

Iowa Reading Association Board Meeting Agenda

Pizza Ranch - Ames, Iowa

September 29th, 2018

- I. Call to Order
 - A. The meeting was called to order by President Julie Schuller at 10:04 a.m.
- II. Roll Call
 - A. Board Members in attendance included; Mary Daughetee, Erick Schroyer, Kelsey Nilles, Kathleen Konrardy, Julie Schuller, Julie Anderson, Stephanie Laird, Michelle Swanson, Marlene Reece, Rebecca Pashek, Clark Goltz, Diane Bean, Nancy Wright, Barbara Carroll, Renae Wilkening
- III. Approval of Meeting Minutes
 - A. Michelle Swanson moved and Mary Daughetee seconded the approval of the meeting minutes from the following board meetings:
 1. [June 27, 2018](#) - Board meeting
 2. [August 6, 2018](#) - Budget (approved by Erick & Michelle)
 3. [August 30, 2018 - Budget Approval](#) (Zoom)Motion Carried.
- IV. Approval and/or additions to the agenda
 - A. Erick Schroyer moved and Kathleen Konrardy seconded the approval of agenda as is.
Motion Carried.
- V. Appointment of Committee to Approve Minutes
 - A. Mary Daughetee and Diane Bean were appointed to approve the minutes from this meeting.
- VI. Regional Director Reports:
 - A. [Northeast Iowa Regional Director](#) - Kelly
 - B. [Southeast Iowa Regional Director](#) - Barbara
 1. Barbara asked about liability policies- Clark will send our IA Rdg insurance waiver form to all board and regional directors to help waive insurance fees for local council activities.
 - C. [Northwest Iowa Regional Director](#) - Julie A
 - D. [Southwest Iowa](#)
[Rehttps://docs.google.com/document/d/1OkKipQqHPeGF-PZAeNftHpkC-d3NZ1nCF69Tk6VMjh0/editgional_Director](https://docs.google.com/document/d/1OkKipQqHPeGF-PZAeNftHpkC-d3NZ1nCF69Tk6VMjh0/editgional_Director) - Renae W
 1. Renae mentioned that membership is down, local councils are working on increasing membership.

E. [Central Iowa Regional Director](#) - Becky & Marlene

1. Becky shared that Dallas County Reading council is meeting for the first time Sunday 9/30. They used the AEA van to send flyers to the local schools, the van dropped them off on their regularly scheduled drop off dates. Their focus will be on the creative writing contest They are hoping for a good turnout, as there was a preference for Sunday afternoon meetings

VII. Committee Reports:

A. Awards-Deb S (no report)

1. No Discussion

B. [Grow a Local Council Grant](#)-Nancy Wright

1. Mary Daughetee moved and Julie Anderson seconded awarding 2 local council grants at \$250.

a) Discussion

- (1) The board read through grant requirements. There were 3 councils that submitted applications. All three councils meet the requirements for the grant. Receiving this grant could make or break most of these councils.

- (2) Discussion led to awarding all three councils an equal amount.

b) Discussion to change the language on the grant for future grant applicants. (applicants may receive up \$250)

c) Vote to approve giving only 2 grants

- (1) Yes: 4 No 7; Motion Denied

2. Michelle Swanson moved and Marlene Reece seconded awarding each council \$175; with the extra \$25 dollars coming from line item 210 - Special Projects

Motion Carried.

C. [Local Council Grant](#) - Nancy Wright

1. Nancy Wright received 9 Applications from leadership conference, the vouchers have been sent to Michelle Swanson. They will be in the mail soon. Each applicant will receive 2 installments of \$125.

D. [International Project](#)-Kelly

1. Our international project is OneSky, the powerpoint can be found on the Iowa Reading Association website.

a) It was suggested to pause the presentation when showing it at council meetings to allow people time to read the slides.

E. Long Range Planning / Restructuring-Diane

1. Concern with local council boundaries and regional director regions.
Where do we send creative writing submissions if there are large schools that do not belong to the state or local reading association?
 - a) Discussion later in agenda.

