



**Iowa Park and Recreation Association  
Board of Directors Teleconference  
Tuesday, June 12, 2007**

President John Hagener called the teleconference to order at 10:05 a.m.

**Roll Call:** John Hagener, Jan Herke, Ben Page, Duane Randall, Tab Ray, Todd Redenius and Mark Ripplinger

**Absent:** Troy Anderson, Angie Cole and Terry Gray

**Staff:** Steve Jordison, Executive Director, and Cathy Shutts, Administrative Assistant

**Guest:** Ron Hopp, Personnel Committee Chair

**Personnel Committee Report ( Staff Evaluation):**

Following the call to order and roll call, Ron Hopp, Personnel Committee Chair, presented a report of the June 6, 2007 meeting of the committee which included staff evaluation. The following goals were set for the Executive Director, Steve Jordison:

- Enhance association's web site
- Enhance revenue opportunities
- Create association partnership/collaboration criteria
- Increase membership involvement
- Determine association future staffing direction

Ron reported that the committee recommended a salary increase of five percent each for the Executive Director and Administrative Assistant. Mark Ripplinger inquired concerning health care costs. Steve explained each spring the association works with our insurance broker to solicit premium coverage quotes. It was determined IPRA and Iowa ASA should look at separating coverage due to lower costs with individual policies. Due to the joint relationship with the Administrative Assistant, each association provides half of the premium coverage. Duane Randall suggested there be a recorded benefits package put in place for the IPRA staff members.

**Leadership Summit Update:**

John Hagener provided a Leadership Summit update. He began by thanking Ron Hopp for chairing the personnel committee and for his role in organizing and leading the recent Leadership Summit. John stated that the end result of the Leadership Summit mirrored the existing three-year action plan which takes the organization through June 30, 2008. Ben Page will chair the new three-year action plan and present it to the Board of Directors by April 1, 2008.

**Approval of April 2, 2007 Board Meeting Minutes:**

*Motion to approve the minutes of the April 2, 2007 Meeting. Motion by Ben Page, seconded by Duane Randall.  
Motion approved.*

**Treasurer's Report:**

Steve Jordison explained the steps of the FY 2007-2008 budget preparation:

*Step 1* – Steve drafted the proposed budget and distributed to committee chairs for their input.

*Step 2* – Steve presented the revised budget to the Executive Committee members for their review

*Step 3* – Steve presented the final revision to the Board of Director for final approval

The Treasurer's Report indicates a \$22,000 net surplus for FY 2006-2007. Steve explained that the six percent credit card fees of \$3,500 should be cut to three to three and one-half percent by August 1, 2007, as a result of utilizing a different company. Another adjustment to the proposed budget is in health care costs. Coverage for Tom Topping and his family will be provided through an individual policy. Therefore, the Iowa ASA will pay those premiums directly to the insurance provider, and the IPRA will no longer pay the premiums and receive the reimbursement. A fee increase is proposed for registration for Certified Pool Operator courses and CEU/Aquatic Update workshops, and advertising rates have been increased. Mark Ripplinger suggested an energy audit be conducted on the office building. Duane Randall asked about a six-year comparison of consignment ticket sales. Todd Redenius informed the group that there may be a staff addition of a programs person in January or February, 2008. The \$1,000 part-time staff line item was removed from the proposed FY 2007-2008 budget. *Motion to approve the proposed FY 2007-2008 budget with additions of staff salary increases. Motion by Todd Redenius, seconded by Tab Ray. Motion approved.*

**Board Action Form – Purchase of new color copier:**

Tab Ray stated that the funds are available to purchase a new color copier outright, and there is no need to undergo a competitive bid process. By purchasing the color copier, the staff can produce publications in-house and save the costs of out-sourcing. Cost of the copier is \$15,899, with a \$1,000 annual maintenance agreement. Toner cartridges are provided under the maintenance agreement. Funds to purchase the copier were made available through the net surplus. *Motion to purchase the Sharp MX3501N color copier. Motion by Tab Ray, seconded by Ben Page. Motion approved.*

**Directors at Large Committee Assignments:**

Directors at Large were asked to contact respective committee chairs and let John know which committees they will work with.

No Executive Director's Report, Old Business, New Business, President's Remarks, Board Member Comments, or Correspondence.

Meeting adjourned at 11:00 a.m.

*Next meeting:*

**October 10, 2007  
4:30 PM – 5:30 PM  
Best Western Regency Inn  
Marshalltown, Iowa**