



## NOTICE OF MEETING AND AGENDA

Friday, February 26, 2010  
Noon  
Ankeny P&R Conference Room

### Executive Committee

Ben Page  
*President*

Todd Redenius  
*Vice-President*

Angie Cole  
*Treasurer*

Terry Hoffman  
*NRPA Great Lakes Regional*  
(until October 30, 2010)

### Directors at Large

Doug Bylund  
*Director at Large*

Matt Salvatore  
*Director at Large*

Faron Van Nostrand  
*Director at Large*

Matt Beatty  
*Director at Large*

Janet Ellerbrock  
*Director at Large*

Doug Foley  
*Director at Large*

### Staff

Steven Jordison  
*Executive Director*

## AGENDA

### General Items

1. Call to Order
2. Roll Call
3. Approval of Agenda

### Consent Items

1. Approval of January 5, 2010 board meeting minutes
2. Treasurer's Report
  - o External operational review
  - o YTD FY 2009/2010 budget

Angie Cole / Mike Flegge  
Staff

### Report Items

1. Executive Director
2. President
3. Three Year Action Plan Update

Steven Jordison  
Ben Page  
Todd Redenius

### Discussion Items

1. Board Action Form – Bylaws
2. 2012 Spring Conference and Fall Workshop Host Site Selection
3. Iowa Foundation for Parks and Recreation Request
  - a. Joint sponsorship with League of Cities Conference (September 2010)
  - b. IPRA Special Training and Seminars funding request for 2010
4. Directors at Large committee assignments / committee chair update
  - a. *Education* = Faron Van Nostrand / Janet Ellerbrock
  - b. *Advocacy* = Doug Bylund / Doug Foley
  - c. *Resources* = Matt Salvatore / Matt Beatty
5. Proposal for a half day retreat with Iowa Foundation for Parks and Recreation board
6. Board member comments
7. Other Business

Todd Redenius  
Staff  
Ben Page

Ben Page

Ben Page

### Future board meeting dates

- Thursday, June 3 (time / location TBA)
- Wednesday, September 15 (@ Fall Workshop)
- Thursday, November 18 (time / location TBA)

### Adjournment



President Ben Page called the meeting to order at 12:05 p.m.

Roll Call

**Present:**

Executive Committee: Ben Page, Todd Redenius, Angie Cole, Terry Hoffman

Directors-at-Large: Matt Beatty, Doug Bylund, Doug Foley, Janet Ellerbrock, Matt Salvatore, Faron Van Nostrand

**Staff:**

Steven E. Jordison, Executive Director

Addition to agenda, Discussion Item #7 – Iowa's Water and Land Legacy request. Motion to accept agenda with the approved addition: Cole. Second – Ellerbrock. Motion – passed unanimously.

**CONSENT ITEMS**

1. Motion to approve January 5, 2010 board meeting minutes: Hoffman. Second – Salvatore. Aye: Page, Redenius, Cole, Hoffman, Bylund, Salvatore, Van Nostrand, Beatty, Ellerbrock, Foley. Naye – none. Abstentions – none.

2. *Treasurer's Report (external operational review)* – Mr. Mike Flegge, representing Entrepreneurial Services Group, presented the external operational review. Mr. Flegge began by expressing the quality of organizational financial detail based on the size of the association and amount of available staff. Staff has done a great job of managing the Association's finances in a timely and accurate manner. The operational review encompassed four onsite state office visits. Staff provided all requested documentation in addition to answering questions during informational interviews.

A detailed report was electronically distributed to all board members and staff. Contained within the report are itemized observations with investigative findings followed by recommended changes.

Mr. Flegge worked with Treasurer Cole in identifying three key areas of procedural alterations.

1. Back up of QuickBooks files are not being done with current software (QB 2002). This includes offsite back up which will provide records in the event of a disaster. Additional concern is current software is not supported either via the web or by technicians. New software (QB 2010) is a good option. Cost is not prohibitive. Due to the extensive nature of recreating past files and the inability to transfer files, the best option is to begin anew at the start of FY 2010/2011.
2. Requiring prepayment for conferences and workshops. Currently, there is a delay in invoicing for attendance. Reason for the delay is timing of payment for municipal entities. Typically, staff invoices three weeks after the event concludes. This is done to prevent double payment. A large amount of staff time and effort is required in follow up with post event registration payments. Suggestion is to offer a discount for upfront payment. This will reduce the need for staff follow up, increase cash flow, ease recordkeeping, reduce redundancy, and reduce specific event file folders.
3. The final area to address is the employee handbook and personnel policy manual. These documents have not been updated since 1998. He also suggested an updated job description for each staff member be created. Once revised by the IPRA Personnel Committee, each employee would sign another document indicating he/she has read over the document and will abide by it.

