



**Iowa Park and Recreation Association  
Board of Directors Meeting  
Thursday, May 20, 2004  
IPRA State Office  
Grinnell, Iowa**

President Keith Abraham called the meeting to order at 10:30 a.m.

**Roll Call:** Keith Abraham, Terry Gray, Geoff Hubbard, Pat Prevenas, Mark Ripplinger, Todd Schenck, Julie Sina, Gil Spence

**Absent:** Lori Branderhorst and Ron Hopp. Ron was available via the speaker phone for a portion of the meeting.

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

**Board Action Form – 2004 Fall Workshop Fees:**

Tom Louis, Committee Chair, was available via speaker phone to discuss the fees as printed on the Action Form. *Motion to approve the Fall Workshop Fees as proposed in the Board Action Form. Motion by: Geoff Hubbard, seconded by Todd Schenck. Motion approved.* Tom advised the board of some of the sessions which are proposed, as well as tours of facilities in the Carroll area. John McVann will serve as the keynote speaker at the Fall Workshop and will present three aquatic sessions.

**Approval of March 11, 2004 Meeting Minutes:**

*Motion to approve the minutes of March 11, 2004. Motion by: Gil Spence, seconded by Julie Sina. Motion approved.*

**Treasurer's Report FY 2003-2004:**

Ron Hopp was available for discussion of this agenda item via speaker phone. Steve provided a review of the financial documents which indicated that there was a net deficit at the end of the FY 2002-2003 in the amount of \$13,962.13. The major reason for the deficit was due to state office remodel of \$23,707 and double payment to Lost Island Water Park in the amount of \$14,176. These two items were, of course, not budgeted. As of April 30, 2004, the FY 2003-2004 net balance of funds was \$18,242.51. However this amount included \$5,240 received from the Foundation for Iowa Park and Recreation for office remodeling, \$6,990 received from the insurance company for hail damage and \$14,174 withheld as an overpayment to Lost Island during the FY 2002-2003. Steve reported that anticipated revenue for May and June is approximately \$57,342 which will be obtained from CPO/CEU registrations, newsletter advertising, membership dues, outstanding conference sponsorship invoices, scholarship auction receipts and reimbursement of expenses by the Iowa ASA. Anticipated expenditures for the two remaining months of the fiscal year are approximately \$41,833. The estimated net surplus for FY 2003-2004 is \$33,752.

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Steve is securing three bids for roof repair which is estimated to cost \$8,000. The Iowa ASA provides rent to the IPRA in the amount of \$2,400 annually. Historically, this money was deposited into the building fund. However, this year, the funds will be used to assist with payment of the roof repair and mingled with the funds of \$6,990 received from the insurance company.

Discussion followed regarding the scholarship fund. In past years, monies received from the scholarship auction and the membership fund-drive have been deposited into the general fund, and \$1,500 was transferred to the scholarship fund. The board decided all monies received from the scholarship auction and the membership fund drive, less expenses of the auction, postage and printing be deposited directly to the scholarship fund. Pat Prevenas suggested that an explanation of how the scholarship fund is managed be included in the Manual of Procedures. Gil Spence suggested developing a policy book for use by staff. He will prepare the policy for managing the scholarship fund to include in the book.

**Proposed FY 2004-2005 Budget:**

Steve presented an overview of the financial statements provided to the board. The Executive Committee met on May 4, 2004 to review the proposed budget and dissect the detail sheets. The board discussed the contingency fund. RMS McGladrey suggests a cash reserve fund amount equal to three months' of expenses. This cash reserve fund is to be used in the event of a "rainy day" or should large scale funding be needed to maintain the functionality of IPRA. To date, IPRA has in excess of the recommended cash reserve. Another clarified point was the FY "Contingency Fund". Common practice is for organizations to budget a contingency of 1.25% to 3.0% of total revenue. Net effect of the FY "Contingency Fund" is to build in an operational buffer. *Motion to approve the proposed FY 2004-2005 Budget. Motion by Gil Spence, seconded by Julie Sina. Motion approved.*

Ron Hopp was no longer available for discussion via speaker phone.

