

**IOWA CHAMBER OF COMMERCE ASSISTANTS  
Board of Directors Meeting  
August 4, 2004 - 10:30 AM  
Cedar Rapids Area Chamber of Commerce Conference Room  
424 1<sup>st</sup> Avenue NE-Cedar Rapids**

Attending:

Amy Mills  
Nancy Morrissey  
Joy Nicholson  
Brenda Levitt  
Stephanie Standard  
Rhonda Wickersham  
Sandy Scheckel

ICCE: Gary Keoppel, President-Elect

Staff: Sara Mentzer

**Call to Order**

The meeting was called to order by Chair Joy Nicholson at 10:51 AM.

**Approval of Agenda**

The agenda was approved as presented.

**Review and Approval of Minutes**

It was noted that Sandy's name was spelled incorrect in the minutes. With that correction, the minutes were approved.

**Committee Reports**

***Membership – Levitt***

Brenda Levitt reviewed the list of those that had not renewed. She has called all of them. There were also corrections to the member list. It was decided that anyone who joined ICCA now would be a member through the next fiscal year. Kalona now has an Exec, they did not before. It was also asked that we send another invoice to Osceola, they can't find theirs.

***Conference – Morrissey***

The conference brochures will be mailed the week of August 23. The registration will also be posted on the web site, included in the ICCE newsletter and the ICCE conference packet of information. Discussion followed regarding menu. The ICCA staff will bring nametags, registration packets and other conference information to the conference.

### ***Communications (Newsletter) -- Scheckel***

There was discussion if the calendar of events section of the newsletter should be chamber only or community events. The question was is the purpose to see what other chambers do or reasons to visit other communities. It was decided this section should include chamber and community events. It should also be opened up to all ICCA members to submit their information, not just the Board members. Fairfield will be the community spotlight for the next newsletter with Algona the newsletter following that. They have already been asked.

### ***Nominating – Morrissey***

The following slate was presented to the Board. The one opening is in nominating and Nancy will follow up with that.

Stephanie Standard – President  
Amy Mills - 1<sup>st</sup> Vice President  
Brenda Levitt - 2<sup>nd</sup> Vice President  
Rhonda Wickerling - Treasurer  
Paige  
Sandy Scheckel - Communications  
? - Nominating

The conference in 2005 will be held in Burlington.

### ***Staff Report/President's Report***

Gary Keoppel, ICCE President, reported on ICCE activity. The ICCE Board is continuing talks with other organizations in the state of Iowa about a state chamber. This will be part of the ICCE Board retreat with other groups invited to continue the discussion. It will also include how to better work together and coordinate efforts. The ICCE Conference will be held September 15-17 in Waterloo/Cedar Falls.

There was discussion if meeting every other month was enough or should meetings be more frequent. It was decided to not meet every month but every other or five times a year. It was also suggested the meetings not be held the 11-15 of each month as there are a number of conflicts with Board member schedules.

### ***Old Business***

#### ***[www.iowachamber.net](http://www.iowachamber.net)***

Joy reported she has been investigating adding another button on the ICCE web site that would be strictly for ICCA. It was include conference information, newsletters and the directory. The current web designer says it would cost \$100 an hour and anticipates would take about four hours to do the updates suggested. There was a motion to approve spending up to \$400 to get an additional button the ICCE web site titled ICCA. Second and motion carried. Joy will contact the ICCE Board for approval.

**New Business*****Prospecting***

Members used the World Chamber Directory to divide up contacting chambers in Iowa that were not ICCA members. Sara Mentzer will put together a cover sheet that can be used with the fax Board members will send. It will explain ICCA.

Page 77      Ann  
Page 78      Amy & Rhonda  
Page 79      Joy  
Page 80      Burlington  
Page 81      Sandy  
Page 82      Burlington

**Adjourn**

Meeting adjourned at 1:09 pm.

Respectfully submitted: Sara Mentzer