

Take A Kid Outdoors Board Meeting

Date: November 6, 2017

Time: 6:14

Location: UIU in Fayette County, EVE in Johnson County, Judy Joyce (Executive Director) in Ames via Zoom.

Attendees:

Fayette (Board Members) Leif White (President); Ron Lenth (Vice President); Kata McCarville (Treasurer); Dick Jensen; Jim Halstead

(Guests) Hai Huynh (Coralville)

Iowa City (Board Members) Risa Dotson Eicke (Secretary); Adrian Holmes

Absent: Bruce Fink

Introductions.

Board members- Recruiting, Seats, Bios and Contact List:

Moved by Dick and seconded by Ron to have Jim stay on the board. All approved.

Minutes to Approve: Kata moved and Adrian seconded to approve the minutes. All approved.

Treasurer's Report: Biggest upcoming expense is insurance in January or February.

Bills to approve: Leif said about the maze invoice, we had a bill to pay last year and Judy wanted the invoice which we didn't have, and \$250 was donated to cover the maze last year by Kata, and then they said don't worry about it. Then he went to a meeting and they said TAKO didn't pay, in front of Dick Jensen. So they said no to the money and then they complained that we didn't pay. We were told they had a grant and we didn't have to pay. Kata thinks we should pay the money for last year and this year. Dick agreed. Said it was an act of kindness that kind of backfired. Last year it was \$250 and this year there were only 25 people, and so the grand total was \$312.50, which is the \$250 from last year + 25x2.50 (\$5 per person, they charge half the fee to TAKO, totaling \$62.50 for this year). Kata moved that we pay for last year and this year. And Kata will write the Audubon grant which should bring around \$500 putting us [Fayette] close to where we need to be. \$250 out of the Fayette account. Ron seconded motion to pay the invoice for \$125.

Discussion: Risa asked if it was \$312.50 or \$375. They [people in Fayette] said they are trying to mend fences and make it up in our budget, and pay the full price for the 25 people and not pay half price. Dick wanted to clarify that the number of 25 is pretty accurate. Leif said they tried to separate who found out about TAKO, and who happened to be there outside of TAKO. Judy said this is a great event and we'd like to see it continue. We just got caught off guard so we didn't know we needed to raise the money. Leif said we've always paid but not as good about raising the money for it. All approved.

Johnson County Positions:

Email from Judy:

Recommend to post a job opening for an Executive Director to start work on January 1st. EarthView Environmental will not be renewing that contract. So we need to find someone to take over the fund raising, bookkeeping, taxes, phone, copies, storage, vehicles, organizing volunteers, working with the program coordinator, marketing materials, administration, etc, etc.

Recommendation to hire a Program Coordinator for Johnson County - I happily recommend contracting with Hai Huynh. She has currently been working under EarthView to assist with the events and is amazing!

Suggested contract: \$200 per event. If event canceled, then \$100.

This position will be paid for with Johnson County funds (funding from the cities/other)

Recommend to post a job opening for Program Coordinator for Fayette County. Recommend adding additional services to be provided including managing funds (bookkeeping), outreach and fund raising. Once TAKO chapters are formed, this person could be promoted to executive director of the Fayette County Chapter.

Recommend starting Jan 1 - Judy's new position will be contracted as a Community Outreach Director. This position is not currently defined in the by-laws. We can decide if this position is a board position (like the executive director) or not. My plan as Community Outreach Director would be to work on outreach and taking TAKO state wide.

Judy is looking at stepping down Jan 1st as Executive Director and suggests finding a new person, company or group to take over those services. Recommends to hire Hai as the Johnson County Program Coordinator. Our events are 200-300 people per event, and it's a lot to do, so Judy agreed to run these events and pay \$200/event and \$100/event if it's cancelled. Wants to focus time on taking TAKO statewide, in order to do that will need someone else to run the Executive Director position.