F. [Merit Council](#)-Renae W

1. Nothing to Share out as of this point

G. [Nomination](#) -Nancy White

1. We have several Positions to fill for the upcoming year.
 - a) Vice President
 - b) Membership Director Term
 - c) Central Region Director Term- Tony Piper will fill
 - d) Director of IRA is still vacant for next year
2. Brainstorm possible candidates to fill these positions

H. [Creative Writing](#)-Becky & Marlene

1. The search for a Short Story Chair is underway, they would like to find someone to shadow Becky this upcoming year.
2. Materials donated for awards ceremony should come in quantities of 30
3. Marlene shared a list of Thank You notes sent to people who helped/donated for the award ceremony
4. Marlene and Becky Shared concerns with the creative writings budget cutbacks. Expenditures include:
 - a) Decorations- reuse from leadership from previous year
 - b) Balloons \$40-\$50- Balloons will continue to be donated by Clark.
 - c) Medals for each winner
 - d) 1 book per winner-price depends on format (hardcover/paperback)
5. Suggestions were shared on ways to cut back; seeking donations etc.
 - a) All line items in the new budget received cutbacks due to financial standing of the organization. We will all have to work together and make do with the resources that we have available.

I. [Technology and Literacy](#)-Renee T

1. In the process of collecting responses from applicants for the grant.
 - a) Grant is awarded based on need and amounts vary based on applicant request.

VIII. Officer Reports

A. [President Report](#)-Julie S

1. Julie has been busy answering emails and getting started with the school year.
2. Julie was wondering where we are at with funding from outside entities such as the credit unions?

B. Past President Report-Stephanie

1. She will be reading through the updated by-laws and looking through the local council president reports.

C. President Elect/State Conference Chair Report-Kathleen & Mary

1. Mary and Kathleen feel that they are at a stand still with conference planning.
 - a) They have locked in 6 speakers so far; 1 of the 2 sisters, Katherine Hannigan, Mr. D, Joey Mandel, and Jeff Anderson
2. They are concerned about conference planning, where will it be held, what about concurrent speakers, which hotel, and will we have leadership on the Monday before?
 - a) Clark shared his opinion;
 - (1) With the new director transitioning into this conference, it would be easier to leave location for the current year. We should be looking for new location for the following year (Summer of 2020)
3. There was discussion about authors to bring back to the conference from recent years.
4. Scholastic will be a new vendor this year. They were reached out to at the International conference. They will also be willing to bring speakers with them- more info to come
 - a) Maybe Scholastic will be a good company to partner with for donations for the creative writing giveaways
5. Mary and Kathleen were wondering about the schedule and what times we were locked into.
 - a) The start time and the end time are the only things set in stone due to the conference being offered for credit.
 - b) The thought was to change the schedule to allow for more time in the exhibit hall and to cut down on the number of Keynotes??

D. Vice President Report-Kelsey & Erick

1. Kelsey and Erick shared the theme for Conference in 2020
 - a) Reading, The Sport of All Seasons
 - (1) Presented a rough draft of the logo
 - (a)
2. Shared conference email address with board
 - a) 2020iowareadingconference@southhardin.org
 - (1) Emails regarding Conference 2020 should be sent to that email

E. State Coordinator Report- Nancy Wright

1. Process to apply for honor council, there is a new link to apply. Local councils need written documentation from state coordinator to apply, the invoices will be sent to Michelle. IA Rdg will pay the \$50 application for each honor council.
2. Iowa Reading Association website is in the process of being updated with current information
3. Artifacts for honor of excellence need to be sent to Nancy Wright. The Board members need to provide document for all reading council events from July 2017 - June 2018, this includes all local councils meetings attended.
4. We are now a Limited Affiliate of ILA- we are our own entity- we need to make sure we fill out the 990-N correctly - Remember to check the final box.
 - a) We need to send that to local councils to make sure that they have made that change. Local councils will report to Michelle the financials in the future. We are working a simple form that they will fill out and return to Michelle.
5. Local Treasures will need to update EIN number at the bank - The new EIN number is: 23-7019292
6. The ILA email for ILA has changed: chapters@reading.org

F. [Director of Membership Report](#)- Diane

1. Diane has created a new smaller membership form. The cost was \$95 for 400 three-part forms.
 - a) Councils that have their own form are fine
2. There was a question about ILA Membership numbers. Clark will get the list of those Membership numbers and forward to board and regional directors

G. [Treasurer's Report](#)- Michelle

1. All vouchers submitted to date went out the last week of September.
2. Our current standings are \$46,591.62

H. Secretary/[Publications](#)/ Correspondence Report- Deb

1. Fall Newsletter- We need to get articles to Deb by Oct. 5th
 - a) Do we need to help?
2. Deb has requested a copy of the 2018 Conference Packet.
3. Deb shared a personal message to the board
 - a) Clark will send out Deb's Address- Cards are very welcomed!

