



## Approved Minutes

October 9-10, 2007 – Midyear Meeting in Austin, TX

*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.*

*CONFIDENTIALITY POLICY: A Foundation Board Member or Non-Director Committee Member shall not disclose Confidential Information. Confidential Information is information that is acquired while participating in an executive session of a meeting of the Board of Directors or of a NIRSA committee that is being conducted in executive session.*

*The Chair of the NIRSA Foundation Board and any other Director or any other NIRSA Foundation Board member shall advise individuals to conduct meetings in executive session where confidential information shall be disclosed.*

Official minutes of all NIRSA Foundation Board meetings, complete with meeting handout and support materials, are archived at the NIRSA National Center.

*Key: NNC=NIRSA National Center; NFB=NIRSA Foundation Board of Directors; “Bold”=Motion; “Italics”=Follow-up Action Item; “Exhibit”=contact the NIRSA National Center (NNC) or NIRSA Foundation Board member for a copy of the “Exhibit.”*

### **I. Call to Order**

Beau Rugg called the meeting to order at 8:10 AM

### **II. Roll Call**

Chair (2005-2008)	Beau Rugg
Vice-Chair (2007-2010)	Eric Stoutner
Vice-Chair (2006-2009)	Bill Crockett
Member (2005-2008)	Dave Koch
Member (2006-2009)	Mark Fletcher
Member (2007-2010)	Suzi Smith
Member at Large (2007-2008)	Tom Kirch
Member, Business Rep. (2007-2008)	Loretta Capra
Member/Secretary & Treasurer	Kent Blumenthal
NNC Team	Pam Watts
	Ryan Rejda

### **III. Approval of Agenda**

Kirch requested to add a funding request from the 2008 Annual Conference Program Committee.

**MOTION: Fletcher/Crockett. Approve agenda with amendments. Passed unanimously.**

#### **IV. Minutes – September 19, 2007 Teleconference**

*Action: Rip and replace 'Conflict of Interest Policy' text from September 19, 2007 draft minutes with appropriate text that reflects NFB.*

**MOTION: Crockett/Stoutner. Move to approve September 19, 2007 teleconference minutes with amendment to 'Conflict of Interest Policy' as listed above. Passed unanimously.**

#### **V. Financial Update**

- Report (Exhibits)

Watts presented a draft of the budget to the NFB for discussion. The NFB will use cash and pledges amount (accrual) as the measurement for the \$1 million milestone. Watts reported the accrual amount is \$916,575 as of December 31, 2006.

*ACTION: Watts will make adjustments to the budget format and present it to the NFB at the November 28, 2007 teleconference for approval.*

- Funding Requests

**MOTION: Smith/Capra. Go into executive session. Passed unanimously.**

**MOTION: Blumenthal/Crockett. Come out of executive session. Passed unanimously.**

Kirch presented a funding request from the 2008 Annual Conference Program Committee for the Foundation Board to consider providing name badge holders at the Annual Conference. The Committee requested that the Foundation Board purchase 500 high quality, reusable name badge holders, and sell these at the Annual Conference for \$5 each. The overall cost for the badge holders would be \$1,125. The Foundation Board discussed the request but decided it didn't fit in with the Foundation's mission.

*ACTION: Kirch will communicate outcome of funding request to the Annual Conference Program committee*

#### **VI. NIRSA Board of Directors 2007 Midyear Meeting Update**

Kirch reported that the NIRSA Board approved moving forward with a Professional Registry. He also reported that the Governance Commission presented a list of tenants for a new governance structure. Kirch also reported discussion about conduct/behavior of student and professional members at Annual Conference. The Student Leadership Team is drafting a letter that will be sent out to directors about these issues and concerns.

## VII. Recreational Sports Journal Mid Year Report (Exhibit)

The Foundation Board reviewed the report submitted by Dr. Paul Milton. The Board wanted to thank Dr. Paul Milton for his continued work with the RSJ.

