

IOWA READING ASSOCIATION
Executive Board Meeting
Pizza Ranch
1404 Boston Avenue, Ames, IA
September 28, 2013 10:00 A.M.

- I. Meeting was called to order by President Wendy Hammrich at 10:20 AM.
- II. Roll call included: Wendy Hammrich, President; Deb Mortensen, President-Elect; Nancy White, Vice-President; Diane Bean, Membership; Nancy Wright, State Coordinator; Clark Goltz, Executive Director, Robin Brierly, Treasurer; Carol Duehr, Secretary
- III. Approval and/or additions to the agenda: Deb Mortensen moved to add a Luci Calkins discussion and that a correspondence report be added to the Secretary report. Carol Duehr seconded. Nancy White moved to approve agenda as amended and Deb Mortensen seconded.
- IV. Committee to approve September minutes: Diane Bean and Robin Brierly were appointed to approve September minutes.
- V. Officer Reports
 - a. President's Report – Wendy Hammrich reported that conference response survey was really high for keynote speakers. Deb will look at notes for breakout sessions to find out who were good speakers and invite them back. She plans to mark breakout sessions and keynote speakers with grade level applicability. Ways to promote preregistration at check in desk at the Gateway weres discussed.
 - b. President Elect/State Conference Chair's Report – Deb Mortensen will be sending the logo out to all Board members. She will have some sessions on writing and Brenda Overturf will have a session on common core at the June 24 & 25, 2014 conference. Deb made a brochure for college students that might be interested in joining the Iowa Reading Association and/or in going to the Iowa Reading Conference. There are so many districts in our states that do not have a council so Deb sent a letter to superintendants of districts in Iowa promoting the opportunity to attend the Iowa Reading Conference.
 - c. Vice President's Report – Nancy White reported that she has most of the Keynote speakers lined up for the conference in June of 2015. She is still searching for a well-known children's author. Her theme will be "Stamp Your Passport with Literacy."
 - d. State Coordinator's Report – Nancy Wright shared information from the International Reading Association about Council Transformation Program and the September IRA Leadership newsletter.
 - e. Membership Director's Report – Diane Bean shared the Membership Application Form revision.
 - f. Treasurer's Report – Robin Brierly sent a written report. She noted areas to address: c. Reaffirm e-mail vote for payment of Scheman

- invoice related to 2013 Conference; d. Money Market account adjustment; e. Promotional supplies as a line item; f. Approval of TD&T accounting contract; and i. Outdated outstanding checks
- g. Secretary/Publications Report/ Correspondence– Carol Duehr
The fall newsletter has been posted to the website and Clark has sent to membership. Correspondence: Thank you note from Barb Foss for the gift she received for serving as Treasurer and a thank you note from Deb Mortensen for a \$35 grant to mail her classroom blog book to her class's Canadian pen pals. Jarret J. Krosoczka sent a thank you to Robin Brierly for the wonderful conference (he was a presenter).

VI. New Business

- a. Policy Changes
Nancy White introduced proposed by-law and policy changes to Iowa Reading Association's By-Laws and Policies. Nancy White, Clark Goltz, Wendy Hammrich, and Deb Mortensen met in August to review by-laws. Nancy will present at the October Board meeting.
- b. Long range planning – Restructuring
Discussion items brought up by Deb Mortensen were future conference site (see g. below) and restructuring zones. Zone restructuring was tabled for further information gathering.
- c. Reaffirm vote for payment of Scheman invoice
2013 Conference: Robin made a motion that we pay the Scheman invoice for the 2013 conference which was \$15, 758.29 above the line item budget 205.23. This is required when line item expenses are more than 10% over line item budget. Nancy White seconded. Motion carried.
- d. Money Market account adjustment
Diane Bean made a motion that we pay \$1 to our money market account at First National Bank in Fairfield annually to keep it active. Wendy Hammrich seconded and motion carried.
- e. Promotional supplies as a line item
Budget item to consider at next year's budget hearing to either increase Vice-President Expenses or add an additional line item for Promotional Supplies.
- f. Approval of TD&T accounting contract
Robin moved to approve the engagement letter from TD & T accounting contract for \$240 per month for 2013-14 fiscal year. Diane seconded. Motion carried.
- g. Future Conference site options/proposals
Coralville Conference Center sent a proposal for consideration as a future site for the Iowa Reading Conference. The conference center is great and prices were comparable but the biggest issue is that this site is not central for participants. Robin made a motion that we stay at the Scheman Center for the 2014-15 Leadership and Conference because of central location, cost associated with airport access, hospitality and customer service. Nancy White seconded and the motion carried.

- h. Puff and Sally prints
The daughter of the illustrator of Dick and Jane books, who is the model for Sally, is selling prints from the book. Clark will ask for more info and we will discuss if we would be able to offer these to conference participants.
- i. Outdated outstanding checks
CENGAGE exhibitors sent a registration form payment instead of an exhibitor fee. Clark will investigate and Wendy added it to next meeting's agenda. There was also a discussion about checks that have not been cashed after 6 months--should they be null and void? Robin will ask Deb from TD & T accounting firm for guidance.
- j. Discussion of Line Item 105 – Executive Director Mileage
Carol Duehr made a motion that line item 105 should be amended to state executive Director mileage/**housing**. Robin Brierly seconded the motion. Motion carried.
- k. Luci Calkins discussion
Deb Mortensen moved that Iowa Reading Association host an October 2014 date to be at the Gateway Center in Ames for Luci Calkins to hold a one day workshop. Wendy seconded. Motion defeated. One day workshop with Luci Calkins should be put on the agenda for the October Board meeting.

VII. Old Business

VIII. Announcements

- a. Board of Directors Meeting, Saturday, October 19, 2013, 10:00 a.m, Pizza Ranch, Ames
- b. Executive Board Meeting, Saturday, October 19, 2013, 1:00 p.m., Pizza Ranch, Ames
- c. Board of Directors Meeting, Saturday, January 18, 2014, 10:00 a.m, Pizza Ranch, Ames (Snow Date January 25)
- d. Executive Board Meeting, Saturday, January 18, 2014, 1:00 p.m., Pizza Ranch, Ames (Snow Date January 25)
- e. Board of Directors Meeting, Saturday, April 5, 2014, 10:00 a.m, Pizza Ranch, Ames
- f. Executive Board Meeting, Saturday, April 5, 2014, 1:00 p.m., Pizza Ranch, Ames
- g. Executive Board Meeting, Saturday, May 3, 2014, 1:00 p.m., Pizza Ranch, Ames
- h. International Reading Association Meeting, May 9-12, 2014, New Orleans, LA
- i. Board of Directors Retreat, Sunday, June 22, 2014, 3:00 p.m, Pizza Ranch, Ames
- j. Board of Directors Meeting, Sunday, June 22, 2014, 5:00 p.m, Pizza Ranch, Ames
- k. Leadership, Monday, June 23, 2014, 10:00 a.m., The Hotel at Gateway, Ames
- l. Iowa Reading Association Conference, June 24-25, 2014, ISU, Scheman Conference Center, Ames, IA

IX. Adjourn

Motion made by Diane Bean and seconded by Wendy Hammrich.

Adjourned at 1:00 PM