Other items Mr. Flegge addressed:

1. Operational review could occur every two to three years. Proposed bylaw change includes an external operational review will occur every five years beginning in 2010 or upon the departure of the executive director. He felt a five year period was appropriate.
2. External over site by the treasurer should be increased. This includes sending unopened bank statements to the treasurer's workplace as well as monthly revenue and expense reports.

Staff will give a documented response to external operational review including timeframe for corrective action.

Payment for provided services was not budgeted for but will come out of cash reserves.

**Motion: to accept and file the completed external operational review – Hoffman. Second – Redenius.**

YTD 2009/2010 financial report (January 31, 2010) – to date, IPRA is running at a deficit due to timing of payment from Iowa ASA second quarter (October – December 2009) reimbursements and reduced 2009 consignment ticket sales. The Association is moving into one of busiest revenue/expense (outside consignment ticket sales) time periods as a result of Spring Conference, Certified Pool Operator schools, and Aquatic CEU Workshops.

Consignment ticket sales participation remains at just over 40 member agencies. The board would like to increase the number of agencies selling tickets. Staff was requested to survey non-participating member agencies. If need be, then board members may directly contact agency directors.

The following agencies (as of February 26, 2010) have agreed to serve as a consignment ticket outlet: Adel, Algona, Ankeny, Bettendorf, Cedar Falls, Cedar Rapids, Clear Lake, Coon Rapids, Coralville, Council Bluffs, Davenport, Dubuque, Dyersville, Estherville, Fairfield, Fort Madison, Grinnell, Hiawatha, Hull, Humboldt, Huxley, Iowa City, Johnston Community Education, Manchester, Marion, Marshalltown, Mason City, Muscatine, Nevada, New Hampton, Newton, North Liberty, Norwalk, Ogden, Pella, Perry, Reinbeck, Urbandale, Vinton, Waterloo, Williamsburg, Winterset.

**Motion: to accept and file the treasure's report – Hoffman. Second – Redinus.**

## **REPORT ITEMS**

*Executive Director* – the full report can be found at the end of the board minutes.

*President* – Doug Romig (Des Moines) was introduced as the new legislative chair effective at the conclusion of 2010 Spring Conference. Romig has experience in legislative issues. He distributed ideas to enhance the quality of this member service. Four components are: 1) creation of a 3-5 member committee from various community populations, 2) contact list of agencies with paid lobbyist, 3) adopt an Association legislative agenda to support our mission and vision, and 4) investigate the hiring of a paid lobbyist or enter into partnership agreements with other communities or organizations with paid lobbyist.

Page also informed the board of the upcoming NRPA National Legislative Forum and mid-year meeting in Washington, D.C. from March 16 to 19. Representatives of IPRA will be Ben Page, Terry Hoffman, and Steve Jordison.

He further commented on his attendance at the recent Iowa Foundation for Parks and Recreation meeting. One area of concern he expressed on behalf of IPRA was selection of IFPR board candidates. IFPR agreed to notify IPRA members through staff communication of board selection process. IPRA members will be encouraged to participate as a candidate or to nominate.

IPRA and IFPR are again jointly sponsoring the 2010 NRPA Congress fellowship. Two representatives from each organization will serve on the selection committee. Recipient announcement will be during the Spring Conference. Total value of the fellowship is \$1,500. Representing the IFPR will be Doug Bylund and Terry Gray. IPRA will be marketing the application process to all members. IFPR will be looking to market to the League of Cities.

Committee chair terms of service will expire at the conclusion of the Spring Conference. Page will contact each committee chair to determine his/her desire to continue or be released from duty.

Page concluded his comments with the creation of an Ad Hoc Committee to review three items relating to the Three Year Action Plan. Committee work will focus on current office location, staff needs, and relationship with Iowa ASA. Tentative committee members include: Doug Bylund, Angie Cole, Steve Grimes, and Marie Ware. Vice President Todd Redenius will be committee chair. First report is due May 31 with a final report/recommendation due on July 31.

