

IOWA READING ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 23, 2010
PIZZA RANCH, AMES, IOWA

- I. The meeting was called to order by President Carol Duehr at 12:16 p.m.
- II. Roll call included: Carol Duehr, Julie Neal, Tony Pieper, Nancy White, Barb Foss, Diane Bean, Candace Booth, Teresa Van Zee, Suzanne Kurth, Deb Mortensen-State Coordinator, and Clark Goltz-Executive Director.
- III. Approval and/or Additions to the Agenda: Tony Pieper moved and Barb Foss seconded to approve the agenda. Motion carried. The agenda was approved as printed.
- IV. Appointment of Committee to Approve Minutes: Diane Bean and Julie Neal were appointed to approve the minutes.
- V. Appointment of Zone Director to write Zone Newsletter: Candace Booth was appointed to write the next zone newsletter.
- VI. President's Report: President Carol Duehr reported that some of the changes discussed at the Summer Board Retreat have been implemented.
- VII. Treasurer's Report: Treasurer Barb Foss gave an oral report. It will be filed for audit. All vouchers will need to be sent to the Budget Chair (Barb Foss) and TD&T will issue the reimbursement checks once per month.
- VIII. State Coordinator's Report: State Coordinator Deb Mortensen submitted a written report and gave an oral report. She updated the Board cell phone directory and distributed it to Board members. Davis County Council and Southwest Iowa Council are disbanding. This is mostly due to lack of officers. Dallas County Council is also floundering, but are going to remain as a council for at least one more year. Checks for the second half of the local council grants will be sent to 11 councils that got their memberships sent in by the October 1 deadline.
- IX. Correspondence: none
- X. New Business:
 - a. Bylaw and Policy Reviews and Recommendations – Chair Tony Pieper discussed the committee recommendations for changes to the Bylaws, Policies and Procedures. They are as follows:
 - I. Current Wording (page 7)
ARTICLE III MEMBERSHIP, Section 7 (Termination):
"Membership shall terminate by failure to pay dues; no person's membership shall terminate unless the dues remain unpaid after one written notice and 60 days beyond the preceding membership year."

Change

Remove wording "one written notice and".

Rationale

Written notices are no longer sent out to members who have failed to pay dues.

II. Current Wording (page 8)

ARTICLE IV OFFICERS, Section 1 (Titles), POLICIES:

"Attendance at regional, international and leadership conferences:

Goal: The Iowa Reading Association will have annual representation at regional, international, and leadership conferences.

Budget: Members of the Executive Committee are eligible to attend annually and receive up to \$1400 for International and Leadership, and/or Regional Conference expenses. (6/07). (Note: Director of Membership and State Coordinator expenses are paid by International for the Leadership Workshop.)

Representation: Members of the Executive Committee will determine which members will attend the regional, international, and leadership conferences at the March Executive Committee Meeting for the following year (in consultation with newly elected officers who would not yet be attending the Executive Committee meetings.) (6/05)"

Change

Remove policies from this section and add to ARTICLE V DUTIES OF OFFICERS, Section 1 (General Duties), POLICIES, page 10. Under Representation change wording "March" to "winter/spring".

Rationale

These policies are actually additional officer duties. The wording change is necessary because the Executive Committee meeting does not always occur in March.

III. Current Wording (page 11)

ARTICLE V DUTIES OF OFFICERS, Section 2 (President), POLICIES:

"11) Shall be eligible to attend annually and receive a stipend for International and Leadership and/or Regional Conference expenses. (11/08)"

Change

Remove #11.

Rationale

This was stated under Duties of Officers.

XII. Current Wording (page 12, 13, 15, 16)

ARTICLE V DUTIES OF OFFICERS, Section 3 (President Elect), Section 4 (Vice-President), Section 5 (Secretary), Section 6 (Treasurer) POLICIES:

"Responsibilities related to Iowa Reading Association:

1) Shall be eligible to attend annually and receive a stipend for International and Leadership and/or Regional Conference expenses. (11/08)"

Change

Remove number 1.

