



**Iowa Park and Recreation Association  
Board of Directors Meeting  
May 19, 2005 Teleconference**

President Ron Hopp called the meeting to order at 10:04 a.m. and explained the procedure for conducting a teleconference.

**Roll Call:** Bill Blanchard, Cati DeMasi, Terry Gray, John Hagner, Ron Hopp, Geoff Hubbard, Angie Nelson, Ben Page, Mark Ripplinger and Julie Sina. Ben Page was not present for Roll Call, but he joined the meeting later.

**Committee Chairs in Attendance:** Connie Maxwell (Publications), Matt Beatty (Special Training and Seminars) and Keith Abraham (Personnel)

**Approval of March 20, 2005 Teleconference Board Meeting Minutes:**

*Motion to approve the meeting minutes of March 20, 2005 teleconference. Motion by: Bill Blanchard, seconded by Julie Sina. Motion carried unanimously.*

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

Personnel Committee members (comprised of Executive Committee and Past President) John Hagner, Ron Hopp, Terry Gray, Bill Blanchard and Keith Abraham met with Steve Wednesday, May 11, to discuss the completed staff evaluation which was received from 6 of 11 potential Board member respondents and review the goals of the Executive Director. One main goal objective which was met was soliciting potential member communities. For example, Steve's contacts with personnel from Ogden and Peosta created memberships from both communities. With regard to the Executive Director's goals for 2005-2006, the main focus will be to secure potential partnership agreements and examine existing partnership agreements, enhance staff development by attending related conferences and workshops and determine the need for additional assistance at the administrative assistant level. The Personnel Committee expressed their gratitude to Steve for his hard work and dedication to the organization. He was granted a 2.5 percent salary increase for the FY 2005-2006. Steve had earlier provided an evaluation of Cathy's performance to the Personnel Committee, and she was also granted a 2.5 percent increase in salary beginning July 1, 2005. Appreciation and gratitude comments concerning her outstanding customer service skills and quality of work were expressed by the Board. One of the goals for Cathy is professional development through attendance at a workshop, computer class, etc. No further comments were received regarding the staff goals and objectives. Steve thanked Keith and the members of the Personnel Committee for their efforts.

**Treasurer's Report:**

Terry Gray, Treasurer, reported that \$2,400 received in rent from the Iowa ASA will be transferred by June 30, 2005 into the building fund for repairs to the state office building. Membership renewal forms will be sent in early June, so membership fees will be collected later than usual. However, this will not create a cash flow problem for the association. Not many expenses are anticipated within the next few weeks with the exception of salaries and insurance premiums. *Motion to approve the Treasurer's Report as printed. Motion by Julie Sina, seconded by Cati DeMasi. Motion carried.*

The proposed FY2005-2006 budget was discussed. One significant change recommended by the Membership Committee was to move the membership year from April 1 - March 31 to July 1 - June 30. This change was also strongly suggested from the recent membership survey. The end result was to mirror the IPRA fiscal year and the majority of local agencies. Steve summarized the budgeting procedure as a five-step process which evolves as follows:

- First step – Steve prepares the materials.
- Second step – Steve sends the materials and makes recommendations to the committee chairs for review with their respective committee members.
- Third step – Steve receives the materials from the committee chairs, puts the budget figures together and presents all to the Executive Committee for their review by line item.
- Fourth step – Executive Committee finalizes and presents to Board for approval.
- Fifth step – Final approval by Board

The Executive Committee made some changes in the final budget figures with regard to the 2006 Spring Conference. The Spring Conference Committee had suggested that \$7,000 be raised through sponsorship. Typically, sponsorship for the Spring Conference has generated \$5,500 to \$6,000. The Executive Committee felt that increasing fees for exhibitors by \$25 would help offset some of the increasing exhibit hall fees (rent, electricity, piping and draping, etc.) An investigation of fees charged at a recent Landscape Architects Conference indicated that exhibitors were charged \$400 per booth with only 10 booths allowed to exhibit. Steve discussed these revisions with Gil Spence, chair of the Spring Conference Committee, and it was decided that the board could determine the exhibitor's fee. The Spring Conference Committee can still attempt to generate \$7,000 from sponsorship, but the board is more comfortable with raising the rate exhibitors pay. Exhibitor's fees have not increased in the past three years.

Mark Ripplinger expressed some concerns with regard to funding of health insurance for staff members. Steve explained that the insurance agent has been able to secure the same benefits at a lower cost. Another concern was the 30 percent increase for staff travel expenses. Steve explained that one of his goals is to attend more professional conferences and workshops. Also, the amount was elevated from previous years to accommodate fluctuating gas prices. *Motion to approve the FY 2005-2006 budget. Motion by Mark Ripplinger, seconded by Geoff Hubbard. A roll call vote followed, and the motion was approved unanimously.*

#### **Executive Director's Report (Q & A):**

Steve reminded the Board of the Certified Pool Operator's School and Aquatic CEU Workshop which were held this week in Cedar Rapids. Upcoming courses will be offered in Fort Dodge in June and Des Moines in August. A Staff Aquatic Workshop is scheduled for Friday, May 20, in Clive, and nearly 50 people have signed up to attend. Consignment tickets have been mailed to the respective departments. Steve reported that he had attended the Iowa Landscape Architects Conference last week. He complimented Geoff Hubbard and the Sioux City Parks and Recreation staff for organizing a superb Spring Conference and for keeping down costs while not sacrificing quality resulting in a good profit. Comments were received about the low attendance being linked with school Spring breaks. In the future, the Spring Conference will be scheduled in early April in an effort to avoid that conflict. Steve reported that Steve Craig with Iowa Swimming Pool Supply Company will make a 90-minute presentation at the Fall Workshop in Bettendorf, as well as, provide a \$500 sponsorship.

