

Take A Kid Outdoors Board Meeting

Date: January 18, 2018

Time: 6:36

Location: UIU in Fayette County, EVE in Johnson County, via Zoom.

Attendees:

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

Iowa City (Board Members) Risa Dotson Eicke (Secretary)

Absent: Bruce Fink; Adrian Holmes; Judy Joyce (Executive Director)

Introductions. Add Hai to the "Board" email list.

Minutes to Approve: Ron moved to approve the December minutes, Dick seconded, all approved.

Treasurer's Report: Judy emailed information about the amount Fayette has (see below). Ron said they'll find out in about a month or so, it's set up so we can only get a grant from Fayette County Community Foundation once every two years. \$1280. So, if we get funds we can replace the amount transferred from the general fund. Leif is curious how much we have in the general fund right now. Suggested putting that on the agenda for the next meeting.

Kata said after the last meeting we talked about moving the Fayette county account to Fayette so we are in charge of the funds in Fayette and Johnson county would have theirs. Leif said that's probably how we would operate if we had chapters. But the general funds would be the issue. Something to discuss later, not in this meeting's agenda.

Bills to approve:

Ron moved to approve all of the bills mentioned in the email sent on 1/15/18. Jim seconded, all approved.

via email from Judy 1/15/18:

The following bills are due for payment: See attached invoices:

To be paid for out of the Johnson County account:

EarthView Environmental : Jingle Trot 5K event = \$1578.39 (\$1000 for the management services and reimbursable expenses) - THIS IS PAID FOR WITH FUNDS FROM THE EVENT SPONSORS AND OR THE PARTICIPATION 5K FEE)

Program Coordinator: \$207.52 for the Jingle Trot and \$7.52 for cookie supplies

To be paid for out of General account with 1/2 of funds coming from Johnson County and 1/2 from Fayette County

Accel Group: General Liability Insurance 2018: \$859.00

We have money to cover this cost - so if we can get a motion to approve and a second and a vote, I can get these bills paid.

While we are transitioning to a New Executive Director, EarthView will fill in as needed under the cost provided for the previous contract. If that is ok with everyone.

Ron moved to approve, Kata seconded with an amendment, to also include the Bluehost domain name registration, forwarded by Risa, from email on 12/28/17: Domain Name Registration: from 2018-01-07 to 2019-01-07 for \$15.99 to Risa (Bluehost charged her credit card). 4 people voted to approve via email.

Judy said via email 1/18/18:

FYI - there is only \$340+/- in the Fayette account and 1/2 of the insurance is \$429. If it is ok - we can cover it under the General TAKO account. I will move \$240 from Fayette to General and leave \$100 in the Fayette Account. Then the board can decide if they just want the General Account to cover it OR if we get funds down the road for Fayette - it can pay the General Account back.

Johnson County Positions: After the December meeting, Risa emailed our list of Questions for Judy, and the Original description and Modified description for the Community Outreach Director.

Judy's responses are in red.

Email from Judy 11/4/17:

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.

Email from Judy 12/7/17:

*My proposal for the Community Outreach Director - My roll would be to market TAKO to communities and help move it to a Statewide organization with Chapters. I will work with the Executive Director and Program Coordinators to help move this forward. Any **funds raised for these efforts** will used to meet that goal. I plan on leading the committee and doing outreach to communities interested in forming TAKO chapters as well as working with the Executive Director and the committee to update our bylaws, insurance, accounting as well as creating templates and modules for forming TAKO chapters. Funding would be used to cover labor and expenses. This position will be part volunteer and part contract work paid with funds raised for these efforts.*

In addition - my hope is to serve on the board of the Johnson County TAKO chapter once that is formed.