Rational

This was stated above under Duties of Officers.

XIII. Current Wording (page 14)

BYLAW: ARTICLE V DUTIES OF OFFICERS, Section 4 (Vice-President), POLICIES:

"2) Shall be expected to attend the International Conference in May of the school year in which he/she was elected. (6/05)"

Change

Change "expected" to "encouraged".

Rationale

Attendance at the International Conference might be prohibitive due to location and costs to attend.

XIV. Current Wording (page 16)

ARTICLE V DUTIES OF OFFICERS, Section 6 (Treasurer), POLICIES:

"Qualifications: To be considered for candidacy for Treasurer, an individual must have a working knowledge of financial software and basic accounting procedures."

Change

Remove this policy.

Rationale

No longer necessary now that the Iowa Reading Association employs the services of a financial accounting firm.

XV. Current Wording (page 16)

ARTICLE V DUTIES OF OFFICERS, Section 6 (Treasurer), POLICIES, Responsibilities related to Board of Directors and Delegate Assembly:

"2) Shall procure surety bond in amount of at least \$50,000 with a reputable bonding company. The bond should be filed with the president. (3/8)"

Change

Remove policy 2.

Rationale

This is no longer being done by the treasurer. This duty is being performed by the Executive Director and is addressed under the duties of that office.

XVI. Current Wording (page 16)

ARTICLE V DUTIES OF OFFICERS, Section 6 (Treasurer), POLICIES, **Responsibility for budget and record keeping:**

"1) Receive all books, ledgers and necessary information from the previous Treasurer as soon as the previous Treasurer has filed the financial report with the auditor for the current year by October 1. (11/08)"

Change

Change wording to "Receive all books and necessary information from the previous Treasurer in preparation for the new fiscal year."

Rationale

This wording reflects current practice.

XVII. Current Wording (page 16)

ARTICLE V DUTIES OF OFFICERS, Section 6 (Treasurer), POLICIES, **Responsibility for budget and record keeping:**

"7) Submit all books and records to the auditor as soon as possible by August 15. (11/08)"

Change

Remove number 7.

Rationale

No longer necessary now that the Iowa Reading Association employs the services of a financial accounting firm.

XVIII. Current Wording (page 17)

ARTICLE V DUTIES OF OFFICERS, Section 6 (Treasurer), POLICIES, Procedures for payment of expenditures:

"1) A voucher shall be submitted for all expenditures paid by the Iowa Reading Association. (3/85)

(a) If the individual filing the voucher is a committee person, the voucher is sent to his/her committee chair for authorization, who in turn submits it to the Chair of the Budget committee. He/she will then submit it to the Treasurer for payment. (10/94)"

Change

Remove number 1-a.

Rationale

No longer necessary now that the Iowa Reading Association employs the services of a financial accounting firm.

XIX. Current Wording (page 17)

ARTICLE V DUTIES OF OFFICERS, Section 6 (Treasurer), POLICIES, Procedures for payment of expenditures:

"1) A voucher shall be submitted for all expenditures paid by the Iowa Reading Association. (3/85)

(c) The Executive Director's vouchers will be signed by the Iowa Reading Association President or his/her designee and sent to the Treasurer for payment. (10/94) (6/03)"

Change

Remove number 1-c.

Rationale

No longer necessary now that the Iowa Reading Association employs the services of a financial accounting firm.

XII. Current Wording (page 17)

ARTICLE V DUTIES OF OFFICERS, Section 6 (Treasurer), POLICIES, Procedures for payment of expenditures:

"5) Persons authorized to expend funds from an account shall keep a file of vouchers regarding that account. (3/85)"

Change

Add the wording "by the Treasurer" after "Persons authorized".

Rationale

Reflects current practice now that the Iowa Reading Association employs the services of a financial accounting firm.

