

Iowa Chamber of Commerce Assistants
Friday, July 22, 2005 – 10:30 am
Cedar Rapids Area Chamber of Commerce Conference Room

Attending:

Stephanie Standard – Burlington/West Burlington
 Brenda Levitt – Burlington/West Burlington
 Kristina Falck (phone) - Decorah
 Amy Mills - Marshalltown
 Paige Seidel – Hampton
 Joy Nicholson – Cedar Rapids

Staff: Sara Mentzer

Call to Order

Stephanie called the meeting to order at 10:42 AM.

Review and Approval of Minutes

Amy made a motion to approve the minutes, Brenda seconded. Motion carried.

Financials

Amy reviewed the financial report for Rhonda who was not present. There is not a lot of activity these past months but it will pick up as we get closer to the conference.

Brenda noted they have paid for one conference speaker but the etiquette speaker from Des Moines is only charging for travel.

Amy made a motion to approve the financials, seconded. Motion carried.

Committee Reports

Membership/Membership Recruitment Task Force - Survey

Stephanie noted a survey had been sent to members and non members asking why they were involved and why they were not. Twenty nine organizations responded to the survey. Paige asked for everyone's thoughts:

- Surprised at comments regarding speaker quality at conferences when many had not attended.
- It seemed that there were a lot of E's who commented on the speakers.
- A lot of the comments were positive and ICCA will need to ensure the conference speakers are quality speakers. Then, get the word out to everyone about the speakers.
- It is important to stress to the conference attendees that they tell their office about the experience when they return.

Amy just returned from Institute and she emailed her class asking if any had statewide assistants groups. From the responses she received, Iowa seems to be the only group. Besides her class, she had also asked other state associations if they have one and did not find any others.

There were many suggestions for regional one day gatherings.

Paige will make follow up phone calls to the people who responded they were new and interested in more information. Sara will help with any that are missing names.

Joy suggested a conference call in August to follow up. (Paige, Nancy, Brenda, Stephanie, Joy). Sara and Joy will work to find a date for a conference call.

Conference

In addition to the speakers already mentioned, another speaker will do a workshop on conflict resolution. There are three speakers for the conference to date. All Board members are encouraged to recruit attendees from chambers in their area. Joy also suggested Sandy put an article in the next newsletter about the conference and encouraging members to invite their neighbors to attend.

Amy suggested sending a survey to the Es after the conference for those who had As that attended.

Brenda distributed conference information.

The conference brochure should be mailed the first week of September. We will also include the brochure in the ICCE Conference registration packets in mid September.

Brenda and Stephanie are working on a promotion timeline with marketing to the ICCA members and all of the ICCE members. Because of the location being in an extreme part of the state, we really need to push it to the members. Joy asked if in the future, we should host a conference in the central part of the state. Everyone agreed that should be discussed at the Annual meeting.

The brochure should include an option to pay for membership and the conference at one time. The membership applies to the next fiscal year not the current.

Communications (Newsletter)

We have a newsletter due in August. If we are going to keep putting calendars in the newsletter, we need to stick to deadlines. Deadline to Sandy at the August newsletter is August 5. Sara will get it out after that. Discussion followed on why a calendar and generally what is the purpose of the newsletter.

Letter from President (Stephanie)

A summary of the membership survey (Paige)

Conference Information (Brenda and Stephanie)

Scholarship notice (Amy) This will include info and why we are doing scholarships.

Web site information (Joy)

Community spotlight (Sandy & Sara)

Conference pricing with membership (Sandy)

The decision was made to not do the calendar section of the newsletter.

Scholarships

Amy reported on the four scholarships to be offered in addition to the one given for completing the membership survey. There is no request for an essay portion of the application. When the scholarship application is approved, it will be posted on the ICCA web site and a notice will be emailed to all members about it.

The scholarship for completing the ICCA Membership Survey was given to the Sheldon Chamber. Paige will notify Sheldon of the scholarship award.

Staff Report

No report

Old Business – www.iowachamber.net

Joy will follow up with Diligent to find out why the invoice is for \$100 above the quote of \$400. Comments have all been positive about the portion of the site.

New Business

Everyone will send Sara the dates they cannot meet for August and September and we will find a date to meet.

Adjourn

The meeting adjourned at 12:04 p.m.

Respectfully submitted: Sara Mentzer