



President Redenius called the meeting to order at 10:35 am.

Roll Call

Present: Executive Committee: Todd Redenius, Sherri Proud, Doug Bylund
Directors-at-Large: Matt Beatty, Doug Foley, Janet Ellerbrock, Scott Hock, Chad Weir
Absent: Michael Moran
Staff: Steven Jordison, Executive Director

Motion to approve agenda as electronically distributed – Todd Redenius. Motion passed 8-0.

CONSENT ITEMS

Minutes – motion to accept board meeting minutes from May 12, 2011 – Scott Hock. Second – Chad Weir. Aye – Redenius, Proud, Bylund, Beatty, Foley, Ellerbrock, Hock, Weir. Nay – none. Abstentions – none. Motion passed 8-0.

Treasurer's Report – Treasurer Bylund along with staff presented FY10/11 year end estimate followed by FY11/12 proposed budget. Association fiscal year is July 1 to June 30. IPRA should end FY10/11 with a net surplus of \$11,290. Bylund then brought forward a balanced FY11/12 proposed budget. Two major changes were incorporated in FY11/12 budget: 1) increase Spring Conference delegate fee \$20 and Fall Workshop delegate fee \$10 with these funds designated for speaker fees to enhance quality of educational sessions, 2) deletion of Youth Placekick, Punt, and Pass Football program. PPP was eliminated due to competition from National Recreation and Park Association (NRPA) endorsement of National Football League (NFL) program, loss of state finals volunteers, and increased ISU indoor facility use.

President Redenius requested treasurer's FY10/11 year end estimate be accepted and file.

Motion to approve recommended delegate fee increase designated for speaker fees – Janet Ellerbrock. Second – Doug Foley. Aye – Redenius, Proud, Bylund, Beatty, Foley, Ellerbrock, Hock, Weir. Nay – none. Abstentions – none. Motion passed 8-0.

Motion to approve FY11/12 Proposed Budget – Sherri Proud. Second – Matt Beatty. Aye – Redenius, Proud, Bylund, Beatty, Foley, Ellerbrock, Hock, Weir. Nay – none. Abstentions – none. Motion passed 8-0.

REPORT ITEMS

President – Redenius shared his personal/professional situation with the city of Ankeny. He sincerely apologized for the lack of judgment. With the advent of Association Code of Ethics, he will respectfully accept the board's wishes to continue as president. Board unanimously endorsed Redenius continuing in his current position pending final resolution with the city of Ankeny.

Additional items brought forward: 1) met with Julie Gosselink (Ahrens Foundation CEO) to discuss potential partnership, 2) RAGBRAI 2011 will have an overnight stay in Grinnell on Thursday, July 28. Ms. Gosselink requested assistance from IPRA membership to assist with Ahrens/Pascall Park duties. Redenius will seek a list of specific duties and number of needed volunteers. Members discussed many activities which could be done on IPRA property to help with participant fun, 3) grant to aid with state office exterior repairs. Staff and president will draft an application. Ahrens Foundation preference is to team with other businesses, 4) external marketing (statewide media) benefits. Board member Chad Weir offered to coordinate this task.

Personnel – committee met in Des Moines on June 3 to discuss staff evaluations, potential salary adjustments, executive director (ED) pay-for-performance (PFP), executive director performance evaluation completed by board and committee chairs, in addition to proposed FY11/12 objectives. Overall, staff received positive comments. ED PFP plan is to enhance the association via percentage weighted objectives. FY11/12 will be year two of PFP.

Committee recommended executive director receive a 2.00% base salary adjustment combined with a 4.00% PFP; recommended administrative assistant received a 2.00% salary adjustment on IPRA's portion of annual salary. Chair Page will contact Iowa Amateur Softball Association (IASA) state commissioner (Tom Topping) to solicit 2.00% salary adjustment on IASA portion of annual salary. {note – IASA declined making a salary adjustment sighting financial inability}

Executive Director – please refer to end of board minutes.

DISCUSSION ITEMS

Board Action Form – Website Redesign/Computer Software Upgrades (passed - see end of board minutes)

Board Action Form – Purchased of Scholarship Fund Certificate of Deposit (passed – see end of board minutes)

Action Plan – Vice President Sherri Proud brought forward the results of board member input on potential Three Year Action Plan objectives. The board should set realistic achievable objectives not over doing it with 11 objectives per year. Approving so many objectives per year may set IPRA for failure rather than success. Proud will take all comments then create another document which board members can rank objectives.

