



Board Meeting Agenda

Special Olympics Iowa Headquarters – Grimes, Iowa

April 6, 2022

5:30 p.m.

Call to Order and Welcome – Matt Wenger	Information
Review Board Member Commitment	
Acceptance of November 2021 Board Meeting Minutes	Action
Staff Reports – State Games and Advance Competitions and Regional Field Services	Information
Athlete Report – Lisa Spencer and Patrick Gulbranson	Information
Financial Report – Jack Ohle	Action
CEO Report – John Kliegl	Information
Old Business	
Board Orientation and Training	Information
Conflict of Interest	Information
New Business	
Establish Committee Membership	Action
CEO Evaluation	Information
Adjournment	Action

2022 Board Meetings

June 1, 2022

September 14, 2022

November 16, 2022

SPECIAL OLYMPICS IOWA
Board of Directors Meeting
Minutes
November 17, 2021
5:30 PM

Member Attendance: X – present A – Absent

Dougan – X	Stevens – X	Flori – X	Berns – A
Buscher – A	Cunningham – X	Fischer – A	Gulbranson – X
Lightbody – A	Lively – X	Follett – X	Ohle – X
Spencer – X	Southworth – X	Rininger – X	Spurr – X
Wenger – X	Wood - X		

Quorum: **YES**

1. Welcome and Call to Order 5:41 PM - Matt Dougan

2. Tour of office

Board members were invited on a tour of the office to discuss possible updates to carpet and furniture.

3. Acceptance of Prior Meeting Minutes

Motion to approve the minutes of the September 8, 2021 minutes, Zoom Meeting made by Jason Follett and seconded by Tom Cunningham with the update of two spelling updates. Motion to approve passed unanimously.

4. YTD review of financials and approval

Lou Flori presented the year to date financials as of October 31, 2021 along with John Kliegl and Tracy McCormick. The financials have remained very strong and they cited favorable investment income and summarized a few of the largest contributions; including the Order of the Eagles donation, the Ames Polar Plunge and the Casey's roundup. The second round of PPP is also reflected in the financials as grant revenue as it is fully forgiven. Expenses will increase in the 4th quarter due to increasing the staff. A motion to approve was made by Jack Ohle and seconded by Jill Southworth. Motion to approve passed unanimously.

5. 2022 Budget review and approval

The 2022 budget was presented by John Kliegl and Tracy McCormick. The budget was presented with a comparison of the 2020 budget which was based on pre-pandemic numbers. On the revenue side they explained the rationale behind contributions and expectations for 2022 fundraising. Telemarketing revenue is based on a third party company and has been trending lower over the last few years. Promotions revenue is building back from the last two years. The Casey's Roundup will not continue in 2022.

The largest expense is related to staffing and 2022 is expected to be close to pre-pandemic staffing levels. Many of the vacancies in the budget are expected to be filled early in the year prior to Summer Games. All programs are budgeted in line with 2020 projections.

Overall, we have budgeted a loss of \$393,885 but we also carry a very strong balance sheet with cash reserves.

Mary Stevens made a motion to approve the 2022 budget and Jason Follett seconded. Motion carried.

6. Capital improvements

Prior to the meeting, the board was able to walk through the office space. Since the building was built there have been very few renovations and parts are starting to show their age. Much of the office has been repainted by the staff. John Kliegl presented plans to the board to update the carpet, office furniture, roof repairs and outdoor updates. Matt Dougan also recommended updating the kitchen.

A motion was made by Jason Follett for a capital improvements budget of up to \$100,000 and was seconded by Tom Cunningham. Motion approved.

7. Athlete report

Lisa Spencer spoke about the National event with the Athlete Leadership Program and said she enjoyed the experience. Patrick Gulbranson reported that basketball practice was starting up and he will be attending National Games. He thanked everyone for all their work.

8. CEO report

John Kliegl spoke about the most recent staffing updates. Many of the staff were in attendance prior to the meeting for board member to meet. He shared plans for a Rich Fellingham Golf Tournament this spring in Ames. More details will be communicated at a later time.

9. Governance Committee/Election items

Mary Stevens reported that the Governance Committee met to create a slate of candidates. There are currently 19 board members and three are finishing their terms. There are five new nominees.

Current board members additional terms:

Jack Ohle – 3rd term

Patrick Gulbranson – 2nd term

Lisa Spencer – 2nd term

New nominees:

Jeff Disterhoft, Logan Gollaway, Kathleen Rasmussen, Brad Waller and Matthew Decklever

A motion was made by Jason Follett to approve the nominees and seconded by Matt Wenger.
Motion was approved.

