



**Board of Directors Meeting Minutes  
Monday, April 2, 2007**

{note – this meeting was held in-conjunction with the spring conference held in Waterloo, Iowa}

President Ronald Hopp called the meeting to order at 5:15 PM.

**Roll Call:** Angie Cole, Cati DeMasi, John Hagener, Jan Herke, Ronald Hopp, Angie Nelson, Ben Page, Tab Ray. New directors at large – Troy Anderson, Duane Randall, Mark Ripplinger

**Absent:** Terry Gray

**Committee Chairs:** Matt Beatty (Special Training & Seminars), Doug Bylund (Programs), Janet Ellerbrock (Aquatics), Terry Hoffman (Legislative), Nick Lenox (2007-2008 Scholarship), Todd Seaman (Scholarship), Derrick Tripp (Marketing)

**Staff:** Steven E. Jordison (Executive Director)

**Introduction of new board members:** Ron Hopp invited each new director at large to introduce themselves. New DAL are Troy Anderson (Coralville), Duane Randall (Vinton), Mark Ripplinger (Cedar Falls); NRPA Great Lakes Regional Council representative Terry Hoffman (Sioux City). New vice president is Ben Page. New officers and board members will be installed during the awards banquet on Tuesday (April 3) evening.

**Introduction of new committee chairs:** Programs - Matt Fielder (North Liberty); Scholarship – Nick Lenox (Ankeny)

Ron also took the time to share his appreciation and gratitude to all outgoing directors-at-large and committee chairs. Their time and expertise have left a positive mark on the association.

**Approval of December 7, 2006 Board Meeting Minutes:**

*Motion to approve the minutes of December 7, 2006 minutes. Motion by – Ben Page; Second by – Todd Redenius. Motion approved.*

**Treasurer's Report (as of February 28, 2007):**

In the absence of Treasurer, Steve reported the association continues to be in sound financial condition. A copy of the statement was distributed prior to the meeting. One area of concern is with line-item "office supplies". This particular line-item includes all credit card transaction fees associated with purchased services by members and non-members. To date, we have expended \$2105 in transaction fees whereas in all of FY 2005/2006 the total amount was \$1712. With that said, IPRA still has to incur fees for March – June 2007. Staff is in the process of investigating other service providers. Staff also brought to attention that the spring conference planning committee had been diligent in securing sponsorships. Total of committed conference sponsorships is at \$9100 – the budget called for \$5500.

*Motion to accept and file the Treasurer's Report was made by Cati DeMasi; second by Angie Cole. Motion approved.*

**President's Report:**

Ron thanked everyone for the opportunity to serve the association in a leadership role for the past two years. There have been many highlights and memories he will forever have.

He also thanked the spring conference planning committee for their passion, hard work and enthusiasm in providing a professional event. The committee did an excellent job of organizing outstanding educational sessions, exhibit show and social networking activities.

**Executive Director:**

Staff provided the board and committee chairs a written report detailing the association's activities from December 1, 2006 to March 31, 2007. One item Steve brought forth was another Malaysia exchange. It appears as of now, from Mr. Phil Latessa (program administrator), there are sufficient funds for a small delegation of Iowans to visit the country of Malaysia. There would be 4-6 IPRA members and two program coordinators who could attend. Expenses will be covered by the Olympic Council of Malaysia and the U.S. federal government. Trip dates will be in early September 2007.

**Leadership Summit:**

Ron Hopp proposed this activity back in December 2006. He asked Vice President John Hagener and staff to organize the one day summit. Attendees would include all outgoing, current and incoming officers, DAL and committee chairs. Todd Seaman has agreed to host our group at one of his department's facilities (Nature Lodge) in West Des Moines. Date is set for Tuesday, April 24. More information will be forthcoming.

