation (cash or in-kind trade-out) be made by Pool Tech Midwest on an annual basis. By doing so, it guarantees IPRA will generate this income. In past years, they have done so without it being stipulated. Also, instructor fees will remain the same as in previous years. One other addition was the agreement length – 3 years instead of one year.

One concern was language with non-Iowa Department of Public Health educational sessions. The Board felt it was important for outside or alternate views of aquatic management be allowed for member benefit. Staff was asked to insert language stating IPRA has the right to seek out presenters for non-IDPH educational sessions at the Spring Conference, Fall Workshop, Aquatic committee events or Community Forums.

*** Motion to approve the Pool Tech Midwest and IPRA agreement with requested changes for staff to incorporate was made by Geoff Hubbard. Second – Ben Page. Motion was unanimously approved.*

- b) Three Year Plan of Action – John Hagener reminded the group of the five major goals which are 1) strengthen our organizational structure so that it is sensitive to changing membership needs, 2) assure IPRA's financial ability to carry out its vision, mission and goals, 3) develop the public's awareness of the importance of parks and recreation programs, 4) provide resources that enhance the parks and recreation profession and, finally, 5) develop and enhance mutually beneficial external relationships and partnerships. Within each goal, are tasks which have been assigned to respective committees as well as due dates. The aforementioned goals are also intertwined within the Executive Director goals.

New Business

- a) Committee Chair Roles and Responsibilities - Hopp reminded fellow Board members and committee chairs to review tasks and timetables from the Three Year Plan of Action. This plan was approved at the May 2005 Board meeting. It is designed to keep the Association moving forward by accomplishing goals. He encouraged At-large Board members should use it as a reference tool to maintain open two-way communication between the Board and committee activities.
- b) IPRA involvement with Iowa and Malaysian Exchange Program – Jordison was approached late winter to be involved with a program whereby Iowa parks and recreation professionals would work together on an international exchange program. Iowa parks and recreation professionals (4) would travel to Malaysia to train trainers in proper management of community centers. Malaysia is in the process of building 130 new community centers placed throughout the country.

Currently, there are no higher education degree programs within Malaysia which can support management of so many new community centers.

He then described the first exchange program that occurred two years ago. Within IPRA, Terry Hoffman (formerly Ankeny and now Sioux City) participated in the two week professional exchange. Focus of the first trip was to educate each other on the administration of youth sports for athletes and coaching.

This second trip will include four parks and recreation professionals in addition Dr. Richard Englehorn, Department of Health and Human Performance, Iowa State University and three (3) other volunteers from Iowa State University. One part of Dr. Englehorn's role will be to provide for volunteer youth sport coach training and retention. A second role will be to conduct three youth sport clinics. Sports will be chosen by the Malaysian delegation.

The Iowa Sister States will be administering the grant from the U.S. Department of State. As indicated earlier, they have requested Jordison coordinate securing an additional three parks and recreation professionals to travel to Malaysia for two weeks next spring and to locate host agencies when the Malaysian delegation visits Iowa. Another request is for IPRA to produce a community center policy/procedures manual to give to the Malaysian trainers. IPRA delegation will be asked to offer three-2 day separate educational sessions.

Jordison noted in addition to aforementioned requests, the Iowa Sister States has asked for him to attend a one week planning trip in December to be followed by a two week trip in early March. Trip expenses and community center manual production will be paid from the federal grant.

After many positive comments shared from Board members and committee chairs, it was determined IPRA would extend as much support as deemed possible. One expressed concern was travel timing, that being said, the Board encouraged staff not be gone during major IPRA events such as the Spring Conference or Fall Workshop.

Board Member and Committee Chair Comments –

Matt Salvatore (Membership) – they are investigating the simplification of member categories and reduction in number of fee levels. One membership model the committee used was the revised NRPA structure. He also mentioned the committee will again visit UNI in the spring of 2006.

Todd Redenuis (Marketing) – working hand-in-hand with Membership, the Marketing committee is investigating revising of IPRA membership fees and categories.

Deb Martinez (Publications) – concern with generating good story ideas for the monthly newsletter. Articles should be original and relevant to Iowa. Julie and Mark offered assistance in soliciting ideas. She also mentioned the addition of full color pages to several issues. This feature was supported by advertisers who decided to run full color ads.

Matt Beatty (Special Training and Seminars) – the committee met in Grinnell on August 31. Sessions, dates and locations for Community Forums were finalized. There will be two Forums in November. One will be in Waverly on November 10 with the second in Ida Grove on November 16. Flyers will be sent to all departments, posted to the IPRA Web site, e-mailed several times to the membership followed up by inclusion as special insert to the October and November newsletters.

