



Board Meeting Minutes
Wednesday, February 12, 2014 10:00 a.m.

Present (X)	Name	Position	College
X	Courtney Kopp	President	ICCC
X	Bobby Nalean	President Elect	DMACC
	Danielle Ebaugh	Past President	KCC
X	Jen Patterson	Secretary	NIACC
X	Jeremy Austin	Treasurer	DMACC
	Chris Entringer	Member At Large	NICC
X	John Hughes	Member At Large	KCC
X	Karla Winter	Member At Large/Registrar	NICC
	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	
X	Mandy Fox	TRIO	MCC
	Wendy Robinson	Webmaster	DMACC

CALL TO ORDER

The meeting was called to order at 10:03 a.m. by President Courtney Kopp.

SECRETARY'S REPORT

There was not an official secretary's report from the previous meeting due to no quorum, but the notes from that discussion was previously sent out electronically and briefly reviewed.

TREASURER'S REPORT

The treasurer's reports for January and February were e-mailed to the group prior to the meeting and briefly discussed. There was no change. Karla moved to approve and Bobby seconded, the report was approved.

OLD BUSINESS

- Upcoming Meetings – second Wednesday of the month from 10:00-11:00 a.m. via phone conference
- Memberships for 2013-2014

All institutional memberships are in but Iowa lakes. Jeremy had spoken to Heather in December, but hasn't heard back. Jeremy also reminded the group that we did not send out renewals to four year institutions due to unidentified value in membership currently.

- Website Update
 - Discussion is tabled until Wendy is present for discussion.
 - Minutes are out there. Bobby asked to have Save the Date for Spring conference out there.
 - Old site still remains. Jeremy spoke to web development chair because it is hosted on DMACC's server, but has not heard back.
- Spring Drive-In: May 30 at DMACC/Ames (confirmed)
- Summer Board Retreat: June 13 at location of fall conference - Hawkeye
- Fall Conference: September 25-26 at Hawkeye

NEW BUSINESS

- Conference Planning Document – Mary reiterated that once subcommittees are selected each subcommittee group can have their own page and eventually submit it as a final document to be updated each year.
- Spring Conference planning responsibilities
 - Site arrangements – DMACC – Jeremy
 - Keynote speaker – Morris
 - Registration – Jen & Jeremy
 - Publicity – Mary, Lisa, & Wendy (web)
- Date and location/Save the Date announcement – continued discussion
 - Morris has promotional information from Debra Salz, presenter. He will send to Lisa and Mary to incorporate into materials and they'll send to Wendy.
- Spring Conference Update
 - Jeremy mentioned a DMACC intern, Kate Casa, from ISU stated she and her classmates would be interested in participating. Bobby will forward her the save the date email to promote to her cohort. Courtney is taking classes and could provide the information to Larry Ebbers also.
 - Morris signed and returned contract. \$1300 for spring and \$1300 for fall. Since she had her own, we will not need to utilize our contract.
 - Morris requested room setup as table/chair.
 - Bobby will touch base with Jeremy to get registration online – fillable form and allow printable pdf.
 - Award nominations – John and Karla have not yet received any, but they are typically submitted rather late. We'll send out another reminder and have personal contact. The applications are on the website. Send any retirements to Morris.
- ICCSSA Fall Conference Planning
 - We are on target with timeline. Responsibilities were reviewed:

- Courtney Kopp – Conference Chair (will be past president responsibilities)
- Lisa Vance, Mary Wendt – Publicity
- Danielle Ebaugh, Morris Pounds – Conference/pre-conference speakers
- Jeremy Austin - Registration
- Courtney will send out a list of fall conference subcommittees.
- Morris requested that Mary and Lisa send out another reminder, but Lisa did not want any confusion with the spring conference, so it was decided to put the information on the website and hand out flyers at the spring conference. After the spring conference, the fall conference will be promoted heavily.
- Debra Salz will present again for fall – a spin-off of Spring. Strike a Balance and Change Management.

Additional Items

- Nominations & Elections are Past President responsibilities. Ballots must be out thirty days prior to conference. All executive positions are one year terms, except the treasurer is a two year term. We will need nominations for President, Treasurer, Secretary, and Webmaster. Nominating Committee needs to consist of four members and one member at large selected by the chair.

At 10:37 there was a motion to adjourn by Morris, seconded by Karla.

Respectfully submitted by Jen Patterson