



Approved

**Wednesday, September 13, 2006 and Thursday, September 14, 2006
Minneapolis, Minnesota**

MISSION STATEMENT: The NIRSA Foundation is a not-for-profit organization committed to education, research and scholarship in the field of recreational sports. The NIRSA Foundation supports the mission of the National Intramural-Recreational Sports Association.

I. Call to Order

II. Roll Call

Chair (2004-2007)	Loretta Capra
Vice-Chair (2005-2008)	Beau Rugg
Member (2004-2007)	Jim Nasiopulos
Member (2005-2008)	Dave Koch
Member (2006-2009)	Mark Fletcher
Member (2006-2009)	Bill Crockett
Member at Large (2006-2007)	Maureen McGonagle
Member, Business Rep. (2006-2007)	Suzette Smith
Member/Secretary & Treasurer	Kent Blumenthal
NNC Guests:	Karen Bach
	Pamela Hutcheson
	Mark Jacobson

III. Chair's Welcome and Introduction of Guests

Capra welcomed the Board and introduced the guests from the NIRSA National Center.

IV. Approval of Agenda

MOTION: To accept Agenda as order of consent. Passed unanimously.

V. Minutes – August 31, 2006

MOTION: Fletcher/McGonagle. To accept Minutes as presented. Passed unanimously.

VI. Financial Overview and Proposed FY07 Budget

Jacobson reported on the Foundation financial overview for 2006 and proposed budget for 2007. Discussion included reference to providing an additional report to recap Corporate Partner receipts to date.

Jacobson reported the \$1 Million Milestone Campaign goal on a cash basis as opposed to reporting the accrual of Corporate Partner pledges.

McGonagle reported on discussion from the NIRSA Board Midyear meeting concerning the annual administrative fee that the Foundation pays to NIRSA. It was reported that NIRSA's allocation of labor is projected to be \$52,000 for Foundation activities; not including any overhead costs. Board discussed the current rate and proceeded to appropriate additional funding toward the administrative fee.

The remainder of the report included:

- Reductions in undesignated individual contributions
- Expenditures versus revenue projections
- Discussion of existing and new endowments and scholarships
- Projected cost of student scholarships
- Discussion that the Chivetta Endowment could need additional funding to allow it to offer another scholarship next year, assuming investment earnings, and market variations can theoretically reduce the endowment below the \$10,000 threshold.

MOTION: Fletcher/Rugg. To accept the 2007 budget as presented with the inclusion of an increase in the Annual Administrative Fee from \$20,000 to \$25,000. Passed unanimously.

MOTION: Blumenthal/Rugg. Appoint a sub-committee to research and recommend future Annual Administrative Fees to NIRSA. Passed unanimously.

Blumenthal, Smith, McGonagle, Rugg, and Capra will serve on sub-committee. Capra will chair.

Jacobson reported on Smith Barney and stated that the Quarterly Report will be available in approximately a month. It is still too early to notice any changes in the returns from investment changes that were adopted in April '06. Jacobson expressed confidence in the person handling our account at Smith Barney and that any questions should be directed to him.

ACTION ITEM: Jacobson will post the approved 2007 Budget on the Foundation website.

ACTION ITEM: Jacobson to review 2006 income in the auction/raffle category since the budget presented appeared to be low and possibly missing the \$2,000 income from the quilt auction

ACTION ITEM: Jacobson to provide Board a History of Giving graph for review.

VII. Quilt Raffle

Jacobson reported on the Minnesota Gambling Control Board and any requirements that might need to be met in order to hold the 2007 Quilt Auction. In reading the specific passage Jacobson noted the two-part tickets used during the Annual 2005 Conference will be adequate.

Drawing for the quilt will be held on Friday, April 20 during the Foundation Report at the Annual Business Meeting.

BOARD LIASON: Crockett

VIII. Board of Directors update

McGonagle reported on NIRSA Board Midyear highlights:

- Balanced budget with fully funded depreciation from operating budget
- New procedures for Regional elections
- Hurricanes Katrina & Rita – conference/educational training/membership fees waiver extended for one more year.
- Knowledge Communities’ developed
- Discussion of expanded Board leadership opportunities
- Initiative reserve funding limited to one year
- Comprehensive Needs Assessment and student assessment projects funded
- Finance Committee recommendations to hold Annual Conference registration fees to same as last year

IX. Foundation Board Composition

MOTION: McGonagle/Blumenthal.

