



Board Meeting Minutes
Wednesday, October 9, 2013 10:00 a.m.

Present (X)	Name	Position	College
	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
	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
	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 10:05 a.m. by President Elect Bobby Nalean.

SECRETARY'S REPORT

The secretary's report from the previous meeting was previously sent out electronically and briefly reviewed. Mary Wendt moved to approve, while Morris Pounds seconded, and the motion carried.

TREASURER'S REPORT

The treasurer's report was e-mailed to the group by Treasurer Jeremy Austin, and briefly discussed. \$10,184.68 as beginning balance with activity being \$77 website fee and fees and registrations from the conference, with a predicted balance of \$11,634.44 after final conference payments are received from Iowa Valley. Lisa Vance moved to approve, John Hughes seconded, and the report was approved.

OLD BUSINESS

Membership 13-14 Letters – Bobby will reach out to the campus contacts (Mary will send updated list from conference publicity). April mentioned concern over joint institutions possibly assuming the other had paid.

Website Update – Wendy questioned whether or not we should create a location online for executive board minutes. Following discussion, Morris Pounds moved to include the minutes online, Danielle Ebaugh seconded, and the motion carried.

NEW BUSINESS

ICCSSA Fall Conference Review

Due to paying for 2 hotel rooms for Wade Leuwerke, Jeremy recommended having presenter contracts in the future, which would entail the specifics for mileage, hotel, presentation fees, and possibly permission to post materials. When ICCSSA and ISPA joined previously for conferences, there were contracts. April also suggested a binder to pass along to whoever was responsible for the next conference with a checklist. Mary Wendt explained that the duties are specifically listed within the constitution under the responsibilities of each officer position. For example the Past President is the Fall Chair and President Elect is the Spring Conference Chair. April would like more detail than what is listed. Mary explained that she had created her own and Morris also had one since they hosted two in a row. Mary offered that she could create a document of timeline and responsibilities for conference planning to ensure preparation and arrangements are complete, if Morris Pounds and April Forbes would assist. They agreed to create it and present at the next meeting.

- **Evaluations**-Data from the conference evaluations have so far been positive, with improvements being sub-groups having more time, or possibly reverting back to having lunch within sub-groups to allow for more discussion.
- **Planning**-Save the date needs to be out as soon as possible, which was tabled to next month, but a date will be determined at the November meeting.
- **Process Reflection**-What information from presentations will be uploaded to the website? Much discussion was held as good publicity of what was missed by not attending, yet no one wanted the website to become a replacement for registering and attending the conference in the future. It was recommended to include an outline rather than the entire presentation, but without a formal document providing us permission, we could not upload information. This topic was also tabled until next month.

Spring Conference planning responsibilities

- **Date and location/Save the Date announcement** – The spring conference is typically a centralized location since it is only one day, so DMACC's Hunsiker Center was suggested. Hawkeye was interested in hosting the past fall conference, so Bobby will contact Melissa to inquire their level of interest for hosting Fall 2014. Dates already busy include 3/27 IOWAAN Conference and 5/21-23 Region 6 NACADA in Altoona for Academic Advisors.
- **Planning timeline and responsibilities**-Morris mentioned that in the past the board retreat was typically held at the fall conference location. He suggested the board retreat be mid-June to ensure ample planning time. April will survey officers on the website to identify the best time for the board retreat.
- **Budget Considerations (speaker fees)**-Tabled for November meeting.

At 10:58 there was a motion to adjourn by Morris Pounds, seconded by Danielle Ebaugh, which passed following encouragement for members to be considering keynote ideas for the spring drive-in.

Respectfully submitted by Jen Patterson