

IOWA READING ASSOCIATION

Board Meeting Minutes

Pizza Ranch, Ames, IA

June 26, 2016

- I. The meeting was called to order by President Nancy White at 5:10 p.m. Present: Nancy White, Deb Mortensen, Clark Goltz, Michelle Swanson, Megan Benson, Julie Ortner, Nancy Wright, Wendy Matson, Heidi Stangl, Stephanie Laird, Renee Thomas, Lois Van Houwelingen, Diane Bean, Rebecca Pashek and Debra Wake. President White also introduced incoming board members Mary Daughetee (Zone C Director 2016-2019) and Julie Schuller (Vice President 2016-2017).
- II. Approval and/or additions to the agenda- Michelle Swanson moved and Stephanie Laird seconded approval of the agenda as presented. All were in favor.
- III. Megan Benson and Renee Thomas volunteered to read the June 26, 2016 minutes. Deb Mortensen will send the minutes to them electronically for their approval before putting on the Iowa Reading Association website.
- IV. Approval of the April 9, 2016 minutes. Diane Bean wanted to add (under 8e) that she sent a written report because she could not be in attendance. The motion was made by Wendy Matson and seconded by Lois Van Houwelingen that we approve these minutes as corrected. Motion carried.
- V. Diane Bean moved and Michelle Swanson seconded the May 15, 2016 Executive Board minutes. All Executive Board members were in favor. These will now be posted on the Iowa Reading website.
- VI. Zone Director Reports: **All Officer Reports are due to International June 30, 2016.** Zone A Director Tammy Hoppe was absent. Marlene Reece (Zone B) submitted a written report. Director Julie Ortner (Zone C) stated Eastern Iowa Reading Council is looking for a Vice President for the coming year and planning the council year is underway. Director Megan Benson (Zone D) shared that Quint-County Reading Council assisted with Storm Lake Elementary's "Family Fun Night" in April and a survey has been sent to members regarding the future of the council. Director Becky Pashek (Zone E) shared Boone Story has officers and Dallas County is revitalized with its new members. One person interested in a leadership role is Jody Nielsen, a former leader in the Nebraska Reading Association. Director Wendy Matson (Zone G) said Midlands Council has a lot of representation at Leadership Training. Director Lois Van Houwelingen (Zone H) said the Author's Banquet for Three Rivers Council was well attended and the Steven Layne Book Study In Defense of Read Aloud was well received. Director Renee Thomas (Zone I) wanted to know if Nancy Wright, State Coordinator, had received Lee County's officer report. Jefferson-Van Buren council has all officer positions filled but treasurer. She is not sure Burlington Area will be able to continue.

Committee Reports:

1. Creative Writing/Poetry- Creative Writing Chair, Becky Pashek shared 42 winners will be attending the Young Authors Celebration at state conference. Nancy White told of the Independence Public Library young author recognition. The state deadline for entries will be February 15, 2017 with local councils choosing an earlier deadline. If someone

wishes to enter students and they do not have a local council, they must go through the nearest local council.

2. Merit Council- Merit Council chair, Lois Van Houwelingen, reported that 7 councils will receive the Merit Council Award at the Awards Banquet. 5 councils submitted their documentation in book form and 2 electronically. Those receiving the honor include Hardy, Northeast Iowa Reading Council, Eastern Iowa Reading Council, READ, Boone Story, Three Rivers and Midlands of Iowa.
3. Technology and Literacy Grant- Chair Renee Thomas said we will keep the deadline in January so that recipients could present at a local council meeting, present at state conference or write an article for the newsletter First priority will be new applicants and/or projects when selecting winners this coming year.
4. Nominations- Megan Benson, chair, told of the open positions for this coming year- Vice President, Directors for Zones G, H and I. We reviewed officer terms. Deb Mortensen is finishing the second year of Carol Duehr's 2 year term. After the vote at Delegate's Assembly on June 27, the term of secretary will change to a three year term. Deb will need to be appointed to finish year 3 and then will need to be elected to serve 2017-2020. The Director of Membership Development's (Diane Bean) appointment will need to be made at the June 29, 2016 Board of Director's meeting. We also discussed possible future state leaders. These included Barbara Carroll (Burlington Area), Diane Berner (Iowa County) and Jody Nielsen (Dallas County)

