



Board of Directors Meeting Agenda
SOIA State Office, 551 SE Dovetail Road, Grimes, IA 50111
Thursday, September 24, 2015, 5:30 pm

RECAP

SOI Board Members Attending: Charity Hodson, Kathy Lively, Debby Eldred, Jill Southworth, Elaine Hieber, Joe Ramirez, Lana Voga, Ted Oberlander, Brian Wessels (Treasurer), Steve Palmer (Chair)

SOI Board Members Attending by conference call: Mike Lightbody, Jo Anne Whitmore

Board Members not in Attendance: Stu Sorrell, Dr. Thomas Hill, Lynn Clayton, Gary Steinke (Vice Chair), Jon Richardson, Dr. Mary Stevens, Jill VanderPol, Chick Herbert (past chair), Neil Berns, Keith Saunders

Staff Attending: Laura Reed, Gary Harms, Lauri Pyatt, Kathy Irving, Sally Briggs, Bruce Wilson

Meeting Recap

** All items marked with an (*) have a corresponding attachment. See attachments for details and more information.*

Welcome

Steve called the meeting to order and welcomed everyone to the September board meeting.

Finance Update

Steve stated that the meeting would be started with finance update due to Brian needing to leave early because of a prior commitment. Brian noted that program expenses are over budget \$244,000. Brian also noted a net loss of \$220,000. Gary Harms stated that he can explain some of this as there is a \$100,000 appropriation that they have not received yet. Gary stated that last year there was a bill for the summer games housing that came in September and it came earlier this year in August and was paid right away. Gary's explanation accounted for approximately \$185,000 of the difference. Gary provided an explanation for the additional items which made up the bulk of remaining deficit—including timing factors concerning current or prior events, as well as maintenance related spends which were not budgeted for such as roof repairs, garage door repair, garage heater, external lighting, etc.

Ted asked why grants are down. Gary explained that Grants are sometimes attributed to timing, some are seasonal, some cyclical, and some are strictly one-time or periodic. Our Project Unify Grant is based solely on Governmental funding and SONA distribution. Ours was reduced significantly for 2015-2016. The STRIVE Grant was a one-time award which, while used extensively in our state, was not awarded in 2015.

Ted also noted that building maintenance cost have increased as well. Gary explained that the building is getting to an age where things are starting to need repairs. Gary noted that the windows have never been caulked. Gary also noted that a heater was installed in the garage in the first quarter. Gary stated that the sign needs to be replaced due to the fading and that the

Office Administrator, Laura Reed, is looking into different options but stated that the sign is expensive and they are looking at about \$1000 to replace it. In addition, Gary noted that accounting classifications and items coded in the Chart of Accounts by the former CFO were maintained incorrectly. The Chart of Accounts is under review, and while coding will not be changed for prior months, in 2016 (and in the budget process), allocations will be reviewed in detail and corrections made on a go-forward basis.

Kathy Lively redirected to Ted's original question and asked where the \$17,000 in building maintenance expenses is coming from. Gary stated that there has been some leaking in the building and other general maintenance that needed to be completed. In addition, SOIA has never maintained a "utilities" account in the COA, so one was established to avoid charges being allocated to building maintenance.

Brian asked if this can be addressed in the next budget. Gary agreed that it would be. Gary also noted that they are in the process of pricing vendors and completing RFPs.

Ted asked about the expenses incurred under Computer and Maintenance of \$15,000. Gary stated that they had a contract with an IT company that was dissolved and that new IT expenses with set up could have contributed to this. Gary also mentioned that new laptops were purchased not that long ago but wasn't certain if this was a 2014 purchase or 2015. Further research indicated that a portion of the charges were attributable to the newly built website, and the IT setup costs allocated to pcCentral for server/system enhancements.

Ted then asked about the SOI accreditation fee. Gary explained that this fee is a yearly fee that has to be paid to SOI.

Lana asked if we need building and maintenance committee. Steve stated most boards have a board of trustees.

Gary added that the building was also recently re-keyed as he didn't think it had ever been done since the building was built.

Steve asked if there was a motion to approve financials. Elaine motioned to approve financials and Ted seconded. Approved by unanimous consent.

Acceptance of Prior Meeting Minutes*

Steve asked if there was a motion to approve the July 9 board meeting minutes. Ted stated that Rhonda's name is misspelled in prior minutes. There was a motion to accept prior meeting minutes. Kathy Lively seconded the motion. Approved by unanimous consent.

