

# **IOWA CHAMBER OF COMMERCE ASSISTANTS**

## **Board of Directors Meeting**

**April 22, 2005 -11:00 AM**

**Cedar Rapids Area Chamber Conference Room**

### **Present:**

Stephanie Standard – Burlington/West Burlington

Brenda Levitt – Burlington/West Burlington

Kristina Falck - Decorah

Amy Mills - Marshalltown

Rhonda Wickering - Marshalltown

Paige Seidel - Hampton

**Staff:** Sara Mentzer

### **Call to Order**

Standard called the meeting to order at 11:20 am.

### **Review and Approval of Minutes**

There was a motion to approve the minutes and a second. Motion carried.

### **Financials**

Expenses have been light with the only recorded expenses being \$4.00 for postage. Invoices for dues were sent in February so income from that is appearing on the financials. There was a motion to approve the financial report and a second. Motion carried.

### **Committee Reports**

#### ***Membership/Membership Recruitment Task Force***

Brenda reported renewals are down from last year. Brenda gave Paige what she has done in the past for membership renewals. A task force has not yet met but a conference call will be scheduled.

### **Conference**

Stephanie and Brenda reported on the Fall Conference 2005 to be held in Burlington/West Burlington. The conference will be October 13-15 at the Comfort Suites Hotel and Conference Center. A tentative schedule is as follows:

Wednesday, October 13

5:30 pm Board meeting at Big Muddy's

7:00 pm Social time at the hotel

Thursday, October 14

7:30 am Breakfast

8:30-9:00 am Registration

9:00 am Welcome

Then a speaker followed by lunch at Ivy and an afternoon tour of the the community. Dinner will be at Martini's possibly followed by an evening at Fun City.

Friday, October 15

8:00 am Breakfast with an etiquette speaker  
Annual meeting around lunch

Discussion followed regarding cost of speakers and using some of the savings account money toward a more high powered speaker.

***Communications (Newsletter)***

No report.

**Staff Report**

***Membership Renewal Update***

Sara reviewed the list of those that have not yet renewed. Brenda shared the marketing materials she has used in the past for collections. Sara will email those that have not renewed then members will follow up with ones we do not hear from.

**Old Business**

***www.iowachamber.net***

Joy is working with the designer to get the button added to the web site.

***Linking Assistants***

The members discussed content of web sites and what is appropriate to send out through Linking Assistants. Following is the list of who is responsible for what month.

May-Brenda  
June-Rhonda  
July-Paige  
August-Sandy  
September-Kristina  
October - Stephanie

**New Business**

No report.

**Adjourn**

Meeting adjourned at 12:33 pm.

Respectfully submitted: Sara Mentzer