

Iowa Chamber of Commerce Assistants Board Meeting

October 11, 2006

Mabe's Pizza – Decorah, Iowa

Attendees:

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

(* denotes Board members)

President Brenda Levitt called the meeting to order at 6:40 pm.

Minutes

Minutes of the August 11, 2006 Board meeting were presented. The question was asked as to why ICCE did not contribute the traditional \$500 to the ICCA budget for conference expenses this year. Levitt stated that she talked to Kay Sackville Breuer, President of ICCE about this. Breuer said the ICCE board did not feel that there was a need this year to contribute since ICCA has a substantial amount of money in the bank. ICCE will reconsider a contribution on a yearly basis.

Motion by Falck, second by Seidel, to approve the minutes of the August 2006 board meeting. Passed.

Financials

Falck stated there wasn't much activity shown in the latest financials because conference expenses have not been submitted yet. Dues income is down this time of year. Conference income is up but attendance has decreased.

Falck stated that conference expenses will be approx \$3,300. She did not line up outside sponsors. She is concerned that there is a trend that at the end of the year the organization will have more expenses than income. Smith thought that the \$2,000 budgeted for revenue for Conference was too high. Others stated that it was just put in there to balance the budget. Some wondered if ICCA contributes to the ICCE to help pay for admin services contract with the Cedar Rapids Area Chamber of Commerce. Another wondered if chambers are not members of ICCA, can their assistants still attend ICCA conferences.

Motion by Seidel, second by Smith, to approve the financials.

President's Report

Levitt went through the current offices and their directors. There is an open seat for Second Vice President which will be discussed at the annual meeting. Discussion followed: How long does each board member serve? The by-laws are not clear on a number of topics. What is the role of the Second Vice President? What is the responsibility of each position? What does the Nominating Committee do? Perhaps each position should be explained to the membership. Nicholson looked at the current By-Laws and read excerpts from several. The By-Laws are found on the ICCA website. If any member is interested in serving on the Board, please let any board member know (listing is also on the web site).

Committee Reports

Communications – Scheckel stated that the next newsletter will be out after Conference so there will be several articles of interest.

Conference Plans – It was decided that the Board would ask for volunteers to host Annual Conference in '08 at the annual meeting.

Old Business

Several felt the ICCAs do not have good communication with the ICCE. Discussion followed: Can an Assistant join our group without that chamber being an ICCE member? Can we attend ICCE meetings? Can we restructure dues, ie: one membership in ICCE covers one membership in ICCA. All others are extra. How can we keep the ICCE updated? How can the Assistants coordinate with the Execs to make them aware that we need their help to boost membership and attendance at Conference. Attendees were charged to come up with some solutions and present their thoughts at the next ICCA Board meeting. Years ago the ICCA had a liaison that attended ICCE conferences and gave presentations to the execs to keep them aware of ICCA developments.

New Business

Conference Fees for Host Communities – Falck suggested that the host community be compensated the registration fee for one attendee. She felt this would help offset the extra work done to prepare for the Conference. She also felt that there needs to be more involvement from Board members in the planning/hosting of Conference. Discussion followed: the Conference benefits the host community, ie: shopping, exposure. To date, all hosts have paid. It is a privilege to host Conference.

Motion by Smith, second by Levitt, to compensate the host community for one registration starting at the 2007 Fall Conference. Passed

Next Meeting – The next meeting of the Board of Directors will be in January, 2007 at the Hampton Chamber of Commerce office. A time will be determined but most members felt that mid to last week of the month would be best.

Meeting was adjourned at 7:40 pm.

Submitted by Joy Nicholson
Cedar Rapids Area Chamber of Commerce