



UEN Steering Committee Meeting Minutes
February 11, 2021, 10 – 11:30am
1201 63rd Street, Des Moines, IA, 50311 or
Via Zoom (contact jen@iowaschoolfinance.com for link)

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), Dan Gosa (Davenport), JP Claussen (Iowa City), Al Azinger (Ankeny), Jenny Risner (Ames), Shannon Bisgard (Linn-Mar), Mike McGrory (Ottumwa), TJ Schneckloth (Davenport), and Tom Ahart (Des Moines)

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

Welcome, Call to Order by Vicki Murillo (UEN Chair), and Introduction/Roll of Attendees
Murillo, Chair, called the meeting to order via Zoom at 10:02 am. All attendees introduced themselves.

Approval of Agenda

Gausman moved approval of the agenda. Claussen seconded. Approved unanimously.

Approval of Minutes from November 5, 2020 Steering Committee Meeting

Risner moved approval of the November 5, 2020 Steering Committee minutes. Rheingans seconded. Approved unanimously.

Financial Report

Albers shared an update on correspondence and filings with the Internal Revenue Service.

Report from RSM on FYE 06/30/2020

Albers shared the Independent Accountant's Report prepared by RSM based upon the Agreed Upon Procedures for financial transactions of UEN for the period of July 1, 2019 to June 30, 2020. This is the final step related to the financial statements from the period of oversight from Cedar Rapids CSD. The report notes no irregularities. *A motion was made by Gausman to approve the Independent Accountant's Report by RSM. Rheingans seconded. Approved unanimously.*

YTD Financial Statements

Albers presented the YTD financial report through December 31, 2020, along with a bill pay listing of items since the last Steering Committee meeting. Net Income YTD totaled \$74,481. *A motion was made by McGrory to approve the 12/31/2020 YTD Financial Report and Bill Pay listing. Ahart seconded. Approved unanimously.*

Corporate Sponsors

Buckton and Albers shared a request from Boardworks Education to become UEN's first corporate sponsor. Boardworks provides interactive content aligning to state standards which can be

customized for use by district staff. Staff held a webinar demo for UEN curriculum staff to review the software to help determine if they would be a good corporate sponsor fit, and the feedback was positive. *A motion was made by Ahart to accept Boardwords Education as a UEN Corporate Sponsor. Second by Gausman. Approved unanimously.*

Guidance to Staff on Preparing the FY 2022 UEN Budget (will be presented for approval in May)

Buckton shared that staff will be preparing the FY 2022 budget for approval at the May Steering Committee meeting and needed guidance on various topics to ensure appropriate amounts are included. Discussion took place around the following topics:

- *UEN Annual Meeting in Fall of 2021* – The group preferred it to be held in-person and in conjunction with IASB’s Annual Convention for their board teams to get together socially while discussing legislative topics.
- *Steering Committee Meetings 2021-22* – The group enjoys meeting via Zoom throughout the year, but would like to hold one of the Steering Committee Meetings face-to-face, preferably in conjunction with the in-person Annual Meeting.
- *Job Alike Group Meetings 2021-22* – The group thinks it’s important to allow for an in-person option once a year for each job-alike group, but thinks the Zoom option for the remainder of the meetings allows for the most participation.
- *CPA Services for FY 2021* – The group discussed getting bids for a full external audit rather than continuing just the agreed upon procedures. Staff were charged with gathering 2 or 3 proposals for UEN audit services to select from at the May Steering Committee meeting.
- *Marketing/PR Efforts* – The group discussed possibilities for additional marketing and PR efforts to showcase the good things happening in urban education around Iowa. Staff were charged with determining how best to approach this effort for FY 2022.
- *UEN Organizational Reserves* – The group discussed the need for building reserves for the UEN organization and discussed what is an adequate level of reserves and the appropriate time to build to that ideal reserve level. The group discussed building at least a full year of expenditures as reserves, preferably 2 or 3 years, and building to that reserve level over a 3-5 year period of time. This will be reviewed periodically but all felt it was important to get started building reserves for the organization.

FY 2022 UEN Member Dues Schedule (will be presented for approval in May)

Buckton shared the history of UEN membership dues schedule, the number of members, and the total revenue for the organization. The group will approve FY 2022 membership dues at the May 2021 meeting. Staff were charged with bringing a recommendation for FY 2022 dues that covers expenditures and allows for building reserves of 15-20%.

Status of UEN 2021 Legislative Priorities

Buckton shared the latest UEN Calls to Action on Vouchers and Funding, and shared UEN Bill Registrations and reviewed the various activities from the Statehouse. Discussion ensued.

Other Business

No other business was brought forth by the group.

Upcoming Meeting Dates:

- UEN Steering Committee Meeting – *May 14 from 11 am – 12:30 pm* (virtually via Zoom)

Adjourn

The meeting adjourned at 11:18 AM.

Minutes respectfully submitted

Margaret Buckton, UEN Executive Director, as of 02/11/2021