I. Executive Director/ Book Study Report- Clark

1. Book study is online- Registration is ready to go!
 - a) Books are on sale through Stenhouse Publishing

2. We need to be actively seeking the applicants for the Directors Position
 - a) He would like to have someone start shadowing ASAP!

IX. Old Business

A. ILA Affiliation - Clark & Nancy

1. Nancy read an email from the IRS
 - a) Local councils will no longer need to fill out IRS forms.

B. [Conference Evaluations](#)

1. Board looked through conference evals

C. IASL reimbursement (\$5 Monday Night?)

1. IASL has requested reimbursement for the Monday night social hour from conference to pay for the snacks and beverages provided.
 - a) They paid the Schemen, we kept the money
 - (1) Kathleen Konrardy moved and Mary Daughetee seconded that the Iowa Reading Association reimburse IASL for \$5 x37 people who registered for the Monday night social hour.

Motion Carried.

D. Conference Outlook

1. Pricing of different locations have been underway
 - a) Looking at alternative venues and hotels for conference
2. Conference is the perk for our Members- 200 Members took conference for credit.
 - a) Conference attendance was right at 500- this included speakers
 - b) Highest in recent years was 900

E. Conference Registration Rates

1. 17-18 Conference Rates for Members
 - a) Members -\$160
 - b) Nonmembers- \$200
 - c) Students- \$30
 - d) Retired Teachers - \$45
2. Michelle Swanson moved and Renae Wilken seconded to increase conference registration by \$35 for members and \$40 for non members

(1) Proposed Rates

- (a) Members - \$195
- (b) Non members - \$ 240
- (c) Students - \$30
- (d) Retired teachers - \$45

Motion Carried.

F. Creative Writing Budget

1. Discussion that the budget is very tight and the celebration might be lost.

X. New Business

A. Book Study

1. Ready to Roll

B. Creative Writing

1. Budget

- a. We all have tight budget. We will look for donations and ways too cut cost to try and stay within our limits

2. Entry concerns

- a. Diane Bean shared concerns with having large amounts of entry submissions from schools who historically are outside of their local councils boundaries.

- i. The other concern being that they do not belong to their local council.

- b. We are recreating a council map to show which councils serve what counties.

- i. Concern with councils region getting to large and crossing over into other councils territory

- c. We need to set guidelines for submitting large amounts of entries from each school

- d. We also need to look at accepting entries from teachers who are not members of a local council and/or a state members

C. Membership Director

1. Position open
2. Job description
3. Map
4. Regional director positions

D. International Literacy Council Stipend

1. Discussion on sending officers to the international conference

E. New Council ideas

1. Tabled until January Meeting

F. Conference with IASL

1. Positives:

- a) Money from vendors -\$1000's (some wouldn't have come without them)
- b) Literacy initiatives together
- c) Brought in membership
- d) Keynotes loved the idea of the joint conference
- e) New connections that would help in the future

2. Negatives:
 - a) Very little communication- offer little response
 - b) IASL members did not know much about the conference
 - c) Their board not very transparent and was struggling to work with them
3. Suggestions:
 - a) We host- we do it- they are allowed to come but they don't really have a whole lot
 - b) Contract with them- everything in writing, signed and dated.
 - c) Communication with their membership
4. Diane Bean moved and Marlene Reece seconded that IA Rdg and IASL will hold a joint conference for 2018 - 2019 with the understanding that the ISAL board of directors will sign a written agreement and will receive no financial reimbursement.
 - a) Discussion:
 - (1) They can suggest speakers for the conference-
 - (2) We will take care of the payment and the contracts for the conference
 - (3) They can get the discounted rate for their members
 - (4) What do we do when they say they want reimbursement?
 - b) Julie Anderson made a friendly amendment accepted by Diane Bean to add that in the event the written agreement is not sign by October 31, 2018 or not agreed upon at all, then the joint conference in null and void.
 - (1) Motion Carried.

G. Conference cost saving ideas

1. Tabled Until January Meeting

XI. Adjourn

- A. Kathleen Konrardy moved and Julie Anderson seconded to adjourn the meeting at 1:42 p.m.
 1. Motion Carried