Leif asked if the chapter thing would be on her freewill donation. Judy said yes unless she can get a grant to do that. Leif said this is pretty easy to vote on there. Judy said if we can find someone to be an Executive Director that's going to be what makes it easy. What Judy wants tonight is for the board to agree to contract with Hai to be the Program Coordinator for Johnson County and to allow to put an ad out for the Executive Director position and for the board to appoint Judy as the Community Outreach Director to take TAKO on statewide. Leif said people will want to know cost. How much are we paying for these positions. Judy said the Program Coordinator position comes out of money we raise per event. We raise \$1000/event and out of that money \$200 would go to the Program Coordinator. The Executive Director raises their own funds. The money comes out of the grant the Executive Director gets. Right now the cost to run TAKO is around \$27,000/year to keep it going. Without that, whatever we raise is what EVE is covering and that is not sustainable. Judy said we need to transition that. TAKO is growing so quickly, we probably need to bring in someone else and someone to do some fundraising. EVE can't help forever. So that TAKO can operate without TAKO there. The effect of the Community Outreach Director could expand the profitability, Dick says. Judy said she knows about 4 different counties that are interested in TAKO. For Judy, she can't run events and outreach. Kata said the overall costs are that, Fayette County's total expenses are about 10% of the total costs. Kata wants to be clear about which expenses are shared, like the insurance, which would go up with more chapters, but not as much. Judy said the insurance, the taxes, bookkeeping, is joined between Fayette and Johnson County. With

chapters, Fayette would have to have their own person to do their own taxes. Judy said the advantage to being under a blanket organization would be marketing, etc. like Boy Scouts do now. you have to raise your own money but you share insurance, and get benefits for being part of the main TAKO group, and TAKO has a reputation and then they don't have to form their own kid group. Kata said if it's based on if you're a chapter and not prorated on how you can raise money and how many people show up to your events it could be a problem for people like us [Fayette County]. Leif said we first need to talk about that issue. Kata said we do need to start talking about chapters. She's concerned about the size comparisons of the groups. Judy asked if she has permission to set up a job position. Leif said that's one thing we need to talk about. Leif asked if she's getting \$75/hour but that includes storage, trucks, refrigerator, phones everything. Leif asked if the person in the Executive Director position would be doing that too. Judy said or maybe they charge \$25/hour but then charge separately for a storage fee and for phone service and have to split it up. Judy said we'd put it out there that we're looking for an Executive Director and Leif said let's work on that motion first. Dick asked what would the contribution for Fayette Co. be if we did this. Kata asked for the budget from Ron. Judy put a budget together but someone else could do that. Leif said their Event Coordinator did all that and Judy said no they didn't. Judy said there was no bookkeeping, taxes, phone, fundraising, didn't do any of that. The Event Coordinator doesn't do any of that. But it could be the same person. Risa said 6 weeks is a difficult amount of time to find someone. Kata asked about what they would need to do. Judy said they can do some things themselves like the website and keeping track of who comes to events. Kata said they'd be in charge of insurance. Judy said at the end of the year they would provide those reports. Dick said he doesn't understand not just their chapter but any chapter would have to report their own information. Judy said it's the same thing as grant management when those receipts come in you have to report where the money goes, it doesn't have to be done by an Executive Director. Dick motioned and Ron seconded to move for Judy to step aside and advertise for Johnson County to find an Executive Director. All approved.

Judy clarified this would be starting January 1st. Kata said the whole board does not need to vote on the Johnson County motion to vote on Event Coordinator for Johnson County, Judy said they do, we aren't divided into chapters yet so we do need to vote on all positions. Adrian moved and Kata seconded to vote on the Event Coordinator position for Johnson County to be filled by Hai. Discussion- Risa asked if we have any policy as a board to hire paid positions and there is no current policy. Asked how Fayette County does their hiring, they hire when someone shows interest, not posted anywhere. All approved.

On Judy becoming a Community Outreach Director- Kata said we are voting on accepting her proposal that she expand with the title Community Outreach Director. Dick moved Ron seconded. Adrian asked what exactly is the proposal. Judy said it's in the calendar invite. Risa asked about the bylaws. Kata said we can approve it and then update the bylaws. Judy thinks it's okay in the bylaws and we aren't sure if we want to define it in the bylaws. Leif said he likes the short term definition of the position. It is a paid position. Adrian asked about the financial proponent to the position. Leif asked about the limit, and Kata said if she raised the money then it could not have a limit. Kata said our expectation is that that position would be able to raise funds on behalf of TAKO and portions of that funding would be paid to that individual as part of the agreement and we would approve the invoices for that at board meetings.