Jan Herke (Scholarship) – she thanked the committee members for assisting with the summer golf outing. Herke also thanked the support of Matt Jermier with Waukee Parks and Recreation for hosting the event.

Doug Bylund (Programs) – the summer disc golf tournament was held in Indianola in early August. But due to another unforeseen event in Des Moines only 8 golfers participated. He suggested they move the event back to the Carol Marty course in Ames. Bylund also mentioned local Placekick, Punt and Throw football competitions were currently being held. State finals will be held on Saturday, October 29 on the campus of Iowa State University.

Steve Grimes (Fall Workshop) – he thanked Board support for allowing his department to host/plan the event. He too, shared his appreciation and admiration to his staff for their many hours of organizing a successful Workshop.

Janet Ellerbrock (Aquatics) – back in May the committee hosted a pool manager’s workshop held at the Clive family aquatic center. This year more than 50 people attended! She will also be preparing the annual “wage and fee” survey. Last year, 55 communities completed the survey. Results are used by local agencies when developing their department’s budgets. National Swimming Pool Foundation has created a new Certified Pool Operator course and accompanying manual which must be used. Both instructors and students are taking to the new materials slowly but surely. She ensured the Board that by the time the first series of classes are offered this fall begins, everyone will be fully prepared. Finally, she informed everyone the new IDPH swimming pool and spa codes are available on-line or in print.

Bill Blanchard (Great Lakes Regional Council) – he thanked the Board for allowing him, as well as Jordison, to attend the summer GLRC meeting in Westbend, Wisconsin. Blanchard also suggested, if budget possible, all GLRC represents should attend. His reasoning for this suggest was by attending just one meeting, a person can not get a grasp as to expectations, concerns, etc. If a person were to attend all three years, as other state representatives do, it would allow for better continuity.

Correspondence – none

Adjournment – Motion by Bill Blanchard. Second – Cati DeMasi. Motion approved.

Meeting Adjourned at 8:45 AM

**Next Meeting Scheduled
Thursday, November 17, 2005
10:30 AM
IPRA State Office
Grinnell**



Executive Director Report to the Board of Directors September 22, 2005

Even though this is the busiest time for our membership agencies, the Association continues to move forward with many projects in preparation for the fall/winter/spring seasons.

Committee Activities:

Special Training and Seminars – Chair Matt Beatty (Ogden) lead a committee meeting on August 31 at the IPRA state office. Numerous ideas were “kicked” around in an effort to develop the first Community Forums of the year. They have developed two Forums to be offered in November. Cost will be \$15.00 per attendee. Two goals of the Forum are to extend the educational and networking of regional area members.

Marketing and Membership – Chairs Todd Redenius (Ankeny - Marketing) and Matt Salvatore (Ida Grove – Membership) conducted a joint meeting in Ankeny on July 8. Because of the responsibilities assigned by the IPRA Three Year Action Plan it seems natural for these two arms of IPRA to collaborate. Currently, the committees are working to develop a recommendation for membership fee structure and category levels.

Marketing – Doug Bylund (Indianola) coordinated this year’s efforts of IPRA Day at the Iowa State Fair. Events included: big wheel races, bubble gum blowing contest, pie eating, arts and crafts, sidewalk bowling, spot/hot shot basketball shooting, booze ball, scavenger hunt. Participation estimates put it at 2,000 fairgoers. Following the day’s activities a thank you social was held at The Depot. Outdoor Recreation Products sponsored IPRA Day for the third consecutive year at \$650.00.

Fall Workshop – final plans were put in place to ensure a successful Workshop. As of September 19, total number of full registered delegates was 100 accompanied by 17 Wednesday only and 1 Thursday only delegates. Over 90 golfers also registered. Final participation count will be shared at the November Board meeting. Dates for 2006 are slated for September 19 – 21 in Fort Dodge.

Scholarship – Chair Jan Herke (Indianola) and her committee organized a summer golf outing in an effort to raise funds for the scholarship fund. Sugar Creek Municipal Golf Course in Waukee was the host location for the twenty golfers. A silent auction was also held during the outing. Net surplus from the green fees and all auction sales will be placed in the fund. The silent auction generated over \$250 while the golf outing net was roughly \$100.

Legislative – Chair Juli Johnson resigned her position with both the city of Coralville and with IPRA effective September 2, 2005. She was gracious to share with staff her information file folder. Action to be taken – we should secure a new committee chair as quickly as possible.