*Three Year Action Plan* – Redenius thanked the efforts of all committee chairs and members who have worked to complete their respective objectives to date. He indicated the Membership Committee extended its public presentations by visiting with a recreation class at Grand View College (Des Moines). This presentation was combined with college visits at UNI and Iowa.

Mentoring objective will begin by utilizing a ready-made group of young professionals from Li6. Membership Chair Ryan Penning will be contacting seasoned professionals to pair with Li6 participants. Initial thought is to keep the process simple. A face-to-face mentor/mentee meeting will occur during Tuesday's luncheon at the Spring Conference.

Staff is working with PCCEB Chair Cindy Coffin to transfer CPRP records to NRPA. Additionally, Coffin will be writing an article for the IPRA monthly newsletter describing how to become a CPRP as well as other professional development opportunities through NRPA.

## **DISCUSSION ITEMS**

*Board Action Form "By-laws"*: Manual of Procedures/By-laws Chair Todd Redenius presented the revised document to the Board of Directors. Prior to the meeting, the same document was electronically distributed to all board members and committee chairs. Redenius highlighted several major changes including: code of ethics, restructuring of the IPRA Great Lakes Regional Council to a standing committee rather than the Senior GLRC serving a term on the board and Executive Committee, inclusion of the new award categories in addition to naming criteria. Other changes included grammatical and formatting changes. MOP/By-laws were last revised March 2008.

Once approved by the board, the document will be posted to the IPRA website.

*Motion to accept the revised Manual of Procedures/By-laws – Salvatore. Second – Cole. Aye: Page, Redenius, Cole, Hoffman, Bylund, Salvatore, Van Nostrand, Beatty, Ellerbrock, Foley. Naye – none. Abstentions – none.*

*2012 Spring Conference and Fall Workshop Host Site Selection:* Staff reviewed the RFP procedures. All member agencies were sent Fall Workshop proposals. Spring Conference proposals were sent only to those communities large enough to host the event. There were no proposals submitted for the Fall Workshop whereas one agency (Waterloo) returned a Spring Conference proposal. Waterloo has historically done an outstanding conference.

Motion to accept the submitted proposal from city of Waterloo Leisure Services division – Ellerbrock. Second – VanNostrand. Aye: Page, Redenius, Cole, Hoffman, Bylund, Salvatore, Van Nostrand, Beatty, Ellerbrock, Foley. Naye – none. Abstentions – none.

Staff was directed to personally contact potential host sites for the 2012 Fall Workshop then secure the best possible location based on attendance in addition to net surplus.

*Iowa Foundation for Parks and Recreation Request:* a) President Page brought forth for board consideration a request from the Foundation to jointly purchase an exhibit booth for the 2010 League of Cities. This year's event will be held at the Marriott Hotel and Convention Center located in Coralville. Conference dates are September 22 – 24. Consensus of the board was to move forward with the venture. IPRA will pay for all expenses then invoice the Foundation for one half.

Motion to proceed with the joint IPRA/IFPR League of Cities annual conference exhibit booth with IPRA paying for all expenses then invoicing the Foundation for one half of costs – Beatty. Second – Foley. Aye: Page, Redenius, Cole, Hoffman, Bylund, Salvatore, Van Nostrand, Beatty, Ellerbrock, Foley. Naye – none. Abstentions – none.

Page described an idea he would like to be explored as a promotional tool for IPRA. All communities who stop by the League of Cities exhibit booth to speak with one of the IPRA/IFPR volunteers will receive, if they desire, a complimentary one year agency membership (until June 30, 2011). This offer is only open to agencies or communities who have not been an IPRA member previously. The goal is to “open the eyes” of all communities as to benefits of IPRA membership

Motion to offer all agencies who visit the IPRA/IFPR booth, visit with a volunteer then request a complimentary one year agency membership (June 30, 2011) – Ellerbrock. Second – Hoffman. Aye – Page, Cole, Bylund, Salvatore, VanNostrand, Beatty, Ellerbrock, Foley. Naye – Redenius, Hoffman. Absentions: None.

b) Foundation budget year is January 1 to December 31. Because of this, they respectfully request potential project funding for Special Training and Seminars events be done by early autumn. ST&S Chair Josh Larsen was directed to formulate a plan of action via IPRA budget (FY 2010/2011) for events occurring from September 2010 to May 2011. Once events are board approved, then the committee will move forward in contacting the Foundation for possible funding. One footnote – the Foundation will only underwrite actual event costs whereas if staff were to solicit a sponsor in addition to a modest participant fee unrealized revenue would be generated.