XIII. Current Wording (page 17)

ARTICLE V DUTIES OF OFFICERS, Section 6 (Treasurer), POLICIES, Procedures for payment of expenditures:

"5) Persons authorized to expend funds from an account shall keep a file of vouchers regarding that account. (3/85)"

Change

Add the wording "by the Treasurer" after "Persons authorized."

Rationale

Reflects current practice now that the Iowa Reading Association employs the services of a financial accounting firm.

XIV. Current Wording (page 17)

ARTICLE V DUTIES OF OFFICERS, Section 6 (Treasurer), POLICIES, Procedures for payment of expenditures:

"6) Treasurer numbers the voucher, adds date paid and checks number to voucher, keeps a copy of the voucher on file, and mails checks to payee and voucher stub to authorized person. (3/85)"

Change

Change wording to "Treasurer/ budget chair approves, dates, and initials and submits them for payment."

Rationale

Reflects current practice now that the Iowa Reading Association employs the services of a financial accounting firm.

XV. Current Wording (page 17)

ARTICLE V DUTIES OF OFFICERS, Section 6 (Treasurer), POLICIES, Procedures for payment of expenditures:

"8) The Iowa Reading Association may pay expenses for the following persons to attend the Annual Conference of the International Reading Association: immediate Past President, President-elect, Vice-President, State Coordinator, and Director of Membership Development. At the summer Board Meeting the board of Directors will decide the amount of compensation per individual to be paid by the organization. (6/04)"

Change

Remove wording "At the summer Board Meeting the board of Directors will decide the amount of compensation per individual to be paid by the organization."

Rationale

No longer being done.

XVI. Current Wording (page 18)

ARTICLE V DUTIES OF OFFICERS, Section 7 (Executive Director), POLICIES, Management:

"6) Send membership renewal and termination notices. Receive dues and membership forms from local councils keeping Director of Membership Development informed of all transactions. (1/00)"

Change

Remove wording "and termination".

Rationale

No longer being done.

XVII. Current Wording (page 19)

ARTICLE V DUTIES OF OFFICERS, Section 7 (Executive Director), POLICIES, Financial:

"4) Procure surety bond for Executive Director and Treasurer in the amount of at least \$50,000 with a reputable bonding company. The bond shall be filed with the President."

Change

Change wording to "Procure surety bond for Executive Director and Treasurer with a reputable bonding company."

Rationale

Reflects current practice.

XVIII. Current Wording (page 19)

ARTICLE V DUTIES OF OFFICERS, Section 7 (Executive Director), POLICIES, Financial:

" 5) Provide information as requested annually by the auditors in regard to taxes, income, expenses, membership, etc. (1/00)"

Change

Change wording to "Provide information as requested annually by the auditors."

Rationale

Reflects current practice now that the Iowa Reading Association employs the services of a financial accounting firm.

XIX. Current Wording (page 19)

ARTICLE V DUTIES OF OFFICERS, Section 7 (Executive Director), POLICIES, Financial:

" 6) Call banks for advantageous interest rates and pass that information to Budget Chairperson (1/00)."

Change

Remove policy #6.

Rationale

No longer necessary now that the Iowa Reading Association employs the services of a financial accounting firm.

XX. Current Wording (page 19)

ARTICLE V DUTIES OF OFFICERS, Section 7 (Executive Director), POLICIES, Financial:
"7) Handle the mailing and cashing of CDs when a change of investment is made.
(1/00)"

Change

Change wording to "Inform the board of pertinent information regarding the CDs prior to maturity dates for possible board action."

Rationale

Reflects current practice.

VIII. Current Wording (page 21)

ARTICLE VI LIAISONS TO INTERNATIONAL READING ASSOCIATION, POLICIES:
RESPONSIBILITIES, 3):

"c. Distribute yearly organizational packets from International Reading Association headquarters at the Leadership workshop."

Change

Remove wording "packets" to "materials".

Rationale

Reflects current practice.

