



Board Meeting Minutes  
 Wednesday, November 13, 2013 10:00 a.m.

<b>Present (X)</b>	<b>Name</b>	<b>Position</b>	<b>College</b>
X	Courtney Kopp	President	ICCC
X	Bobby Nalean	President Elect	DMACC
X	Danielle Ebaugh	Past President	KCC
X	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, who expressed appreciation for those arranging the conference, those attending the conference, and Bobby for leading the chapter business meeting.

**SECRETARY’S REPORT**

The secretary’s report from the previous meeting was previously sent out electronically and briefly reviewed. Danielle moved to approve, Karla seconded, and the report was approved with the revision of college affiliation revision for Karla Winter and John Hughes.

**TREASURER’S REPORT**

The treasurer’s report was e-mailed to the group prior to the meeting and briefly discussed. Bobby moved to approve, Morris seconded, and the report was approved with the revision of college affiliation revision for Karla Winter and John Hughes. Karla Winter requested a copy of the membership renewal letter so she can get her institution renewal paid.

**OLD BUSINESS**

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

- Memberships for 2013-2014  
Jeremy included the list of paid and unpaid institutions in his treasurer's report. Bobby sought clarification as to why other colleges had previously had memberships. A past conference held a panel of university personnel for counselors and registrars, so they were provided an opportunity for membership. There does not seem to be a current benefit to seek renewal at this time.
- Website Update
  - Bobby reported that Wendy stated the October meeting minutes will be on website once approved on 11-13-13.

## **NEW BUSINESS**

- Conference Planning Document – Mary Wendt electronically sent a draft document that Jeremy submitted online, as well as April's suggestions. If anyone has additions, send to Mary and this will be used as a starting point for guidelines as we are planning conferences. It is intended to be a workable document. A Google doc was suggested for use by sub-committees, but the original document (once finalized) will be accessible online.
- ICCSSA Fall Conference – Bobby emailed Melissa and Hawkeye is on board to host fall conference.
  - Set date – Melissa stated Hawkeye is available 9/26 or 10/10. Lisa Vance moved, April Forbes seconded to select 9/25-9/26 for conference, following discussion, September 25 and 26 was selected for 2014. Melissa will make reservations at Hawkeye, but a hotel will need to be booked off site.
  - Process reflection – continue discussion regarding what information should be uploaded to the website. Bobby recommended tabling this topic until Wendy is present.
- Spring Conference planning responsibilities
  - Date and location/Save the Date announcement – The IOWAAN is 3/27, NACADA is in Altoona 5/21-23. Hunsiker Center in Ames is available may 30<sup>th</sup>. Following discussion of the results of the online poll (41% March, 53% last 2 F in May; 60% Friday vs. 40% Monday), Jen moved, with Bobby seconding that the Spring Drive In be held on Friday May 30<sup>th</sup> at the Hunsiker Center.
  - Planning timeline and responsibilities - Publicity Committee will be Wendy, Lisa, and Mary. Mary will contact Wendy to get a finalized document on the website as soon as possible. Bobby as President-Elect is responsible for spring drive-in, will talk to Wendy to get it on the website. If Wendy would prefer, Lisa Vance will assist by sending out the email save the date information.
  - Budget considerations (speaker fees) – continue discussion next month
  - Speaker and topic ideas - Morris suggested Debra Salz as a motivational speaker, but unsure of price or availability.

- Date for summer board retreat – Bobby moved to hold the summer board retreat on June 13, seconded by Melissa, and the motion carried.

Additional Items

At 11:01 there was a motion to adjourn by Danielle, seconded by Karla, which passed following encouragement for members to be considering keynote ideas for the spring drive-in.

Respectfully submitted by Jen Patterson