*ACTION: Rugg will send a thank you letter to Paul Milton.*

**MOTION: Fletcher/Capra. Approve the request from Dr. Milton to increase the number of reviewers for the Recreational Sports Journal from 12 to 14 and approve the report. Passed unanimously.**

## VIII. Endowments (Exhibit)

- Identify Restricted Funds

*ACTION: Rejda will create a spreadsheet with begin date, suspend date, NFB liaison, and steward for each of the restricted funds that hasn't yet met the endowment amount and present it at the November 28, 2007 teleconference.*

The Foundation Board also wanted to make sure that when information is communicated about matching funds, donors are informed that donations to a restricted fund are used for the matching total, but the matching money goes into the unrestricted fund, not the restricted fund to which the donation was made.

- Steward for Each

<b>Liaison-</b>	<b>Fund-</b>
Loretta Capra	Region V
Suzi Smith	Presidents'
Bill Crockett	Founders'

## IX. Giving Level Plan

Fletcher and Smith reported that there will be no changes to the dollar amounts for giving levels. Fletcher and Smith also reported that Gold Level will continue to be the cut-off for the VIP Reception invitation again this year.

**MOTION: Smith/Koch. Move to change the title of the 'Director's Level' to 'Platinum Level'. Passed unanimously.**

*ACTION: Giving letter with donation information to be sent out prior to Thanksgiving (Rugg will provide a draft by November 1, 2007), to be followed by an eFast article 3-4 weeks after letters are sent.*

*ACTION: Rejda will send a web request to have the 'Institutional Contributor' form removed from the NIRSA website.*

- Architect Circle Draft Proposal (Exhibit)

Fletcher reported that the two most important things that Architects are interested in are VIP reception invitation and a list of schools that have upcoming projects. This proposal would create a level for these companies to contribute to that is viable for them.

**MOTION: Capra/Koch. Move to endorse proposal for Architect Circle (listed below) and appoint a sub-committee to report to the Foundation Board at the November 28, 2007 teleconference. Passed unanimously.**

**NIRSA Foundation Architect Circle**

**Eligible Membership: Architectural Firms**

**Architect Circle Member Rate: \$2,500 Annual Cost (3 year commitment)**

**Architect Circle Benefits:**

- **Membership in the Architect Circle includes a NIRSA Associate Membership.**
- **Invitation to the NIRSA Foundation VIP Reception at the Annual Conference (3 invitations per firm extended).**
- **Name tag ribbons recognizing generous support at the Annual Conference & Recreational Sports Exposition.**
- **Recreational Sports Exposition Booth banner recognizing membership in the Architect Circle.**
- **Contributions to the NIRSA Foundation are tax deductible to the extent allowed by law.**

**Charges for sub-committee include: name, schedule, operational elements, and launch plan.**

**Committee: Mark Fletcher, Eric Stoutner, Suzi Smith, Beau Rugg**

## **X. Legacy Society**

Stan Campbell informed the Foundation Board that he plans on making a donation to the Legacy Society.

*ACTION: The Foundation Board will make an announcement recognizing Stan Campbell for his donation at the VIP Reception at the Annual Conference.*

*ACTION: Rejda will schedule a meeting with Watts regarding the Legacy Society spreadsheet to make sure the wording is correct before being posted to the NIRSA website. Rejda will then send updated documents to Rugg.*

## **XI. Annual Member Giving**

The 'Be a Star' campaign will be used again this year. Rugg will work with The Ohio State University Recreational Sports design staff. He will then send the proof to Rejda at the NNC for printing. Rugg also requested any pictures that can be used in the brochure be forwarded to him.

*ACTION: Smith and Capra will purchase stars to be handed out at the Annual Conference for donations to the 'Be a Star' campaign.*

*ACTION: Capra will compile quotes to be used in the giving brochure and send them to Rugg.*

*ACTION: Rejda will send the deadlines for printing Annual Conference materials to the Foundation Board.*

## **XII. Corporate Giving Brochure**

Stoutner presented some of the historical brochures as a place to start from to develop a new brochure. The Foundation Board agreed that one brochure for individuals and one brochure for corporate is the right model.