IX. Current Wording (page 21)

ARTICLE VI LIAISONS TO INTERNATIONAL READING ASSOCIATION, POLICIES:
RESPONSIBILITIES:

"6) Submit an annual budget request to the Budget Committee."

Change

Remove #6.

Rationale

No longer being done now that the Iowa Reading Association employs the services of a financial accounting firm.

X. Current Wording (page 22)

QUALIFICATIONS FOR DIRECTOR OF MEMBERSHIP DEVELOPMENT, TERM OF OFFICE,
MODE OF APPOINTMENT, RESPONSIBILITIES:

"4) Update image brochure and membership card. (6/06)"

Change

Change wording to "Update image public relations materials."

Rationale

Reflects current practice.

XI. Current Wording (page 36)

ARTICLE XII COMMITTEES, Section 3 (Duties of the Budget Committee), POLICIES;

"2) The committee will be composed of the President, President Elect, Vice-President and Treasurer. (6/06) (10/00)"

Change

Change wording to "The committee will be composed of Board members."

Rationale

Reflects current practice.

XII. Current Wording (page 39)

ARTICLE XII COMMITTEES; Section 5a (Duties of the Creative Writing Committee),
POLICIES:

"4) Local Councils submit winning papers to the committee chairperson by January 15."

Change

Change wording to "Local Councils and/or state only members submit winning papers to the committee chairperson by January 15."

Rationale

Allows state only members who do not belong to a local council to submit an entry into the creative writing contest.

XIII. Current Wording (page 39)

ARTICLE XII COMMITTEES; Section 5b (Duties of the Poetry Contest Committee),
POLICIES:

"3) Local councils submit winning papers to the committee chairperson by January 15."

Change

Change wording to "Local councils and/or state only members submit winning papers to the committee chairperson by January 15."

Rationale

Allows state only members who do not belong to a local council to submit an entry into the poetry contest.

XIV. Current Wording (page 46)

ARTICLE XII COMMITTEES, Section 10 (Duties of the Program Committee), POLICIES,
PROGRAM:

"The Title I Representative may be consulted in the selection of one featured speaker that is within the budgetary limits provided by the Annual Conference Chairperson. This selection will be made and forwarded to the Iowa Reading Association Program Chairperson.

Title 1 will provide the Conference Chairperson with the programs selected so that the information can be included in the preliminary program. Specifically, the Iowa Reading Association will require for each session:

- individual session title
- name of chairperson for each session
- speaker name(s) for each session
- address and phone number of chairperson and speaker
- intended audience and grade levels for each session
- 25 word (maximum) abstract for each presentation for use in the program

If changes or substitutions occur, they will be reflected in the final Conference program provided such information is received by the Iowa Reading Association Program Chairperson by the date agree.

Inasmuch as the State Title 1 program cannot and should not participate in the conference excess revenues over expenses, provisions should be made within the Conference budget for Title 1 functions. Such provisions would include, but not be limited to, adequate funds to secure a quality featured speaker for a Title 1 special session and expenditures for Title 1 promotion of the Conference. Registration materials, and Conference programs shall be part of the overall conference budget. All revenues from exhibitors and from registrations shall likewise be received as part of the overall budget."

Change

Remove these paragraphs.

Rationale

No longer being done.

