**Special Olympics Iowa
Minutes of the Board of Directors Meeting (DRAFT)
Wednesday, November 15th, 2017 5:30 p.m., Grimes, Iowa**

**Board Members Present:** Steve Palmer (Chair), Jill Southworth (Vice Chair), Ted Oberlander (Treasurer), Neil Berns (Secretary), Lynn Clayton, Matt Dougan, Deb Eldred, Judy Eyles, Lou Flori, Mike Lightbody, Kathy Lively, Keith Saunders, Stu Sorrel, Lana Voga, Jill VanDerPol, JoAnne Whitmore.

**Board Members Present via Conference Call**: Marta Codina, Dr. Mary Stevens, Ken Rizer, Joe Ramirez

**Board Members Not Present**: Pam Jochum, Traci Long, Jack Ohle, Brian Wessels.

**Welcome (Steve Palmer):**

* Steve Palmer welcomed the board, and welcomed John Kliegl as the CEO of Special Olympics.
* Stu Sorrel motioned that we move to closed session, Keith Saunders, Unanimous.
* Dr. Mary Stevens noted that she has to leave at 6:15.

**Closed Session**:

**Board Athlete report (Ted Oberlander)**:

* Traci had her heart surgery a couple of weeks ago, and the surgery went well. She is not ready for visitors, and Ted brought a card for the group to sign.
* Deb asked for Traci’s address, and Ted suggested we address the communications to Traci at 1351 Sundown Ridge, Iowa City 52245.

**Acceptance of Prior Meeting Minutes**

* Lana Voga motioned to accept prior meeting minutes and Joanne Whitmore seconded. The vote passed with unanimous consent.

**CEO Report (John Kliegl)**

* John is currently working with Rich on the transition.
* We have bowling coming up in 4 locations, which grew from 3 last year.
* John’s 60 day plan includes:
	+ Anniversary strategy including a marketing campaign, which will coincide with SOI.
	+ John will focus on meeting with volunteers and athletes to get their feedback on SOIA.
	+ John’s philosophy is to focus on programs and then funding will follow, which should create momentum.
	+ He would like to add focus on Unified Sports. He feels this is also an opportunity to drive additional fundraising from parents of the unified athletes
* Rich thanked Steve and the board for bringing him back to Special Olympics a year ago.

**Department Updates**

* **Program/Development Report (read only)**
	+ Our athletes are required to fill out a physical every three years. We cleaned up the database and marked athletes as inactive who have not updated the physical for over three years. Steve asked who monitors that program, and if there is another approach.
		- Lynn suggested we consider a “reach out” campaign, and we were informed that athletes do get notification that their physicals will expire and needs to be renewed.
		- While we do lose athletes by cleaning up the database, we have maintained and grown our athletes despite this process.
		- Mike expressed a concern that it will be difficult for athletes to get in front of doctors right now. One suggestion to help was to have additional MedFests.
			* + John suggested that we reach out to retired doctors to see if we can get support at MedFests.
* **Elections – Lana Voga**
	+ Due to some board members needing to leave the meeting early, Steve suggested we move to the election process early.
	+ Steve asked those on the phone to vote via texting him
	+ Steve asked for nominations for officer positions.
		- Lynn nominated Stu Sorrel for vice chair and JoAnne seconded.
	+ Steve reviewed those up for elections to additional terms.
	+ We took votes via text from Dr. Mary Stevens, Joe Ramirez, Ken Rizer and Marta Codina.
	+ Lana Voga and Kathy Lively and Jeremiah Johnson all stepped out to count the votes.
	+ Results of the voting:
		- Election of BOD 2018 Officers (1 year term)
			* Vice Chair: Stu Sorrel
			* Treasurer: Ted Oberlander
			* Secretary: Kathy Lively
		- Re-election of BOD to 3 year term (current term expiring)
			* Jill Southworth
			* Ted Oberlander
			* Mike Lightbody
			* JoAnne Whitmore
		- Election of Athlete BOD to 1 year term
			* Tracy Long
* **Finance Report (Jerimiah Johnson/Ted Oberlander)**
	+ - We are $63k favorable to plan through October, but $57k is due to investments
		- Highlights
			* Revenues are over budget by $234k
* Individual Contributions are up $22k – there is momentum here thanks to Stuart, and we expect to end the year over budget in this area
* Promotion Revenue is over budget by $75k
	+ ISU Plunge is over by $118k
	+ Other Plunges are under by a cumulative $57k
	+ Plane Pull is under by $43k
	+ Casey’s is over by $58k
* Total expenses are over budget by $170k
* Overall payroll and HR are over by $37k, most of which relates to insurance
* Program expenses are over by $112k
	+ Summer Games meals are over $27k
	+ Timing of souvenir purchases are over $46k (this is a timing issue)
	+ Unified sports expenses are over $19k
* We are on track to meet our goal of Program expense of 75% of revenue.
	+ Jill Southworth voted to approve the finance report and JoAnne Whitmore seconded. The vote passed with unanimous consent.

