

Iowa Chamber of Commerce Assistants

Annual Meeting

Friday, October 13, 2006

Country Inn – Decorah, Iowa

Present:

Angie Chapman	Jill Hoskins	Nancy Morrissey	Sandy Scheckel
Cheryl Clark	Brenda Levitt	Joy Nicholson	Paige Seidel
Kristina Falck	Thilea McGill	Erica Reed	Jodie Smith
Kathy Garton	Esther Meyer		

President Brenda Levitt called the annual meeting to order at 12:01 pm.

2005 Annual Meeting Minutes

The 2005 minutes were distributed. There were no questions or comments on the content.

Motion by Falck, second by Smith, to approve the 2005 annual meeting minutes. Passed

Financials

Secretary-Treasurer Falck stated that there wasn't much financial activity included in the statements that were previously distributed because conference expenses have not yet been submitted. Smith had a question about positioning of debits and credits from the general ledger sheet which Falck answered.

Motion by Smith, second by Scheckel, to approve the financials as listed. Passed

Committee Reports

Membership – Membership Committee Chair Seidel stated there was no new activity.

Discussion followed: Why don't first-time attendees return the next year's conference?

Maybe some members choose to attend tourism conferences rather than ICCA conference.

Can we revise the dues structure to have ICCA membership included in ICCE membership?

If dues structure revised ICCA won't have so much in the bank/budget and less control over our spending. We should get buy-in from the execs. We should come up with more ideas to discuss at the next Board meeting. Can we call each member and personally invite her to renew membership/attend conference? This approach has been tried and for the person who was called, it did not influence her decision to attend conference. The trigger was that conference that year was geographically close to her office. Many felt that snail mail is more effective than an email attachment.

There are various reasons members do not attend conference. Scholarships may not be helpful. Some felt that the scholarship form needs to be revised because some of the questions do not have relevance. It was agreed that the best reason for an Assistant to attend was because the Exec of that chamber was involved. This will be further discussed at the next Board meeting in January, 2007.

Communications – Communications Committee Chair Scheckel stated that the next newsletter would be sent in November. The deadline for submission is November 17, 2006.

The following will be submitting articles.

Meyer and Chapman – write up because they received scholarships

Levitt – President's comments

Smith – 2007 conference in Red Oak

Scheckel – recap of 2006 annual conference speakers
McGill – spotlight on Centerville

Conference – Smith asked for additional suggestions on topics/speakers for next year's conference. She also wondered if there were any budgetary guidelines for conference expenses/speakers. It was generally agreed that \$2,000 was on the high side for a speaker but it is assumed that hosts use common sense and good judgment when planning/coordinating a conference.

It was agreed that Kristina Falck did a great job organizing the conference this year. Both speakers were informative but perhaps the exercise that ended Maura Jones's presentation was more interesting and eye opening regarding communication (or the lack thereof). Most also agreed that scholarships were helpful and they should continue to be awarded.

Nominating – Since former Board President Amy Mills, from Marshalltown, resigned her position mid year, Levitt has graciously agreed to step in as President at this time and carry forward into the new fiscal year, through 2008.

Motion by Garton, second by Clark, that Kristina Falck move up to Second Vice President and Angie Chapman move to Secretary-Treasurer. Passed.

Motion by Falck, second by Levitt, that the slate of officer be approved. Passed

Slate of Officers for 2007 -2009

President – Brenda Levitt
Past President – Brenda Levitt
First Vice President – Jodie Smith
Second Vice President/Nominating – Kristina Falck
Secretary/Treasurer – Angie Chapman
Membership/Dues – Paige Seidel
Communication – Sandy Scheckel
Conference – Jodie Smith

Old Business

Falck presented Levitt with an engraved desk clock, a traditional gift for the past president as she is stepping down and thanked Levitt on behalf of the members for her service during the past year.

New Business

Future Conference Sites – The following members have tentatively agreed to host annual conference:

Esther Meyer in Algona for 2008
Cheryl Clark in Maquoketa for 2009
Thilea McGill in Centerville for 2010

Meeting was adjourned at 11:50 am.

Submitted by Joy Nicholson
Cedar Rapids Area Chamber of Commerce