*ACTION: Stoutner will work with the The University of Texas at Austin design staff along with help from Smith, Capra, and Crockett to review and edit the brochure, and present a draft at the February 20, 2008 teleconference.*

## **XIII. Communication with NSC**

Rugg reported that he felt the NIRSA Services Corporation President and the Foundation Board Chair should have regular discussions that pertain to sponsorship opportunities.

*ACTION: Rugg will contact Eric Nickel (NSC President) and discuss current sponsorship opportunities if there are any. Rugg will let Koch and Fletcher know if they should meet face-to-face with Eric Nickel in Portland to discuss any issues.*

## **XIV. Corporate Partner Plan**

- Issues/Updates

**MOTION: Fletcher/Kirch. Move into executive session. Passed unanimously.**

**MOTION: Smith/Capra. Move out of executive session. Passed unanimously.**

- United States Tennis Association recognition

The Foundation Board will prepare a significant program of public recognition of USTA prior to the 2008 Annual Conference.

**MOTION: Blumenthal/Fletcher. Recognize USTA at the Annual Conference. Details to be available by December 31, 2007. Passed unanimously.**

Rugg requested any ideas on how we should recognize the USTA (plaque, award, etc) be forwarded to him.

*ACTION: Blumenthal will talk with NNC staff for any information that can be highlighted in the USTA recognition and pass those highlights on to the Foundation Board.*

## **XV. Manual/Bylaw Revision (Exhibit)**

Smith and Capra presented a draft copy of the Foundation Board manual. Parts of the manual contain new content while other portions have been split up and moved to the appropriate sections in the manual. The plan is to have a final draft to present to the Foundation Board at the Annual Conference meeting.

*ACTION: Board members will review the manual and provide suggestions to Smith and Capra by December 31, 2007.*

*ACTION: Blumenthal and Watts should review section D3-D5 and provide any changes to Smith and Capra.*

*ACTION: Rejda and Watts will review section E and provide any changes to Smith and Capra.*

*ACTION: Rejda will provide dates to be included in section G to Smith and Capra.*

*ACTION: Koch will review section J and provide the information to Smith and Capra.*

## **XVI. Scholarship Rating Discussion**

- Rating Discussion

Student scholarship rating form changes:

Reference letter – 0-2 points

Breadth/Scope – 0-5 points

Essay – 0-18 points

NIRSA involvement – 0-5 points

30 points overall

Professional scholarship rating form changes:

Essay – 0-20 points

NIRSA and Campus Recreation involvement – 0-5 points

Reference letter – 0-5 points

30 points overall

- Organizational Discussion

The NFB wanted to make sure that scholarship winners are being recognized at the event in which they are using their scholarship funds for. This would include informing the NNC staff liaison for the event and making the appropriate ribbon available for the scholarship winner.

The Holsberry scholarship is used for the School of Rec. Management and the NFB wanted to make sure that the NNC is holding the appropriate number of spots for these scholarship winners.

*ACTION: Rejda will check with NNC staff and make sure we have a process in place for the Holsberry scholarship winners at the National School of Recreational Sports Management.*

## **XVII. Scholarship Process**

- Selection Committee

Committee for Professional Scholarships:

Chair – Suzi Smith

Member at Large – Loretta Capra, Mark Fletcher

Ratings – Mark Fletcher, Suzi Smith, Loretta Capra

Committee for Student Scholarships:

Chair – Beau Rugg

Vice Chair – Bill Crockett

Vice Chair – Eric Stoutner

Member at Large – Dave Koch

Ratings – NFB (excluding Blumenthal and Kirch)

- Timeline

November 1, 2007 – Materials available on the web

January 15, 2008 – Deadline for scholarship applications

January 17, 2008 – Scholarship applications to NFB

January 28, 2008 – Ratings to Selection Committee

January 30/31, 2008 – Selection Committee conference call

January 31, 2008 – Notify Winners

February 5, 2008 – Winners must accept

February 6, 2008 – Names of winners to NNC

February 6, 2008 – Non winners notified

- Materials Review

Scholarships to be awarded:

SoCal (2)

Texas (2)

Holsberry (2)

Chivetta (1)

Gartenberg (1)

Wasson (2)

10 non-restricted fund scholarships - 1 each named for Corporate Partners  
(Woodway, Star Trac, Sports Imports)

A total of 20 scholarships will be awarded in 2008.