*Director at Large comments:* IT committee is discussing whether to participate in webinars offered by Wisconsin Park and Recreation Association. Conference – Hoffman updated the board on plans for the upcoming event in Sioux City. Exhibitor materials were distributed in mid-January. Delegate brochures should be ready for distribution by early March. Aquatics – the Iowa Department of Public Health is looking to rewrite the current code for swimming pools and spas. One major aspect is requiring all facilities to begin using Ultra-violet as supplement to disinfection system.

*Half-day retreat with IPRA and IFPR:* Page shared his vision for a unique way to open the lines of communication for future projects. Since both organizations share many of the same members as well as have similar vision/mission, it is only a natural progression to collaborate as equal partners. A third party facilitator maybe hired for increased effectiveness. Page indicated he will contact IFPR chair Christine Page to solicit comment from her group.

Board member comments: none were shared other than those aforementioned

Other Business: staff brought forward a request from the Iowa Water and Land Legacy. This is the not-for-profit 501 (c) 4 group empowered to education, promote, and lobby for passage of the Natural Resources and Outdoor Recreation Trust Fund Iowa constitutional amendment.

Motion to write a letter of support in addition to becoming a partner by contributing \$300 – Redenius. Second – Hoffman. Aye: Page, Redenius, Cole, Hoffman, Bylund, Salvatore, Van Nostrand, Beatty, Ellerbrock, Foley. Naye – none. Abstentions – none.

Hearing of no other business – motion to adjourn – VanNostrand. Second – Beatty.

Meeting adjourned at 2:25 P.M.

Next meeting scheduled for Friday, June 18 with site TBA



**Executive Director Report  
September 2009 to March 1, 2010  
Presented to the Board of Directors (February 26, 2010)**

We are rapidly approaching the busiest time of the year as it relates to IPRA programs and activities. Here is a report to date of current events:

**Aquatics** – commencing with our January 2010 CPO school/Aquatic CEU Workshop, staff began serving as on-site coordinator. So far this has not caused any dramatic decrease in work related productivity. Another positive spin is the ability for staff to interact with current and future IPRA members. Staff handles all check-in as well as behind the scenes contact with local host hotel staff.

McKenzie Kiger has assumed chair of the Aquatics committee starting in November 2009. Since October 2009, the committee has met three times. Future planning events include the annual manager/head lifeguard workshop (Clive - May 21) and another stab at a statewide lifeguard olympics to be conducted during summer 2010.

Next meeting date is Friday, March 12 in Urbandale.

**Awards** – the committee met in early November 2009 to review the current slate of awards. A decision reversal was to eliminate multiple recipients for the following Claude Ahrens Community Service, Service Club, Lay Organization, and Corporate Support. Effective this upcoming awards cycle all awards will be considered competitive with only recipient announced. Selected non-recipients from the aforementioned categories will be offered the opportunity to “showcase” their nomination at the spring conference in Sioux City. Nomination deadline is February 24, 2010.

Starting this year is presentation of the Slattery/Trueblood Professional Award. Mrs. Waunita Trueblood (Terry’s wife) and Mrs. Susan Slattery-Branstatter will be invited to attend the awards banquet. Mr. Terry Hoffman has arranged for Mr. Gil Spence to serve as Master of Ceremonies for the banquet.

**Conference Planning** – Sioux City Convention Center will be the host meeting site while the Clarion Hotel will serve as rooming headquarters. Exhibitor information was distributed two weeks ago. To date, we have 10 vendors registered. Delegate brochure materials are being prepared for electronic distribution the first week of March. Sponsorships secured to date are \$5,150.

Outdoor Recreation Products has chosen to underwrite the costs of a nationally recognized speaker who will give the Monday luncheon keynote address in addition to two educational sessions. This decision replaces the typical delegate/exhibitor gift.

**Fall Workshop** – as you know the Ames area parks and recreation agencies did a fantastic job of hosting the 2009 Fall Workshop. There were 116 delegates. Sandwiched in with the total number of delegate was the highest number of one day delegates (31) in 10 years. This could be due to the budget situation in many agencies.

