**Special Olympics Iowa  
Minutes of the Board of Directors Meeting (DRAFT)  
Wednesday, September 27, 2017 5:30 p.m., Grimes, Iowa**

**Board Members Present:** Steve Palmer (Chair), Jill Southworth (Vice Chair), Neil Berns (Secretary), Deb Eldred, Judy Eyles, Lou Flori, Mike Lightbody, Kathy Lively, Traci Long, Jack Ohle, Dr. Mary Stevens, Lana Voga, Jill VanDerPol, JoAnne Whitmore.

**Board Members Present via Conference Call**: Marta Codina, Matt Dougan, Ken Rizer, Joe Ramirez.

**Board Members Not Present**: Ted Oberlander (Treasurer), Lynn Clayton, Pam Jochum, Keith Saunders, Stu Sorrel, Brian Wessels.

**Welcome (Steve Palmer):**

* Steve let the board know that everyone had a manila envelope with resumes of the final 3 candidates for the CEO position. There will be time to review the resumes in closed session when we discuss the candidates.

**Board Athlete report (Traci Long)**:

* Traci said the only concern from athletes was at Iowa City Rec was that they were not able to have tennis practice in advance of the competition.

**CEO Report**

* Rich introduced the four new employees
  + Wendy Olinger (Director of Athlete Initiatives): She comes from Marshalltown, and has been a special education teacher for the last 13 years. She has been volunteering for Special Olympics for 23 years, and has had students compete in Challenge Days. She is very excited to be here.
  + Tricia Wheeler (Office Administrator): She is from Cedar Rapids has been in non-profits for 17 years, and participated in bowling with her husband.
  + Mary Besler (LETR Event Coordinator): She is from Iowa City and attended Iowa Falls, but graduated from UNI. She started in July, and is excited to be working with the team.
  + Elin Phipps (Director of Volunteers): She started as an intern in February, and started full-time in September. She attended Central College as a communications major. She ran track and filed in college. She is very excited to work with the staff and the athletes.
  + Rich added that we have received rave reviews on all of our new hires, and they are all doing a great job.

**Department Updates**

* **Finance Report (Rich Fellingham/Jerimiah Johnson)**
  + See the Finance report for details.
  + The only category of revenues in the red is Grants, which is driven by Principal changing the timing of when they provide their grant.

Jack Ohle motioned to accept the financials as stated and Lana Voga seconded. The motion passed with unanimous consent.

* **LETR Report (Jeanette Steinfeldt)**
  + Casey’s raised $750k in all states, and 98K in Iowa through the Cup Program that we had in place. We are working on solidifying the relationship for next year, but we are not sure which month the promotion will be in.
  + Just returned from the torch run conference from Nashville, in which 11 officers attended. Great conference in which the officers came back with several new ideas, one of which could include a partnership with Adventureland.
* **Development Report (John Kliegl)**
  + Variety has stepped up to the state-wide sponsorship level with the help of Lou Flori.
  + Tailgate for Teammates in October is an upcoming event, and still have tables available.
  + New fundraisers that are upcoming:
    - We will be the charity of choice for the upcoming Home and Garden Show which will have 37k people who attend.
    - The state of Montana has a Chevy Truck raffle for $5 tickets, and Chevy donates the truck. The state of Montana raises over $600k, and then splits the proceeds between the delegations. The tickets are sold through the delegations. We are working to get a Chevy truck donated to support this fundraiser. The feeling is that this fundraiser will also build the relationship between the home office and the delegations.

Matt Dougan had to drop off call to catch a plane.

* **Program Report (Rich Fellingham)**
  + The new release and medical forms were rolled out at the fall area development meetings.
  + The 11 areas competing in bowling are starting today, and over 900 bowlers will compete
  + State equestrian was held at Jester Park
  + Additional details are in the program report.
  + As of today, we have added 614 new athletes, 611 new young athletes, 660 new unified partners which Rich related to the additional $50k that we put in the budget for the programming.

**New Business**

* Lana updated the board on new nominations for next year’s board. We are looking for members to fill the Secretary position.
  + Jill VanDerPol is the only board member whose term will expire

**Old Business**

* Hall of Fame Update from Steve Palmer: The architect is starting after December 1st. They will be including a TV in the kiosk once it has been renovated. The kiosk should be done by summer games and we should have our first inductees by the fall.

