

**Minutes - IPRA Board Meeting  
May 25, 2017, 11:00 AM ET**

Call-In Information:  
The dial in number is: 641.715.0861  
Code: 428186#



**AGENDA**

I. Roll Call

Present -

- Becky Barrick Higgins
- Nichole Haberlin
- Austin Hochstetler
- Mike Hoffmeister
- Robert Greathouse
- Mike Clendenen
- Kathy Pargmann
- Terese McAninch
- Matthew Snyder
- Chris Stice
- Dan McGuire
- Will Lacey
- Tricia Leminger
- Dominic Cornett
- Lisa Nye

Absent-

- Nikki Murphy

- |   |                        |
|---|------------------------|
| II. Welcome/Comments  | Dan McGuire/Will Lacey |
| III. Additions to Agenda                                      | Dan McGuire/Will Lacey |
| IV. Approval of Minutes                                       | Dan McGuire/Will Lacey |
| i. Becky Barrick Higgins made a motion to approve the minutes |                        |
| ii. Mike Hoffmeister second the motion                        |                        |
| iii. No discussion  |                        |
| iv. Motion carried, minutes approved                          |                        |
| V. President's Report   | Dan McGuire/Will Lacey |
| VI. Executive Director's Report                               | Lisa Nye               |
| • Interns   |                        |
| i. IPRA has 3 summer interns                                  |                        |
| • Accounts receivable   |                        |
| i. Nothing out of the ordinary or concerning                  |                        |
| • Membership  |                        |
| i. Report on new corporate and park department members        |                        |
| • Corporate Partnerships                                      |                        |

- i. Miracle Midwest signed their contract bringing the total number of corporate partners to 5, with one proposal – Vortex – still out.
- Staffing
  - i. A new membership & communications assistant has been hired and will start work on June 1<sup>st</sup>.
- Office
  - i. Staff are currently looking at places for IPRA to relocate its offices
- Salary Survey
  - i. A sub-committee is needed to determine what data will be collected in the first ever IPRA salary survey. Volunteers – Kathy Pargmann, Mike Clendenen, Will Lacey, Dan McGuire, Matt Snyder, Chris Stice
- Member Engagement Analysis
  - i. Interns are working on analyzing the IPRA database for member engagement and will have information to report at the next meeting
- Profile/Buyer's guide
  - i. The Summer edition is currently on schedule to be distributed in July
- Certified Youth Sports Administrator Training
  - i. A CYSA certification training has been scheduled for October
- Board nominations
  - i. Nominations will close on June 1 and voting will be July 1-15.
- Storage
  - i. The need for a storage unit was discussed and the board approved the expenditure.
- Expo Booth sales
  - i. To date, approximately 40 booths have been sold

#### VII. Reports

- 2018 Conference Mike Hoffmeister
- IPRA Foundation/Golf Outing Mike Hoffmeister
  - i. The golf outing took place May 16<sup>th</sup> with over 80 golfers. Pending final financials, the event net about \$13,000.
- Northern District Mike Clendenen/Kathy Pargmann
  - i. 42 people attended the May event at St. Patrick's Park. The next event will be Aug. 16<sup>th</sup> at Federal Hill Commons in Noblesville.
- Southern District Nikki Murphy/Dominic Cornett
  - i. Still working on their first event – Indianapolis Indians stadium did not work out due to expense.
- NRTG
  - i. No report
- Aquatics Terese McAninch
  - i. Terese reported that there will be an Aquatics event on Aug. 24 or 25, likely at the Monon Center.
- Rec. programming/Prof. Dev. Nikki Murphy/Robert Greathouse
- Young Professionals Nichole Haberlin

#### VIII. Financials

Lisa Nye/Chris Stice

- i. Budget vs. actual discussion
- ii. income well above projected, increases in advertising and sponsorship.
- iii. Only expense above projection is conference.
- iv. Still have another CPSI in the Fall which should generate another \$6,000-8,000.
- v. Digital advertising will also generate additional income.
- vi. Discussion of moving money into CD's, financial policy.
- vii. Chris, Phil and Lisa will work on a financial plan and policy to bring to the board for approval.

IX. Old Business

X. New Business

- Annual Report Lisa Nye
  - i. Mailed to park department members
  - ii. Will be posted digitally to the website and in the weekly e-newsletter
- Shared Services Agreement Mike Hoffmeister
  - i. First draft was presented for review
  - ii. Motion by Becky Barrick Higgins: Approve the Association moving forward to work on an alternative shared services agreement proposal with the Foundation.
  - iii. Second by Tricia Leminger
  - iv. Discussion – Tricia Leminger volunteered to work on the language of the agreement.
  - v. Motion carried, approved
- Amended budget Dan Mc Guire/Will Lacey/Chris Stice
  - i. Motion by Mike Hoffmeister to approve amended budget
  - ii. Second by Terese McAninch
  - iii. Discussion – amended budget adjusts staff salaries and includes actual income to date and actual conference expenses.
  - iv. Motion carried, amended budget approved.
- LHC Funds Lisa Nye
  - i. Motion by Mike Clendenen to move \$15,000 of Association funds into the NRPA Local Host Committee checking account
  - ii. Second by Becky Barrick Higgins
  - iii. Discussion
  - iv. Motion carried

XI. Announcements

Dan McGuire/Will Lacey

XII. Adjournment

Dan McGuire/Will Lacey

- i. Motion to adjourn – Becky Barrick Higgins
- ii. Second – Mike Hoffmeister