The Executive committee was approved by paper vote and the results were:

Chair: Matthew Wenger

Vice Chair: Thomas Cunningham

Secretary: Mary Buscher

Treasurer: John Ohle

Matt Dougan acknowledged the outgoing board members; Lou Flori, Mary Stevens and Angela Wood. Jack Ohle thanked Matt Dougan for his service and leadership as board president.

Motion to adjourn was made by Mary Stevens and seconded by Lou Flori at 6:32 PM.



2021 Actual (unaudited) vs 2021 Budget

	MTD December 2021			YTD December 2021		
Notes	December	Budget	Variance	December	Budget	Variance
Revenue						
Promotion Revenue	\$ 29,897	\$ 500	\$ 29,397	\$ 857,062	\$ 747,100	\$ 109,962
Individual Contributions (incl. telemarketing)	158,114	93,360	64,754	436,079	408,000	28,079
SOI Grants	314,946	-	314,946	920,465	432,000	488,465
Corporate Contributions	99,991	10,000	89,991	472,551	234,000	238,551
Program Revenue	-	-	-	110	-	110
State of Iowa Appropriation	-	-	-	100,000	100,000	-
Civic Contributions	6,023	10,000	(3,977)	48,412	45,000	3,412
Other Combined	(2,241)	-	(2,241)	12,160	-	12,160
Total Cash Revenues	606,729	113,860	492,869	2,846,839	1,966,100	880,739
Investment income	7,055	-	7,055	133,238	-	133,238
Gain (Loss) on Investments	29,122	-	29,122	64,047	-	64,047
Investment income	36,177	-	36,177	197,285	-	197,285
In Kind Revenue	-	-	-	43,063	-	43,063
Total Revenue	642,905	113,860	529,045	3,087,188	1,966,100	1,121,088
Expenses						
<i>Development Expenses</i>						
Development Payroll	16,132	15,814	(318)	215,876	193,737	(22,139)
Promotion Expenses	8,298	5,500	(2,798)	161,057	152,400	(8,657)
Other Combined	5,407	7,000	1,593	74,357	82,211	7,854
Total Development Expenses	\$ 29,836	\$ 28,313	\$ (1,523)	\$ 451,290	\$ 428,348	\$ (22,942)
<i>Program Expenses</i>						
Program Payroll	65,696	48,429	(17,267)	625,004	601,322	(23,682)
Program Expenses	68,990	12,660	(56,330)	414,907	485,108	70,201
National Games (incl Team Iowa)	6,449	-	(6,449)	14,380	-	(14,380)
Other Combined	22,080	21,706	(374)	214,573	205,496	(9,077)
Total Program Expense	\$ 163,215	\$ 82,795	\$ (80,419)	\$ 1,268,864	\$ 1,291,926	\$ 23,062
<i>Admin Expenses</i>						
Admin Payroll	4,456	4,709	253	55,398	57,686	2,288
Audit Fees	-	-	-	36,944	17,500	(19,444)
Investment Management Fees	692	150	(542)	3,481	1,800	(1,681)
Other Combined	3,521	742	(2,778)	20,061	7,499	(12,562)
Total Admin Expense	\$ 8,669	\$ 5,601	\$ (3,068)	\$ 115,884	\$ 84,485	\$ (31,399)
Total Cash Expenses	\$ 201,719	\$ 116,709	\$ (85,010)	\$ 1,836,037	\$ 1,804,759	\$ (31,278)
Program In Kind	-	-	-	23,927	10,353	(13,574)
Development In Kind	-	15,000	15,000	18,935	15,000	(3,935)
Total Inkind Expenses	\$ -	\$ 15,000	\$ 15,000	\$ 42,862	\$ 25,353	\$ (17,509)
Depreciation Expense	10,977	7,100	(3,877)	108,007	85,200	(22,807)
Total Expenses	212,696	138,809	(73,886)	1,986,907	1,915,312	(71,595)
Net Income	\$ 430,210	\$ (24,949)	\$ 455,159	\$ 1,100,281	\$ 50,788	\$ 1,049,493

Notes

- (i) The State Office received Round 2 of Payroll Protection Plan (PPP) in the amount of \$264,846. This loan was fully forgiven and recognized as a grant in the revenue section.
- (ii) The Employer Retention Credit was obtained for quarters one through three and \$270,000 was accrued to the grants line item.
- (iii) Promotional events exceeded budget mainly due to the Ames Plunge and Casey's Roundup.
- (iv) Contributions were also better than budget and included \$115,000 from the Order of Eagles.
- (v) Program expenses were lower than budget mainly due to not having Summer Games.