**Budget Discussion – Ted Oberlander/John Kliegl/Rich Fellingham**

* + Ted outlined the budget process, and a key element being that each department provided feedback on their budget.
	+ We are fully staffed, and this will be the first budget in several years where we started with a full staff, which creates some challenges.
	+ One key metric for our charity ratings is to achieve at least 75% of budget spend on programs. We expect to achieve this goal in 2017 as well.
	+ The 3% salary increase has been incorporated into budget.
	+ Mike Lightbody noted that he receives consistent feedback that getting athletes to competition and practices remains a key concern (transportation).
	+ John confirmed that we had complete buy-in from the staff on the budget.
		- Steve asked about the board of directors expense. This goes to pay for meetings, items like the search expenses, retreats and the holiday party.
	+ John outlined that we are moving to a new health insurance provide in United Health Care, which allowed us to reduce the growth from 26% to 7%.
	+ John and Rich discussed the plan for transitioning John’s old role as VP of Development
		- John is recommending eliminating his old position as VP of Development, and having the Individual Giving Officer report to the VP of LETR. He will still be able to support this team in his role as CEO
		- This will entail asking Jeannette and Stuart to take on additional responsibilities, and therefore is suggesting an additional raise to account for the additional responsibilities.
			* Kathy suggested that we may also need to address the title for Stuart as well. Stuart has achieved his Masters since working at SOIA.
				+ One suggestion was Director of Individual and Corporate Giving.
	+ Stu suggested that we add funding for training of the staff, and for CEO development. His recommendation was $24k. Matt Dougan recommended that we increase the amount to $36k. Ted recommended that we use the $24k to remain in a positive budget situation.
	+ Stu Sorrel motioned that we add $24k to the budget specifically for learning and development for the CEO and staff. Neil Berns seconded.
		- Mike Lightbody suggested we also focus on Sexual harassment training, and John pointed out that Aureon will provide sexual harassment training and anti-bullying training as part of our agreement.
		- Motion passed unanimously.
	+ Lana Voga motioned to approve the budget with revisions and Jill Southworth seconded.
		- Discussion: Steve suggested that we put in $50/hr for Rich to consult if needed by John Kliegl. The discussion suggested that we instead utilize the $24k for learning and development to pay for this consulting.
		- The motion passed unanimously as Lana had originally motioned.

**New Business**

* + John outlined that City State Bank requires that we have in our board minutes to remove Rich Fellingham as CEO. Matt Dougan recommended that we instead frame the motion to add specific signators.
	+ Matt Dougan motioned that we add Jill Southworth, John Kliegl and keep Jeremiah as signators on financial bank accounts and remove Steve and Rich as signators. Neil Berns seconds this motion. The motion passed unanimously.
	+ Steve reminded the board of the holiday party on December 4th.
	+ Jill Southworth proposes the third Wednesday of the following months: February 21st, April 18th, September 19th and November 21st. After discussion we decided to move the November meeting to November 14th due to Thanksgiving.
	+ Jill asked if there will be a press release announcing John Kliegl’s promotion, and it was noted that there was already a press release that went out.
	+ Steve presented Jill Vanderpol and Keith Saunders a plaque for their service on the board.
	+ Steve thanked the board for supporting him in his service as Board Chair.

Lana Voga motioned to adjourn the meeting and Matt Dougan seconded the motion. The motion passed with unanimous consent.