



Board Meeting Minutes  
 Wednesday, September 11, 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
	Wendy Robinson	Treasurer	DMACC
X	Chris Entringer	Member At Large	NICC
X	John Hughes	Member At Large	NICCX
X	Karla Winter	Member At Large/Registrar	KCC
	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	
X	Mandy Fox	TRIO	MCC
	(unfilled)	Webmaster	

**CALL TO ORDER**

The meeting was called to order at 10:05 a.m. by President Courtney Kopp.

**SECRETARY’S REPORT**

The secretary’s report from the previous meeting was previously sent out electronically and briefly reviewed. Karla Winter moved to approve, while John Hughes seconded, and the motion carried.

**TREASURER’S REPORT**

The treasurer’s report was not given, as Wendy Robinson was not in attendance.

**OLD BUSINESS**

**Reminder** – All executive board meetings for 2013 -2014 are scheduled for the second Wednesday of each month 10:00 – 11:00 AM.

**Membership 13-14 Letters** – Bobby has the letter updated and will mail out by 9/13/13. He is waiting for the updated website and confirmed conference information to ensure good communication in the letter. He has sent to Courtney for review and requested a list of previous names and addresses that letters had been sent to last year. Danielle sent to Courtney and Courtney will forward to Bobby. He plans to mail letters to both the campus contacts and Vice President/Deans or whoever fills that role.

**Board Members** – The President does have the power to appoint members to fill board vacancies, so Wendy Robinson has been transferred from treasurer to webmaster and Jeremy Austin is the new treasurer. Jeremy and Wendy are going to the bank to transfer over the account on September 12<sup>th</sup>.

**Fall Conference** – Wendy has posted information on the website. Jeremy is now accepting registrations as the treasurer. Courtney Kopp is unable to attend the conference, so Bobby will act as president.

- There are now 4 breakout sessions – Ann Beasley added one entitled Soft Skills Employers Seek
- We are paying Jim Hayes \$500 + hotel for pre-conference, which includes travel
- The Domestic Violence representative will need \$136 for mileage from Des Moines
- Wade Leuwerke is \$750 + travel + hotel for night prior for being keynote and 1 breakout session
- Lisa reported food estimated cost is just under \$20/person (breakfast, lunch, & snack)
- Wrap-up & giveaways = 2 \$50 cash prizes, Mary Wendt & Lisa Vance are creating bags for hotel guests and Mason City item giveaways.
- Mandy Fox suggested scheduling an executive meeting following the chapter meeting at the conference to plan the spring drive-in. Morris suggested limiting it to 30 minutes.
- A conference evaluation is needed – Jen Patterson will create one and Dede Maloy will assist.
- Mary Wendt sought technology needs for presenters. Danielle will call Wade and contact will be made with April to inquire Dr. Russell's needs.
- From previous discussions, award applications were going to be addressed at fall conference to promote interest prior to awarding them at spring drive-in. Karla, Chris, and John will present something at the fall conference.

## **NEW BUSINESS**

None

There was then a motion to adjourn by John Hughes at 10:46 that was seconded by Mary Wendt.

Respectfully submitted,

Jen Patterson