Steve stated that the October 8th board working session will be moved to October 22nd. Steve stated that this will be the Strategic planning committee meeting to fine tune and work to develop the committees. Steve asked if the event changes were going to be a problem.

SOIA Endowment Process

Gary introduced Wade Den Hartog from Greater Des Moines Community Foundation. Gary stated that SOIA has an opportunity to start an endowment fund and that many non-profits take advantage of this. Gary explained endowments are a great way to extend the life of donor's investments to the organization. Gary stated that they need to be at \$10,000 for each fund in

order to begin to utilize the investment dollars if desired, but that the minimum start-up costs varied by foundation (zero in Des Moines) and that they will be starting one in Des Moines and one in Dubuque. Gary stated that we have the \$10,000 being donated for the fund in Dubuque already.

Wade stated he has been with Greater Des Moines Community Foundation for 4 years. He stated that he works with non-profits, corporations and professional advisors. Wade explained that their mission is to promote philanthropy, connect donors with passions that they care about and be a leader in the community.

Wade handed out packets of information and business cards. He discussed a few of the frequently asked questions, advantages of having a fund and tax credit benefits. Wade stated that there is no minimum amount to start a fund in the Greater Des Moines Community Foundation.

Wade stated that endowment funds bring a 25% state tax credit above what IRS offers. He stated that the Community Foundation is one of the 14 in the state of Iowa that is able to hold these funds. Wade explained that there is 6 million dollars in available tax credits per year. He stated that the Greater Des Moines Community Foundation processes a little over half of the tax credit dollars offered in Iowa. Wade stated that you can take up to 5% yearly from a permanent endowment fund. Wade stated that it only benefits Iowa charitable causes. Wade stated that 98% who are taking advantage of the tax credits are individuals. Wade stated that the money received for the endowment fund has to come from the donor straight to them- it can't be sent on through SOIA. Wade stated that he is happy to be as involved as we need him to be or as behind the scenes as needed. Wade stated that donors are limited to 1.2 million dollars in gifts yearly, or \$300,000 in tax credits per person per year. Wade stated that there is not a minimum amount needed per gift. Wade stated that unless the donor absolutely wants to remain anonymous they would still have access to their information. There is a 5 year carry forward for tax credits if you don't use it in the year (or are not able to use it) that they gave. Wade noted that as of yesterday there is only \$870,000 left of the 6 million dollars of tax credit left for this tax year.

Wade passed around a list of agencies that can be donated to through the GDM Foundation. Wade explained that we would be placed on this list if we choose to start an endowment fund through them. Wade explained that the benefit for this is the fact that if donors don't know who they want to donate to, they can pick from the list.

Wade asked if there was any questions. Ted asked if all funds are unrestricted. Wade explained that they can be either restricted or unrestricted.

Elaine asked about Story county and if she could contribute through that foundation. Wade noted that we would need to initiate a separate endowment there in order to take advantage of that opportunity.

Wade noted that there are \$250 worth of administrative fees per year per fund.

Mike asked if most of this information was online. Wade stated that they are very transparent and can view more information online.

Elaine asked what the length of time it takes to get it set up. Wade answered that it will take about 20 minutes. Ted asked if the account could be set up prior to first contribution. Wade stated that they would need the first one to complete the process, but could have the paperwork set up beforehand.

Athlete Update- Charity Hodson

Charity Hodson gave an update on Over the Edge last week. She stated it was good and named off athletes who went over the edge including Angela, John Flannery and Marissa. Charity noted that Angela's whole family went over the edge. Steve agreed it was an awesome event and that the athletes did an outstanding job. Ted stated Angela wants to do it again. Charity talked about Angela and her father, Al, coming together on the 13th floor for pictures. Charity stated that all the people who went over the edge got flowers and one man gave her the flower that was for him. She was very excited as the flower was blue and it was her grandma's favorite color.

Charity talked about the truck convoy coming up on Saturday. She stated that there will be over 60 athletes there. Steve stated that the neat thing about this is that the athletes get to ride in the semis with the truckers. Steve invited everyone to come out and noted that there was about 90 trucks last year.

Charity stated that she is preparing for bowling districts in October.

