

Present (X)	Name	Position	College
X	Courtney Kopp	President	ICCC
X	Bobby Nalean	President Elect	DMACC
X	Danielle Ebaugh	Past President	KCC
	Jen Patterson	Secretary	NIACC
X	Jeremy Austin	Treasurer	DMACC
X	Chris Entringer	Member At Large	NICC
X	John Hughes	Member At Large	KCC
X	Karla Winter	Member At Large/Registrar	NICC
X	April Forbes	Advising/Admissions	MCC
X	Morris Pounds	Career Services	KCC
	DeDe Maloy	Counseling	NIACC
X	Lisa Vance	Disability Services	NIACC
X	Melissa Klein	Disability Services	HCC
X	Mary Wendt	Registrar/Registration	NIACC
	(unfilled)	Residence Life	
	Mandy Fox	TRIO	MCC
	Wendy Robinson	Webmaster	DMACC

CALL TO ORDER

The meeting was called to order at 10:06 a.m. by President Courtney Kopp.

SECRETARY'S REPORT

Minutes from the previous meeting was previously sent out electronically and briefly reviewed. Morris moved to approve, seconded by Jeremy.

TREASURER'S REPORT

Jeremy noted the only payment made was for the check re-order for \$39.94. This purchase covered another book of checks that should cover ICCSSA for 3-4 years. The treasurer's report for April shows a balance of \$11,521.70. Karla moved to approve, Lisa seconded to approve the report.

OLD BUSINESS

- Memberships 2013-2014
Jeremy stated that Iowa Lakes had still not paid, and remained the only unpaid institutional renewal. Bobby stated there had been several attempts to contact Iowa

Lakes about this, but last time they had paid had been 2010-2011. Morris stated that Iowa Lakes has had people in attendance at our events, but had not paid their institutional renewal fee. Morris suggested talking to the Iowa Lakes' President to get this matter resolved. Courtney asked if any letters had been sent to the institution since the initial letter. Bobby had sent out the letter and asked Heather to follow up, but has not heard anything. Courtney and Bobby agreed to draft a letter to the President and follow up on this matter.

NEW BUSINESS

- Spring Drive In: May 30, 2014 at DMACC (reminder)
- Summer Board Retreat: June 13 at Hawkeye. Melissa confirmed all rooms are reserved for this.
- Fall Conference: September 25-26 at Hawkeye (reminder)
- Website Ads Update – Bobby reported that the cost to remove ads from the website is \$30/year, and believes that this would be money well spent. Danielle and Courtney agreed. Mary moved to approve, seconded by Bobby.
- Old Website Removal Update: Courtney inquired about news on the removal of the old website. Bobby mailed a handwritten letter to Tina, as no response was received via his email inquiries. No calls have been made to Tina, but Bobby believes that Wendy has attempted phone contact in the past. Morris volunteered to contact Tina by phone and will keep everyone posted.
- Website-Minutes' Updates: Wendy has now updated the minutes on the website and they are in pdf format. Everyone agreed this was a great improvement.
- Spring Drive In:
 - Registration - Online registration is on the website, and registrations are starting to come in. Jeremy has five registrations so far, and will not send out invoices until a later time, so that he can get the total registration counts and send only one invoice per institution. Morris will need to let Debra Salz know the final registration numbers at least 2 weeks in advance. Bobby had questions from interested registrants about the keynote speaker topic, and encouraged everyone to send Debra Salz' bio page and the topic information to all contacts in our institution, along with the reminder and registration link. Courtney asked if we have a deadline set for registration. Danielle shared that she told everyone at Kirkwood that they must register no later than Friday, May 2nd. All were in favor of adopting this same deadline.
 - Site Arrangements - Jeremy will take care of the name tags, and Morris and Danielle made arrangements for the rooms and other details. Lisa resent the keynote information out to the group to share.
 - Awards and Recognition - John confirmed that no nominations were received yet, in spite of encouraging institutions to do so. Bobby suggested adding this link to the registration email we send out. Courtney and Morris agreed.

Morris said there are a lot of great people in colleges and they deserve to be recognized. Bobby said that if everyone on this call takes time to nominate at least one person, then we are in better shape than we are now. Final plans can be discussed at the next meeting on May 14th. In the meantime, if we need to discuss anything before then, we should correspond via email.

- ICCSSA Fall Conference Planning

- Publicity – Mary and Lisa are creating a flier to hand out at the Spring Drive In, and are preparing an email to send out. Bobby had spoken to Wendy, who did not want to confuse registrants by posting anything on the web about Fall Conference until Spring Drive In was done. April suggested posting it on the day of Spring Drive In, and Bobby said Wendy felt the same way.
- Registration – April asked about offering an Early Bird registration or a way to encourage people to begin registering for Fall conference before leaving Spring Drive In. Bobby liked this idea. Bobby suggested a potential \$10 discount. Courtney wanted to know what dates we would set for this. The board inquired about pricing for Fall conference and pre-conference to determine what discount could be considered. Last year’s costs were:
 - \$3085.00 revenue
 - Payments/Overhead were \$3210.00 with 54 individuals registered
 - Pre-conference speaker = \$500
 - Conference speaker = \$750
 - Payments for 2 additional speakers = \$170

Morris estimated that with Debra Salz’ cost being \$1300, and we had 40 registrants for pre-conference, then this would be \$32.50/person to break even. He was concerned that \$10 early bird discount would be too steep without increasing the cost. Mary suggested increasing the cost of the pre-conference to \$30-35/person, and determining our final cost of the conference before setting final pricing and early bird rates. Morris added that there should not be a hotel cost with Debra Salz, as she is within driving distance of the conference, but he would confirm this. Courtney asked if anyone wanted to motion to approve the pre-conference portion to be increased to \$35. John expressed that it was still a great price. John moved to approve, Lisa seconded.

- Potential Keynote Speakers for Fall/Future Conferences – Melissa shared that Hawkeye had a campus-wide development day on March 7th, and loved the speaker they had; Steve Siemens of Siemens’ People Builders. She believes they are based out of Des Moines, and stated he was a fantastic speaker and well received. His topic was “The Pursuit of Excellence”. Bobby has also seen Steve Siemens and liked him. Melissa was concerned about having him as early as the Fall conference since so many individuals from Hawkeye just saw him; however, she is going to see if he has

other topics he could cover. Jeremy sent out a link about Steve Siemens to the board to review, and stated that there were several interesting topics he covers. Jeremy thinks it would be a good idea to seek out more keynote speakers who are local to save money in one of our largest conference expenses.

Next Meeting Wednesday, May 14, 2014 at 10:00 am.

At 10:48 there was a motion to adjourn by Danielle, seconded by Melissa.

Respectfully submitted by April Forbes