OTHER BUSINESS

Chad Weir – his department has an intern willing to work on new Association logo; take lead with fellow staffer Jennifer Hart to rejuvenate article exchange program.

Doug Foley – Association should be very thankful of all event sponsors. Future newsletters or email communications could include a member/agency spotlight.

Janet Ellerbrock – American Red Cross has approved a substantial fee increase for all swimming programs. Average card fee increase across the nation is \$10. Due to lobbying efforts of an external advocate, Iowa received a one year waiver of fee.

Seeing no other business – motion to adjourn meeting @ 1:00 pm Scott Hock. Second – Doug Foley. Aye – Redenius, Proud, Bylund, Beatty, Foley, Ellerbrock, Hock, Weir. Nay – none. Abstentions – none. Motion passed 8-0.



BOARD OF DIRECTORS -- ACTION FORM

Submitted By: Doug Bylund, Treasurer
Meeting Date: June 23, 2011
Agenda Item#: Discussion Items, #1

SUBJECT:

Website re-design, adding member features, computer software upgrade.

BACKGROUND:

Association website was last redesigned more than two years ago. Typically, every two to three years business websites are redesigned to give customers a fresh new look. IPRA members have also requested a "members only" backdoor site where an online directory could be posted/updated, discussion/blog sites/ newsletters, etc. Increasingly site visitors are accessing information via mobile communication devices (e.g. iPhone, Smartphone, tablets, etc.). Staff has pursued the aforementioned items from our current web host provider. Component cost breakdown are as follows:

- \$500 - New design with fixed background. This includes content redesign for front page and a few inside pages; overall it will require more than 10 hours. Mock-up site has already been completed.
- \$900 - Membership Management System. This will be a new module and will allow members to login and view secure content and create a username and password on registration and then maintain their account. This will be the biggest upgrade. Again host cost on this item will be 5 times more but they are willing to do it at reduced cost.
- New Membership Application with CC payment and username and password. Included in the Membership Management System Upgrade
- New Photo Collage for Flash. Included in the New Design Upgrade
- \$400 - Mobile Site. This entails a brand new design and re-adjusting of the content and is really good option.
- \$300 – Contingency
- \$2,100 – total website upgrades

Second part - \$750 – for staff computer software upgrades (to MS Office Pro 2010)

Total FY10/11 budget impact \$2,850. At this time, staff is projecting nearly an \$11,000 net surplus for FY10/11.

ALTERNATIVES:

1. Acceptance of proposed BAF with funds to be taken out of FY10/11 operating budget.
2. Modify presented options.
3. Do not accept options as presented.

RECOMMENDATIONS:

Association members should strongly endorse moving forward with greater technology opportunities; especially when funding is available.

EXECUTIVE DIRECTOR'S COMMENTS:

Staff has worked very closely with current host provider in securing an excellent cost/benefit situation. Secondly, Personnel Committee encouraged upgrading of MS Office software.

BOARD ACTION (to be completed after the meeting)

Board approved recommendation. Vote - unanimous



BOARD OF DIRECTORS -- ACTION FORM

Submitted By: Doug Bylund, Treasurer
Meeting Date: June 23, 2011
Agenda Item#: Discussion Items, #2

SUBJECT:

Purchase of designated Scholarship certificate of deposit

BACKGROUND:

Scholarship monies are raised each year via two different campaigns; 1) membership fund drive, and 2) auction sales/activities. One hundred percentage of monies raised via these two fund raising events are put into a set aside account. Regrettably over the past few years, the Kathryn Krieg Membership Fund drive has not netted the outgoing \$1,000 awarded scholarship. Netted losses have been cover by the Association's general operating budget. IPRA has paid, out of its operating budget, the cost of an auctioneer, if used, and any beverages served during the auction.

