



President Redenius called the meeting to order at 10:35 am.

Roll Call

Present: Executive Committee: Todd Redenius, Sherri Proud, Doug Bylund
Directors-at-Large: Matt Beatty, Janet Ellerbrock (via speaker phone @ 11:15 am), Chad Weir
Absent: Doug Foley, Scott Hock, Michael Moran
Staff: Steven Jordison, Executive Director

Motion to approve agenda as electronically distributed – Todd Redenius. Motion passed 5-0.

CONSENT ITEMS

Minutes – motion to accept board meeting minutes from October 27, 2011 – Weir. Second – Beatty
Aye – Beatty, Redenius, Proud, Bylund, Weir. Nay – none. Abstentions – none. Motion passed 5-0.

Treasurer's Report – Treasurer Doug Bylund presented the report. All items are aligned per proper accounting with no abnormalities.

President Redenius requested treasurer's report be accepted and filed.

REPORT ITEMS

President – Redenius shared his comments regarding the Young/New Professional Forum held in Hiawatha on December 7. There were 30 participants. On behalf of IPRA, he acknowledged the efforts of Special Training & Seminars committee chair Mike Miner (Garner), in addition to Angie Cole (Director, Hiawatha) for hosting/presenting. Overall, the event was a resounding success. Finally, he shared gratitude to Iowa Foundation for Parks and Recreation who graciously sponsored it. The wave of future leaders need opportunities to expand their horizon all the while IPRA needs to offer/support such endeavors. Staff will create/implement/analyze results of participant online survey.

Prior to the board meeting, Redenius and staff met with Ms. Julie Gosselink, CEO and President, Ahrens Foundation. Purpose of the meeting was to give an update on state office building needed repairs. Redenius submitted a letter of grant request along with letters of support from Iowa Amateur Softball Association, Iowa Foundation for Parks and Recreation, and Ms. Marie Ware (Director, Dubuque). During the meeting, Ms. Gosselink informed them of the 100th birthday celebration of Miracle Playground, Inc. founder Mr. Claude Ahrens. IPRA and Ahrens will team up on special events celebrating the century birthday. IPRA offered time at the Spring Conference Awards Banquet to pay tribute.

Redenius will now follow up with Musco for grant submittal.

Future marketing efforts should incorporate a brand definition such as; "value of play", "leave it better than you found it".

Executive Director – please refer to report at the end of minutes.

DISCUSSION ITEMS

#1 Action Plan – updated Action Plan with individual board member assignments was electronically distributed to all board members. Expectation is for assigned action item to be reported on at each board meeting.

#2 Association Organization Changes – Moran provided a one page synopsis of proposed changes. For official review, suggestions should be incorporated into current Association by-laws and manual of procedures to better understand long-term ramifications of changes. One goal is to look at new ways of doing business which puts greater responsibility on board.

December 8, 2011 – Meeting Minutes

#3 Spring Conference Host Site (2013/2104) – staff gave a report on soliciting for Spring Conference host sites. Only communities who can host such an event were given RFP materials. Please refer to accompanying Board Action Form for additional details.

Motion to approve Des Moines (2013) and Cedar Rapids* (2014) RFP as host sites for respective years – Proud. Second – Beatty. Aye – Beatty, Redenius, Proud, Bylund, Weir. Nay – none. Abstentions – none. Motion passed 5-0.

* Cedar Rapids is given tentative approval. Staff is empowered to work with local host committee to determine delegate hotel room rate and facility rental costs. If final costs are out of line, staff is empowered to solicit other RFP's.

#4 Fall Workshop Host Site (2012, 2013, 2014) – staff gave a report on soliciting for Fall Workshop host sites. Every IPRA member agency was given RFP materials. Please refer to accompanying Board Action Form for additional details.

Motion to approve Mason City (2012), Bettendorf (2013), and Dubuque (2014) as host sites for respective years – Beatty. Second – Bylund. Aye – Beatty, Redenius, Proud, Bylund, Weir. Nay – none. Abstentions – none. Motion passed 5-0.

#5 Need for Aquatics Ad Hoc Committee to Investigate Learn-To-Swim Program – Consensus was IPRA is not in a crisis situation rather IPRA will take a wait-and-see approach once American Red Cross hires new aquatics specialist for Iowa. Most agencies are passing along the \$5.00 fee to participants with the caveat of an announcement in their program brochure. IPRA, through the Aquatics Committee, can serve as a facilitator for other options.