Programs – A disc golf tournament was held at Pickard Park in Indianola. Regrettably, only 8 golfers participated. Last year, the event was conducted in Ames where we grew from 20 to over 30 golfers. Doug Foley (Vinton) and Doug Bylund (Indianola) coordinated the day’s event. The committee will recommend changes for increasing numbers for summer 2006.

Placekick, Punt and Throw football program information was distributed in early August to all member agencies. Local competitions can be held until October 4. District competitions (Ankeny, Coralville, New Hampton, Orange City) will be held during the first three Saturdays in October. The Bergstrom Indoor Football Practice Facility (Iowa State University) will be the site of the state finals on Saturday, October 29.

Awards – at the Fall Workshop the committee presented the Merit and Excellence award. It was given to Cedar Rapids Recreation Commission for their Cherry Hill Family Aquatic Center and Jones Swimming Pool renovation. Julie Sina accepted the award on behalf of Mayor Paul Pate and the community of Cedar Rapids.

Spring Conference – Chair / Host Gil Spence (Dubuque) has informed staff plans are well underway in choosing both educational sessions and speakers. Off site institutes will extremely informative. Staff will provide copies of CEU Application forms, speaker agreements, sponsorship agreements as well as project recommended timelines. Dates are: April 3-5, 2006.

Other Activities:

Membership Directory & Buyer's Guide – staff has been working vigorously with our printer to expedite the completion of this vital member benefit. To date, we have four companies wishing to use full page color advertising. This will be a first for the Directory as we will have a full color covers and several full color pages in the publication. Cost for a full page color ad is an additional \$200 over the normal ad price. Staff envisions members receiving the Directory along with the October newsletter during the first full week of October.

NRPA Council of State Executive Directors – staff attended this meeting in San Antonio during the second week of July. San Antonio was chosen as they are the host city for the 2005 NRPA National Congress. John Thorner, Executive Director of NRPA was also in attendance. We spent a solid day and half in meetings discussing a common vision of the group, sharing ideas to increase visibility, in addition to a host of other ways to increase not only staff productivity but member benefits.

NRPA Great Lakes Regional Council – Bill Blanchard (Iowa City) and staff attended the summer meeting held in West Bend, Wisconsin. Once again, WPROA offered two CPRP CEU educational sessions. This was also a great opportunity for each state to share good things and concerns within their respective state associations. Continuation of, in addition to, lack of relevant reasons to meet were “hot button” topics during this year’s meeting. Springville, Missouri and MPRA will host the 2006 NRPA GLRC summer meeting.

Staff was nominated for and then elected as the Professional Representative to the NRPA National Forum. This is a one year commitment where meetings are held at during the National Congress and National Forum.

Consignment Ticket Sales – from all indications this will be a banner year in sales; especially when compared to last year. Hot tickets included Lost Island Water Park and Adventureland Park. This could be attributed to higher gas prices resulting in families wishing to stay closer to home. Staff is in the process of receiving final sales payments from participating agencies as well as returning all unsold inventory to respective amusement parks. A full accounting will occur at the November 2005 Board meeting.

Malaysia – United States Professional Exchange Program – Two years ago a 10 member delegation from the state of Iowa were involved with an exchange program with the Southeast Asian country of Malaysia. Terry Hoffman represented the park and recreation professionals.

Iowa Sister States office was the recipient of a federal grant to again organize and implement a similar exchange program. In a nutshell, 10 or so Iowa representatives will visit for two weeks the country of Malaysia. During this time, we will assist their people in administration implementation of 130 new community recreation centers, volunteer coach recruitment and organizing at least three youth sport programs.

On the flip-side, 10 Malaysian representatives will visit Iowa for two weeks. They will visit and interact with IPRA recreation center staff and programmers. The idea is for Iowans to visit Malaysia first to share how to best implement rec center and coaching programs then come to our state to witness it first hand.

Dr. Richard Englehorn, Professor at Iowa State University, will coordinate the youth sport coaching recruitment and training. Don Tripp (Des Moines) and staff have been asked to coordinate the park and recreation community center training section. Prior to Don’s acceptance, the city of Des Moines passed a special resolution giving unqualified support for staff involvement with no request of reimbursed funding from the grant.

On IPRA’s behalf, the grant will pay all expenses for the Executive Director to attend the one week initial setup trip and a two week on-site in Malaysian exchange. They also respectfully request IPRA member agencies to become involved when the Malaysian representatives visit Iowa. A second request is development a community center general operating publication. This publication will become the property of IPRA which can, and should, be used for the development of new local community park and recreation departments.