

# IOWA READING ASSOCIATION

## Board Meeting Minutes

Pizza Ranch, Ames, IA

January 16, 2016

- I. The meeting was called to order by President Nancy White at 10:15 a.m.
- II. Present were Diane Bean, Deb Mortensen, Julie Ortner, Rebecca Pashek, Marlene Reece, Heidi Stangl, Michelle Swanson, Lois Van Houwelingen, Debra Wake, Nancy White and Nancy Wright.
- III. Lois Van Houwelingen moved and Marlene Reece seconded that we approve the agenda as printed.
- IV. Diane Bean and Debra Wake volunteered to read the minutes from this meeting. Deb Mortensen will send the minutes to them electronically.
- V. Several corrections were made to the October 10, 2015 minutes. These included 7E) Diane Bean sent a written report and 7G) The Social Studies conference will be October 6, not 16, 2016. There was a clarification to Zone D's report. Trish Sandbulte is NOT the "Book Whisperer". That book was written by Donalyn Miller. Diane Bean moved that these minutes are accurate with the aforementioned corrections and Rebecca Pashek seconded. All were in favor.
- VI. Local Council President's Reports- State President Nancy White is asking local council presidents to complete reports and send them to her. She was pleased that we heard from every local council president. All reports were sent electronically to board members. Why do some councils have no concerns? We want to hear from local council leaders so we can help them where necessary.
- VII. Zone Director Reports: All Zone Directors sent their reports electronically. All Zone Directors present also gave oral reports. Julie Ortner (Zone C) suggested we all show the conference slideshow at local council meetings. She also wondered if it could be sent to all local council presidents to promote the conference. Diane Bean wondered if the conference is on Twitter. Use the hashtag #iareads. Becky Pashek thanked the Iowa Reading Association for the "Grow a Local Council" grant given to the Dallas County Reading Council. \$1488.00 was also raised for their council through a Barnes and Noble fundraiser. Marlene Reece is concerned that new teachers don't feel the need for our organization. She suggested veteran teachers bring a "newbie" to conference to inspire them to the benefits of the Iowa Reading Association. The book study now requires 30 additional hours to receive credit.

### Committee Reports:

1. Awards- The deadline is February 15, 2016 to Kathleen Konrardy. Diane Bean suggested this (and other deadlines) be posted on our Twitter and Facebook feed.
2. Creative Writing/Poetry- Becky Pashek reported that entries are due to her and Deb Saylor by February 15, 2016. She asked some retired teachers to judge. Deb Mortensen suggested we add a Pre-K category and require that kindergarten and

- first graders write their own entries rather than have them dictated. The writing chairs will review these suggestions for future contests. Last fall we added co-authors. These entries will be judged separately from single authors. Because of these additional categories for both creative writing and poetry, we may need to adjust the budget. It was suggested we revise the contest requirements yearly. This will be discussed more at our April meeting.
3. Grow a Local Council Grant (Line item 301.02)- Nancy Wright , State Coordinator, shared that \$250.00 was given to Dallas County and Jefferson Van Buren Councils. Jefferson Van Buren would like to save their funds for a speaker next year. There is no stipulation as to when the funds are spent on this year's application. We will need to revise the 2016-17 application.
  4. International Project- Kelly Neumann, chair, has written an article for each newsletter. Zone B Director, Marlene Reece, has a "pitcher" at each Hardy meeting and members put loose change in it for the "ipour" life project. Each council is asked to send one check to Executive Director, Clark Goltz, at the end of the council year so one check can be sent from the Iowa Reading Association for this project. Kelly Neumann will give a report about this project at our June Leadership Workshop. Debra Wake and Heidi Stangl will choose an International project and present it (and its chairperson) also at Leadership.
  5. Karla Bronzynski Scholarship Award- Chair Lori Vicker would like us to send an email blast regarding the application deadline which is April 1, 2016. Brian Bronzynski would also like us to consider veteran teachers for this award. We can't change the application for this year. The committee may change this if they wish and will be asked to present at Leadership.
  6. Long Range Planning/Restructuring- Deb Mortensen gave those present rationale for our possible restructuring. We will continue to revise this document as the International Literacy Association would like us to wait to change the structure of our board and its representation. Diane Bean is working on a map that illustrates the possible changes.
  7. Merit Council- Lois Van Houwelingen reported that materials are due to her May 1, 2016 and anyone who wishes could bring their materials to our April board meeting.
  8. Nominations- Electronic ballots have gone out for Zone B, C and D Directors. Marlene Reece, Julie Ortner and Megan Benson are running unopposed. Michelle Swanson is interested in serving as treasurer for three more years. Her appointment will be discussed at our April meeting. Would a bylaws change have to occur to change treasurer and secretary to three year terms? Deb Mortensen, Past President, will report on this next meeting. Julie Schuller, Northwest Iowa Reading Council, is interested in the Vice President position, Nominations chair, Megan Benson, will write an article about Julie for the spring edition of the newsletter with an electronic vote to occur 2 weeks following its publication.
  9. Technology and Literacy grant (Line item 301.07)- It was suggested that in 2017, the deadline for this grant application be February 15, like other awards. Recipients will be invited to the Awards Banquet beginning with the June, 2016 event. Beginning in 2017, the recipients will be invited to the banquet and receive their funds that