#6 Election of Directors at Large – Directors Beatty, Foley, and Ellerbrock term expires at Spring Conference 2012. Proud will chair the Nominations Committee (per current by-laws). Staff will provide her will materials from 2011 election process.

#7 Board Member Comments –

Weir – beginning work on “Agency Spotlight” and online member photo directory after first of the new year.

Beatty – will follow up with Moran and staff to prepare proposed by-laws and manual of procedures for Board review at February 23, 2012 meeting.

Bylund – sits on Aquatics Committee. IPRA has been well represented with Iowa Department of Public Health Swimming Pool and Spa code rewrite.

Redenius – thank everyone for their efforts and leadership. He will set up a meeting with Iowa Amateur Softball Association Executive Director (Tom Topping) and President (Bill Blanchard). Proposed 2012 meeting dates were announced.

Future board meeting dates

February 23

June 21

October 25

If need be, a meeting could be called for at Spring Conference and Fall Workshop

No other business being discussed, meeting adjourned at 12:50 pm. Motion – Proud. Second – Bylund. Aye – Beatty, Redenius, Proud, Bylund, Weir. Nay – none. Abstentions – none. Motion passed 5-0.



NATIONAL RECREATION AND PARK ASSOCIATION

Congress was held in Atlanta, Georgia from November 1-4. Vice President Sherri Proud attended in place of President Todd Redenius. Mandi Parker (Sioux City) was this year’s NRPA Congress fellowship recipient. Proud, Parker, and staff attended the Council of State Affiliate Presidents / Council of Executive Directors joint meeting. There were approximately a dozen IPRA members attending Congress. *Fry & Associates* sponsored the IPRA President’s social.

Staff attended the CSAP, CED; and National Forum; chaired the National Forum Awards committee meeting; presented the National Forum Awards recipients. Staff has been assigned a new role on the National Board Development Committee.

AQUATICS

Aquatics Committee met November 10 in Urbandale. Staff was unable to attend due to a previously scheduled vacation. Many topics were discussed including IDPH Swimming Pool and Spa health code revisions and American Red Cross. Staff and McKenzie Kiger, Aquatic Chair, are collecting IDPH code revisions comments/suggestions from IPRA membership/Aquatic CEU Workshop participants. Next meeting is December 9 in Pella.

Regarding ARC Learn to Swim program and proposed fee structure, several committee members expressed an interest to create their own swim lesson program.

Aquatic CEU Workshop followed by Certified Pool Operator school was held in Burlington on November 14-16. Participation numbers were: CEU – 26 / CPO – 15.

SPECIAL TRAINING AND SEMINARS COMMITTEE

Young/New Professional Forum was held in Hiawatha on December 7. We had 30 professionals attend this no charge event. IPRA professionals who provided presentations were: Sherri Proud (Coralville), Duane Randall (Vinton), Matthew Eckhardt (Iowa City), Mike Miner (Garner), Angie Cole (Hiawatha), Jessica Lang (Iowa City), and Ken Asta (Davenport). We are in the process of collecting participant survey results. CEU applications were submitted for those desiring CPRP credit. Iowa Foundation for Parks and Recreation provided funding, at cost only, so it could be offered at no charge.

The committee is also working towards a trends community forum.

SPRING CONFERENCE

Committee members have met three times to organize educational sessions. Keynote plus two educational sessions will be done by Tony Dicecco, former UNI Women’s Head Basketball Coach. IPRA will apply for a Landscape Structures speaker’s grant to help offset Mr. Dicecco’s fee.

SPORTS

Staff was the onsite coordinator for the annual November adult coed volleyball tournament held on Saturday, November 19 at the Grinnell Athletic and Recreation Center. There were 6 – A teams and 8 – B teams.

AWARDS

Committee met on November 29 to discuss format of 2012 program. There were several slight adjustments to categories in addition to clarifying some criteria items. Adding a new category was brought forth; “best of the best” agency brochure. Only hard copy of the agency brochure will be distributed to the community upon predetermined community population breakdowns.


