

IOWA READING ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 29, 2011
THE HOTEL AT GATEWAY CENTER, AMES, IOWA

- I. The meeting was called to order by President Julie Neal at 10:15 a.m.
- II. Roll call included: Julie Neal, Tony Pieper, Wendy Hammrich, Nancy White, Heidi Meyer, Sara Youngers, Karla Bronzynski, Diane Bean, Candace Booth, Brenda Pashek, Nancy Wright, Brenda Nugteren, Renee Thomas, Deb Mortensen-State Coordinator, Lynette Kruger-Director of Membership Development, and Clark Goltz-Executive Director.
- III. Approval and/or Additions to the Agenda: Wendy Hammrich moved and Candace Booth seconded to approve the agenda.
- IV. Appointment of Committee to Approve Minutes: Diane Bean and Deb Mortensen were appointed to approve the minutes.
- V. Appointment of Zone Director to write Zone Newsletter: After discussion as to the necessity of having a zone newsletter it was decided to discontinue this practice since the minutes are now available on the Iowa Reading website.
- VI. President's Report – Julie Neal: Julie gave an update on the class that Iowa Reading is sponsoring. She is very pleased with the number of members that have registered for the class. An idea that Julie proposed was to secure sponsors to help with conference speakers' expenses.
- VII. Treasurer's Report – Heidi Meyer noted that TD&T dispersed a Statement of Assets, Liabilities, and Net Assets as of September 30, 2011. The audit is almost completed.
- VIII. State Coordinator's Report: State Coordinator Deb Mortensen gave an oral report and submitted a written report to the Secretary. Contracts have been signed for holding the Summer Leadership Workshop at The Hotel at Gateway Center in Ames on Monday, June 25, 2012. The Board Retreat and the Board Meeting will be held on Sunday, June 24, 2012 at the Pizza Ranch in Ames. Deb also noted the following corrections to the Iowa Reading Directory: Dallas County secretary is Deb Saylor, Renee Thomas's cell phone number is 641-451-0128, and Lynette Kruger's home phone number is 712-475-2599. She noted that all of the materials for the Award of Excellence and for Honor Council now must be submitted electronically. She reminded members that all state and local council officers must be members of the International Reading Association. She asked Zone Directors to help in contacting those people that are affected by this. There were 12 councils that received the Local Council Grant for having a slate of officers, their program in place, and the bulk of their memberships turned in by the October 1 deadline. These included: Northeast Iowa, Northwest Iowa, Quint County, READ, Boone-Story, Burlington Area, Dallas County, Eastern Iowa, Hardy, Jefferson/Van Buren, Lee County, and Midlands. Congratulations to these councils. TD&T will be issuing checks to these councils.
- IX. Correspondence – none
- X. New Business:

- a. Executive Board members attending the International Reading Association Meeting in Chicago – This will be determined at the Executive Board meeting.
- b. Review Board and Executive Board meeting dates – Clark Goltz reminded Board members that the dates are listed on the agenda and in the minutes each time. The format of having the Board of Directors meeting at 10:00 a.m. followed by lunch and then splitting into the Executive Board and the Zone Directors for two separate meetings to begin around 1:00 p.m. will be followed this year.
- c. Discuss Conference Sponsorship – Tony Pieper discussed ideas for obtaining sponsorships at our annual conference. Some examples would be advertising space and exhibitor booths. Tony also gave an update on the 2012 Conference. Contracts have been sent to all keynote speakers. The deadline for speakers to submit vouchers for expense reimbursement will be August 1, 2012. Tony has been working with Pat Dennis at Scheman Conference Center. There are 12 rooms reserved for concurrent sessions. Many of these rooms are larger than what was used last year. The conference will be on two levels this year. The auditorium holds 450 people. He is looking into the possibility of holding the keynote speaker sessions in a larger venue if attendance warrants this.
- d. Proposed Bylaw, Policies and Procedure Changes – Wendy Hammerich presented the following proposed changes:

Changes to Iowa Reading Association's By-Laws
October 29, 2011

I. Current Wording (page 7)

ARTICLE III MEMBERSHIP, Section 5 (Dues):

- 4) The dues shall be \$25 per member; students and retirees pay \$12.50. (6/07)

Change

Insert The "active member" dues

Change amounts from \$25 to \$35 and \$12.50 to \$15.00.

Rationale

As per motion at the delegate assembly held in June 2011.