The NIRSA Board of Directors recommends that the Foundation Board of Directors change their bylaws as underlined.

From: Article III Section 2. Composition. The Board of Directors shall consist of nine members to be known as the Foundation Board of Directors (the “Foundation Board”). Six of the members must be Professional Members, Professional Life Members or Emeritus Members of NIRSA. The other members shall be the President and the Executive Director of NIRSA (“Designated Directors”), and one business representative, who expresses an interest in serving on the Foundation Board, to be nominated by the Executive Director and confirmed by a majority vote of the Foundation Board.

To: Article III Section 2. Composition. The Board of Directors shall consist of nine members to be known as the Foundation Board of Directors (the “Foundation Board”). Six of the members must be Professional Members, Professional Life Members or Emeritus Members of NIRSA. The other members shall be the NIRSA President or a designated professional member from the NIRSA Board of Directors, the Executive Director of NIRSA (“Designated Directors”), and one business representative who expresses an interest in serving on the Foundation Board, to be nominated by the Executive Director and confirmed by a majority vote of the Foundation Board.

Rationale: McGonagle stated that one of the compulsory assignments for the President is serving on the NIRSA Foundation Board of Directors. Although it is beneficial to the Foundation and the NIRSA Board to have an official link, it is believed this benefit would not be limited to only having the President serve on the Foundation Board.

MOTION: Koch/Rugg. Tabled. Passed unanimously.

MOTION: Koch/McGonagle. To amend the NIRSA Foundation bylaws to add the following as underlined:

Article III Section 2. Composition. The Board of Directors shall consist of nine members to be known as the Foundation Board of Directors (the "Foundation Board"). Six of the members must be Professional Members, Professional Life Members or Emeritus Members of NIRSA. The other members shall be the President and the Executive Director of NIRSA ("Designated Directors"), and one business representative or at-large member, who expresses an interest in serving on the Foundation Board, to be nominated by the Executive Director and confirmed by a majority vote of the Foundation Board.

Passed unanimously.

X. *Recreational Sports Journal* Midyear Report

RSJ Midyear Report was presented and reviewed. Capra to confirm with Paul Milton to determine if he is willing to fund this year's RSJ award since the Presidents Endowment is not fully funded.

XI. Contributions, Sponsorships & Partnerships

No discussion.

XII. NIRSA Foundation Corporate Partners

Fulfilling obligations – Discussion and development of specifications for recognition of NIRSA Foundation Corporate Partners; Blumenthal and Bach to finalize.

MOTION: Nasiopulos/Smith. Executive Session to discuss development of Corporate Partners. Passed unanimously.

MOTION: Nasiopulos/Crockett. Out of Executive Session. Passed unanimously.

ACTION ITEM – Add to future conference call agenda – Sales Kit

XIII. Matching Campaign

Blumenthal reported his communication with the USTA regarding support for the Foundation Giving Campaign as the 2007 matching partner. Further updates will be provided as available.

Board decided to postpone seeking additional opportunities until USTA responds. Board also does not have reservations about having more than one matching partner but will need to have further discussions surrounding the logistics.

XIV. Developing Donors

Board reviewed draft of letter to be mailed to donors that will provide them with information on their giving level. Adjustments were made by the Board.

Donor letters to be mailed around the end of September.

Further discussion surrounding initiatives for developing new individual donors, particularly young professionals, was tabled in the interest of time. Future discussion will ensue.

XV. Fundraising Idea

Hutcheson presented the Board with options the Board could give to donors upon donations. The Board concluded that they were not interested in providing donors promotional thank you items.

XVI. Legacy Society Materials Review

Smith presented current Legacy Society Materials for Board review. Board concluded that no changes would occur except to update the chair and increase in endowment requirements (\$15,000 instead of \$10,000).