**Acceptance of Prior Meeting Minutes (Steve Palmer)**: There were no suggested changes.

Lana Voga motioned to approve minutes and Lou Flori seconded. The motion to approve prior minutes passed with unanimous consent.

Motion to move into closed session by Neil Berns and seconded by Jill Southworth. Motion was unanimously approved.

**Closed Session**

* Resumes of the final 3 candidates were provided to the board members, and asked to be returned by the end of the closed session.
* Budget (Rich Fellingham): In order to prepare for the budget, board needs to set a salary pool for budgeting purposes. Rich indicated that he does not believe in across the board raises, but rather raises based upon performance. Rich suggested that we support a 3% salary increase, and that some employees will receive more and some less. The increases are given on January 1st for the entire group.
  + Judi asked about performance evaluations. Rich indicated that there are self-evaluations as well as manager evaluations. Managers provide feedback, but Rich will make the ultimate decision.
  + Mike Lightbody asked if 3% was the average, and Rich confirmed that would be the average on the bell curve.
  + Marta indicated that she is used to seeing 2%-3%, and that 3% is on the high end.
  + Joe Ramirez motioned to approve the 3% increase in the budget pool, and Marta Codina seconded the motion. The motion passed with unanimous consent.
* Jill Southworth updated the board on the CEO search process:
  + There are several more processes to go through which includes personality test, in-person interview and reference checks as well as a few others outlined below.
  + The Search Committee includes 10 members including 7 board members, 2 long-term members of Special Olympics and the sitting CEO. The intent was draw on a diversified skillset and perspective.
  + The group has met 3 times in person.
  + Step first step was crafting the CEO profile which included putting the athlete’s front and center. The number and size of our many annual events was emphasized.
  + Based on the profile, criteria were established to for scoring applicants on a scale of 1 to 5 in each category. The categories consisted of: Management, Fundraising, Volunteer Management, Experience with Sports or Event Management and Involvement with Special Olympics or similar organization.
  + The position was posted on multiple sites including the SOIA website, Linked-In and the Greater des Moines Foundation website. Forty candidates applied, many were exceptional and 8 candidates were selected for phone interviews over a two-day period.
  + Phone interviews took place over two days, and 7 members of the search committee were present, and all candidates were asked the same questions, and the results were based on a subjective score on each from 1 to 5.
  + 3 candidates were selected from the phone interviews, and their resumes
    - Top rankings of the candidates were John Kliegl, Peg Armstrong-Gustafson and Rod Ball in order of scoring.
  + The next steps are a subjective PXT test that is intended to match characteristics of the candidates of successful CEOs, and will be administered by Aureon. The test will be administered prior to the in-person interview, and the results will help devise questions to be asked during on-site interviews in mid-October.
  + 2 Search committee members will follow-up on references.
  + The 3 candidates will all be brought in for in-person interviews.
  + Aureon will then run background checks on the candidates following the interviews.
  + The search committee will bring forward 1-3 candidates based on how well the search committee feels about each candidate. Ultimately the board will vote on the position with advice from the search committee.
  + Mike Lightbody asked questions about how the 40 candidates were narrowed down.
  + Mike asked what we are doing differently this time than in the past:
    - From Rich’s perspective, he feels like the search committee is larger than in the past, and encompasses a much larger talent pool than in the past. The process has been very open with diversified perspectives.
    - The process was very transparent within the group as well.
    - There was a clear differentiation of the top 3 from the others as well.
  + The interviews will be held on October 18th and 19th. The feeling from Steve is that the new CEO should be involved in the budgeting process.
  + Steve will be calling a special board session with one topic for October 20th. He will be notifying the board of the special session.
  + Aureon has taken the position that the background check should only be run on the final candidate.
  + Dr. Mary Stevens is a reference for one of the candidates, so she asked if she should not be a part of the voting. The board felt she should participate in the voting.

Lana Voga motioned to move out of closed session, and Neil Berns seconded the motion. The motion passed with unanimous consent.

**Adjournment**

Neil Berns motioned to adjourn the meeting Jill VanDerPol seconded the motion. The motion was unanimously approved.