VII. Officer Reports:

- a. State President Nancy White and Diane Bean were pleased that the state Social Studies organization is a vendor this year and has Kim Heckart as a presenter at conference. Diane Bean and Nancy White would like to attend other content area conferences and promote the Iowa Reading Association. All officers are invited to the President's Reception following the Awards Banquet in the Atanasoff Suite at the Gateway Hotel. This will be hosted by the Eastern Iowa Reading Council. President White also pointed out in Literacy Today there is an article about the Award of Excellence/ Engaging Leadership. If anyone wishes to write for that publication she has the guidelines from Colleen Patrice Clark.
- b. President-Elect/ Conference Chairs Debra Wake and Heidi Stangl shared several conference cancellations. These included Suzanne Cowan on Tuesday and Zack Stein and Marlene Reece on Wednesday. They will announce any other changes at the beginning of each conference day. We were all reminded to help however we can. Clark Goltz shared that Kathy Bringle from Heartland AEA has been so helpful. A "thank you" card was passed. If you are in charge of an author, please make sure they sign the "Author's Table" which will be housed near the book signing table. Debra Wake has organized "Sched" for all in attendance. We will be able to see which sessions are popular and who is attending. Speaker's handouts can be inserted as well as a speaker's contact information. We hope this information is helpful in future conference planning. The conference co-chairs will have a report at our September Executive board meeting. At that time we will decide whether to continue with the \$125 set-up fee to Sched. Renee Thomas asked about QR codes. Clark Goltz will have the "Ask Me" buttons that all are asked to wear during conference.
- c. Vice President's Report- Stephanie Laird reminded us to look at tinyurl.com/2017IowaReading Smore with information about the 2017 Conference. She

will share this at leadership. All in attendance will also receive a postcard and magnet with the "Dive into Reading" theme. Business cards are also ready. We are so pleased that Stephanie has been elected to the International Literacy Association Board of Directors. She has also been placed on the Budget Committee and Evaluation Committee. The 2017 ILA Conference will be in Orlando, Florida. Reciprocal Teaching at Work will be the 2016-17 book study.

- d. State Coordinator's Report- Nancy Wright reported 46 people plan to attend Leadership training. She has begun working on the Award of Excellence and would like the exact dates board members have visited councils between August, 2015 and spring, 2016. Nancy reminded us to keep our ILA membership current. Leadership training 2016 will include Buck Wilder speaking at lunch and Regie Routman conducting a question/answer session at the end of the day. The June 27 breakfast for all board members will begin at 8:00 a.m. in the same room all Leadership activities will happen in the Gateway Hotel.
- e. Membership Director's Report- Diane Bean will have a table for membership at the state conference. It will include the \$1.00 book table. Diane will introduce the "Kick Start" Grant (for struggling councils to provide funding for printing and promotions) at Leadership. Michelle Swanson wondered if we could organize a gift that Diane (and Nancy White, if also in attendance) could give as a door prize as she visits area councils. They are ambassadors for our organization and this would be a nice gesture. The plinko cards are generic (with the Iowa Reading open book) so they can be used each year.
- f. Secretary/Publications/ Correspondence Report- Deb Mortensen passed around several cards (Marlene Reece, who was unable to attend and Kathy Bringle from Heartland AEA). All sent their greetings. A "thank you" was read from a student regarding the "Dollars in Books" project begun in 2014. Articles for the fall issue of the newsletter are due Labor Day. This issue will include the award winners and articles about Leadership, state conference and ILA in Boston.
- g. Executive Director/Book Study Report- Clark Goltz thought the book studies went well this year. He will review the guidelines for Lori Oskcus' book Reciprocal Teaching at Work. Clark hopes the syllabus will be out to members by August 1, 2016.

