



President Page called the meeting to order at 11:30 am.

Roll Call

Present: Executive Committee: Ben Page, Todd Redenius, Angie Cole
Directors-at-Large: Matt Beatty, Doug Foley, Janet Ellerbrock, Doug Foley, Matt Salvatore
Absent: Faron VanNostrand
Guest: Terry Gray (Marshalltown), Ad Hoc committee member
Staff: Steven Jordison, Executive Director

Motion to approve agenda as electronically distributed – Matt Salvatore. Second – Janet Ellerbrock. Aye – Page, Redenius, Cole, Beatty, Foley, Ellerbrock, Foley, Salvatore. Nay – none. Abstentions – none. Motion passed 8-0.

CONSENT ITEMS

Minutes – motion to accept board meeting minutes from September 15, 2010 – Todd Redenius. Second – Angie Cole. Aye – Page, Redenius, Cole, Beatty, Foley, Ellerbrock, Foley, Salvatore. Nay – none. Abstentions – none. Motion passed 8-0.

Treasurer's Report – Treasurer Angie Cole indicated she is continuing to work with staff to implement recommendations presented in the January 2010 external operation review. Three certificates of deposit matured in September 2010. Principal plus accrued interest from the certificates has been placed in association's general checking account. This will remain the case until decision is rendered regarding Ad Hoc committee recommendations. As of December 31, 2010, association is running a deficit of \$6,830.83; which is not uncommon as the majority of revenue will be forthcoming from Spring Conference, Aquatic CEU workshops, and Certified Pool Operator schools. Available cash on-hand as of December 31, 2011 is \$227,595.19.

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

REPORT ITEMS

Personnel Committee – President Ben Page reported, in the absence of committee chair John Hagener, on the January 6, 2011 meeting between staff and the Personnel Committee. This was a scheduled six month progress update concerning approved executive director objectives. Outcome of the meeting was creation of an additional 8 item check list to be completed by Spring Conference. Due to privacy issues explicit details were not discussed with the board. One note of the meeting was the continued concern by some members of requiring the executive director to hold regular office hours. Again, the board reaffirmed the executive director is the "face" of the association. As such, this individual is expected not to hold regular office hours. Board members were reminded the executive director has now been assigned on-site coordination of the Aquatic CEU workshop and Certified Pool Operation school program. Adding this responsibility requires at least 33 days out of the office per year.

President – Vice President Todd Redenius will be attending NRPA National Legislative Forum/mid-year meeting in Washington, D.C. from March 16-19, 2011. Representing IPRA leadership is the vice president (year two of his/her term) followed by year one of president's term. Page acknowledged the Spring Conference Planning committee's efforts to secure an outstanding keynote/educational session speaker, Dr. John Crompton, Ph.D. Finally, he expressed deep appreciation for allowing him to serve the membership during the past two years. He also encouraged all board members and committee chairs to stay active in their professional association.

Executive Director – collaborative efforts with Iowa Foundation for Parks and Recreation and IPRA at the annual Iowa League of Cities conference was a success. Staff represented IPRA at NRPA National Congress in Minneapolis. There were more than 50 IPRA members attending. Between September 2010 to January 2011 board meeting, IPRA hosted the following sport programs: Placekick, Punt, and Pass football and two adult volleyball tournaments. Yet to be completed are the state finals of Spot Shot Basketball and one more adult volleyball tournament. Staff is also working with the Spring Conference Planning committee to ensure proper distribution timeline of delegate and exhibitor information. Time between January to June is the busiest for association activities.

Nominations – Chair Todd Redenius reported solicitation for officer and directors-at-large are ongoing with more than 50 nominations to date. Cut off is January 31, 2011. Voting will begin once the slated is confirmed and candidate's biography is received. Voting procedure will follow association by-laws. Installation of new vice president, treasurer, and three directors-at-large will occur during the Awards Banquet held on Tuesday evening at the Spring Conference.