**SPECIAL OLYMPICS IOWA
FINANCIAL SUMMARY
AS OF AND FOR THE PERIOD ENDED FEBRUARY 28, 2022 (UNAUDITED)**

NET CASH SURPLUS (LOSS)

The State office finished the period ending February 28, 2022, with an operating loss of approximately \$200,000.

Operating reserves (excluding centralized and restricted accounts) remain stable at just over \$2 million in February 2022; providing approximately one year of reserve based on the expected cash expense run rate.

Revenues and Cash Sources

As of the end of February, corporate contributions were lagging to budget but this is mainly due to the timing of gifts. Individual contributions and grants are on track to budget. Promotional events, including the Ames Polar Plunge, are currently ahead of budget. The Ames Polar Plunge will take place on April 1. Investments have had a substantial loss so far in 2022 due to the economic conditions.

Expenses and Cash Uses

Overall cash expenses were \$342,656 year to date. Program expenses are lower than budget mainly due to timing differences with expenditures. Winter games costs were lower than budgeted based on lower participation. Staffing costs are slightly favorable within this time frame due to budgeted vacancies. Staffing plans for 2022 continue to include pre-pandemic levels.

Other Items

The engagement letter with Bergan KDV was signed and the audit is planned for the week of May 9th.

CASH, CASH EQUIVALENTS AND INVESTMENTS

The State office cash reserves are up from the prior year and continues to achieve its reserve policy of 6-months in available reserves. Balances were as follows including cash accumulations by areas and delegations (aka centralized accounts).

	2/28/2022	2/28/2021
Operating Cash	\$ 481,950	\$ 219,448
Centralized Accounts	1,216,840	1,075,076
Cash Equivalents	417,275	339,369
Investments	1,151,269	1,068,252
Restricted Assets	218,828	203,001
	\$ 3,486,163	\$ 2,905,145

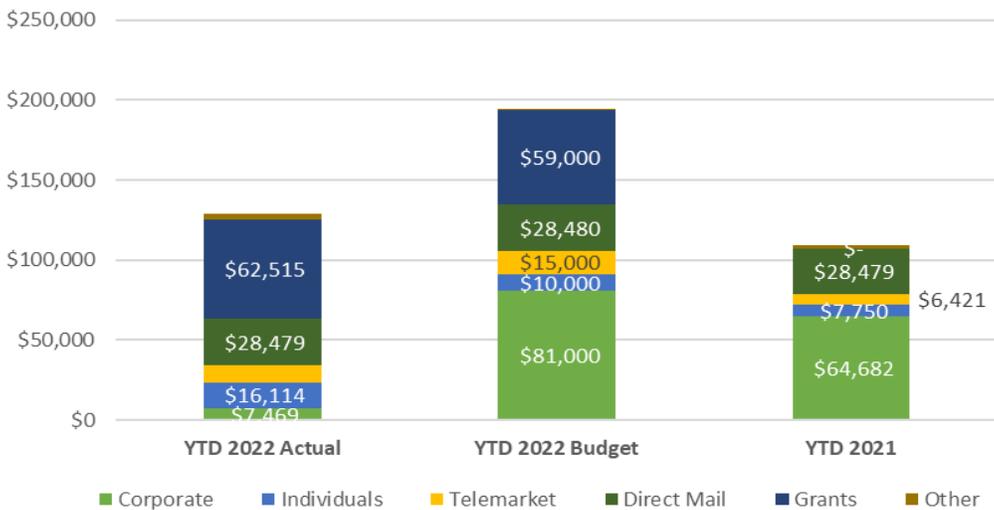
STATEMENT OF FINANCIAL POSITION

ASSETS	2/28/2022
Cash and cash equivalents	921,700.34
Accounts Receivable	-
Investments	1,129,275.24
Prepaid expenses	439,809.99
Property and equipment, net of accumulated depreciation	1,802,077.20
Restricted for permanent endowment	
Beneficial interest in community trusts	40,857.81
Beneficial interest in perpetual trust	177,970.41
 Total assets	 <u><u>4,511,690.99</u></u>

LIABILITIES AND NET ASSETS	
Accounts payable	26,517.27
Accrued expenses	18,139.10
Deferred revenue	-
Notes payable	-
 Total liabilities	 44,656.37
 Total Fund Balance	 4,467,034.62
 Total Liability and Fund Balance	 <u><u>4,511,690.99</u></u>

CONTRIBUTED INCOME

Variations to contributed income are mainly due to the timing of donations. The budget was prepared using the prior year timing expectations.