Financial condition was a net surplus of \$8,329.16 on revenue of \$20,047.00 with \$11,717.84 in expenses. West Des Moines, Clive, Urbandale, Johnston, and Waukee will join forces to host the 2010 Fall Workshop in West Des Moines from September 14 – 16. Committee planning sessions are underway.

**Information Technology** – Geoff Hubbard (Council Bluffs) has been promoting the IPRA Goggles forum board. Currently, we stand at 85 active users. The committee is also investigating future use of Facebook and Twitter to promote Association activities.

Another major technological communication tool being tapped is Constant Contact. Primary use is for IPRA “Tuesday Talk” and special notification/reminders.

*Legislative* – with the huge budget deficit the state of Iowa is experiencing, REAP has been proposed to be cut from \$18 million each of the last two years to \$12 million. This is a 33% cut and 60% of its authorized level. REAP day at the state capitol was on February 16. It is vital local advocates contact their state representatives (House and Senate).

NRPA Legislative Forum (mid-year) meeting is scheduled for March 17 – 19. Representing IPRA will be President Ben Page, Legislative Chair Terry Hoffman, and staff. Capitol Hill meetings are on Thursday, March 18. Governance meetings follow on Friday, March 19.

*Long Range Planning (Three Year Action Plan)* – Mr. Todd Redenius has been actively pursuing completion of recent and upcoming goals/objectives. Since our meeting last autumn, the following items have been “checked-off”: perform agency salary for full-time professional staff and part-time staff (results posted to IPRA website), review and update bylaws (refer to Board Action Form January 2010), professional mentoring program, review current awards program format, promote and recruit professionals to apply for NRPA Fellowship program, college visits, and finally, through NPPS offer a playground maintenance workshop. Still on the docket is review professional national certification programs.

*Membership* – many of the Three Year Action Plan items revolve around the Membership Committee. Our mentoring program will have long lasting benefit to the Association. Jump-starting this initiative is utilization of participants from Leadership Institute 6 (2010). Committee members will be pairing a seasoned professional with a new/young professional. Keeping the program simple is one main goal. This is accomplished by encouraging a minimum of one telephone call per month.

Leadership Institute Six (LI6) was recently held (February 2 and 3) at the state office. Ms. Marie Ware and Mr. Terry Hoffman again volunteered their abilities in coordinating the annual event. Speakers included Ms. Jan Herke, Ms. Angie Cole, Mr. Todd Redenius, Mr. Mike Moran, and Ms. McKenzie Kiger. Appreciation is shared with Mr. Mark Boland of Boland Recreation for underwriting this experience.

Our current membership roles are at:

- Professional – 243 (268)
- Board & Commission – 202 (223)
- Commercial – 41 (50)
- Students – 19 (21)
- Retired – 8 (7)
- Agencies – 33 (10)

Note - Numbers in parenthesis are from 2008/2009 membership roles.

*Nominations* – 2010 is an off-election year due to the change in bylaws back in 2008. Our next election cycle is 2011. At that time, we elect a treasurer, three directors-at-large, and one NRPA Great Lakes Regional Council. We will need to elect one new NRPA GLRC member to assume responsibilities with the end of NRPA Congress (November 1, 2010). This person will replace Mr. Terry Hoffman whose terms expires October 31, 2010. Serving on the GLRC as Iowa elected representatives are Mr. Terry Hoffman (2010), Ms. Cindy Coffin (2011), and Mr. John Pletchette (2012). Non-elected members

are President Ben Page and staff. Pending final outcome of proposed bylaw changes, this group will move into a standing committee, retain its current status, or morph into another function.

*Personnel Committee* – Past President John Hagener is committee chair. The committee is composed of the past president and current Executive Committee members. Work will begin in mid-April and conclude with the June 2010 board meeting.

*Professional Certification and Continuing Education Board* – Ms. Cindy Coffin (chair) is working with staff to ensure safe transmittal to NRPA of all current Iowa CPRP. Desire is to have the work completed by March 15. What this means is, CPRP will renew their certification through NRPA. IPRA will maintain as back-up a record of completed CEU's for each professional. Educational opportunities approved by IPRA PCCEB will be recognized by NRPA.

The committee is also reviewing CEU applications for spring conference educational sessions.

*Publications* – 2010 membership directory is ready for both electronic and hard copy distribution. This will be accomplished on February 23. Monthly newsletter distribution has gone from nearly 700 USPS mailed hardcopies to just 63.