**Orientation Follow Up From Spring Conference:**

The board discussed the success of the Orientation offered for all new and outgoing members of the Board of Directors and the committee chairs as part of the Spring Conference in Des Moines. It was suggested that an orientation similar to the one offered this year be offered in the future with board members only and something smaller be offered for committee chairs. A concern was raised regarding the holding of an Annual Meeting of the general membership. Steve will investigate the legal necessity of such a meeting and report back to the Board of Directors.

**Committee Chair Assignments 2004-2005:**

No discussion was held on this item.

**President's Remarks:**

Keith reminded the board that meetings are action oriented, and he encouraged the Directors at Large to work with the committee chairs.

**Executive Director's Report:**

A written report had been earlier provided to Board members. Gil advised the group that he has been contacted by the Mayor of Peosta with regard to hiring a director for the new recreation center they are building. Todd informed the group that the Aquatic Managers' Workshop was held May 15 for approximately 20 to 25 participants. A good response was received from those who were there. Steve discussed inquiries he has received from communities seeking information regarding job descriptions, salaries, etc. for potential recreation directors. In some instances, Steve has suggested the community

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seeking information pay the minimum membership fee so we can provide them with more services and information. The Board directed Steve to 1) provide potential new members with basic information, in addition to following up with a development status; 2) provide departments that are current members with as much assistance as requested. The Board felt it was important for all members, in particular Board members, to serve, if requested, as IPRA Ambassadors.

**Old Business – Marketing Committee Brochure:**

Sherri Proud, who had developed the marketing brochure, was unable to be present at the meeting. A copy of the proposed brochure was viewed. The folder portion will hold inserts which will be updated from time-to-time. Thus far, \$300 has been expended to develop the lay out. The estimated cost to print 2,000 folders and 1,500 inserts is \$2,047. Marketing brochures will be distributed to member departments, interns, prospective members and the League of Cities to distribute to their members. *Motion to approve the expenditure of \$2,047 to produce the marketing brochure in FY 2003-2004. Motion by: Terry Gray, seconded by Pat Prevenas. Motion approved.*

**Old Business – Long Range Plan:**

Keith presented a time line for objectives which sets out the name of the responsible committee or director and the time it should be presented to the board. Directors need to communicate this to committee chairs so the Association can remain on schedule.

**New Business:**

There was no New Business presented for discussion.

**Board Member Comments:**

- Pat suggested legislation be proposed to fund recreation opportunities for disabled individuals – possibly conduct a survey of what departments are presently offering. The Legislative Committee should become actively involved with this matter and secure help from Joe Wilson from the University of Northern Iowa.
- Mark advised the board that he had recently attended a CAT (Community Attraction and Tourism) meeting and funds are available to interested departments.
- Gil stated the Iowa Foundation for Parks and Recreation golf outing held May 14, 2004 generated \$5,700.

**Correspondence:**

There was no correspondence to present.

**Adjournment:**

*Motion to adjourn the meeting was made at 12:42 p.m. Motion by: Pat Prevenas, seconded by Geoff Hubbard.*

*Respectfully submitted by*

*Cathy Shutts*

*IPRA Administrative Assistant*

*ACTION LIST*

- Investigate scholarship fund procedure and incorporate into Manual of Procedures (Hubbard)
  - Put together policy for scholarship fund (Spence)
  - Investigate legal necessity for IPRA to hold annual meeting for its membership (Jordison)
  - Propose legislation to fund recreational activities for disabled individuals (Legislative Committee)
  - Investigate CAT fund and publish information in monthly newsletter (Jordison/Publications)
  - State office roof replacement completed by June 30 (Jordison)
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**UPCOMING BOARD MEETINGS**

Thursday, September 16, 2004  
7:30 AM  
Carrollton Inn  
Carroll, Iowa  
(in-conjunction with Fall Workshop)

Thursday, November 18, 2004  
10:30 AM  
State Office  
Grinnell, Iowa

Thursday, January 20, 2005  
10:30 AM  
State Office  
Grinnell, Iowa

March and May 2005 Meetings TBA