



**IPRA Board Meeting Minutes**  
**Thursday, January 16, 2003**  
**State Office Building, Grinnell, Iowa**

Vicki Hensely called the meeting to order at 10:30 a.m.

**Roll Call:** Vicki Hensley, Keith Abraham, Nancy Kuehl, John Hagener, Dave Smothers, Marci Hinners, Jef Farland and Steve Jordison

**Absent:** Terry Hoffman, Cindy Coffin and Ron Hopp

**Minutes of November 21, 2002 Meeting:**

The minutes were approved on a motion by Farland and seconded by Abraham. The motion passed, all in favor.

**Treasurer's Report:**

Steve advised the Board that there is not enough excess revenue at this time to purchase the \$10,000 certificate of deposit as had been earlier planned. There are revenue items yet to be paid so the funds should be available to purchase the CD by spring. The monies from the Adventureland consignment ticket sales have been delayed because there are communities that have not yet paid invoices to Adventureland. Once Adventureland receives these payments, they will forward the amount they owe us. Steve reminded the Board that we will add Valley Fair in our consignment ticket program for summer 2003. Discussion was held regarding the transfer of funds in the Scholarship savings account into a certificate of deposit to earn a greater rate of interest. Steve will visit with the Scholarship Committee and get their thoughts. The Board discussed the possibility of granting scholarships to communities to allow members to attend conferences and workshops if their budgets don't allow these expenditures. Steve informed the Board that the Scholarship Committee is attempting to increase the amount of each scholarship granted from \$600 to \$750 or \$1,000.

**Correspondence:**

Steve shared some letters he has received from the governor's office, NAYS, and ICALL. Governor Vilsack's office is seeking volunteers to serve on various state boards and commissions. The members of the Board were encouraged to nominate people to serve and to let Steve know by Tuesday, January 21, if they have suggestions.

**President's Remarks:**

Vicki suggested the present Board of Directors and the new board meet with committee chairs at the Spring Conference to familiarize the incoming members of their responsibilities and to share any files and information old Board members might have. It was decided to have an early morning meeting, and Jef will attempt to make the arrangements for that. Vicki encouraged the Board to keep working on the update of the Manual of Procedures and to keep an eye on legislative issues effecting recreation.

**Executive Director's Report:**

Steve is attempting to coordinate a Legislative Day to get members to the statehouse to talk with legislators. This will probably be held in conjunction with the REAP Alliance members' visit. Steve advised the Board of the upcoming Men's, Women's, Youth, and Coed volleyball tournaments. Brochures were recently mailed to approximately 1,475 pools, motels, etc. around the state advising them of our CPO Schools and Aquatic CEU Updates.

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**Office Sign Recommendation:**

The Board discussed the style of the sign and the costs involved. The wooden sign will reflect the IPRA logo, as well as the ASA logo. ASA will pay \$500 toward the purchase price. The sign will be installed in the driveway entrance "Y" as soon as the weather permits. Lighting will be made available, as well. Funding will come from the Iowa Foundation for Park and Recreation. Farland moved that the Board recommend to the Foundation they purchase a single-sided sign from Wood Graphics, at an approximate cost of \$1,500 to the IPRA. The motion was seconded by Smothers. The motion passed, all in favor.

**Office Renovation Recommendation:**

Steve has spoken with Gil Spence, and the Foundation recommends doing the complete renovation project at this time. The Foundation will fund \$41,000 of the project even though they have approximately \$47,000 set aside for building improvements. They wish to maintain a cash reserve. \$17,000 is currently in the IPRA building fund account. The two C.D.'s which will be renewable February 28, total approximately \$45,500, and we have approximately \$4,200 in the general savings account. Keith suggested that instead of purchasing a \$10,000 CD with the surplus revenue we put it into the building fund account to help with the renovation costs. Steve contacted five contractors from Grinnell to submit bids; three bids were submitted, in addition to the bid received earlier from Maintenance Services of Ames. Anticipated costs, including possible overruns, is \$64,660. Farland moved that the IPRA Board recommend to the Foundation they provide \$41,000 of the funds and approve up to \$23,000 in expenditures from the IPRA building funds for renovation work to be performed by Maintenance Services of Ames and that change orders to the project be reviewed and evaluated by Steve, and he will come to the Foundation and Board for approval. The motion was seconded by Hinners. The motion passed, all in favor.

**Committee Reports:**

Committee reports were distributed and highlights shared. Jef advised the delegate's conference brochures will be distributed about six weeks prior to the conference. The Board discussed having a luncheon on Wednesday, April 9 to conclude the conference. It

was decided to have a President's Breakfast on Wednesday morning instead. Keith asked the Board members to let him know if they hear of someone serving on a committee who is interested in chairing that committee for the next year.

**Old Business:**

None was presented.

**New Business:**

An IPRA Board Action Form was presented by Keith, and the subject was Bylaw changes regarding nominations. Currently the By-laws state that the ballots must be returned by U. S. mail. The Nominations Committee is suggesting that the IPRA utilize technology and allow ballots to be returned via e-mail, fax, or on-line as well as by the postal service. Hagener moved to approve the By-law changes as recommended, seconded by Smothers. The motion passed, all in favor.

**Adjournment:**

The meeting was adjourned at 1:05 p.m.

Respectfully submitted by Cathy Shutts, IPRA Administrative Assistant