Ad Hoc – Chair Todd Redenius thanked the efforts of committee members: Doug Bylund, Terry Gray, Matt Salvatore, and Marie Ware. Work began at the 2010 Spring Conference. But the process was put in place via the association's Three Year Action Plan.

Ad Hoc Committee Board Action Form - Redenius presented the Board Action Form (see accompanying document located at end of this report). He reiterated committee's commitment to transparency by leaving "no stone unturned". Finally, both Julie Gosselink (Ahrens Foundation President) and he will meet on February 2, 2011 to further enhance possible partnership opportunities. Please refer to Board Action Form for approved action.

By-laws Board Action Form – Chair Todd Redenius informed the board members the by-laws were last amended in February 2010. Due to changes within National Recreation and Park Association concerning Regional Council, it will be necessary to amend IPRA by-laws reflecting those national changes. A second change was enlarging the Personnel Committee to five members because the senior NRPA Great Lakes Regional Council representative no longer existed. See accompanying document located at end of this report. Please refer to Board Action Form for approved action.

President Page requested staff to notify the membership of these the Board Action Forms using the monthly newsletter and electronic communication.

Certificate of Deposit Purchase – motion to authorize treasurer to work with staff in purchasing a new Scholarship certificate of deposit – Matt Beatty. Second – Doug Bylund. Aye – Page, Redenius, Cole, Beatty, Foley, Ellerbrock, Foley, Salvatore. Nay – none. Abstentions – none. Motion passed 8-0.

Board Member Comments with Assigned Committees: Marketing – little progress on ad creation. Legislative – Iowa Legislature is convened so staying on top of relevant issues is critical. Aquatics – monthly meetings have been somewhat successful. Little attendance when meeting is moved from outside of central Iowa. Information Technology – member's forum board has been very successful with nearly 80 participants. Sports – chair Rick Courcier and staff has covered all events. Awards – investigate/report on possible inclusion of new award(s). Scholarship – college/university visits at UNI, Grand View, Simpson, AIB, and Iowa were well received. Membership – working to complete comprehensive agency survey.

Other Business – none brought forward.

Motion to adjourn meeting – Janet Ellerbrock. Second – Angie Cole. Aye – Page, Tedenius, Cole, Beatty, Foley, Ellerbrock, Foley, Salvatore. Nay – none. Abstentions – none. Motion passed 8-0.

Meeting adjourned at 2:20 pm.



BOARD OF DIRECTORS ACTION FORM

Submitted By: Todd Redenius, Vice President
Meeting Date: January 28, 2011
Item: Discussion Topic #1

SUBJECT: "Conduct an analysis and provide recommendations on: IPRA Staff Structure, state office location, and Iowa ASA partnership" – Goal #4, Objective 10 of IPRA "Three-Year Action Plan".

BACKGROUND: In March 2010, President Ben Page appointed a committee to study the above referenced goal and objective of the Board approved Three-Year Action Plan. Committee members appointed were: Todd Redenius, Marie Ware, Terry Gray, Matt Salvatore, and Doug Bylund. This ad-hoc committee evaluated the following:

1. Short and long term needs of the present state office in Grinnell and associated repair and/or improvement costs.
2. History of the state office location and the evolution of the move to Grinnell, with specific focus on fundraising efforts, project partners, roles and responsibilities of IPRA Board, Iowa Foundation for Parks & Recreation, and Ahrens Foundation.
3. The location of the state office in relation to future association goals, opportunities for partnerships, partnership with Iowa ASA, and present staff.
4. Current relationship with Iowa ASA and future direction.
5. Association staffing level; current staffing and structure of staff in relation to current Association activities and future goals.

Office Location – Three alternatives emerged. 1) remain at the current office in Grinnell, 2) move to renovated Grinnell Athletic & Recreation Center when the addition is built (this facility is currently located in Ahrens Park, just to the east of the existing office), 3) move to Ames in rented office space offered to IPRA by the Iowa Sports Foundation (better known as Iowa Games).

