

**ICCA
Board of Directors Meeting
October 6, 2004
Fairfield, Iowa**

Attending:

Brenda Levitt, Burlington/West Burlington Area Chamber of Commerce
Stephanie Standard, Burlington/West Burlington Area Chamber of Commerce
Nancy Morrissey, Fairfield Area Chamber of Commerce
Joy Nicholson, Cedar Rapids Area Chamber of Commerce
Sandy Scheckel, DeWitt Area Chamber of Commerce
Amy Mills, Marshalltown Area Chamber of Commerce
Ann Moore, Washington Area Chamber of Commerce

Guests:

Kathy Garton, Greater Des Moines Partnership
Jodie Smith, Red Oak Area Chamber of Commerce

Staff: Sara Mentzer

Call to Order

ICCA Chair Nicholson called the meeting to order at 7:20 PM.

It was requested to add a financial report to the agenda.

Review and Approval of Minutes

The August 2004 meeting minutes were approved with addition of Ann Moore who was in attendance.

Financial Report

Amy Mills reported for Rhonda. Under the activity statement there was just a question if anyone paid if it is true that there were no payments for dues in August. That was correct. It was clarified that the McLeod invoice was for a conference call. Ann Moore asked if ICCA could start paying mileage for Board members since there is a substantial balance in the account. Brenda suggested some of it should be used for membership and retention. It was agreed the Board should brainstorm and maybe ask the membership on Friday if they have any ideas.

Committee Reports

Membership

Brenda noted that the past two years there has been a decline in membership numbers. The question is is it the executive or the assistant who is making that decision. Kathy Garton suggested sending a letter to the executives from the ICCA President asking for participation. Nancy suggested contacting the Chamber when the verification goes out for the membership directory to ensure we are reaching out to the new people then. There was continued discussion on how to know when a new person starts. Joy suggested a mailing a couple of times a year to each chamber in the state talking about ICCA. Brenda will put together a task force of anyone who wants to work on membership. Stephanie, Paige, Nancy and Joy will work with Brenda on the issue.

Conference

Nancy updated the group on details of the next two days. There is a hospitality suite available at the hotel which has beer, wine and other refreshments. Nancy suggested that become a part of the conference budget. It was agreed by the group that that should happen. The room number of the hospitality suite is 210. Everyone was reminded to tell Nancy if anyone is joining them for dinner on Thursday evening.

Communications

Sandy has the spotlight for a November newsletter. Information should be in by October 27th to make that newsletter. You can send in a calendar of events for both your chamber and the community. Send it to Sandy. We need to remind everyone attending the conference that they can submit their information. Nancy will write a conference summary, Brenda will submit information about the membership task force, Joy will have submit the President's letter.

Nominating

Nancy noted that on the agenda for the annual meeting, the slate of officers is full for 2005-2006. This will be presented on Friday to the membership.

Staff Report

No report.

Old Business***www.iowachamber.net***

Joy reported on the progress of the additional button for ICCA being added to the ICCE web site. The ICCE Board will have it on their agenda for the October Executive Committee meeting.

New Business

Stephanie reminded everyone to talk to new attendees to get suggestions. It was suggested the membership task force discuss a monthly mailing with the calendar of events included. To be included in the calendar mailing you must be a member. Maybe one of the newsletters is mailed to people. Ann suggested mailing the invoices for membership to everyone.

Adjourn

Motion and second to adjourn at 8:18 pm.