*Marketing* – the committee met last autumn and has yet to meet again. IPRA day at the Iowa State Fair is scheduled for Thursday, August 19<sup>th</sup>.

*Sports* – this committee is most visible to non professionals and non advocates. Focus is coordinating Placekick, Punt, and Pass (PPP) football, Spot Shot basketball, and three adult volleyball tournaments.

PPP state finals was conducted at the ISU Bergstrom Football Indoor Practice Facility. Nearly 100 youth from across Iowa came to compete. Of the nearly 100 competitors, 32 were female. This was accomplished because of the separation of boys and girls. Prior to competing at the state finals, participants must have advanced via their local event onto district competition, then from district to state finals. The Association would like to thank Ankeny, Coralville, New Hampton, and Sioux City for conducting a district event.

Adult volleyball is one of our best net surplus events. Each tournament is one day held in the Grinnell Athletic and Recreation Center (GARC). The GARC features three volleyball/basketball courts. November featured 15 coed teams. January there was five men teams and 10 women teams. Up next is a coed tournament on March 6<sup>th</sup>. Champions receive t-shirts with runner-ups being awarded trophies.

Our final event of the season is the annual Spot Shot basketball. Like adult volleyball, it will be held in the GARC. State finals will be on Saturday, March 27<sup>th</sup>. Top two children (per age/gender) advance from local directly to state finals.

Due to budget shortfalls with the Ahrens Foundation, GARC fee is \$100 per use.

*Scholarship* – committee meetings have been held via conference calls. To save on expense, the committee has opted to use a disc jockey service as opposed to a live band for the auction following the awards banquet. Application deadlines for higher education scholarships is February 26. Only three scholarships will be presented this year. They are Musco/Outdoor Recreation Products, Iowa Amateur Softball Association, and Kathryn Krieg Membership. J. Niven Nichols scholarship was replaced by the NRPA Congress Fellowship. IPRA and Iowa Foundation for Parks and Recreation are teaming to provide the NRPA Congress Fellowship. Deadline for this fellowship is March 1, 2010.

*Special Training and Seminars* – last November the Young Professional Forum was held in Ankeny. 25 young/new professionals took part. The Iowa Foundation for Parks and Recreation once again sponsored YPF. Topics included: IPRA/NRPA overview, networking in a digital age, sponsorship recruitment, followed by a roundtable. Ben Page, Todd Redenius, Ryan Penning, Matt Beatty, Geoff Hubbard, Josh Larsen and staff were speakers.

IPRA teamed with the National Program for Playground Safety to offer the playground maintenance workshop. The city of Waukee hosted 29 participants for the day-long workshop. Onsite playground inspection was a benefit each attendee enjoyed. Rainbow Playsystems is to be applauded for agreeing to sponsor the workshop.

Directors' Forum slated for December was canceled due to poor weather conditions. It was postponed until February 11<sup>th</sup>, but again, canceled due to weather conditions. There is no attempt to offer it again because of the tight IPRA program offerings.

Up next on the committee's to do list is the Parks Forum. Its focus is skate parks, dog parks, splash pads, park initiatives, and a roundtable. Marshalltown Parks and Recreation has agreed to host the workshop. Sponsor is the Iowa Foundation for Parks and Recreation.

#### Other Updates

*Iowa Foundation for Parks and Recreation* – since last autumn, their board has met twice at the state office. Basic work included revamping their bylaws, fund generating, acceptance of sponsoring IPRA YPF and Parks Forum. They began a \$100 Grand capital campaign kicked off during the 2009 Fall Workshop. IPRA staff provided the Foundation with a re-typed version of their constitution and bylaws.

The group also is to be commended for their efforts to support those IPRA/non-IPRA members who wish to attend the 200 Fall Workshop and 2010 Spring Conference but are unable to do so because of budget or financial constrictions. Spring Conference fellowship applications are due March 23.

IFPR also sponsored the November 2009 YPF and will sponsor the March 2010 Parks Forum.

*External Operational Review* – Mr. Mike Flegge, representing Entrepreneurial Services Group, from Cedar Rapids has met with staff on at least four in-office sessions. All requested materials as well as interviews were given. A full report and documentation will be shared at the board meeting on February 26<sup>th</sup>. ESG was hired by the Board of Directors on behalf the membership.