II. Current Wording (page 10)

ARTICLE V DUTIES OF OFFICERS, Section 1 (General Duties), POLICIES:

- 1) Transfer meetings **shall** be scheduled so incoming officers receive materials and discuss duties and responsibilities prior to the Leadership Conference....

Change

Change "shall" to may

Rationale

Information and materials may be transferred in a less formal manner depending on the experience of incoming officers.

III. Current Wording (page 10)

III. ARTICLE V DUTIES OF OFFICERS, Section 1 (General Duties), POLICIES:

- 1) The Executive Director shall insure that each board member receives a notebook from the outgoing board member. (10/97)

Change

Remove this sentence

Rationale

No longer done.

IV. Current Wording (page 10, 28)

ARTICLE V DUTIES OF OFFICERS, Section 1 (General Duties), POLICIES:

- 2) Transfer meetings **shall** be scheduled so incoming zone directors **may** receive materials and discuss duties and responsibilities prior to the Leadership Conference.

XII. Change

XIII. Change "shall" to may and "may" to can.

XIV.

XV. Rational

This was stated above under Duties of Officers.

XIX. Current Wording (page 10)

ARTICLE V DUTIES OF OFFICERS, Section 1 (General Duties), POLICIES:

- 3) Budget: Members of the Executive Committee will determine which members will attend the regional, international, and leadership conferences at the **winter/spring** Executive Committee Meeting for the following year.

Change

Change "winter/spring" to "fall"

Rationale

Attendees will then be able to make appropriate and timely arrangements to attend.

XX. Current Wording (page 12)

ARTICLE V DUTIES OF OFFICERS, Section 2 (President), POLICIES: Responsibilities related to meetings:

- 6) Has the discretion to invite the Parliamentarian to serve at any Board of Directors meeting and/or the Delegates Assembly

Change

Remove this responsibility (6).

Rationale

No longer hire a Parliamentarian.

XXI. Current Wording (page 13)

XIII. ARTICLE V DUTIES OF OFFICERS, Section 3 (President Elect), POLICIES, Responsibilities related to meetings:

- XIV. 1) Shall select a Parliamentarian by April 1 before taking office as President. This appointment shall be approved at the first board of Directors meeting.

XV.

XVI. Change

XVII. Remove this responsibility (1)

XVIII.

XIX. Rationale

XX. We no longer hire a Parliamentarian.

XXI.

XXII.

XXII. Current Wording (pages 17, 24, 32, 34)
Procedures for payment of expenditures
MILEAGE

Change

Change referrals to mileage reimbursement to thirty cents (\$.30) per mile

Rationale

Recommendation received at delegate assembly

XXIII. Current Wording (page 23, 42)

XIV. ARTICLE VI LIASONS TO INTERNATIONAL READING ASSOCIATION, QUALIFICATIONS FOR DIRECTOR OF MEMBERSHIP DEVELOPMENT: Responsibilities: 13) Assist the Student Membership Director...

XV. Change

XVI. Director to "Directors"

XVII.

XVIII. Rationale

XIX. We have multiple Student Membership directors.

XXIV. Current Wording (page 29)

ARTICLE X BOARD OF DIRECTORS, Section 2 (Function), POLICIES:

2) Shall approve the parliamentarian at the request of the President. (1/98)

Change

Remove number 2).

Rationale

No longer hire a parliamentarian

XXV. Current Wording (page 36) COMMITTEES, Section 2 (Duties of the Awards Committee), POLICIES, The committee shall: 1) Present the following awards:
c. Ron Ferry Memorial Award to Iowa Reading Teacher of the Year

XV.

XVI. Change

XVII. Remove number 1-c.

XVIII.

XIX. Rationale

XX. No longer awarded.

XXI.

Current Wording (page 39)

XVI. ARTICLE XII COMMITTEES, Section 5A (Duties of the Creative Writing Committee), AND Section 5B (Duties of the Poetry Contest Committee) POLICIES: 4/3) Local Councils and/or state only members submit winning papers to the committee chairperson by January 15. (10/10) 5/4) Committee members judge submitted entries and select first, second and third place winners for each grade level by February 15. 6/5) Notify state winners, their teachers, parents/guardians, Local Committee Chair, and Local Council Presidents during the first week of March.

XVII.

XVIII. Change

XIX. Remove these policies

XX.