- a. Julie Neal moved and Carol Duehr seconded to approve the bylaw policies changes. Motion carried.
 - b. TD&T Financial Group Update – Barb expressed pleasure with how things are doing.
 - c. Audit Update – Clark has been submitting information to the auditors for the audit. He said they are being very thorough. It is very complex for nonprofits now.
 - d. Nominations – Chair Candace Booth reported that we are still in need of nominees for the positions of vice-president, secretary/newsletter editor, treasurer, and directors for zones G, H, and I.
 - e. Vice-President's Report and 2011 Conference Update – Conference Chair Julie Neal showed examples of the potential conference flyer and registration costs were discussed. The conference schedule was reviewed.
 - f. Creative Writing and Poetry Contest Update – Tony Pieper moved and Diane Bean seconded that state only members would be able to submit entries to the state chairs of the state creative writing and poetry contests. The chairs would judge the entries and determine if the entries were worthy of being in the state competition. Motion carried.
 - g. Discussion and Recommendations for Future Iowa Reading Association Meetings – Clark reminded members that future dates of meetings are listed at the end of the agendas and well as in the Board minutes.
- XI. Zone Director's Reports – Written reports were submitted by Zone Directors C, H, and I. An oral report was given by Zone Directors C, D, H, and I.
- XII. Committee Reports:
- a. Awards - Chair Teresa Van Zee gave an oral report.
 - b. Budget – Chair Barb Foss reported that this had been covered earlier in the meeting.
 - c. ByLaws, Policies, and Procedures – Chair Tony Pieper thanked everyone for their help on updating the bylaws.
 - d. Creative Writing - Chair Lynn Kilpatrick submitted a written report.
 - e. Iowa Merit Council – no report
 - f. Legislative – no report

- g. Long Range Planning - no report
- h. Membership – no report. Clark Goltz reported that membership numbers have decreased. The deadline for submitting applications for the Ty and Lynette Kruger “Grow a Local Council Grant” is Dec. 31, 2010.
- i. Nominating - Chair Candace Booth reported that this had been covered earlier in the meeting.
- j. Poetry Contest – no report
- k. Publications - Chair Nancy White submitted a written report and gave an oral report. The deadline for submitting articles for the Winter 2010 issue of *Iowa Reading* newsletter will be Halloween. It will be a paper copy mailed to Iowa Reading members. It will contain the election ballot.
- l. Studies and Research – no report
- m. International Projects - Chair Lindsey submitted a written report.

XIII. Announcements:

- a. Iowa Reading Board Meetings: January 22, 2011 (snow date of February 26, 2011) at 10:00 a.m. at Pizza Ranch, Ames, Iowa, and April 6, 2011 at 8:00 p.m. at Scheman Conference Center, ISU, Ames.
- b. Iowa Reading Executive Board Meetings: January 22 and March 12, 2011 at 10:00 a.m. at the Pizza Ranch, Ames, Iowa
- c. Iowa Reading Association Conference, April 7-8, 2011, Scheman Conference Center, Iowa State University, Ames, Iowa
- d. Iowa Reading Association Board Meeting: April 8, 2011 at 4:30 p.m., Scheman Conference Center, ISU, Ames, Iowa
- e. 56th Annual International Reading Association Convention: May 8-11, 2011 at Orlando, Florida
- f. Iowa Reading Association Board Retreat: June 12, 2011 at 5:00 p.m. at the Pizza Ranch, Ames, Iowa
- g. Iowa Reading Board Meeting: June 13, 2011 at 9:00 a.m. at The Hotel at Gateway Center, Ames, Iowa
- h. Iowa Reading Association Summer Leadership Workshop: June 13-14, 2011 at 1:00 p.m. at The Hotel at Gateway Center, Ames, Iowa
- i. Iowa Reading Association Board Retreat: June 24, 2012 at 3:00 p.m. at Pizza Ranch, Ames, Iowa
- j. Iowa Reading Association Board Meeting: June 24, 2012 at 5:00 p.m. at Pizza Ranch, Ames, Iowa
- k. Iowa Reading Association Leadership Workshop: June 25, 2012 at 10:00 a.m. at The Hotel at Gateway Center, Ames, Iowa
- l. Iowa Reading Association Conference, June 26 and 27, 2012, Scheman Conference Center, Iowa State University, Ames, Iowa

- XIV. Tony Pieper moved and Barb Foss seconded that the meeting be adjourned at 3:00 p.m. The Board thanked Tony Pieper for spending his birthday with us and sang “Happy Birthday” to him.

Respectfully submitted,

Nancy White, Secretary
Iowa Reading Association