

Girl Scouts of Eastern Iowa and Western Illinois, Inc.

940 Golden Valley Drive, Bettendorf, IA 52722

Board of Directors Meeting – March 8, 2018
The Board of Directors of Girl Scouts of Eastern
Iowa and Western Illinois
Radisson Hotel – 1220 1st Avenue, Coralville, IA

Present: Andrew Abbott, Sarah Beckman, Teresa Colgan, Jill Dashner, Theresa Dunkin, Nancy Franzen, MaryTherese Gehrmann, Lee Mowers, Anne Ryerson, Kay Sackville Breuer, Tracy Schwind, Zora Sherman, John Cummings

Staff: Diane Nelson, Doug Nelson, Nikki Habben, Alison Henkle, Kelly Campion

Absent: Laurie Hamen, Scott Illingsworth, Abby Laures, Katie Wiedemann

Welcome & Introductions:

Teresa Colgan welcomed those in attendance and declared a quorum at 4:32 PM.

Minute for the Mission:

Troop 8309 from Iowa City presented the Minute for the Mission. The troop took a trip to Savanna Georgia and stayed for ten days. The troop talked about the days they spent planning, working as a team and the highlights of their trip. The troop fundraised for a year and a half and raised close to \$9,200. They raised money for the trip through fall sales, cookie sales and service unit events. The girls researched where to lodge and the most cost effective ways to travel and spend their earned money.

Secretary Report:

Secretary, Tracy Schwind gave the secretary report. Girl board member, MaryTherese is officially a Gold Award Girl Scout. The artwork, “A Mural to Remember” is based off of Iowa scenery and includes bright, beautiful flowers and trees to stimulate brain activity. In her research, MaryTherese found that there are many potential treatments for Alzheimer’s, but little proof that the treatments are completely effective. She wanted to offer residents at CASI the potential to increase their memories through art. MaryTherese encourages other facilities to adopt this potential treatment and she has created a brochure about her project and the method of visual stimulation to assist decision makers at nursing homes.

Consent Agenda:

A motion was made by Jill Dashner to approve the consent agenda. It was seconded by John Cummings. The motion carried and the consent agenda was approved.

Employee Handbook (See Attached Handbook)

Staff member, Alison Henkle highlighted the 2018 changes to the employee handbook.

Section 3

- **Breaks for Nursing mother** – added – “Employees needing facilities for the purpose of nursing must notify Human Resources 1 week prior to returning from medical leave”
- **Office Closer** – added – “All council facilities will be closed between Christmas Eve Day and New Year’s Day each year for winter break. Employees may be required to take PTO during winter break”

Section 4

Girl Scouts of Eastern Iowa and Western Illinois, Inc.

940 Golden Valley Drive, Bettendorf, IA 52722

- **Direct Deposit** – new - statement on compensation distributed through direct deposit
- **Timekeeping** – new - outline employee requirements for recording time worked
- **Safe Harbor Rule** – new – outlines exempt employees pay
- **Your Paycheck** – new – outlines employees responsibilities for reporting errors

Section 5

- **Attendance and Punctuality** – added – “Asking another individual to give notice is improper except if the employee incapacitated and unable to do so”
- **Driving requirements** – new – outlines requirements for individuals driving for the council
- **Fire Arms and Dangerous Materials** – new – outlines firearm free zone policy
- **Inspections and Investigations** – new – outlines council right to conduct inspections
- **Record Retention** – new – statement on destruction of council information

Section 6

- **Holiday**
 - added – first sentence was changed to add “.... and have been employed with the Council for 30 days or more”
 - added “If a recognized holiday falls within a jury duty or bereavement leave holiday pay will be provided instead of the paid jury duty or bereavement leave that would otherwise have applied. If a holiday falls within an employee’s medical leave or unpaid leave of absence, the holiday will not be paid”
 - added additional days in which the floating holiday can be used “...during the Council’s winter break or on any religious, state, or federal holiday that is not currently a paid”
- **Pregnancy Leave** – new – statement on IA pregnancy leave law
- **Family Medical Leave** – new – statement on FLMA leave
- **Workers Compensation** – new – statement on reporting work related injuries
- **Voting Leave** – new – outlines time off for voting
- **Employees Serving in Council Volunteer Positions** - Change in policy - previous policy did not allow staff to volunteer for the Council – new policy allows staff to volunteer for the Council if specific requirements are met
- **Insurance Programs** – new – statement on eligibility for insurance benefits
- **Retirement** – new – statement on eligibility for participation retirement program

Kay Breuer made a motion to approve the handbook, it was seconded by John Cummings. The motion carried and the changes to the employee handbook were approved.

Financials:

Lee Mowers presented highlights of the December 2017 and January 2018 financials. Finance Committee continues to stay on track with our endowment fund policies. Annual fund income is very close to exceeding its budgeted amount and expenses continue to be under budget.

Board Development Committee:

Girl Scouts of Eastern Iowa and Western Illinois, Inc.

940 Golden Valley Drive, Bettendorf, IA 52722

Anne Ryerson gave an update on Girl Board Members and Members at Large.
. She presented a proposed slate for the Annual Meeting:

Members at Large:

- Chelsea Hillman – Muscatine, IA
- Laura (Divot) Ekizian – Davenport, IA
- Jason Kline – Cedar Rapids, IA
- Pam Passmore – Iowa City, IA

Board Members Renewing a Term:

- Katie Wiedemann 2018-2020

Board Members Filling a Term:

- Sarah Beckman is filling, starting a new term 2018-2020.

Nominated Girl Board Members:

- Erin O'Hara – Robins
- Delanie Williams – Cedar Rapids
- Hanna Schmitt -- Waucoma

In addition, Anne reported that we have four board members transitioning off of our board.

- Nancy Franzen
- Kay Breuer
- John Cummings
- Scott Illingsworth

Bylaw Update: (See Attachment)

Theresa Dunkin presented the changes that are being suggested by the bylaw task force.

Property Update:

Board member, Lee Mowers spoke on behalf of the Property Committee. We have established programming that will be available at each of our properties year-round.

At Camp Liberty we are in full speed registering campers for our summer programs.

At Camp Little Cloud we reached out to each of the surrounding property owners and we're still in the negotiation stages of selling the parcels decided at the January Board meeting.

Discussion:

Teresa Colgan and Anne Ryerson talked about the meeting they had to discuss future changes to our board meetings. There were multiple suggestions on how we can support our new girl

Girl Scouts of Eastern Iowa and Western Illinois, Inc.

940 Golden Valley Drive, Bettendorf, IA 52722

members and adult members so they feel engaged and up to speed on the Girl Scout history. The board discussed the board cycle and topics of conversation we can expect at each of our meetings.

Cookie Update: (See Attachment)

Staff member, Nikki Habben presented the cookie update.

President Report:

Board Chair, Teresa Colgan encouraged all board members to attend the annual meeting on April, 14th 2018.

CEO Operational Report:

Diane Nelson presented the CEO operational report. The competitive market is pushing out a pilot program and are now excepted girls in the Boy Scout program. As a council we are aware that the boy scouts have used girl scouts logo and we are asking any board members who see this in their community to relay back to our council.

The meeting adjourned at 6:40 pm.

Submitted by,

Kelly Champion, Executive Assistant to the CEO.

Attachments: Proposed bylaws, Cookie Update,