SPENDING ON PROGRAMS

Cash spending is currently lagging to the budget. Winter Games was held in person in Dubuque and participation numbers continue to trend upward as the year progresses. Some expenses are shifted outward based on timing differences.



CAPITAL EXPENDITURES – BUILDING IMPROVEMENTS

Offices and hallways were painted throughout 2021. Carpet was installed in January 2022. Office furniture is ordered and expected this spring.

	2021	2022	Total
Paint	\$ 1,849		\$ 1,849
Carpet		32,605	32,605
Office Furniture	3,079	47,055	50,134
	\$ 4,928	\$ 79,660	\$ 84,588



2022 Actual (unaudited) vs 2021 Budget

	MTD February 2022			YTD February 2022		
Notes	February	Budget	Variance	February	Budget	Variance
Revenue						
Promotion Revenue	\$ 94,420	\$ 39,500	\$ 54,920	\$ 100,969	\$ 44,000	\$ 56,969
Individual Contributions (incl. telemarketing)	28,971	29,240	(269)	55,633	53,480	2,153
SOI Grants	62,366	-	62,366	62,515	59,000	3,515
Corporate Contributions	7,319	70,000	(62,681)	7,469	81,000	(73,531)
Program Revenue	-	-	-	1,290	15,000	(13,710)
State of Iowa Appropriation	-	-	-	-	-	-
Civic Contributions	3,607	200	3,407	3,607	400	3,207
National Games	-	-	-	-	-	-
Other Combined	1,822	-	1,822	1,822	-	1,822
Total Cash Revenues	198,504	138,940	59,564	233,306	252,880	(19,575)
Investment income	455	-	455	1,230	-	1,230
Gain (Loss) on Investments	(18,371)	-	(18,371)	(78,888)	-	(78,888)
Investment income	(17,916)	-	(17,916)	(77,658)	-	(77,658)
In Kind Revenue	-	-	-	13,384	-	13,384
Total Revenue	180,588	138,940	41,648	169,031	252,880	(83,849)
Expenses						
<i>Development Expenses</i>						
Development Payroll	16,572	19,233	2,661	33,451	38,466	5,015
Promotion Expenses	12,044	12,000	(44)	22,923	16,750	(6,173)
Other Combined	6,380	5,916	(464)	11,507	11,832	325
Total Development Expenses	\$ 34,997	\$ 37,149	\$ 2,153	\$ 67,881	\$ 67,048	\$ (833)
<i>Program Expenses</i>						
Program Payroll	69,853	73,842	3,989	137,568	147,683	10,116
Program Expenses	31,931	85,250	53,319	83,099	191,650	108,551
National Games (incl Team Iowa)	1,720	35,000	33,280	1,802	40,000	38,198
Other Combined	16,332	17,566	1,233	30,420	32,731	2,311
Total Program Expense	\$ 119,836	\$ 211,657	\$ 91,821	\$ 252,888	\$ 412,064	\$ 159,176
<i>Admin Expenses</i>						
Admin Payroll	6,057	7,449	1,392	12,770	14,898	2,128
Audit Fees	-	-	-	-	-	-
Investment Management Fees	15	160	145	30	320	290
Other Combined	6,310	519	(5,791)	9,087	1,038	(8,049)
Total Admin Expense	\$ 12,381	\$ 8,128	\$ (4,253)	\$ 21,887	\$ 16,256	\$ (5,631)
Total Cash Expenses	\$ 167,214	\$ 256,935	\$ 89,720	\$ 342,656	\$ 495,368	\$ 152,712
Program In Kind	-	-	-	13,384	1,200	(12,184)
Development In Kind	-	-	-	-	-	-
Total Inkind Expenses	\$ -	\$ -	\$ -	\$ 13,384	\$ 1,200	\$ (12,184)
Depreciation Expense	\$ 11,364	\$ 10,850	\$ (514)	\$ 22,727	\$ 21,700	\$ (1,027)
Total Expenses	178,578	267,785	89,207	378,767	518,268	139,502
Net Income	\$ 2,010	\$ (128,845)	\$ 130,855	\$ (209,736)	\$ (265,388)	\$ 55,652