

**Contract for Services between
Iowa Lakes Resource Conservation & Development (RC&D) and
Iowa Bed & Breakfast Innkeepers Association (IBBIA)**

This agreement is made this 30th day of December 2011 by and between Iowa Lakes RC&D, 203 10th Street SW, Spencer, Iowa 51301 (RC&D) and the Iowa Bed and Breakfast Innkeepers Association (IBBIA).

The IBBIA is making this request to the Iowa Lakes RC&D to provide contract services for the IBBIA Office Assistant position. The Iowa Lakes RC&D is an Iowa nonprofit and is recognized by the U. S. Internal Revenue Service as a 501c3 organization. The RC&D is made up of board members from a seven county area including: Buena Vista, Clay, Dickinson, Emmet, O'Brien, Osceola, and Palo Alto Counties. The RC&D areas of interest include: tourism, environment, water quality and viability of rural communities.

We think that the IBBIA fits well with the RC&D interests related to working with business development and tourism. The Iowa Lakes RC&D is proposing to complete the tasks listed below for the IBBIA as an Independent Service Provider for the sum of ~~XXXXXX~~ per year.

Based on information we have received regarding this request for assistance from the IBBIA we are making the following proposal:

1. The IBBIA Office Assistant will be responsible for answering calls on the IBBIA's 800 phone number and emails from their website and will provide concise information based on guidance from the IBBIA.
2. The IBBIA Office Assistant will send out correspondence to IBBIA members by USPS mail or email as directed by the IBBIA. This will include: gift certificates, aspiring innkeeper packets, cookbooks, IBBIA directories, and quarterly newsletter which will involve entering articles and publishing newsletter online to IBBIA members and sending hardcopies to members without computers.
3. Update the member database when innkeepers call with new or revised information.
4. Keep a ledger of any transactions and send report to IBBIA's treasurer on a monthly basis.
5. Other tasks as assigned by IBBIA board to be completed within the allotted fee, or for an additional agreed upon fee.

The IBBIA in cooperation with the RC&D will work to hire an individual to do the above agreed upon tasks. The IBBIA Office Assistant will be an employee of the RC&D and will work under the direction of the RC&D board and executive director.

1. Compensation. The IBBIA shall pay the RC&D ~~XXXXXX~~ per year or ~~XXXXXX~~ per quarter. The IBBIA Office Assistant will be expected to work no more than 300 hours per year or on average 5 hours per week. Additional hours during busy

times of the year (Clay County Fair-September and Membership Drive/Directory Development-November thru January) can be contracted if these fall outside the initial 300 hours of this contract. The contracted dollar amount paid to the RC&D will cover expenses related to: office space and amenities; access to printer, copier, and scanner; and other office equipment.

2. Terms and Termination. This contract shall begin on January 1, 2012 and shall expire on December 31, 2012. Either party may cancel this contract at any time upon two weeks prior written notice to the other party. Should this occur after work has commenced, but before it has been completed, payment for work satisfactorily completed shall be made to the RC&D.
3. Expenses for postage, phone service, supplies (including brochures, directories, gift certificates), and aspiring innkeeper packets will be supplied and paid for by the IBBIA in addition to the above compensation. There will be no mileage or vehicle expense paid to the RC&D unless agreed on by the RC&D and the IBBIA.

Iowa Lakes RC&D

**Iowa Bed & Breakfast
Innkeepers Association**

By: _____
Name: Dan Heissel
Title: RC&D Board Chair

By: _____
Name: Esther Kauffield-Hoffa
Title: IBBIA Board President

Date: _____

Date: _____

Contact Information

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To: Iowa League of RC&Ds Executive Committee and members

From: Warren Johnson, Executive Director

Subject: Monthly Activity/ Progress Report

The following is the monthly activity and progress report for the Executive Director position of the Iowa League of RC&Ds. This report covers the period Oct. 16 – Nov. 15, 2011.

The general items included in the Executive Director contract are listed below and this report includes a brief summary of activities associated with the applicable item.

A. Implement the Strategic Plan for the Iowa League.

- Drafted a support letter for a Community Food Project Grant that was developed and submitted by the Iowa Food Systems Council. The grant is called “The Iowa Food Gardening Initiative”.
- Forwarded information on funding opportunities to RC&D Directors and staff.
- Set up poll and select a date for an RC&D Directors meeting to be held in Ames on December 14th.
- The National RC&D Association Meeting is scheduled for June 10-13, 2012 in Madison Wisconsin
- Completed and distributed Accomplishment report for the period Sept. 16- Oct. 15, 2011.

B. Develop and/or manage statewide projects involving multiple RC&D’s utilizing the unique capacity of RC&D’s to address natural resource and community concerns.

- Iowa Community Cultural Grant- Awarded to Pathfinders RC&D on behalf of the Iowa League
 - Revised the project work plan to make adjustments in markets and hours since the amount awarded was less than what was requested in the application.
 - Drafted sub-agreements with the participating RC&Ds and sent out for review and signature

C. Develop agendas and materials for the spring and Fall Iowa League Business meetings and Executive Committee meetings.

- The Feb. 2012 Iowa League Business Meeting will be held on Feb. 14, 2012.

D. Plan and prepare informational materials for the Iowa League Legislative Breakfast.

- The legislative dining room has been reserved for Feb. 15, 2012 for a legislative breakfast.
- Worked on materials for handouts or a presentation to request state funds for RC&D operations and projects in 2012.



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E. Manage the Iowa League's responsibilities for grants and agreements awarded to the League. These include:

- Iowa Byways RCDI and Sustainability Project
 - Participated in Iowa Byways Fundraising committee meetings on Nov. 2nd and on Nov. 14th. The committee is developing a plan and marketing materials to raise funds to support Iowa Byway's statewide projects and operations.
 - Submitted RCDI final report information to Rural Development as the grant period ends in December of 2011.
 - The DOT along with RC&D staff support are developing an Iowa Byway's website and Iowa Byways visitor guides that will be available soon.

- Iowa Local Foods RCDI Project
 - Participated in a Local Food RCDI training meeting held on Oct 17th in Ankeny. The training included representatives of the 5 original RCDI project participants and the 5 additional RCDI II participants. The training included producer data base development and local food coordinator job descriptions.
 - Participated in a Local Food RCDI conference call held on Nov. 15.
 - Set up poll and made contacts for the next RCDI training event to be held on Jan. 10th. The training will involve economic impact data for local food systems.

- NRCS CIG wetland mitigation project
 - Attended a Joint Drainage District 36 meeting in Pocahontas to discuss a potential wetland mitigation site that would also serve as a nutrient removal wetland.
 - Made arrangements for and participated in a Wetland Bank Project meeting held on Nov. 4th in Humboldt and drafted notes from the meeting.
 - The final purchase agreement and easements were approved on a wetland mitigation bank site in Calhoun County and the bank is now operational and has credits available to sell. The site in Hancock County is close to being operational as well.
 - Worked with the bank managers to develop and send out a list of potential products and services the five member RC&Ds could provide for a fee to the Wetland Bank organization.



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- USDA Farmers Market Promotion Project
 - Sent the list of RC&D reimbursements to the Iowa League Treasurer and fiscal manager based on the FMPP reimbursement request sent in at the beginning of Oct.

- NRCS Agreement for Farm Bill Programs
 - The Iowa League has offered to administer a new agreement for 2012 but NRCS will need to find out their 2012 budget before making any decisions.