BOARD OF DIRECTORS
ACTION FORM

Submitted By: Steven Jordison, Executive Director
Meeting Date: December 8, 2011
Agenda Item: Discussion Item #3 (site selection for Spring Conference)

SUBJECT:

Selection of Spring Conference host community for 2013, 2014.

BACKGROUND:

Staff electronically distributed in mid-October a request for proposals to host the annual Spring Conference to all agencies large enough to host the event. PDF of same RFP was posted to the IPRA website. We received proposals from Cedar Rapids (1), Council Bluffs (2), Des Moines (4), Dubuque (2), Iowa City (2). Both Cedar Rapids and Dubuque were received after November 15 deadline. Staff allowed accepted based on the desire to provide the Association the best possible host options.

Staff worked until the morning of December 8 to craft the best possible scenarios for delegate and exhibitor participation via the criteria used in the BAF Fall Workshop Site Selection process.

ALTERNATIVES:

- Approve recommended host communities and facilities
- Approve only selected host community and facility
- Ask staff to re-bid

RECOMMENDATIONS:

Based on aforementioned criteria, the following is recommended:

2013 – April 8-10	Quality Inn & Suites / Iowa Events Center	Des Moines
2014 – April 7-9	Cedar Rapids Convention Complex	Cedar Rapids*

*Approval with option to retract if forecasted costs are higher than foreseen. Assign staff authority to work with Cedar Rapids Convention and Visitors Bureau to finalize costs. If determined not to be in the best financial interests of IPRA, then staff will work with other submitted RFP's to secure a host community.

EXECUTIVE DIRECTOR'S COMMENTS:

Please refer to background and recommendations.

BOARD ACTION (to be completed after the meeting)

Motion to approve Des Moines (2013) and Cedar Rapids* (2014) RFP as host sites for respective years – Proud. Second – Beatty. Aye – Beatty, Redenius, Proud, Bylund, Weir. Nay – none. Abstentions – none. Motion passed 5-0.

* Cedar Rapids is given tentative approval. Staff is empowered to work with local host committee to determine delegate hotel room rate and facility rental costs. If final costs are out of line, staff is empowered to solicit other RFP's.



BOARD OF DIRECTORS ACTION FORM

Submitted By: Steven Jordison, Executive Director
Meeting Date: December 7, 2011
Agenda Item#: Discussion Item #4 (site selection for Fall Workshop)

SUBJECT:

Selection of Fall Workshop host community for 2012, 2013, 2014.

BACKGROUND:

Staff electronically distributed in mid-October a request for proposals to host the annual Fall Workshop to all current member communities (120). We received proposals from Mason City (2012), Bettendorf (2013/2014) and two Dubuque properties (2013, 2014). Dubuque Park and Recreation Director Marie Ware was contacted about preference for either Fall Workshop or Spring Conference hosting. Historically, IPRA has been hosted only for the Spring Conference. Her desire, and that of staff, was to bring delegates into the community during a different season so an appreciation of community appearance can be viewed.

Actual delegate fee will be determined during approval of Association annual budget.

Staff's recommendation for host site community is based upon the following criteria:

- Relationship with IPRA
- Ability in planning/implementing the event
- Facility expense
- Quality of host property
- Delegate hotel room cost
- Previous delegate attendance
- Last time community hosted the event
- Complimentary room to room block ratio
- Financial impact to IPRA
- Relationship to Iowa League of Cities annual conference dates/locations

ALTERNATIVES:

- Approve recommended host communities and facilities
- Approve only selected host community and facility
- Ask staff to re-bid

RECOMMENDATIONS:

Based on aforementioned criteria, the following is recommended:

2012 – September 11-13	Mason City Parks and Recreation	Clarion Hotel
2013 – September 17-19	Bettendorf Parks and Recreation	Isle of Capri Hotel
2014 – September 16-18	Dubuque Parks and Recreation	Grand Harbor Resort

EXECUTIVE DIRECTOR'S COMMENTS:

Please refer to background and recommendations.

BOARD ACTION (to be completed after the meeting)

Motion to approve Mason City (2012), Bettendorf (2013), and Dubuque (2014) as host sites for respective years – Beatty, Second – Bylund. Aye – Beatty, Redenius, Proud, Bylund, Weir. Nay – none. Abstentions – none. Motion passed 5-0.