**REAP Rules Stakeholder Meeting:**

Todd Redenius (IPRA DAL) and Terry Hoffman (legislative chair) are active members of this group which is organized by the Iowa Department of Natural Resources. Todd reported the IDNR is coordinating a group of individuals to help improve the REAP application and scoring process. Two areas of potential improvement areas include the county REAP committees and scoring. Within the administrative rules, there are to be county REAP committees which review and approve projects before each are submitted for official scoring. Out of 99 Iowa counties, only 11 have county REAP committees. A second area of potential improvement is scoring clarity. The goal is to clearly articulate why a project received a score – basically replacing subjectivity for objectivity.

Three goals of the stakeholder group is to 1) enhance training for those wishing to submit an application, 2) help create a strategic plan with clear objectives in each county, and 3) show successful examples of funded projects. To date, the committee has met only one time.

Todd stated nothing will be changed for the 2007 REAP application process.

**Site Selection – Conference 2009**

Staff solicited bids from all eligible agency members. Only two communities submitted proposals; these include Coralville and Des Moines. Bid information was distributed to all DAL prior to the meeting. Staff gave highlights on what makes a successful conference then incorporated in his report how each agency would fit within that success model.

There was much discussion from all DAL. Key thoughts include: location, last time we were at a community, opportunity for networking events and bottom line costs to the association and attending delegates/vendors.

*Motion to award the 2009 spring conference to Coralville Parks and Recreation Department was made by Ben Page; seconded by Cati DeMasi. Motion passed.*

Staff was directed to work with Sherri Proud (Director – Coralville) to secure dates and costs.

**Site Selection – Workshop 2009**

Staff solicited bids from all eligible agency members. Only two communities submitted proposals; these include Ames and Clinton. Bid information was distributed to all DAL prior to the meeting. Staff gave highlights on what makes a successful fall workshop then incorporated in his report how each agency would fit within that success model.

Questions and concerns were raised by DAL relating to expenses with the Ames proposal. Christine Page (Ames Parks and Recreation) answered all inquiries to the satisfaction of board members.

*Motion to award the 2009 fall workshop to Ames Parks and Recreation Department was made by Todd Redenius; seconded by Jan Herke. Motion passed.*

Staff was directed to work with Christine Page (Special Projects Coordinator – Ames) to secure dates and costs.

At the conclusion of site selection discussion, staff was requested to provide a detailed model of potential revenues and expenses for the 2010 selection process. This information will aid the board in a more objective decision making process.

**Director at Large Committee Assignments:**

This item will be discussed more fully at the leadership summit.

*Motion to adjourn the meeting was made by Tab Ray.*

**Meeting adjourned at 6:05 PM.**

**Next meeting:**

**June 2007 (to approve FY 2007/2008 budget and staff evaluations)**



## **REPORT TO THE BOARD OF DIRECTORS EXECUTIVE DIRECTOR -- Steven E. Jordison**

Period: December 8, 2006 – March 31, 2007

### **NOMINATIONS**

Request for nominations for Vice President, Director at Large (3) and NRPA Great Lakes Regional Council were included as an insert in the December newsletter. The nomination solicitation sheet was also sent via US Postal carrier to all current members of IPRA. John Hagener, Vice President, is chair of the nominations committee. John gathered all the nominations then narrowed down the field to qualified candidates. The committee was given the opportunity to provide input on final candidate selection. Once the ballot was confirmed, all eligible IPRA members were given ballots to complete. Voting could be done in one of four ways: US Postal Service, Fax, e-mail or on-line.

Ballots were due at 5:00 PM on January 19. The following persons were elected:

- Vice President – Ben Page, Manchester
- Director at Large – Troy Anderson, Coralville
- Director at Large – Duane Randall, Vinton
- Director at Large – Mark Ripplinger, Cedar Falls
- NRPA Great Lakes Regional Council – Terry Hoffman (will serve October 2008–October 2009)

### **2009 CONFERENCE/WORKSHOP BID SOLICIATION**

Staff prepared bid materials for soliciting host agencies for the 2009 spring conference and 2009 fall workshop. Workshop materials were sent to all departments while only those departments capable of hosting the conference were sent this specific information.

