



**Board of Directors**

**(Conference Call)**

**Meeting Minutes**

**January 5, 2010**

President Ben Page called the meeting to order at 10:30 a.m.

President Page reminded each attendee of proper etiquette to be used during a conference call

Roll Call

**Present:**

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

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

**Absent:**

Director-at-Large – Janet Ellerbrock

**Staff:**

Steven E. Jordison, Executive Director

**Motion:** to accept electronically distributed agenda: Director Matt Salvatore. Second – Director Faron Van Nostrand. Motion passed unanimously.

**REPORT ITEMS**

*External Operational Review* – Treasurer Angie Cole updated the board on project progress. Mr. Mike Flege, Entrepreneurial Services Group, has met with IPRA office staff on four occasions. To date, Mr. Flege has not noted any significant discrepancies. An initial report will be in-house discussed with ESG staff. Once finalized, a fully documented report will be given to the IPRA treasurer. Treasurer Cole will present a portion of the report at the next full board meeting. She informed board members Mr. Flege will also be in attendance at the next board meeting to present and answer questions. Board members were reminded ESG is hired by the Association to conduct the external operational review as part of the current Three Year Action Plan. There is no expectation of any staff mismanagement. Rather, the report will enable the board to exercise its fiduciary responsibility to the membership.

*Financial Statement* – Treasurer Cole and Executive Director Jordison presented the current IPRA financial situation as of December 31, 2009. To date, the Association is approximately \$23,000 below last year's YTD. Two main causes of this are: 1) reduction in consignment ticket sales, and 2) timing of receiving of IASA expense reimbursement {Oct-Dec 2009}.

President Page requested the report be accepted and filed.

*Aquatic CPO/Aquatic CEU Coordinator* – President Page informed the board Director Ellerbrock was requested not attend the conference call due to nature of discussion. Late summer 2009, Director Ellerbrock presented a proposal for coordinating the Association Certified Pool Operator (CPO) and Aquatic CEU Workshops. Currently, there are 10 CPO and 11 Aquatic CEU Workshops held between October through August each year. Time away from the office will average 30 days per year to be an onsite coordinate. Not included is the amount of personal time required to organize host property contracts, class room lectures and post event reporting. Director Ellerbrock's proposal was payment of \$200 per CPO and \$100 per Aquatic CEU Workshop. Mileage would be at her expense. IPRA would still continue to pay for hotel room stays and food.

Executive Committee members twice held conference calls to discuss her proposal. Overriding concern was the potential precedent in paying a member and/or a board member to perform a membership service. The Association does not reimburse (other than normal operating expenses) local host agencies, local staff, or committee chairs to conduct member services. IPRA is a "volunteer" based organization which relies heavily on the generosity of its members. Ultimately, the Board of Director must take into account the best interest of the organization.

Depending on the final board decision, Director Ellerbrock has offered to volunteer when staff is unable to be onsite for any school. Of course, this offer is contingent upon her work schedule. Request was to continue with paying for hotel room stay and food expense.

Should staff be assigned this duty, standard IRS mileage reimbursement would be paid. As with previous schools, hotel room stays and food would be a covered expense.

Concern was expressed of the amount of out of the office staff time. This situation could affect workload and approved staff goals/objectives.

**Motion:** Staff will begin coordinating all scheduled CPO and Aquatic CEU Workshops beginning January 2010 ending August 2010. Staff will prepare a report for review at the 2010 Fall Workshop board meeting: NRPA Great Lakes Regional Council Representative Terry Hoffman. Second – Vice President Todd Redenius. No discussion followed. Roll call vote: Page-aye, Redenius-aye, Cole-aye; Hoffman-aye, Beatty-aye, Bylund-aye, Foley-aye, Salvatore-aye, Van Nostrand-aye. Motion passed.

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Some type of acknowledgement at the Spring Conference for the many years of extra ordinary service to IPRA was requested for Miss Janet Ellerbrock.

*Three Year Action Plan* – Vice President Redenius gave progress report of achieving approved Association goals and objectives. All items are moving along due to the tremendous effort of the responsible committee chairs.

*2012 Spring Conference and Fall Workshop Bid Materials* – conference and workshop dates are set for 2010 and 2011. 2010 – Conference in Sioux City, Fall Workshop in West Des Moines Metro. 2011 – Conference in Davenport, Fall Workshop in Clinton. All IPRA member agencies will be sent a copy of the Fall Workshop bid materials. Approximately 10 agencies large enough to host the conference will receive that material. Local CVB or Chambers of Commerce is not sent materials as local park and recreation department must take the organizing lead.

Bids are due in the IPRA office by Wednesday, February 17. Staff will prepare a report with recommendation for each event.

*Discussion of future face-to-face meetings* – for proper board development consensus was to have at least two face-to-face annual board meetings. Discussion and interaction are the primary positive outcomes. Staff was requested to propose four meeting dates.

*Board Member Comments* – due to the shortfall of consignment ticket sales during summer 2009, board members will take an active role in contacting non-participating departments. Staff will provide such a list on participating/non participating departments. Director Doug Foley indicated how easy it was to offer this revenue generating program.

Terry Hoffman, Spring Conference Chair, updated on the conference progress towards educational sessions, sponsors, and promotions. He also shared information about the upcoming Leadership Institute (Li6) and NRPA Mid-Year meeting in Washington, D.C.

President Page encouraged all directors-at-large to contact their respective committee chairs to see how each one is moving forward or determine if assistance is needed.

As no other business was to be conducted, meeting adjourned at 11:20 a.m.