March 2, 2009 an \$81,000 18 month APY 2.6% certificate of deposit was purchased. Certificate matured on September 2, 2010. Accrual interest was \$3,200

Scholarship payouts:
\$1,000 – April 2009
\$1,000 – April 2010
\$1,000 – March 2011

Kreig Fund Drive:	Auction sales:	Special activities:
2009 - \$175.00	2009 - \$5,276	2009 - \$1,200
2010 - \$195.00	2010 - \$2,528	2010 - \$755
	2011 - \$3,875	2011 - \$1,387

Total new income: \$15,391

CD Interest: \$3,200

New CD investment: $\$81,000 + \$3,200 + \$15,391 - \$3,000 = \$96,591$

ALTERNATIVES:

1. Acceptance of recommendation.
2. Modify presented recommendation.
3. Do not accept recommendation as presented.

RECOMMENDATIONS:

It is recommended a new certificate of deposit be purchased from the association's current financial institution (Great Western Bank, Grinnell). Investment - \$97,000 @ 24 months @ 1.35% (with a one-time option to lock in a higher rate). Great Western is offering IPRA higher than normal APY due to our standing business relationship. Rates have remained level for more than one year.

EXECUTIVE DIRECTOR'S COMMENTS:

Staff concurs with the provided recommendation. We will continue to "hold" or "track" all income and expenses from purchase time until maturity so the new amount can be added to the \$97,000 principle.

BOARD ACTION (to be completed after the meeting)

Board approved recommendation. Vote - unanimous



Executive Report

May 1 to June 23, 2011

Presented to the Board of Directors (June 23, 2011)

Per the request of board members, I have secured the following information relating to:

Kansas Lottery – after a year and half, KRPA is still in negotiations for a final agreement. Most proceeds will be retained by Kansas lottery. KRPA is the only recipient of funds. There will be a limited time opportunity for persons to participate with a grand prize with a number of second place prizes. Local agencies do not benefit from ticket sales.

State office, windows/siding – a local exterior building repair company was brought in to review windows and painting. Because the exterior wall is Eifs (synthetic stucco) as well as the window frames being embedded into the Eifs, the contractor did not wish to offer services. To follow up, three additional local contractors were called upon, but also declined.

State office, roof line – staff has met with the company employees who provided last year's estimate. This company specializes in older building repair/maintenance. Currently, they are working on a historical building in downtown Grinnell. As yet, company representatives have not made a site visit.

State office, cistern/deck –cistern has been filled with sand. Excess sand was removed by Ahrens staff then spread over top nearby GHS soccer fields. Handicap walkway and deck are scheduled to be power washed. Covering exposed concrete is also in the works. A grant for \$300 has been applied for to help recover some of cistern fill costs.

Aquatics – Ms. Juliene Heftner (WRPA) was the only presenter at this year's aquatic management workshop. Ankeny Park and Recreation Department hosted nearly 80 full-time and seasonal staffers. Ms. Heftner presented three themed sessions followed by one session geared to full-time staff. In previous years, participants were charged \$10 with a complimentary service for FTE. With the high quality of presentation and added expenses, all attendees were charged \$20. Pool Tech Midwest served as title sponsor to also assist in defraying expenses. All said and done, IPRA's portion of the expense was just under \$600.

CPO/Aquatic CEU Workshop – staff attended the course in Fort Dodge from June 13 – 15.

Information Technology – staff is currently working with the Association's web host provider in re-designing the site as well as incorporating new member features. Features include mobile version, online profiles, member only services, etc.

Personnel – committee met on June 3 to discuss ED evaluation survey completed by board and committee chairs, reviewed FY10/11 ED objectives and pay-for-performance plan. ED presented IPRA/IASA administrative assistant evaluation/objectives. Note – ED is hired by the board of directors and is supervised by the board president. Administrative Assistant is hired by IPRA and IASA then supervised by each association's ED.

Staff Agency Park and Recreation commission visits (since autumn 2010) – staff has presented at Ames, Ankeny, Davenport, Des Moines, Hiawatha, and Pleasant Hill (

NRPA Council of State Executive Directors – this group convened for its summer meeting in Atlanta, Georgia, June 8-10.

Upcoming Activities to the 2011 Fall Workshop

- Implement FY11/12 budget
- Prepare final budget statement for FY10/11
- Prepare association's annual report
- Promote membership renewal
- Promote directory and newsletter advertising
- Solicit Fall Workshop sponsors
- Distribute Fall Workshop delegate information
- Continue promoting NRPA Congress activities (e.g. IPRA/IFPR fellowship grant, hotel room block)
- IPRA Day at Iowa State Fair
- Begin processing consignment ticket sales payments