The following bids were submitted:

- Conference – Coralville, Des Moines
- Workshop – Ames, Clinton

It was determined by the IPRA Executive committee to make a selection during the board of directors business meeting on April 2, 2007.

### **PROGRAMS**

*Men & Women Volleyball Tournament* – this was scheduled to be held in Grinnell on January 13 & 14. Due to predicted severe winter weather conditions, it was determined by Doug Bylund (chair) and staff to postpone the tournament. We originally had nine (9) men's teams and 13 women's teams registered. All entry fees were refunded. A make-up date was scheduled for March 10. But due to other scheduled tournaments and spring breaks, only five (5) women's teams were able to play. Staff ran the day-of-event.

*Co-Ed Volleyball Tournament* – this was completed on March 24 in Grinnell. 13 teams registered to compete. Doug Bylund assisted staff in running the day-of-event competition.

*Spot Shot Basketball* – roughly 250 youth ages 8 to 13 will converge in Grinnell at the Grinnell Athletic & Recreation Center on Saturday, April 14 for the state finals. Children would have advanced to state through a local competition held by one our member agencies. Jeff Sears (Grinnell), Doug

Bylund, Cathy Shutts and staff will run the day-of-event. Volunteer timers and scorekeepers in addition to concession stand helpers will be provided by the Grinnell high school softball team.

### **REAP at Capitol**

Staff attended the REAP (Resource Enhancement and Protection) day on February 21. There were approximately 30 REAP Alliance and affiliates setting up booths around the rotunda. From all indications, this was the most organized and visible event for REAP at the state capitol. Des Moines Parks and Recreation was one of the attending agencies.

### **PARKS COMMUNITY FORUM**

Matt Beatty (chair) and Angie Cole (DAL and committee member) are to be congratulated for organizing an outstanding one day community forum. Lowe Park Arts & Environmental Center in Marion was the host location. The forum was designed to give attendees an opportunity network with fellow professionals in a structured yet casual environment. Sessions offered included: ballfield maintenance, weed control programs, plants for problem areas and an off-site tour. Registration fee of \$15 covers the cost of snacks, lunch and beverages. There were 31 participants.

### **CONFERENCE**

Co-Chairs Paul Huting and Tab Ray are to be commended for their leadership skills in organizing this year's annual event. Not to forget committee members: Mark Gallagher, Mark Ripplinger, Brock Goos, Janet Ellerbrock, Duane Randall, Jef Farland, Ward Stubbs and Todd Derfield. This dedicated group of professionals really gave it their best!

Here is our performance, to date:

- Registered delegates – 137
- Exhibitors – 60 vendors using 75 booths
- Sponsors – 15 sponsors generating \$9,600

Final report will be given to the board of directors after May 15.

### **AWARDS**

Award nomination materials were distributed to all IPRA members in addition to a separate mailing to all department directors. The committee met at the West Des Moines Parks and Recreation office to determine the 2007 recipients. Recipients will be announced at our annual awards banquet to be held inconjunction with the conference.

### **SCHOLARSHIP**

Kathryn Krieg Membership Scholarship fund drive pledge forms were inserted in the December and January newsletters. To date, we have generated \$1075. Our adopted budget called for raising \$1000. The committee received 18 applications for five (5) available scholarships. Recipients will be announced at the awards banquet. For now, there were four (4) University of Northern Iowa students and one (1) University of Iowa student receiving a scholarship. There will be two (2) \$1000 scholarships and three (3) \$750 scholarships given out.

The committee has also been organizing the annual scholarship auction. This event will follow the awards banquet. Typically, IPRA will raise approximately \$4000 from this single event.

