

UEN Steering Committee Meeting Minutes September 24, 2020 at 11am Via Zoom

Committee Member Attendees via Zoom: Vickie Murillo, Chair (Council Bluffs), Noreen Bush, Chair-Elect (Cedar Rapids), Stan Rheingans, Chair-Elect 2/Treasurer (Dubuque), Paul Gausman, Past-Chair, (Sioux City), Endya Johnson (Waterloo), Dan Gosa (Davenport), JP Claussen (Iowa City), Kelli Soyer (Des Moines), Doug Wheeler (College), Jesse Ulrich (Fort Dodge), Shannon Bisgard (Linn-Mar), Theron Schutte (Marshalltown), Mike McGrory (Ottumwa), Matt Degner (Iowa City)

Other Staff/Guest Attendees via Zoom: Margaret Buckton (ISFIS), Larry Sigel (ISFIS), and Jen Albers (ISFIS)

Welcome & Introductions

Murillo, Chair, called the meeting to order via Zoom at 11:05 am. All attendees introduced themselves.

Approval of Agenda

Ulrich moved approval of the agenda. Bush seconded. Approved unanimously.

Approval of Minutes from April 21, 2020 Steering Committee

Johnson moved approval of the April 21, 2020 Steering Committee minutes. Gausman seconded. Approved unanimously.

Financial Report

- **FY 2020 Year End Financial Report**

Albers presented the 06/30/2020 year-end financial report for FY 2020, which consolidates the information provided by Cedar Rapids CSD along with activities that took place after the transition but before year-end. UEN ended the year with positive net income of \$5,701 and fund balance of negative \$4,716.

- **FY 2021 YTD Financial Report and Bill Pay Listing**

Albers presented the YTD financial report through 08/31/2020, along with a bill pay listing of items since the last Steering Committee meeting. Net Income YTD totaled \$137,999.

A motion was made by Gausman to approve the FY 2020 Year-End Financial Report, as well as the FY 2021 YTD Financial Report and Bill Pay Listing. Ulrich seconded. Approved unanimously.

- **Title of Executive Director for Margaret Buckton**

Buckton shared there are times when the organization needs someone with the official title of Executive Director, such as official corporate documents. Discussion ensued.

Ulrich moved approval of granting Margaret Buckton the share title of Executive Director and Legislative Analyst for her to use both or whichever is appropriate for the circumstance. Second by Bush. Approved unanimously.

- **UEN Policies & Procedures**

Buckton and Albers shared draft policies and procedures for UEN indicating it is best practice for the organization to have these items documented officially. Discussion ensued. Albers shared that when Cedar Rapids CSD served as fiscal agent, their policies in these areas would have applied. Since ISFIS is now the fiscal agent, it is prudent to have specific UEN policies and procedures in these nonprofit areas recommended as best practice by the Iowa Secretary of State. *A motion was made by Rheingans to approve the Policies & Procedures as drafted. Second by Gausman. Approved unanimously.*

Consideration of New Members

Buckton shared that the Ankeny Community School District has requested membership to UEN and shared a metric of the UEN membership criteria from the bylaws along with Ankeny's current data. Due to Ankeny having two high schools, they meet the criteria for a UEN Charter Member. Discussion ensued. A recommendation was raised that we may consider developing a Recruitment Committee of a couple members would could reach out to potential members and share the benefits of membership. *Ulrich moved approval of Ankeny CSD's request for UEN membership. Gausman seconded. Approved unanimously.*

Legislative Committee Report

- **Legislative Survey**

Buckton shared results of the UEN Legislative Survey of membership. The group divided into breakout rooms to review the results and discuss observations and implications.

- **UEN Priorities for 2021 Session**

Buckton shared the UEN Legislative Committee met via Zoom and discussed priorities that should remain from this year as well as potential new items. Buckton shared a draft list of priorities for the 2021 session that resulted from that committee work. The priorities will be presented for approval at the November Steering Committee meeting and presented to the membership at the UEN Annual Meeting in November. Any comments or recommendations on these draft priorities should be sent to Buckton prior to the November meeting in order to consider and accommodate any changes with sufficient notice to committee members.

- **Process to annually review UEN Bylaws**

Buckton shared a recommendation to review the UEN Bylaws on a more regular basis to make sure they are a living document that informs our work. She recommended we create a Bylaws Committee consisting of an officer, a newer member, and a third member to make up that committee. The group would be charged with reviewing the bylaws on an annual basis and making any recommended changes to the Steering Committee for approval. Discussion ensued and the group was supportive of this idea going forward. It was suggested the Committee consider a rotation schedule for different provisions of the by-laws to be considered each year.

Plans for UEN Annual Meeting – November 5, 2020 from 6-7:30 pm

Buckton shared that plans are proceeding for the UEN Annual Meeting. It will be a hybrid where members can attend in-person at the FFA Enrichment Center on the DMACC Campus in Ankeny, or they can connect via Zoom. The next Steering Committee meeting will take place from 4:30-5:30 pm that day, just before the Annual Meeting. The meeting will focus on presentation and conversation around the 2021 legislative platform.

Corporate Sponsorships

Buckton and Albers shared information about establishing a corporate sponsorship program for the UEN. Information on what other organizations are doing related to corporate sponsorships was shared, as well as a listing of benefits that could be offered by UEN to vendors. Discussion ensued. The group was receptive to moving forward to secure corporate sponsorships. Any vendor relationships would be vetted by staff and approved by UEN leadership.

Executive Director Report

Buckton shared that staff work during the first half of this fiscal year has and will continue to be prioritized around UEN processes, corporate organization and structure, and policies and procedures. The second half of the fiscal year will be prioritized around research and communication of information that feeds into our advocacy efforts, as well as launching of the new UEN website. Buckton shared that we've been engaged with many of the directors already with setting job alike meetings, and shared a schedule of those job alike meetings planned for this fiscal year.

Other Business

Murillo initiated a discussion with the group around UEN's relationship with ISFIS, and asked the group for feedback on entering into an agreement with ISFIS for two additional years to ensure UEN has some stability and gets into a new rhythm. Members expressed their support of continuing to work with ISFIS and their satisfaction with the work they have seen thus far. Murillo asked ISFIS to come to the November meeting with an updated scope of service and additional 2-year contract with the intention of holding a vote at that Steering Committee meeting.

Murillo shared that Council Bluffs CSD James B. Rue Elementary School, nominated by the Iowa Department of Education, has been selected as a national Blue Ribbon School. Congrats!

No other business.

Upcoming Meeting Dates

- UEN Steering Committee Meeting – *November 5 from 4:30 – 5:30 pm* (In-person at FFA Enrichment Center, DMACC Campus in Ankeny, or, virtually via Zoom)
- UEN Annual Meeting – *November 5 at 6 pm – 7:30 pm* (In-person at FFA Enrichment Center, DMACC Campus in Ankeny, or, virtually via Zoom)

The meeting adjourned at 12:20 PM.

Minutes respectfully submitted

Margaret Buckton, UEN Executive Director & Legislative Analyst, as of 09/24/2020