*ACTION: Provide any changes or edits to scholarship forms by October 19, 2007 to Smith. Smith will then forward revised document to Rejda to post on web by the November 1, 2007 deadline.*

## **XVIII. Student Leadership Team Proposal**

The Foundation Board discussed the Student Leadership Team's proposal for T-Shirt sales. The NFB felt that they are the wrong group to act as a 'store front' for t-shirt sales on top of the duties that the Foundation already provides at the Annual Conference that pertain to t-shirts.

*ACTION: Rugg will contact the SLT and inform them of the NFBs decision on the t-shirt proposal.*

## **XIX. NIRSA Know Articles**

November Know:

Midyear highlights article

'Where are they now?' - Ben Smith

USTA Match

December/January Know:

Scholarship article (Suzi & Loretta)

Golf tournament update

'Where are they now?' – Amy Jo Jenkins

Donation for tax benefits – End of Year – How to make a difference (Suzi)

February Know:

'Where are they now?' – TBA (Bill will provide at a later date)

T-Shirt Competition (Suzi)

Golf Tournament (Dave)

March Know:

Scholarship winners article

Conference activities article

## **XX. Board Selection**

- Positions Open

Corporate Member (Currently Loretta Capra) 1 year term

Chair (Currently Beau Rugg) 3 year term

Member (Currently Dave Koch) 3 year term

- Selection process

November 1, 2007 – Applications available on the web

December 15, 2007 – Deadline for applications

January 4, 2007 – Applications to Rugg

TBD – Selection Committee conference call (Rugg)

TBD – Notification to selected individuals (Rugg)

Selection Committee:

Rugg, Smith, Kirch, and Blumenthal

**MOTION: Smith/Crockett. Move into executive session. Passed unanimously.**

**MOTION: Fletcher/Koch. Move out of executive session. Passed unanimously.**

**XXI. 2009 Quilt Discussion (tabled until next teleconference)**

- Update from Bill –Legality?
- Decision on proceeds

**XXII. 2008 National Conference Schedule**

- Golf Tournament Update

Date: Wednesday, April 2, 2008

Entry Fees: \$85 per player  
\$65 student rate

\* entry fee includes: golf, cart, lunch, range balls, prize package, and transportation from the convention center

Registration: online registration will be available at a later date - watch for notices

Sponsors: opportunities are still available

- Foundation Highlights

USTA recognition at opening general session and again at VIP Reception. Make \$1 million milestone announcement at Annual Business Meeting.

Stoutner reported it would be possible to put donation cards on the seats prior to the opening general session, provided we had the volunteers to distribute them and collect the extras after the session concludes.

*ACTION: Discuss \$1 million milestone and USTA announcements at November 28, 2007 teleconference.*

- VIP Reception

Thursday, April 3, 2008, 7:30-9:30pm

Gold Level and above is 129 invitations, 97 are individual and 32 corporate.

Budget for VIP Reception will be around \$3,000.

- Scholarship Breakfast

Thursday, April 3, 2008, 7:00 – 8:00am

- NIRSA Foundation Career Opportunities Center

*ACTION: Rejda will check with Carole Hobrock and get a donation display outside the COC area.*

- T-Shirt Competition

Chair – Tara Fisher-Yesenski

- Board Meetings – Annual/End/New

Annual Meeting – Thursday, April 3, 2008 – 8:00-8:30AM

Year End Meeting – Thursday, April 3, 2008 – 8:30-10:00AM

New Board Meeting – Friday, April 4, 2008 – 8:00-10:00AM

*ACTION: Rejda will provide requests to Carole Hobrock so she can reserve meeting space. Will also request to have meeting in a room in close proximity to the scholarship breakfast.*

### **XXIII. Old Business**

No old business to discuss.

### **XXIV. New Business**

- Brick Campaign (tabled until next teleconference)

### **XXV. Adjournment**

Chair Rugg wanted to thank all of the NFB for their participation in the Midyear meeting.

**MOTION: Kirch/Capra. Move to adjourn the meeting @ 2:11 pm. Passed unanimously.**