### **CERTIFIED POOL OPERATOR AND AQUATIC CEU WORKSHOPS**

Janet Ellerbrock, North Liberty, continues to serve as the on-site IPRA representative for each school and workshop. Pool Tech Midwest, Inc. staff (Perry Green and Dave Peters) are NSPI certified

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instructors. Classes were held in January (Cedar Falls), February (Sioux City) and March (Ames). Staff attended both the CPO and CEU course held in Ames. Upcoming classes include April (Waterloo, Iowa City, Clear Lake), May (Cedar Rapids), June (Fort Dodge) and finally in August (Des Moines). Annually, IPRA

nets approximately \$25,000 from these schools and workshops. Within the registration fees is the mandatory \$20 Iowa Department of Public Health fee.

### **CONSIGNMENT TICKET SALES**

We continue offer group discount tickets to the following parks: Adventureland, Lost Island, Noah's Ark, Six Flags Great America, Six Flags Saint Louis, Valley Fair, and Worlds of Fun.

The following departments will be selling tickets: Algona, Ankeny, Belle Plaine, Bettendorf, Cedar Falls, Cedar Rapids, Clear Lake, Clinton, Coralville, Council Bluffs, Davenport, Des Moines, Dubuque, Dyersville, Eldridge, Fairfield, Forest City, Fort Madison, Grinnell, Hiawatha, Hull, Humboldt, Iowa City, Iowa Falls, Indianola, Iowa City, Johnston Community Education, Knoxville, Marion, Marshalltown, Mason City, Muscatine, Nevada, New Hampton, Newton Correctional Facility, North Liberty, Norwalk, Oelwein, Ogden, Orange City, Perry, Sioux City, Reinbeck, Springville, Vinton, Waterloo, West Union, Williamsburg, Winterset.

### **LEADERSHIP INSTITUTE 2007**

Li4 was held at the IPRA state office on January 30 & 31. Terry Hoffman and Marie Ware organized this two-day activity which featured speakers from fellow veteran IPRA professionals. Attendees were Derrick Tripp (Sheldon), Ryan Penning (Ankeny), Matt Hibbard (Coralville), Jen Spane (Coralville), Josh Vande Kamp (Knoxville), Chris Clime (Cedar Rapids), Jessica Bartles (Cedar Rapids), Travis Renze (Grinnell) and Joy Middleton (Carroll). The focus of Li is to allow participants to sharpen their professional and personal skills in a casual team-building atmosphere. It is also a wonderful tool for our young professionals to network with their peers. Department directors are to be applauded for allowing their staff members to participate.

Since its inception there have been – eight (8) seasoned professionals who mentor the participants, nine (9) graduates who currently serve on the IPRA board of directors or as a committee chair and four (4) who have received the Carole Hansen Outstanding New Professional award.

### **NRPA Mid-Year Forum – Washington, D.C.**

Terry Hoffman (legislative chair), John Hagener (vice president) and staff represented IPRA. Mike Moran was also in attendance as the American Park and Recreation Society president. Larry Makoben (chair of Bettendorf Parks and Recreation Commission) attended as a citizen-board member. Also, in attendance was John Terpkosh representing the USTA Missouri Valley district. Regrettably, we were able to meet face-to-face with Congressman Boswell and Congressman Loeb sack. All Congressional delegation meetings were with their respective staff members. Beyond that, meetings attended by our representatives were Council of State Affiliate Presidents, Council of State Executive Directors, Great Lakes Regional Council, APRS board meeting, and National Forum.

The main thrust of the Congressional meetings were the continuation of the LAWCON, support of transportation enhancements, Harkin's "Project Play Every Day" bill, US coastal off-shore natural resource drilling. Highlight of the day on Capitol Hill was the opportunity for staff to introduce Senator Harkin for the announcement of his bill "Project Play Every Day".

### **UPCOMING EVENTS**

Spot shot basketball state finals – April 14

Leadership Summit – April 24

FY 2007/2008 budget preparation – TBD

Fall Workshop 2007 – Continuous after April 15

Consignment Ticket Sales - Continuous after April 15

CPO and Aquatic Workshops – continuous

Pool Manager/Head Lifeguard Workshop – May 18

Great Lakes Regional Council Meeting – Springfield, IL - July 12-14

IPRA Day at the Iowa State Fair – August 16