XXI. Rationale

XXII. Avoid dated policy changes each year

Current Wording (page 41)

XVII. ARTICLE XII COMMITTEES, Section 7 (Duties of the Legislative Committee),
POLICIES,

XVIII. 4) ...Include names, addresses, and phone numbers of the Legislative Committee Chair, the Legislative Liaison, ...5) Give direction to and work with the person who is serving as the Legislative Liaison. The Legislative Liaison will assist the Iowa Reading Association in the development of a working relationship with policy-makers, which will communicate the importance of reading for the need of ongoing reading instruction for students K-12. (10/97)

XIX.

XX. Change

XXI. Remove Legislative Liaison from 4) and remove 5) in its entirety.

XXII.

XXIII.

XXIV. Rationale

XXV. We no longer have a Legislative Liaison.

Current Wording (page 52)

XVIII. ARTICLE XIV PARLIAMENTARY AUTHORITY, POLICIES,

XIX. 1) The parliamentarian will serve at the discretion of the President (3/97)

XX.

XXI. Change

XXII. Remove

XXIII.

XXIV. Rationale

XXV. We do not hire a Parliamentarian.

Nancy Wright moved and Sara Youngers seconded that we approve the proposed changes to the Bylaws. Motion carried.

e. Audit – Clark Goltz reported that the audit was not complete as of this meeting. We should be hearing from the auditors very soon.

XI. Zone Directors' Reports: Written reports were emailed to Board members and oral reports were given by the zone directors in attendance. All Zone Directors are encouraged to submit a written report to Clark in a timely manner before the Board meetings so it can be sent out to all Board members via email.

XII. Committee Reports

- a. Awards: Sara Youngers gave an oral report.
- b. Budget: Budget chair Heidi Meyer said the budget is on target for the fiscal year. All vouchers need to be sent to her and she will send them on to TD&T for payment.
- c. Bylaws, Policies, Procedures: A big thank you was given to the committee who worked on the bylaw changes: Julie Neal, Tony Pieper, Wendy Hammrich, and Clark Goltz.
- d. Creative Writing: Lynn Kilpatrick would like each council to send to her the name of their creative writing chair and their poetry chair.
- e. International Project: Lindsey Helmers submitted a written report.
- f. Iowa Merit Council: no report

- g. Legislative: Julie Neal is the new chair. Information has been updated and is available on the website.
- h. Long Range Planning: no report
- i. Membership: Director of Membership Development Lynette Kruger stated that we currently have 771 members. We have \$340 in sustaining membership funds and her family contributed an additional \$500 so there is now \$840 in the Ty and Lynette Kruger "Grow a Local Council Through Student Membership" grant. The deadline for councils to apply is December 1, 2011. Lynette showed the cloth bags filled with a beach towel embroidered with the Iowa Reading words and logo and an adult book. These will be prizes at Summer Leadership Workshop and at the 2012 Conference. Board members are asked to donate cloth bags and new or gently used adult books. She is trying to fill 24 bags. Lynette asked that these be brought to the January Board meeting.
- j. Nominating: Candace Booth is still trying to get commitments from people for the various officer vacancies. The election information will be in the next newsletter (Winter issue).
- k. Poetry: no report
- l. Publications: Nancy White submitted a written report and gave an oral report. Deadline for submitting articles for the fall newsletter will be Election Day 2011. All of the issues will be digital newsletters this year. Clark suggested that this upcoming issue of the newsletter be shorter than the Fall issue.
- m. Studies and Research: no report

XIII. Announcements:

- a. Iowa Reading Association Executive Board Meetings: October 29, 2011, January 21, 2012, January 28, 2012 (snow date), May 19, 2012 at 10:00 a.m. at the Pizza Ranch, Ames, Iowa
- b. Iowa Reading Association Board of Directors Meetings: April 21, 2012 at 10:00 a.m. at the Pizza Ranch, Ames, Iowa
- c. International Reading Association Convention: April 29-May 2, 2012 at McCormick Place-West Building, Chicago, IL
- d. Iowa Reading Association Board Retreat: June 24, 2012 at 3:00 p.m. at the Pizza Ranch, Ames, Iowa
- e. Iowa Reading Association Board Meeting: June 24, 2012 at 5:00 p.m. at the Pizza Ranch, Ames, Iowa
- f. Iowa Reading Association Leadership Workshop: June 25, 2012 at 10:00 a.m. at The Hotel at Gateway Center, Ames, Iowa
- g. Iowa Reading Association Conference, June 26 and 27, 2012, Scheman Conference Center, Iowa State University, Ames, Iowa

XIV. Adjournment: Nancy Wright moved and Brenda Nutgren seconded that the meeting be adjourned at 1:00 p.m.

Respectfully submitted,

Nancy White, Secretary
Iowa Reading Association