

IOWA CHAMBER OF COMMERCE ASSISTANTS

Board of Directors Meeting

July 13, 2004 – 2:00 p.m.

Conference Call

Minutes

Attendees:

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

Call to Order

Nicholson called the meeting to order at 2:07 p.m.

Approval of Agenda

Agenda was approved as presented.

Review and Approval of Minutes

The minutes were presented for approval. Motion by Morrissey; second by Levitt. Motion carried.

Review and Approval of Financial Report

Wicking questioned why the check for postage for \$9.38 she signed on June 10 was not listed on the activity statement. Rita Merta was consulted and confirmed that amount in question was on accounts payable the month before. Nicholson will ask Mentzer to send the monthly financial reports to the Board members. Motion by Mills, second by Standard to approve the financial report. Motion carried.

Committee Reports

Membership

Levitt will work with Morrissey to compose a flyer about conference. Levitt will also make follow-up phone calls to prospects and use the flyer as a tie-in to try to boost attendance. She will get a list from Mentzer. Like last year, a special dues rate will be given to non-members who register for conference. This will be discussed at the August meeting.

Communications

The May ICCA newsletter was posted on the ICCE web site (www.iowachamber.net) and the link emailed to the ICCA membership, however, it is difficult to access the newsletter from the ICCE site. The deadline for the August newsletter is August 4. Morrissey will write an article about the conference and Fairfield will be the next spotlighted community. Events and other items for the newsletter should be sent directly to Mentzer. A short notice about the ICCA conference will be posted in the September ICCE newsletter. Two "Linking Assistants" emails have been sent out and Standard will provide the July "Linking Assistants" web tip. An email about the October conference will be sent in September. Scheckel did not receive either the newsletter or the Linking Assistants emails. Nicholson will check with Metzer to see that Scheckel's name is on her e-mailing list.

Conference

Morrissey reported that Mike Blouin, IDED directory, will be an additional speaker at the fall conference.

Nominating

Morrissey reported that Paige Seidel from Hampton has accepted the position of Membership director. Morrissey requested that each Board member send an email to Seidel to welcome her to the Board. Morrissey wondered when the term of this Board directorship expires.

Staff Report

No staff report

Old Business

Since Scheckel has not been receiving emails, some Board members wondered if some members have also been omitted from emailings. Others wondered if our email listing is current. All ICCA members will be contacted to see if they received "Linking Assistants" and the newsletter emails. It was also decided that each Board member would fax non-members notification of conference by dividing up the fax numbers from the World Chamber Directory which appear listed in the Iowa section.

New Business

An extra board meeting will be held August 4, 10:30 a.m. at the Cedar Rapids Chamber office so the Board can prepare for the fall conference. Board members are asked to bring their World Chamber Directory to the meeting.

Adjourn

Motion to adjourn by Morrissey, second by Wickerling. Motion carried.

Respectfully submitted:

Amy Mills