evening. The funding, originally given by the Ty/ Lynette Kruger family, is now part of our general budget. Because we have repeat winners this year we are asking that the application now state "Applicants can apply but must have a new project and will not be awarded consecutive years." Renee Thomas, chair of this project, will change the application to be presented at Leadership, 2016.

#### VIII. Officer Reports

- a. President's Report- Nancy White shared that a representative from the Social Studies conference will be presenting at the 2016 Reading Conference and may also be purchasing a booth. President Nancy and Diane Bean will be manning a table at the Elementary Literacy Conference at UNI on April 15, 2016 where Laura Numeroff will keynote. She suggested we promote the Iowa Reading Association at any conferences we attend. Debra Wake is attending the School Librarians conference and promoting conference 2016. Nancy White and Diane Bean may also attend. Devin Scillian (author at last summer's conference) has a new book Memoirs of an Elf.
- b. President Elect/ State Conference Chairs Report- Debra Wake has received an email from Deborah Reed from Iowa Reading Research. They will provide several concurrent speakers. Debra Wake has made some changes on the "imovie" created earlier. She plans to ask authors if they mind their contact information (websites/ email addresses) be added to the conference program booklet. Authors Kenn Nesbitt (K-5) and Trent Reedy (6-12) will work with the Young Authors and be in two separate rooms at the Scheman Center. Debra Wake and Heidi Stangl will choose 9 people to have lunch with Regie Routman on Tuesday and Tanny McGregor on Wednesday. These winners will be contacted before the early April 1 registration deadline. Those attending conference may receive a metal bookmark. A stylus pen will be given to those that complete their evaluations. Co-chairs Heidi and Debra plan to meet monthly. Deb Mortensen revised the conference responsibilities and this form was given to all present.
- c. Vice President's Report- Stephanie Laird was unable to attend but conveyed to the board that Zone A Director, Tammy Hoppe, designed the logo for the 2017 conference.
- d. State Coordinator's Report- All artifacts that board members sent to Nancy Wright were used for the "Award of Excellence" submission. Nancy found our website to be very helpful when working on the application. A conference call was held with the International Literacy Association and state coordinators regarding ways to improve the association and International suggests that Iowa wait before making any major changes regarding boundaries and name. The International Literacy Association is working on a new logo and we plan to use it along with our Iowa Reading Association and conference logos when it is completed. A Council Leader session will be hosted in Boston on July 8, 2016 from 8:30-3:00. There is no cost and they will discuss "being a non-profit" organization. The Awards ceremony will follow. The International Literacy Association will also host a "literacy night at the ballpark" on Friday, July 8, 2016. A new event will be a 5K "Race to Literacy" which will be on Sunday, July 10. Nancy Wright also reminded us that the 2<sup>nd</sup> Thursday of each month is an ILA Twitter chat. She would like all board members to visit (be creative as to how you "visit"! ) each council. Inform her of all meetings attended between July 1, 2015 and June 30, 2016. Also, let Nancy know how you wish to be involved with Leadership, June 2016.