CEO Update- Gary Harms

Gary stated that he attended his 1st unified golf tournament and played with Brian Rolek and they won! Stated weather was great and athletes had fun.

Launching of Taking it to the Streets: Gary reports that this has worked wonderfully. He has only missed 3 meetings and Jamie and John not here due to being at a meeting tonight. Received great feedback including "haven't seen anyone out here for 7 or 8 years..." Gary stated it was well worth the sleep loss. Gary stated that they spoke to them about fundraising in their community. One such way is baskets for silent auction- gathering from areas and hoping for more items from donors/board members.

Gary introduced newer team members including:

Bruce Wilson- Director of Regional Field Services - North

Katie Rasmussen- Director of Regional Field Services - West

2 very strong candidates for 3rd position.

Jordan Allen- Volunteer and Unified Sports Manager- strong fundraising background

Gary discussed IT transition.as service with Dymin has been slow and overpriced. Completed RFPs with different vendors and chose pcCentral. pcCentral is a local company looking to partner with a non profit. Gary stated that they offer the same product as other groups at considerably less money. Gary stated that references were checked and that the transition is currently happening. Other positives are a 24/7 helpdesk and the fact that we have the potential to reduce the price of services if we can get another business to sign up for services. They will even donate 10% of services after our services are free. pCCentral provides state of the art, current equipment at all times, including dedicated back up servers if the primary servers go down. Gary stated as with any transition, there are bumps and inconveniences, but we continue to work with internal and external vendors and team members to try to improve performance

and enhance service. Gary stated that the alternative is that due to prior provider's failure to create proper backups and maintenance and age of current servers (7-8 years), we could have lost all historical data or would have had to purchase new servers every 3-4 years, and incur the cost of approximately 10-15 thousand dollars per server (SOIA maintains three servers currently.) By partnering with PCCentral, the decision will result in a long term savings of six figures to SOIA.

Financial:

Gary reported that Lincoln Savings Bank is a new Statewide partner and Jordan Creek Plunge Presenting Sponsor. Lauri brought them to the table. 25,000 per year and other sponsorships. Lauri said she couldn't do it without Cindy. Everyone gave Lauri kudos.

Gary discussed 2016 budgeting process being initiated. Dates have been set for having items completed. Want it to be very extensive budget. Variance reports will be built and monitored to report projected to actual. Never used sub accounts for anything prior to January. Laura has been working with various vendors to gather information for RFPs. T-shirts are one thing we are looking at. Looking at exclusivity. Know we can drive more dollars to programs, and are making progress.

Gary stated we are working with Wells Fargo to enhance our relationship. We are currently working to create a new electronic payment program instead of creating so many checks. Take advantage of discounting for prepay. Gain access to expense reporting tool free of charge. Secondary partnership on credit cards-will hold off on telling more about this until have further details, but we will realize significant savings in years to come.

Gary stated that staff is at 100% giving level for 2015.

Jill wants to know: Are emails getting to you? Can you check spam? Not getting lots of responses.

Elaine asks about the CFO search. Gary states that Jeremiah has been doing a good job. Job description still up.

Having Laura doing vendor bids: Elaine thinks that should be a CFO job. Gary explained accounting person taking on more duties.

Development:

Gary discussed the team challenge for Pigskin at 95% success rate for all team members – Gary praised all team members for contributing. Voya contributing \$18,000 for Tailgate for Teammates. Variety grant brought in \$20,000. Gary stated that we need contacts for polar plunge. Looking to grow partners on a statewide basis.

Upcoming Events:

Truck Convoy – Coming up and expect 90-100 trucks.

ISU game – Volunteers to garner funds/athletes in attendance.

Tailgate for teammates- thanks to those who have donated.

Still looking for attendees, sponsors, prizes and ticket sales.

Would like 200 people to be at event.

Granite City promotion on October 22nd.

Jordan Creek Polar Plunge November 7th.

Elaine asked if staff takes Global Messengers when go to mayor meetings. Elaine feels this is important. Gary says it is a focus if athlete is available. Kathy Irving stated need to get a 2 week notice if athlete is needed due to transportation, jobs, school practice and preparation for athlete.

Gary asks if there are any questions. No one has questions.

Program:

Gary stated that SOIA is up in number of athletes this year. Athlete participation is up as well. State Equestrian on Saturday. State Flag Football at Jester Park and State Volleyball at ISU coming up. Gary strongly encourages everyone to get involved.