**New Business:**

- *Membership Survey Results.* 58 out of 652 members responded to the Membership Survey. The survey will help direct IPRA in enhancing membership services in addition to guiding financial/staff resources. Our proposed three-year action plan (Long Range Plan) encompassed several most notable responses. Based on the returns, IPRA is well thought of by the members it serves. One area in which the Association can improve is increasing participation/involvement by parks, therapeutic recreation and students.
- *Long Range Plan – Proposed.* John Hagener thanked Keith Abraham and Steve Jordison for laying the groundwork for the proposed Long Range Plan. It was noted that some of the objectives are scheduled to be met within the next few months: a review of membership categories and fees and establishing community forums. John explained that the Long Range Plan will be reviewed every three years instead of every five years to help generate enthusiasm and keep projects on-going. John expressed concern that the Board members feel comfortable with the Long Range Plan or if they need a longer period of time to review it. Another area of concern is that the Membership Committee has a lot to do. However, after some discussion, it was determined that the committee chair can delegate some of the responsibilities to various committee members and some of the duties of this committee tie in with other committees so it is not too overwhelming to the Membership Committee members. Favorable comments were received regarding the easy-to-follow, concise lay-out of the Long Range Plan. *Motion to accept the Long Range Plan as presented. Motion by John Hagener; seconded by Geoff Hubbard.*
- *Director-at-Large – Committee Oversight Assignments.* Ron Hopp explained the structure of the IPRA Board of Directors, particularly with regard to the roles played by the Directors-at-Large. They are encouraged to work with the respective committees; attend committee meetings, if possible; provide direction to the committees, remind the chairs to do committee reports to the board; and serve as a liaison between the committee and the Board and the committee and the Executive Director. The following Director-at-Large assignments were determined: Geoff Hubbard and Angie Nelson will direct the Education level of the board; Mark Ripplinger and Cati DeMasi will direct the Advocacy level; and Julie Sina and Ben Page will direct the Resources level. It was reported that all committee chair positions have been filled. Connie Maxwell is presently serving as Publications Committee Chair, and due to some employment conflicts, may not be able to fulfill her term. Ron thanked all Directors-at-Large and committee chairs for their service to the association.

**Old Business:**

- *Certified Pool Operator/Aquatic CEU Provider Agreement.* Steve has spoken with Charlie Rochford (Pool Tech Midwest, Inc.) with regard to the current agreement which expires September 2005. A new agreement and 2005-2006 course schedule will be available for review at the September board meeting.
- *Iowa Amateur Softball Association and IPRA Agreement.* The current agreement expired in September, 2004. A copy of the agreement will be faxed or e-mailed to all Board members May 19. Board members will be asked to direct any questions, comments or concerns to Steve by 12:00 noon, Friday, May 27. An electronic vote will be taken Wednesday, June 1, to approve the agreement.

**President's Remarks:**

Ron thanked Geoff Hubbard and the Sioux City staff for hosting the Spring Conference. Ron reviewed the progression of the Iowa ASA and the IPRA partnership and explained that IPRA hired a full-time Executive Director in October, 2001. He said it is a concern of the Executive Committee that Steve does many jobs

with the various committees which they should be performing and that he does too much “busy work” in the office. Board members and committee chairs are encouraged to work on their own and not depend upon office staff to perform their duties. The Executive Committee has challenged Steve to take IPRA to the next level by enhancing membership and promoting the organization. He has been asked to envision what changes should occur to best serve IPRA. It was suggested that an intern be secured to work in the office during the winter months.

**Board Member Comments:**

A suggestion for the Aquatics Committee is to offer a shortened version of Certified Pool Operator’s School to professionals who wish to have a working knowledge of the duties, but do not wish to become certified. It should be designed for IPRA CEU’s to be offered to those who attend.

**Correspondence:**

Steve reported that he has received thank-you’s from scholarship award winners.

**Adjournment:**

Ron adjourned the meeting at 11:18 p.m.

Respectfully submitted by

Cathy Shutts

Administrative Assistant

Iowa Park and Recreation Association

**ACTION LIST**

- Transfer by June 30, 2005 \$2,400 to the IPRA Building Fund (Steve)
- Update Certified Pool Operator’s/ Aquatic CEU Workshop Agreement with Pool Tech and present at September Board meeting (Steve)
- Review Iowa ASA/IPRA Partnership Agreement and express concerns, questions and comments to Steve by 12:00 noon Friday, May 27 (Board). Electronic vote will be taken Wednesday, June 1.
- Update Iowa ASA/IPRA Partnership Agreement and present to Iowa ASA for review (Steve)
- Evaluate need for intern to work in office during winter months (Steve)
- Investigate the need for a Certified Pool Operator’s Course to providing working knowledge to professionals (Aquatics Committee)

**NEXT BOARD MEETING**

**Thursday, September 22, 2005**

**7:30 a.m.**

**Isle of Capri**

**Bettendorf, Iowa**