



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
X	Chris Entringer	Member At Large	NICC
	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
	Lisa Vance	Disability Services	NIACC
	Melissa Klein	Disability Services	HCC
	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 10:08 a.m. by President Courtney Kopp.

SECRETARY’S REPORT

Minutes from the previous meeting was previously sent out electronically and briefly reviewed. Karla moved to approve, seconded by Bobby with the correction of Bobby mentioning the DMACC intern (not Jeremy) and correct spelling of Kate Cossa (not Casa) as the DMACC Intern.

TREASURER’S REPORT

The treasurer’s reports for March shows a balance of \$11,561.64 with an anticipated institutional renewal from Iowa Lakes, which will then increase to \$11,661.64. Morris moved to approve, Karla seconded to approve the report.

Jeremy noted it is time to reorder checks. The bank’s supplier is rather expensive, but Checks Unlimited offers 300 for \$50; however, they require a mailing address on the check, so he plans to include his address at DMACC. Last conference we did pay some sales tax,

but Jeremy printed off the appropriate certificate from the Department of Revenue website, which should cover us in the future.

OLD BUSINESS

- Memberships for 2013-2014
All institutional memberships are in but Iowa lakes.
- Website Update – Bobby has requested that meeting minutes be updated. We have September & October posted, but nothing recently. Also to get online registration form posted online. She was close to having it done yesterday, so it should be done soon. Morris noticed there are commercials on the website and wondered if it is possible to get rid of it. Bobby assumed an increase fee would be required to remove ads, but will ask Wendy. April questioned about old site being removed. Jeremy indicated the web development instructor saw it was created at DMACC, DMACC tech support claims it is not hosted on our server, but a google site. He has contacted Tina, but has not heard back. Courtney also requested Fall Conference dates be put on the website. Bobby requested minutes be placed as pdf per month rather than just stacked as text.
- Spring Drive-In: May 30 at DMACC/Ames
- Summer Board Retreat: June 13 at Hawkeye (retreat typically held at location of fall conference)
- Fall Conference: September 25-26 at Hawkeye

NEW BUSINESS

- Conference Planning Document – are we on target with the timeline?
- Spring Drive-In planning responsibilities -
 - Site arrangements – DMACC – Jeremy. Morris reported that Danielle talked with someone at DMACC about room set up.
 - Keynote speaker – Morris hasn't contacted Debra recently, but as we get closer, we'll need to give her numbers. It would be helpful to have a registration deadline for food, rooms, and speaker materials. Bobby will follow up with food service provider to identify necessary date. Wendy was typing up registration form yesterday. Jeremy is willing to direct invoice after all registrations are in as well, which may be easier for both institutions and the association. Jeremy can notify the campus contact after the registration deadline what their amount is.
 - Publicity – Mary, Lisa, & Wendy (web) – Mary sent out informational email, and awaiting registration forms to be online.
 - Registration – For fall conference we gave the fifth registration free, but that is larger scale, so we do not do that in the spring.

- Food – Bobby was pleased with HyVee catering last year and he did not hear negative feedback, so he plans to utilize them again. Fruit, pastries, and coffee in the morning and box lunches for the meal.
- Awards/Recognitions – forms are online, but none received yet.
- ICCSSA Fall Conference Planning
 - We are on target with timeline for Fall Conference, September 25-26 at Hawkeye. Responsibilities were reviewed:
 - Conference Chair (will be past president) – Courtney Kopp
 - Publicity – Lisa Vance, Mary Wendt
 - Conference/pre-conference speakers – Danielle Ebaugh, Morris Pounds
 - Registration – Jeremy Austin
 - Courtney will send out a list of fall conference subcommittees.
 - Debra Salz will present again for fall – a spin-off of Spring – Strike a Balance and Change Management.
 - Date and location/Save the Date announcement – The information will be on the website and hand out flyers at the spring conference, then after the spring conference, the fall conference will be heavily promoted.
 - Budget considerations (speaker fees) – continue discussion
 - Speaker and topic ideas – continue discussion regarding possibly having Debra Salz return if we feel she meets the needs of ICCSSA and conference participants. Morris and Danielle are seeking additional recommendations for speakers and topics to add to the fall conference.

At 10:48 there was a motion to adjourn by Morris, seconded by April.

Respectfully submitted by Jen Patterson