VIII. Old Business

- a. Bylaw Changes for Treasurer and Secretary Terms- Deb Mortensen reviewed the bylaw changes which involve the secretary/newsletter editor. We plan to change the secretary and treasurer's term to three years which will require a bylaw (Article 4) change which will be voted on at Delegate's Assembly. If local councils wish to update their bylaws and need a template, this can be found by emailing Nancy Gamble at ILA councils@reading.org When local council bylaws are revised, send a copy to State Coordinator, Nancy Wright. Nancy White and Deb Mortensen plan to work on this committee next year, reviewing the role of treasurer.
- b. Updated Zone Director Expectations- Diane Bean can send this to all electronically. A print copy was given to our new Zone C Director, Mary Daughetee.
- c. Other- None.

IX. New Business

- a. Delegates Assembly- This will be held at Leadership and all must be International Literacy Association members to vote.

- b. Committee Chairs Update- Debra Wake and Heidi Stangl will be working with the same state committee chairs as this past year. Changes include Marlene Reece as Poetry chair and Nancy White as Bylaws, Policies and Procedures chair. Marlene Reece will also continue as Zone B Director for another year as well.
- c. Potential Authors for 2017 Conference- Clark Goltz shared a letter from Amy Kellogg regarding two speakers who would like to present at next year's conference. Stephanie Laird, conference chair, will consider these speakers.
- d. Audit Proposal from Schroer and Associates, P.C.- Renee Thomas moved and Megan Benson seconded that we approve the audit from Schroer and Associates. All were in favor.
- e. 2016-2017 Budget Proposals- Treasurer Michelle Swanson presented all three budgets necessary to help us transition to a new fiscal year (which will match the school year). The main reason for the change in our fiscal year is due to a summer conference. The Bronzynski Scholarship and Kruger Technology and Literacy Grant are not part of the budget so contributions can continue to be given. Michelle was thanked for all her work to organize these different budgets. We reviewed each one carefully and made the following suggestions: Leadership (106.02) increased to \$15,000 due to increased Gateway Conference Center costs, increased Membership Director to \$2,500 to cover possible gifts when Diane Bean visits local councils, Office Equipment (105.04) was decreased to \$750.00 as Executive Director, Clark Goltz, purchased a computer last year, Awards Banquet (205.13) increased to \$300.00 due to possible board member changes/recognition for service, Eliminated funds for Item 208 as we no longer give research grants and scholarships, Creative Writing/Poetry (209) increased due to committee members needing to travel from different communities to meet, Local Council Growth Grants increasing to \$1200.00, State Coordinator (106) increasing due to rising mailing costs. Stephanie Laird moved and Wendy Matson seconded that we approve all three budgets as presented. All were in favor. July/August 2016 vouchers will include any late leadership, state conference and international conference expenses. These are due to Michelle Swanson by August 23 so TD & T can finalize expenses. Michelle will be presenting the September 2016-August 2017 budget at Leadership. She would also like us to discuss possible fundraisers/sources of income (i.e. ½ registration for conference) as ways to publicize our organization. This will be discussed at our October board meeting and possibly proposed at Leadership 2017. Deb Mortensen wondered if there was a need for future budget hearings to be held during state conference. This discussion will now be held at our first June board meeting each year. This may be a possible bylaw/policy change.
- f. Other- None.
- g. Miscellaneous- None.
- X. Announcements:
 - a. Leadership Workshop, Monday, June 27, 2016, 10:00 a.m. Gateway Hotel, Ames
 - b. Iowa Reading Association Conference, June 28-29, 2016, ISU, Scheman Conference Center, Ames, IA
 - c. International Literacy Association Convention, July 9-11, 2016, Boston, MA
- XI. Megan Benson moved and Julie Ortner seconded that the meeting adjourn at 8:05. All were in favor.

Respectfully submitted,

Deb Mortensen, Iowa Reading Association Secretary