

SOUTH DAKOTA RETIRED SCHOOL PERSONNEL

SUMMER BOARD OF DIRECTORS' MEETING

Tuesday, July 14, 2015

Ramkota – Pierre, South Dakota

11:00 AM

Minutes of the Meeting

Board Members present: Kay Ainslie, Merry Bleeker, Diana Glover, Leni Healy, Pat Johnson, Nancy May, Joanna Jones, Bill Zubke and Cathy Zubke.

Absent: Betty Beyer and Hank Kusters.

Vice President Kay Ainslie brought the meeting to order.

Approval of the Minutes – Vice President Kay Ainslie asked the group to review the Minutes of last year's meeting. Merry Bleeker indicated that under New Business, Convention Supplies, the committee members were Carol Pickering and Judy Rapp. With that correction, Merry Bleeker moved to approve the Minutes. Joanna Jones seconded the motion. Motion carried.

Treasurer's Report – Treasurer Pat Johnson reported that the organization is already over budget in membership promotion. We spent \$630 instead of the \$500 which was the line item amount. Diana Glover indicated that Black Hills Unit always applies for the funding but perhaps the applications should be prioritized so that more Units can receive funding. Pat Johnson suggested that a deadline should be established.

Pat distributed a budget comparison which listed actual income and expenses for the 2013-2014 and 2014-2015 budget years. The 2015-2016 budget was also listed.

She also distributed a listing of Convention income and expenses. \$5445 was collected from registrations, AARP and donations. Expenses totaled \$6214.71 which indicates that \$769.71 more was spent than taken in.

Pat Johnson indicated that the mileage reimbursement was increased to 42 cents per mile. She distributed the expense forms.

Pat reported that she is still dealing with the Horace Mann investments issues which include that it lists Ron Riherd's Social Security Number, address, etc. on all of the documents. She has talked to the agent, Mr. Bickett who seems to dismiss her concerns. She has talked to another agent but would still like to face-to-face meeting.

She reported that the organization's name has been changed on the checking account.

Bill Zubke moved to accept the Treasurer's report. Joanna Jones seconded the motion. Motion carried.

Committee Reports

- **Membership**—Cathy and Bill Zubke reported that membership has decreased by eleven since the Convention. Lists were sent to every Unit asking officers to

check the roster for changes. Kay Ainslie indicated the Arlys Griesel was not on the Philip Unit's roster. Arlys had sent a check which has been cashed. Merry Bleeker asked if the Units were using the forms. Cathy indicated that fewer Units responded compared to last year.

- **Legislative** – No report.
- **Newsletter** – Merry Bleeker reported that the next edition of the Newsletter would be coming out in the next couple of weeks. This is the smallest of the three editions created during the year. Merriman Printing in Pierre does the layout and mailing. It takes about seven to eight hours of time to create each edition. Merry will be resigning as Newsletter editor and encouraged the Board to find someone to fill the position as soon as possible so that she can help with the transition. She distributed a job description.
- **Community Service** – Joanna Jones indicated that new forms were now available to report each Unit's community service volunteer hours. The hard copy form is in three parts. The forms will be distributed at the Leadership workshops and will be mailed to each Unit chairperson. The form will also be available on the website.
- **Executive Director** – Diana Glover circulated a thank you note from the Countryside Hospice.
 - She also invited everyone to the annual picnic for the Black Hills Retired School Personnel. The picnic will be at 5 PM and area personnel are invited.
 - Local Units have been asked to submit a list of officers for the Key Contacts booklet and for the Newsletter. She has received information from all Units except Brookings and Pierre.
 - Diana suggested that the Summer Board Meeting could be held by conference call to save on money and time. The AARP Executive Council uses this for their meetings. Pat Johnson indicated that a face-to-face meeting was much better and more productive.
 - Diana will be attending a meeting for Executive Directors in Savannah, Georgia.
 - Diana and the legislative chair will be attending a meeting in September in Washington, DC.

Old Business

- Job descriptions as written in the bylaws were distributed.
 - Bill Zubke indicated that the bylaws did not need to be changed for the updated job descriptions. A type of policy and procedures manual could be created which would have more detail for every day responsibilities. A template could be created for local Units to use for their organization. Please get updated descriptions to Bill by August 10th.
- 2016 Convention - Diana reported that the 2016 convention has been confirmed for May 3 & 4 at the Ramkota. Rooms will be available for \$94.
 - Pat Johnson suggested that the theme be "Let's Celebrate."
 - Let's Celebrate...

- A New Name
 - A New Direction
 - Having Fun
- Bill Zubke recommended just “Celebrate!” General discussion approved “Celebrate!”
- Diana had reviewed the Convention evaluations from the last couple of years for topic suggestions:
 - Wooster Brothers
 - Memory Clinic
 - Personal Investments
 - Teacher of the Year
 - Yoga for Seniors (mid-afternoon)
- Pre-convention Tours
 - New Governor statues
 - Check on transportation to go from statue to statue
- Encourage local Units to do “Celebrate Your Community” skits
 - The Committee will check on the amphitheater availability for afternoon sessions.
- Session topics:
 - Dr. Sally Wagner, “Daughters of Dakota”
 - The Story of Aprons – Huron
 - History Quilts
 - SD Teacher of the Year
 - Displays?
- Investments – Pat Johnson reported that she is in the process of getting the name changed for the IRS.
 - She tried to work with Bob Bickett concerning the name change and getting Ron Riherd’s name off the account.
 - The Horace Mann investment was for five years. We are in the second year.
 - The bylaws indicated our investments should be certificates. The Horace Mann investment is an annuity.
 - The initial investment was made on Dec. 4, 2013 for \$36,350. The balance in March, 2014 was \$37, 283. Currently the balance is \$38,071.90.
 - Pat will continue to work on the unresolved issues.

New Business

- **Name Change: SD Retired School Personnel.** Merry Bleeker wondered if a news release had been sent. Nancy May circulated a draft news release.
 - Pat Johnson indicated that we need a new logo and letterhead to represent the name change.
 - After a review and revision of the draft news release, Nancy May indicated that it would cost \$75 to send the news release statewide to 128

newspapers. Bill Zubke move to spend \$75 to send the release to all newspapers statewide. Merry Bleeker seconded the motion. Motion carried.

- **Convention Supplies.** Merry Bleeker explained that the Pierre Chamber of Commerce supplied the name tag paper for the Convention. They loaned the organization the name tag holders which had to be returned.
- **2015 Leadership Workshops**
 - August 5 – Brookings Lutheran Church, 1-3 PM
 - August 19 – Rapid City Mall, 1-3 PM
 - How to make them informative
 - SDRS discussion – Rob Wylie
 - Guidelines for promotion stipend
 - Mailed or handed in by a date to be determined.
 - Payment after July 1st
 - Awards of no more than \$100 per Unit.
 - Total of up to \$500 statewide.

Bill Zubke moved to adjourn. Cathy Zubke seconded the motion. Motion carried.

Respectfully submitted,

Leni Healy, Secretary