XVII. Annual Conference

a. Golf Tournament/CGA Update

- Koch will meet with General Manager of course on Friday, September 15 to finalize arrangements.
- Course location was suggested to the committee by Jim Turman and is a 36 hole course, which will allow for a two round tournament as in previous years.
- Tournament will begin at 9:30 a.m. with a finish time around 3:00 p.m. Award Ceremony will be held at the Foundation Booth in the Exhibit hall on Thursday, April 19 with a time to be determined at a later date.
- Koch stated the committee has concerns for the future of the tournament due to the new conference format. The first round covers the expenses while the second round determines the profit margin.

Koch announced that CGA has 40 local qualifying tournaments and the finals will be held in Las Vegas in November 2007.

b. Conference Schedule

Smith provided a Conference Schedule of Events.

i. Scholarship Breakfast – Smith

- Thursday, April 19 at 7:00 a.m. Board prefers location at the Hilton.
- Attendance – Scholarship Winners and Foundation Board Members (27)
- Format to follow previous years - continental breakfast.

ii. Foundation Board Meetings – Capra

1. Annual Meeting of Members – Friday, April 20 at 8:00 a.m. Location requested at the Hilton.
2. End of Year Meeting– Friday, April 20 from 8:30 a.m. – 10:00 a.m. Location requested at the Hilton in same room as Annual Meeting of Members.
3. New Board Meeting – Saturday, April 21 from, 8:00 a.m. – 10:00 a.m. Location requested at the Hilton.

iii. Foundation Social

Smith provided a review of the 2006 VIP Reception. Board determined that invites would be given to donors that are Gold and above. Invitation list will be approximately 100 guests (81 individual donors plus corporate partners). Smith will continue to be responsible for the invitation process.

Capra and Smith viewed locations in the Conference Center and Hotel for a location for the event since the Presidential Suite at the Hilton will not accommodate this year's guest list. An option was located at the Conference Center and the Board explored options at the Mall Of America.

NOTE: Final location was selected by the Board (via email confirmation) following Midyear Meeting. The reception will be held at the Conference Center in Lounge A from 6:00 p.m. – 8:00 p.m. This will allow guests to attend both events. Confirmation was provided to Bach and Holbrock at the NNC.

- Save the Date – January 26
- Invites Mailed out – March 2
- RSVP Date – April 4

c. T-shirt competition / timeline

Smith reported that Tara Fisher will chair the committee again this year. Due to conference schedule changes the following times for acceptance were proposed:

- Tuesday, April 17 – during registration time
- Wednesday, April 18 – 8:00 a.m. – 3:30 p.m.
- Thursday, April 19 – 8:00 a.m. – 1:00 p.m.

Smith will propose the following schedule to Fisher and will report back to the Board on final decisions at a future conference call.

- Judging of Shirts – Wednesday, April 18 after Regional Business Meetings.
- Sale of shirts at the conference – Wednesday, April 18 at the Foundation Booth in the Exhibit Hall following the judging as well as on Thursday, April 19th.

- Shirts remaining after the Exhibit Hall will be sold at the Foundation Booth.

d. Location of Foundation Table

Main location will be in the registration area. Smith requested an additional table for placement outside of the COC due to the location and the Board's endeavor to foster new donors.

XVIII. Giving Brochure Review

Brochure will need updates to include all corporate partners (Woodway, Sports Imports, and Star Trac and any additional between now and final proof). Updated quotes were suggested by the board and consideration was given to donors who represent various aspects within the NIRSA. Founders and Texas Endowments will need to be added.

Board will continue with the "Be a Star" slogan along with the \$1 Million Milestone Campaign.

Updates to the brochure should be directed to Jacobson.

XIX. Scholarship Applications

Board reviewed Scholarship Selection Process document presented by Capra. Discussion centered on consistency of the review process, scoring, and tie-breakers. Scholarship review committee will consist of Capra, Rugg, and Nasiopulos.

Scholarship Distribution:

- General (includes ones that we designated for corporate partners) - 10
- Wasson – 2
- Gartenberg – 1
- SoCal – 2
- Texas – 1

Deadline for 2007 Scholarships is Monday, January 15, 2007. Application information will need to be updated to include a separate paragraph for the Texas Scholarship similar to SoCal.