Kathy Irving stated that the October play day in Sioux City will have 160 athletes.

Elaine asked if John has had an opportunity to do any training. Gary stated that John hasn't done outside training but has been spending a great deal of time preparing and studying the rules on a sport by sport basis using SONA approved information. Elaine asked if SONA has provided any training. Gary stated that the training is minimal and that he plans to have John and Jamie travel to other states to do some training. Elaine stated that John needs to have a leg up and asked if SONA could bring anyone in. Gary states that they have better chances at learning at the state levels. Bruce noted that he goes to the SONA website for training.

Gary talked about building training videos themselves and be certified as there is not enough of Rhonda to go around. Elaine asked if Illinois have videos available.

Lana spoke about Board Development and Governance priorities are nomination and election. Window very short due to Board Meeting change. Stu Sorrel and she have had a couple meetings. Will be focusing on nomination packet. Elaine and Chick term ends. Gary S. and Steve Palmer expiring. Information will be sent out in a packet. Nominations come back by October 15th. 22 members on board right now. Do we want to leave some open? By-law language- Vice Chair to Chair Elect? Can make that change quickly in bylaws. Should we consider moving first board meeting to January so new members aren't hanging until first board meeting in February? Gary added he met with each board member one on one in 2015 as Board Chair to attempt to alleviate the gap concern. Lana states she still thinks we need to engage them earlier in a January board meeting. Lana states in packet there will be a geographic and gender representation. Elaine- does there need to be specific backgrounds represented such as a doctor or a coach, etc? Lana says some are specifics from SONA and other just from previous years. Gary asks if names were supposed to be listed from previous working session meeting. Lana said no. Elaine stated that it may come up in the Strategic Planning Committee Meeting. Steve stated Strategic Planning Meeting will be in person- too much to work on. Will include November nomination process. Thanks for working it into your schedules.

Steve- Questions? Comments?

Gary asked if board is implementing a process for interviewing prospective Board Members prior to nomination.

Lana stated that board member will get recruitment material so should be talking to who they are recruiting.

Lana stated that scorecard needs to be filled out. She needs to give to Stu. Need to do through Sept 30th. Ted asked who to forward the information to. Lana indicated it could be sent to Stu Sorrell or Lana.

Steve asked for committee updates. Strategic Planning committee members haven't met. Needs to happen Oct. 8th in person.

Lauri stated that they had 2 major branding updates in place by December. Cannot use teal colored logo after December 2015. Lana asked Lauri to follow up with Iowa State. Need new logos for Big 12 logos, banners, etc.. Promote strong partnership with Big12 and Special Olympics.

Steve stated that there will be a discussion at the committee meeting to drive 2 points. Also will determine non-board members.

Elaine stated that need chairs and co-chairs to review all documents- not just their own.

Steve stated that Gary touched on Polar Plunge and Tailgate For Teammates.

Ted asked why there is now an electronic phone system as she believes this is a barrier to the athletes. Gary explained they are trying to get extensions for employees out by posting them on the website and allowing people to access who they need quicker. Ted stated that she hates seeing Special Olympics do that. Charity agreed. Debby states that she calls in a lot and feels it is a waste of time. Debby stated that she now knows to dial zero if she wants to speak to Laura. Debby stated that she does not think it is friendly. Ted stated that she knows Angela isn't going to listen long enough to dial zero. Jill states she thinks it is a barrier to the general public. Kathy Lively stated that she thinks it is cold. Gary stated that they will certainly address the issue. Kathy states that phones should be answered and Elaine noted that it is customer service to answer the phones. Gary stated that they will address it.

Elaine asks if we need to go into closed session.

Gary says that they may need to hire someone to answer phones and that this may be a way to hire an athlete. Mike stated that he likes the idea of hiring an athlete, but suggested voice recognition on the phones. Gary says he is hearing others say that they want someone to greet phone callers and if athlete has difficulty speaking the voice recognition may be an issue.

Closed Session

Kathy moved to go into closed session. Jill seconds this. Approved by unanimous consent. The Board went into a closed session.

Elaine made the motion to move out of closed session. Jill seconded. Approved by unanimous consent. The Board came out of closed session.

Adjournment- Steve Palmer

A motion to adjourn the meeting was made by Lana seconded by Elaine, and approved by unanimous vote.