

Iowa Reading Association
Executive Board Meeting
May 7, 2023 @Zoom

- I. Call to Order: The meeting was called to order by Tony Pieper, President at 3:06 p.m.
- II. Roll call: Nancy Wright, Nancy White, Jill Swanson, Dani Wagaman, Tony Pieper, Megan Benson, Julie Anderson, Soh Meacham, Clark Goltz
- I. Approval of meeting minutes ([April 22, 2023](#)): Megan Benson makes a motion to approve the minutes as corrected. Jill Swanson seconded the motion.
- III. Approval and/or additions to the agenda:
- IV. Appointment of Committee to approve minutes: Julie Anderson and Tony Pieper volunteered to be the committee to approve the minutes.
- V. Old Business
 - A. Board retreat-Sunday, June 18
 1. Location and time: Pizza Ranch
 2. Agenda: The President is in charge of that. The State coordinator and the President can coordinate to put together an agenda for the board retreat. That's a good time to update people about final changes and some details about the leadership workshop that requires additional help. We eat supper at the Pizza Ranch as soon as the meeting concludes.
 - B. Leadership Workshop planning-Monday, June 19
 1. [Council invitation document](#)
 2. Planning: Dani will send out the RSVP letter and the invite today. We gather at 9 o'clock and start decorating. Box lunch will be just for the board members. Iowa Reading pays for half a room for each board member and three committees (Creative Writing, Merit Council, and Awards chairs) for Sunday, Monday, and Tuesday nights. We invite full board members plus committee chairs. The state coordinator shares the schedule with the leadership and reminds them that they need to have their handouts ready to go or linked on the website.
 - C. Delegates Assembly agenda items-Monday, June 19
 1. [Bylaws, Policies and Procedures](#)
 - a) Article XI: Executive Committee, Section 3: Meetings (p. 29)
 - b) Section 4 and Policies One and Two regarding honorary membership need to be eliminated.

- c) Regarding Section 5 Dues, Policies 4 and 5, we will possibly have to raise the active dues to \$50, and \$25 for the retiree and the student.
 - d) Section 2 article 5 President policy 1: Take this out because it is the state coordinator's responsibility.
 - e) Laurie and Dani will go through the Bylaws and replace "shall" with "may as budget allows."
 - f) We will show them the document showing the current wording, the proposed wording, and the rationale, to do one vote for all of those and then have a separate item on the agenda about raising dues.
2. Delegates Assembly agenda will be written by the Executive Director.
- D. 2023 conference planning-Tuesday, June 20 and Wednesday, June 21
- 1. Registrations update: 151 people have registered on the Google form. 25 on Eventbrite that have paid and some of them are not on the Google Form. We have at least six more people that are registering from the Lennox school district. We are around 180 people right now. We really need to try to get at least 75 to 100 more people to register for the conference.
 - 2. Vendors update: We have 24 exhibitors that registered on the Google form. Dawn told that there are still some exhibitors that were there last year and gave them things for their creative writing swag bags. But the exhibitors are not listed on our registration yet.
 - 3. Keynote speakers update: We have our three keynote session speakers for each day, those have already been finalized. Transportation for keynote speakers will be double-checked by Clark.
 - 4. Breakout sessions update: Tony accepted one from each person that submitted/ We have a huge variety of breakout sessions available. Nancy and Tony also met with the Iowa Association of Library, Jan Houlette. Going through the schedule, they were able to get the sessions spread out that there was always going to be a couple of library options for each of the breakout session times on each day.
 - 5. [Conference help page](#)-council volunteers: It might be good to send this out to all of the council presidents and put a time to return this by prior to the leadership workshop. And then we can fill in any holes that we have at the workshop. Send it out by May 1.

6. Ames Convention & Visitors Bureau assistance: Veronica said yes for the bags. Get those bags put together some time on Monday afternoon so that we have them ready to fill with our items. They do that for sessions and keynote speakers. We just have to let them know how many we need. Tony will get the number to Nancy.
7. We will not use the paper printout for the workshop. We will still need the paper printout for the local council grant and any mileage reimbursement forms.
8. Extra lunches for the conference: There will need to be a certain number of extra lunches each day to make sure because there will be some people who are working with the conference and aren't necessarily registered attendees. The conference chair doesn't register for the conference because they work. As there is no conference chair this year, Clark and Tony will not register for the conference. Tony inquired about the lunches. There has been extra food.
9. Council Growth grant is on the budget and we budgeted for that this year. This is for struggling local councils to be able to have some extra money for programming.
10. Young Authors Celebration Tuesday afternoon, June 20
 - a) Writing-themed decorations needed. They have a budget. They use a lot of it to buy a book for each kid. Tony will email the committee about that. They will go with the generic writing theme decorations.
11. Iowa Reading Association Awards recognition-Tuesday, June 20 (4:30 p.m): Mary Pieper will not be there. Tony Pieper will do that. The Merit Council chairs will do their part to introduce those awards. Hardy is the only council that will be recognized at that time.
 - a) \$5 donation per person to cover catering: A cash bar and some light hors d'oeuvres. Free Will donation bucket things, oftentimes bring in even more money than having a set amount that people need to pay. So we will do a free will donation bucket.
 - b) Two greeters for the awards and to escort people to the reception.
 - c) Nancy will be in charge of getting ready for us on the reception.

- d) Inviting recipient families/coworkers: Email will include “Free Will donations will be accepted to help offset the cost of hors d’oeuvres.”
- e) A small room will be available for creative writing. We will use that room.

12. Program book-Prairie Lakes AEA is helping with this. June 10 is the deadline. Nancy’s goal is to have it for her by June 1 or 2. We want to have that stuff done by the end of May. We have board members' photos and the officers' photos. Tony will review the program book from last year and see if there’s other things there that we need to take care of by the end of May.

13. Miscellaneous: We hand the tax form at the conference.

- E. 2023-2024 President vacancy: There has not been anybody that has stepped forward to fill in. Tony was concerned about not having a president for the coming year. Tony is willing to continue on for another year as president just to help with continuity. President assists the conference chair in the role of a breakout session coordinator. Megan and Tony can be in contact with each other so that both people are aware of what’s going on. We make a motion and then we can make the recommendation to the board for voting on it at the board meeting in June. Tony will let Nancy White know so we can have her prepare a ballot.
- F. 2024 Conference-Theme: One World, Many Stories. Lauren Tarshis officially confirmed. Theme is ONE World Many Stories.
- G. Vice President 2023-2024 (Conference Chair 2025) search: Katie Wilson and Brian Salmons were mentioned as possible candidates.
- H. Website changes/updates
- I. Miscellaneous

VI. New Business

- A. 2024 Leadership Workshop location
 - 1. Move to Ames Public library for next summer. Jen Houlette mentioned that the room capacity was 60 people with no charge. And you can bring in food. We can investigate this for next year.
- B. Appointing committee chairs for 2023-2024: Tony will reach out to all of the current committee chairs to see if they are willing to continue on as committee chairs for next year.
- C. The president sets the meeting dates for the following for the coming year. We will schedule no-zoom in person meetings. The first fall meeting and May Exec board meeting will be in person meetings. Tony will put together the schedule for the June meeting or after the conference.

D. Nancy is ordering plaques. We have only plaques for the award winners.