A professional building inspection was completed on the state office which provided the committee with a list of recommended repairs. Two contractors then provided a general estimate of cost. Total repair needs were estimated to be in the \$80,000-\$90,000 range; however, it should be noted that much of that cost was for secondary priority items that were not of an immediate concern. Furthermore, it assumed that all work would be done by a contractor as opposed to in-kind, volunteer, etc.

The Ahrens Foundation has developed a plan to expand the current Grinnell Athletic & Recreation Center. Space has been offered to IPRA on a rent basis when this addition is completed. The timeframe of this expansion is yet to be fully determined; however, in conversations with Ahrens staff they note that it is a priority project and expect work to be completed within the next several years. Ahrens staff has further indicated a willingness to negotiate rent and terms/conditions of IPRA usage of this expanded facility. The Ahrens Foundation expressed definitive interest in continuing the partnership with IPRA and discussions will continue with them on enhanced partnership opportunities, including possible grant funding to assist with office repairs should we stay at our current location.

IPRA Executive Director Steve Jordison inquired with the Iowa Sports Foundation, as he sits on their Board of Directors, about the possibility of renting space from them at their headquarters in Ames. Office space would be made available to IPRA and would be sufficient enough for IPRA to operate Association activities.

Iowa ASA Partnership – The committee reviewed the history of the partnership with Iowa ASA. It quickly became apparent to the committee that this partnership, while still very viable, needs to be strengthened. Both organizations can do a better job of communicating, meeting regularly, and evaluating ways of enhanced strategic planning. A primary concern with an office move would be severing the partnership with Iowa ASA and also the sharing of administrative staff (Cathy Shutts). Cathy has been and continues to be a key component of the success of both organizations and provides tremendous value to each Association.

Staffing Structure – The committee reviewed the history of staffing structure as well as current staff positions in relation to Association activities. At this time there is no need for additional staff or a restructure of current positions. Should IPRA experience a surge in membership, or new initiatives; staffing levels could again be examined.

As with any Association initiative or major decision item; member feedback was solicited and received. The committee asked for feedback via email and/or phone calls' regarding each of the aforementioned issues, with a particular focus on the office move as that was the most significant issue and also was interrelated with the ASA partnership and staffing structure. In addition, a membership conference call was held on November 18. Overall feedback received via email, phone conversations, and the conference call was split on the office move, with some members advocating for the move and others against.

After several committee meetings, member feedback, thorough research, discussion with the Iowa Foundation for Parks & Recreation, the Ahrens Foundation, Iowa ASA staff and board president, and IPRA staff; **the Ad-Hoc Committee unanimously determined that IPRA:**

- 1) **Remain in Grinnell at our current state office. Establish a "maintenance/facilities committee" to further investigate critical repair needs and develop a work plan and capital improvement program to address these needs. This committee shall consist of park maintenance/development personnel who have experience with renovation, construction and project management. We have a plethora of these talented individuals working in departments within our Association. Through the development of this committee, we believe that significant work can be accomplished at the state office at less cost through in-kind means, volunteer efforts, association work days, etc. Making a move to Ames would gain one partnership, but in the process would lose two. IPRA would gain a partnership with the Iowa Sports Foundation, however it would lose two as the ASA relationship would be severed as would the relationship with the Ahrens Foundation. Finally, the committee concluded that the Association is not presently in a good strategic position to make a major move. A move would distract from important Association objectives.**

