

**IOWA CHAMBER OF COMMERCE ASSISTANTS
Board of Directors Meeting
August 30, 2005 – 11:00 AM
Cedar Rapids Area Chamber of Commerce**

Present:

Kristina Falk - Decorah
Paige Seidel - Hampton
Sandy Sheckel - DeWitt
Amy Mills - Marshalltown
Brenda Levitt – Burlington/West Burlington
Stephanie Standard – Burlington/West Burlington

Call to Order

Stephanie Standard called the meeting to order at 11:10 am.

Review and Approval of Minutes

Brenda made a motion and Paige seconded a motion to approve the minutes. Motion carried.

Financials

Amy noted that there was not a lot of activity this month. Motion and second to approve the Financial Report. Motion carried.

Committee Reports

Membership/Membership Recruitment Task Force – Seidel

Paige noted that she has contacted Sheldon to follow up on interest to the conference. She is attending but will probably drive alone because she has family in the area. She also sent notes to Spencer, Pocohonatas and Knoxville encouraging them to attend the conference and thanking them for their ideas.

Stephanie and Brenda noted that they have been working with Mt Pleasant to encourage them to attend the conference. They had people attend in the past who didn't see a benefit but she was willing to try it again.

Discussion followed what needs to be done next on the membership survey. The main response to the survey involved the conference so the Board is hoping changes to the conference will make a difference for that. At this point it was decided to meet again after the Annual Conference.

Conference – Standard/Levitt

Stephanie distributed a proposed agenda. For the dinner Thursday evening it will be \$30 per person as a buffet. It is brought out in courses with all of their favorites. This amount does not include gratuity or drinks. We will need transportation for Thursday afternoon and Thursday evening. We will leave the hotel at 10:30 am that morning and be not get back to the hotel until after dinner. Discussion followed regarding the cost of the Thursday evening dinner. The Board preferred to have it all inclusive and keep the cost to \$1000. This agreement would hopefully include a couple of sponsors that Burlington/West Burlington are working on. There are none besides the ICCE \$500 sponsorship. Kristina noted that you can always cut down on the cost per person if the sponsorships don't come through. Sara clarified that the Annual Meeting does not include lunch, it is just a meeting. Fun City will not be open, we are just touring.

Communications (Newsletter) – Scheckel

There were a number of comments that people liked the newsletter this past month. No one missed the calendar of events not being included. The next one will be in November after the conference. Information to include:

- President's Letter-Stephanie
- Conference Wrap Up-Stephanie/Brenda
- Testimonials – Sandy
- Scholarship Update-Amy will do testimonials and a summary
- Membership renewals will be sent in February

Scholarships - Mills

We have received 2 applications to date. We have four to give out along with the one given to Pocohontas October 1 is the deadline. Amy suggested sending out another email reminder regarding the scholarships. Brenda and Stephanie will be sending direct emails to ICCA members marketing the conference and reminding them about the conference. Sara will get a reminder out to the membership.

Staff Report

No report.

Old Business

Stephanie asked who had the August Linking Assistance web suggestion. Sandy remembered it was her but asked for suggestions from Board members are web sites that have been helpful.

New Business

Amy Mills announced that Rhonda needs to resign her position on the Board due to time constraints for getting involved. She is still with Marshalltown, just not able to devote the time. Sandy suggested Jodie from Red Oak might want to be involved. Jill Hoskins was another suggestion. Kristina Faulk will serve as Treasurer with Rhonda's resignation. Brenda made a motion to appoint Kristina as Treasurer, Amy seconded. Motion carried. The vacant slot on the Board will be discussed in October with a slate presented to the membership in January/February. Joy suggested sending an email to the membership asking for people's interest.

Adjourn

The meeting adjourned at 12:15 pm.

Respectfully submitted: Sara Mentzer