- e. Membership Development Report- Diane Bean reminded Zone Directors that all council programs should be on our state website. State membership is \$10 of the individual dues. With declining membership, we have less funds to use for programming. Those in attendance received a current membership list. Executive Director, Clark Goltz, would like us to make a personal contact with all those who are not currently members. Creative Writing/Poetry co-chair Rebecca Pashek is planning to encourage teachers who submitted winning writing entries to belong to the Iowa Reading Association as we support the contest. When talking with others, stress Professional Development which is standard #8.
  - f. Treasurer's Report- Michelle Swanson would like us to all be cognizant of our expenditures and told us all prior vouchers were submitted on January 8, 2016. The first half of the "local council" grant was dispersed in the 2014-2015 school year and the second half was given in the 2015-2016 school year. It was decided that next year the first half checks will be postdated to July 1, 2016 to put both payments in the same fiscal year. A copy of the budget was sent to all board members electronically.
  - g. Secretary's Report- Deb Mortensen assigned all those writing for the spring edition of the newsletter. A letter of thanks was read from Becky Pashek for the books/bag we gave her last meeting.
  - h. Executive Director's Report- no report was given.
- IX. Old Business
- a. Policy changes for Bylaws, Policies and Procedures- Heidi Stangl and Debra Wake have revised these but they are not on the website. Deb Mortensen, past president, will report at our April meeting regarding possible changes. Some suggestions were to examine the terms of secretary and treasurer, asking past presidents to serve a second year (if they choose to) and a conference chair separate from the board of directors.
- X. New Business
- a. Iowa Reading Association communications survey- Deb Mortensen presented the results of the survey and will ask Cori about a "Members only" tab to begin next fall. It needs to be easy to open and go directly to links mentioned.
  - b. Acceptance of the Iowa Reading Association Audit- Debra Wake moved and Julie Ortner seconded that we accept the 2014-2015 audit with many "thanks" going to Clark Goltz and Michelle Swanson for their assistance with this task. All were in favor. We will add a column to the directory so we know when each board member's term is complete.
  - c. Potential concurrent speakers for 2015 conference- Conference co-chairs Debra Wake and Heidi Stangl, are working along with Nancy White, on getting about 8 concurrent speakers per time slot, which would be about forty-eight total concurrent speakers. Those in attendance gave suggestions as to who to invite and ask them to submit proposals.
  - d. Updated Zone Director expectations- Diane Bean has updated this and it was sent electronically to all on the board. We were encouraged to continue revising this so if we make changes to our boundaries, these changes will already be in place.
  - e. Devising list of Local Council president expectations- We will continue working on this document and submit ideas to Membership Development Director, Diane Bean, to organize. We hope to have this ready for Leadership Workshop, 2016.

- f. Writing email blasts regarding conference- one will be sent out to members every 2 weeks until conference until conference.

XI. Announcements

- a. Board of Directors Meeting, Saturday April 9, 2016, 10:00 a.m, Pizza Ranch, Ames
- b. Executive Board Meeting, Saturday, April 9, 2016, 1:00 p.m, Pizza Ranch, Ames
- c. Executive Board Meeting, Saturday, May 14, 2016, 10:00 a.m, Pizza Ranch, Ames
- d. Board of Directors Retreat, Sunday, June 26, 2016, 3:00 p.m, Pizza Ranch, Ames
- e. Board of Directors Meeting, Sunday, June 26, 2016, 5:00 p.m, Pizza Ranch, Ames
- f. Leadership Workshop, Monday, June 27, 2016 at 10:00 a.m, The Hotel at Gateway, Ames
- g. Iowa Reading Association Conference, June 28-29, 2016, Scheman Conference Center, Iowa State University, Ames
- h. Iowa Reading Association Board Meeting, Wednesday, June 29, 2016, 5:00 p.m. at Scheman Conference Center, ISU, Ames
- i. International Literacy Association 61st Annual Convention, July 9-11, 2016, Boston, MA

XII. Adjourn: Debra Wake moved and Lois Van Houwelingen seconded that we adjourn at 2:25 p.m. All were in favor.

Respectfully submitted,

Deb Mortensen, Iowa Reading Association Secretary