Modified description suggestions/rough draft:

The roll for the Community Outreach Director would be to market TAKO to communities and help move it to a Statewide organization with Chapters. The COD will work with the TAKO Board to help move this forward. Any funds raised for these efforts will used to meet that goal. The COD will lead the Chapter

committee and do outreach to communities interested in forming TAKO chapters as well as work with the TAKO Board and the Chapter committee to update our bylaws, insurance, accounting, create templates and modules for forming TAKO chapters. Funding would be used to cover labor and expenses. This position will be part volunteer and part contract work paid with funds raised for these efforts. The COD would also serve on the TAKO board of the Johnson County TAKO chapter once that is formed.
Under this - the COD would NOT have to serve on the JC TAKO chapter board -- that is just is my plan - but should not be a part of the description.

Questions for Judy:

You mentioned "Executive Director" in description of the new position, so what happens when there is not an Executive Director assigned?

An ED needs to be assigned. The organization cannot to function with out it. EVE can serve as ED during this transition until we find a new one.

Where to meet in Johnson County for board meetings if there is a new Executive Director, or if EVE is no longer serving that roll?

I am good with using EVE's office until another one is available.

Still use EVE facilities for storage, or do we need to find a new place?

We can use EVE facilities until we find a new place. I am working on getting a TAKO Trailer and some other options.

About Executive Director duties- how much of those can the program coordinator do?

None. Those are two different positions. You could hire one person to do the two positions as the program coordinator is about 10-15 hours a month and the Executive Director is about 10 hours a week. But it would be better in my opinion for it to be two different people so there is a back up when needed.

Are all board members admins on the facebook page? Ron having difficulty logging in to the TAKO facebook page.

I think this was set up.

We'd like a refresher on our insurance and coverage if chapters are formed, how that would affect our insurance how it would affect individual chapters.

This is an unknown and will be part of the research done by the Chapter Committee.

Leif said Judy mentioned she is going to meet with the RC&D tomorrow, about the Executive Director position.

Leif said the Executive Director position is supposed to intertwine with the president in the bylaws.

Doesn't feel it is necessary to have Fayette county involved with the Executive Director which is more for Johnson County. As for now, would like to see the RC&D help out with structuring how things are going to run with the chapters; not so much working with the board, like with the president and meetings and setting up the agenda. How important is that? We're trying to figure out how it works, maybe Judy can answer Leif's questions. Concerns and possible issues to discuss in a future meeting when there might be answers.

Judy's new position proposal: Leif said we'd have to sign a contract.

2nd draft of the position description (based on emails):

The roll for the Community Outreach Director would be to market TAKO to communities and help move it to a Statewide organization with Chapters. The COD will work with the TAKO Board to help move this forward. Any funds raised for these efforts will be used to meet that goal. The COD will lead the Chapter committee and do outreach to communities interested in forming TAKO chapters as well as work with the TAKO Board and the Chapter committee to update our bylaws, insurance, accounting, create templates and modules for forming TAKO chapters. Funding would be used to cover labor and expenses. This position will be part volunteer and part contract work paid with funds raised for these efforts.

Committee Updates:

Fayette County Event Committee- Ron said they are set for the ice fishing event on February 3rd. Not having luck getting events put on the website. Going to try to get the events on the website after the meeting. Risa sent the board the instructions on updating the website during the meeting. Ron has been really good at getting TAKO events in the newspaper. Risa mentioned getting those articles in the website blog.

Johnson County Event Committee- January 27th is the next event, ice fishing. Leif said between Cedar Rapids and Iowa City he knows of a pond near the Swisher turnoff, near the interstate, private property. Near Cedar Ridge. He has lots of crappie, blue gill, bass, catfish in that pond. Might be something to consider for next winter. It looks like the property is in Johnson County, on the north edge.

Chapter Committee- None.

Website/Marketing Committee- None.

Fundraising & Grant Writing Committee- None.

TAKO Rewards Committee- None.

Other items:

Kata sending the zoom link for the March meeting now so we have it ahead of time.

Set next meeting:

- March 29th at 6:15

Dick made a motion to adjourn and Ron seconded to adjourn. Adjourned at 7:12.