Timeline:

- Application Deadline – January 15 (Midnight PT)
- Board Receives Scholarship Applicant Submittals (electronically) – Thursday, January 18 (COB)
- Board Review Deadline – Monday, January 29
- Committee Conference Call for Scholarship Selection – February 2
- Notification to Scholarship Recipients – February 9
- Notification of Regrets – February 16

Application deadline for professional scholarships (Holsberry and Chivetta) will be on January 15th and selection committee will determine the schedule for selection at a future conference call.

Discussion: Foundation Board expressed the concern that the term “scholarship” be kept within the Foundation’s domain, while the NNC use the term “grant” when referring to corporate sponsorship that is public relations or marketing related.

XX. Endowed Scholarships

Board reviewed NIRSA Foundation guidelines for Endowments and Endowment Scholarship programs that was developed during the Annual Conference Board meetings. All aspects on the MOU had been previously approved by the Board except for number 11 (One-Time Award Only).

MOTION: Blumenthal/Fletcher. Clarify NIRSA Foundation Student Scholarship Awards as follows:

- **Limited to one scholarship in any given year.**
- **Limited to receiving one award as an undergraduate student.**
- **Limited to receiving one award as a graduate student.**
- **A student may not win NIRSA Foundation scholarship awards in consecutive years.**

Passed unanimously.

MOTION: McGonagle/Fletcher. Clarify NIRSA Foundation Professional Scholarship Awards as follows:

- **Limited to one scholarship in any given year.**
- **Limited to receiving one scholarship per NIRSA Foundation Endowment category.**
- **Limited to receiving not more than one scholarship award within three (3) years.**

Passed unanimously.

MOTION: Blumenthal/Rugg. Adoption of NIRSA Foundation Guidelines for Endowments & Endowment Scholarship Programs; presented in its entirety.

Passed unanimously.

XXI. Board Selection

Board Discussed guidelines for nominations to the Foundation Board. There was discussion regarding the process and self-nomination form. McGonagle felt there should be a least one new Foundation Board member position open each year.

Senior Leadership Opportunities to be announced on November 15 with a deadline set for December 15. Any open positions for the Foundation Board should be announced at this time.

Committee Preference Sheet

Board wishes to keep on the committee preference application opportunities for members to sign up to participate with the Golf Tournament and the T-shirt Competition.

ACTION ITEM: Smith to contact Tom Kirch concerning this change.

XXII. Foundation Website

Blumenthal provided an update for the Board on changes to the NIRSA website. The site will begin changing in the next few months and any suggestions/comments that the Board would like to request should be directed to Suzi Smith.

ACTION ITEM: The Board developed a list of items that should be placed on the internal Foundation Board website.

Addition of cell phone nos. to roster
Board Manual – updated
Endowment MOU – updated
Legacy Society – updated

Scholarship Selection Process –new
Corporate Partners MOU – new
RSJ Board info – new
Quilt Raffle process – new
T-shirt Committee info – new

XXIII. Unfinished Business

NIRSA Know

Articles are due to Katherine Otten by the 10th of the month preceding the launch

October 1 - Midyear Meeting Update - Rugg

November 1 – “Where are they now” - Crockett

December 1 – Scholarship info – Nasiopulos

January 1 – Professional Scholarships, Call for Volunteers – Nasiopulos

February 1 – Quilt Raffle/ Golf Tournament – Crockett/Koch

March 1 – Why Every Gift Counts – Smith

April 1 – Conference – Capra/Smith

May 1 – Conference Review – Capra/ Rugg

XXIV. Proposed Teleconference schedule – 9 a.m. PT

All dates listed are Thursdays.

October 5

November 16

December 14

January 11

February 1

March 1

April 5

XXV. Additional Mid-Year Meeting

An additional meeting was discussed, but at this time, no additional face-to-face meeting was scheduled.

XXVI. Adjournment

MOTION: Fletcher/Rugg. To adjourn at 4:50 p.m.

Passed unanimously.