- 2) Enhance Association partnerships: there are several existing and potential new partnerships that could be leveraged. The existing partnership with the Ahrens Foundation can be strengthened. Through discussion with the Ahrens Foundation, it has been determined that this partnership can be further advanced to potentially include joint initiatives, funding opportunities, and in-kind contributions. The committee recognizes the importance of reaching out and establishing partnerships with other organizations that can move forward both the Association and parks/recreation initiatives in general. IPRA can improve coordination with the Iowa Foundation for Parks and Recreation. Better coordinated efforts could lead to joint initiatives, large scale projects, and additional funding for Association projects. In general, overall partnership development efforts have been lacking in recent years and need to be a heightened priority of the Board of Directors and Staff.
- 3) Strengthen the relationship with Iowa ASA through regular meetings between professional staff of both associations and also both association board of director's and/or executive committees. An initial meeting should be scheduled within the next two months.
- 4) Continue with the current staff structure and the sharing of the administrative assistant's position with Iowa ASA.

ALTERNATIVES:

1. Approve recommendations of appointed Ad-Hoc Committee.
2. Modify recommendations.

RECOMMENDATIONS: For complete narrative of committee recommendations, refer above.

Motion – Marie Ware; Second – Terry Gray

In Favor – Marie Ware, Terry Gray, Todd Redenius, Matt Salvatore, Doug Bylund

Opposed – None Opposed

1. Remain at state office in Grinnell.
2. Enhance partnerships with organizations.
3. Strengthen relationship with Iowa ASA.
4. Continue with current staff structure.

EXECUTIVE DIRECTOR'S COMMENTS: staff applauds the committee's efforts by completing a thorough dissecting of all relevant issues. Their time and due diligence is a testament to the passion, enthusiasm, dedication, and professionalism of our members.

Furthermore, with the aforementioned recommendations, staff can visualize how a creative team effort will be required to not only remodel the building structure but revitalize external collaborative partnerships.

Fortunately, this objective was placed on our Three Year Action Plan. Doing so, it afforded the Association to do critical self analysis. Our future success is based on nurturing past relationships.

BOARD ACTION:

Motion to accept approved recommendations of appointed Ad Hoc Committee – Cole. Second – Bylund.

Aye: Redenius, Cole, Beatty, Bylund, Ellerbrock, Foley, Salvatore. Nay: Page. Abstention: None.

Absent: VanNostrand. Motion passed: 7-1



BOARD OF DIRECTORS

ACTION FORM

Submitted By: Todd Redenius, Chair, Manual of Procedures/Bylaws
Meeting Date: January 28, 2011
Agenda Item#: Discussion Items, #2

SUBJECT:

Revision of outdated Manual of Procedures and Bylaws which were last amended February 2010.

BACKGROUND:

Due to changes in National Recreation and Park Association branches, regions, and sections, all regional councils were eliminated to make way for Networking Groups. All references to NRPA Great Lakes Regional Council have been removed. Removals include Article VI (page 5), Section 2; Article VII (pa6); Office of President Section 1G (page 10); NRPA Great Lakes Regional Council Representative Committee (page 21).

Personnel Committee has been enlarged by one member (refer to page 21). Adding committee member is past-president to immediate past president, president, vice president, and treasurer. Incorporating the past-president will allow for an odd number of members in addition to institutional knowledge of personnel evaluations and goals/objectives setting.

Please refer to the provided MOP/Bylaws last amended February 2010. Note - all items highlighted in yellow with strike-through will be removed. Items highlighted in pink will be added.

ALTERNATIVES:

1. Accept all changes as presented.
2. Modify presented changes.
3. Do not accept changes as presented.

RECOMMENDATIONS:

MOP/Bylaws committee recommends accepting all presented revisions to bring our governance rules in order with current or future practices.

EXECUTIVE DIRECTOR'S COMMENTS:

Staff concurs with the MOP/Bylaws committee.

BOARD ACTION (to be completed after the meeting)

Motion by Janet Ellerbrock to accept presented changes. Second – Matt Salvatore.

Aye: Page, Redenius, Cole, Beatty, Bylund, Ellerbrock, Foley, Salvatore. Nay: None. Abstention: None

Absent: Van Nostrand. Motion passed 8-0