Adrian is concerned that if it's not well defined than one or the other could feel slighted. Risa is concerned about the 6 week timeframe, the position for Executive Director might need to make a contract for that, and need to check the bylaws. Kata said this money is getting raised in the name of TAKO so we could ask that what is being proposed in the name of TAKO be reviewed by the board because the proposal is going to define how the money is going to be spent. There is a budget. Our 501c3 is connected on how that money is spent to keep that nonprofit status. So we would want to look at the proposals during the preparation stage, and Leif said that could be done online. Kata said sometimes that's a quick turnaround. Adrian said we're going from one paid position clearly defined that if there's any money left over they get that money, now we're talking about going to 3 paid positions. We need to be clear about who gets paid for what, maybe we don't need to do that right now but at some point we need to make that clear. Kata asked how. Adrian said we need to get a proposal from Judy for the Community Outreach Director position, as to exactly what it is we're hiring, what are the job responsibilities and the terms of the payment. And we do the same thing with the Executive Director, define the roles and responsibilities. Kata said we aren't looking for an employee to hire, we're more looking for a bid for the job. Kata said a membership organization could offer a set amount but TAKO is not a membership organization, so we'll have to post the position without a set dollar amount, just the title and job responsibilities and that you raise your own money. Adrian is concerned whoever does this is going to be in a team fashion, so who's time was it that got paid. It would be hard to fill that position as the Executive Director. Leif asked about our worries. [Johnson County people] discussed low numbers of board members, committee members for these events that bring large groups to our events, ex: we have 2 board members with 200-300 people at the events vs. Fayette County who has 6 board members and events with 25 people. We don't have enough people to do a lot of the extra Executive Director work in Johnson County. Adrian isn't concerned about volunteer numbers at events, it's back to not knowing what this new position is and the others. Hai said they would raise their own money. Adrian and Risa discussed how the Executive Director and Community Outreach Director would raise money and pay themselves, that should be clearly defined how that money is raised and spent. Kata asked if there is a conflict between the two positions. Adrian said there could be, that's the question- the position we are creating- where does that money come from. Kata said where they raise it from. Risa said right now the Executive Director position is so broad. Hai said what Judy had in mind for the Community Outreach Director position is to go to businesses and organizations and ask them to support TAKO financially, and if she is able to get that kind of financial support, then her salary would come from there. Risa said then we need to determine the salary, we need a contract. Adrian suggested an amendment to the motion to approve the creation of the position of a Community Outreach Director with a board approved proposal yet to be seen, and table the approval of the proposal for the next meeting. Kata asked what would we ask to be put in the proposal. Adrian said we have the position description, we need to outline the part about pay. Kata said that wouldn't be relevant, and asked if you want to specify that she can't go after a certain grant opportunity? Kata asked if we should specify that all the funds that would go to the Community Outreach Director would be generated by grants raised by the Community Outreach Director. Adrian said it's more complicated than that. We are unclear on where the money would go once it is raised. Adrian said it would be better to negotiate a salary only to be paid if the money is raised. Hai said or a percentage. It just needs to be stated clearly. All approved for amending the motion to approve the position.

Committee Updates: [None]

Fayette County Event Committee-

Johnson County Event Committee-

Chapter Committee-

Website/Marketing Committee-

Fundraising & Grant Writing Committee-

TAKO Rewards Committee-

Other items:

Ron is going to apply for the grant.

Website items- Risa said last meeting we talked about putting the taxes on the website, but we don't know who will do that. Kata said she could learn to do that. We also talked about adding the approved minutes to the website. Risa said she can add those, after they are approved at the board meetings. We also talked at the last meeting about adding approved and/or paid invoices to the website, or add to the minutes. We haven't done that yet. Risa reminded everyone that they can log in to the website and watch a tutorial on how to add things and edit things on the website. We don't currently have web photos and bios on the website for Jim, Bruce and Adrian. Amelia was on there as the Fayette County Event Coordinator- should she be removed? [Fayette County people] said to leave her on there as a committee member, and add Dawn as a committee member too. Risa said she can also add Hai under the "Non-Board Members" section- and any of those can also add a photo and bio to their names. Risa said last year we set all the meetings for 2017 and added those to the website. This is the last of those (this meeting was postponed from the one originally scheduled for 9/19/17).

Set next meeting:

We talked about if we should set dates for 2018 now. Kata said we should set a date for December since we need to review proposals for new positions before January 1st. We set dates for the next two meetings, in January and February.

- December 11 at 6:15
- January 18 at 6:15

Adjourned at 8:02.