*2012 Conference and Fall Workshop Bid* – we received only one bid proposal (Waterloo) for the Spring Conference. None were received for the Fall Workshop. Staff will submit a BAF for 2012 Spring Conference. Direct contacting of local agencies who quite possibly could host the Fall Workshop is staff's recommendation.

*Consignment Ticket Program* – 38 out of a possible 104 agencies has submitted paperwork for our 2010 amusement park consignment ticket program. Following is a list of departments:

Adel, Algona, Ankeny, Bettendorf, Cedar Falls, Cedar Rapids, Clear Lake, Coon Rapids, Coralville, Council Bluffs, Davenport, Dubuque, Estherville, Fairfield, Fort Madison, Hiawatha, Humboldt, Huxley, Iowa City, Johnston Community Education, Marion, Marshalltown, Mason City, Muscatine, Nevada, New Hampton, Newton Correctional Facility, North Liberty, Norwalk, Ogden, Pella, Perry, Reinbeck, Urbandale, Vinton, Waterloo, Williamsburg, Winterset.

Contracted parks: Adventureland, Blank Park Zoo, Lost Island Water Park, Noah's Ark Water Park, Six Flags Great America, Six Flags St. Louis, Valleyfair, and Worlds of Fun.



BOARD OF DIRECTORS

ACTION FORM

Submitted By: Steven Jordison, Executive Director  
Meeting Date: Friday, January 26, 2010  
Agenda Item#: Discussion Item #2

**SUBJECT:**

Selection of host site/community for 2012 spring conference and fall workshop

**BACKGROUND:**

As an association, we determine our two major professional networking and educational events two years in advance. This allows for proper planning with hotel property as well as securing dates with the convention/conference center. It also ensures a smooth transition from one event to the next.

Each member agency was sent a copy of the 2012 fall workshop request for proposal. Communities having the ability to host a spring conference were mailed request for proposal information packets. Communities were given approximately two and one-half weeks to submit proposals. Our website also had the same information posted.

We received one bid proposal (Waterloo) for the spring conference and zero for the fall workshop.

Conference attendance history

2011 – Davenport	2010 – Sioux City	
2009 – Coralville (155)	2008 – Council Bluffs (142)	2007 – Waterloo (136)
2006 – Dubuque (149)	2005 – Sioux City (93)	2004 – Des Moines (151)
2003 – Davenport (134)	2002 – Waterloo (157)	2001 – Dubuque (167)

Fall Workshop attendance history

2009 – West Des Moines	2011 - Clinton	
2008 – Cedar Rapids (98)	2007 – Marshalltown (103)	
2006 – Fort Dodge (88)	2005 – Bettendorf (119)	2004 – Carroll (95)
2003 – West Des Moines (109)	2002 – Mason City (112)	2001 – Ankeny (126)

2012 Conference Proposal

Contact: Paul Huting, Director, Waterloo Leisure Services

Proposed dates: April 1 - 4, 2012 (Easter Sunday is April 8). NCAA Men's Basketball Final Four is Monday, April 2.

Site – Five Sullivan Brothers Convention Center. FSBC has recently been remodeled. Meeting room fees waived.

Vendor booth fee is \$130 (fee in 2007 was \$125 per booth). Complimentary hi-speed internet.

Hotel – Ramada Inn (access via skywalk to FSBC). Room rate (single or double) \$89.95 plus tax. 1 comp room for every 50 sold. Meal prices are comparable to present day. Complimentary hi-speed internet.

2012 Fall Workshop

No proposals were submitted.

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Board Action Form

2012 Spring Conference and Fall Workshop Site Selection

**ALTERNATIVES:**

2012 Spring Conference

1. Select Waterloo as host site for 2012 spring conference per submitted proposal.
2. Reject Waterloo proposal. Request new proposal from membership

2012 Fall Workshop

1. Solicit from board members possible communities for staff to contact.
2. Present solicited proposals for board review at spring conference meeting in Sioux City.

**RECOMMENDATIONS:**

Staff recommends selecting Waterloo as the host community for the 2012 spring conference. Previous committee work has been outstanding. They also submitted a host proposal for 2011.

Regarding the Fall Workshop, staff recommends soliciting possible community ideas from board members. Staff will then follow up with information at the spring conference board meeting.

**EXECUTIVE DIRECTOR'S COMMENTS:**

See aforementioned.

**BOARD ACTION (to be completed after the meeting)**