

**ICA Board of Directors
Adventureland Inn, Altoona
October 8, 2014
10:00 a.m.**

Members Present: Bryan Reicks, Jason Hawkins, Jen Foltz, Julie Brandt, Jane Jansen, Trish Signor, Peg Maynes, Katrina McKibbin

Members Absent: Chad Cangas, Tenette Carlson and Teneil Cangas

The meeting was called to order at 10:14 a.m. Motion to approve the August Board Meeting minutes was made by Jen, 2nd- Jason. Motion carried.

Posting of Approved Minutes on ICA Website: There was discussion about posting approved board meeting minutes on the ICA website. It was agreed to do this; approved minutes will be sent to Janet Harms to post online.

Treasurer Report/Financials: Jane reviewed the financial report that is posted online. Conference money is starting to come in. Motion to approve financials made by Trish, 2nd- Katrina. Motion carried.

Jane fields a lot of phone calls around conference time for credit card payments, registration information etc. Jason volunteered to be the point of contact for registration-related questions/issues beginning in the Spring.

Fall 2014 Conference Update: Trish updated the board on conference activities. Everything is coming together nicely; Leann Debord has done a tremendous job of planning, along with the entire conference committee. There was discussion about the possibility of ICA purchasing IT equipment to assist with conference needs in the future. It was agreed that local districts/institutions usually donate their equipment/IT person to assist during conferences. There was also a suggestion to check IPI surplus for used equipment. The conference committee put together a great conference in a short amount of time.

There was discussion about the amount of work done by conference co-chairs and their committee members to plan a conference. The conference co-chairs usually don't even get to attend any workshops during the conference as they are busy with behind-the-scenes issues. Jason moved to add into the ICA Conference Planning Manual that conference co-chairs will have up to \$300.00 to use toward conference registration and/or room expenses for their conference. Peg seconded and the motion carried.

There was also discussion about other committees, such as Merchandise, CEUs, etc. Committee members must register for the conferences.

Bryan provided information on other states' correctional associations and their conference fees. The majority of the other states have much higher conference registration fees than ICA. In addition, the other associations do not carry liability insurance. ICA currently pays \$653.00 for liability insurance annually. More discussion may be needed on this topic.

Conference Registration Fees: Julie Vantiger-Hicks suggested eliminating the different conference fees (1 day, 3 day, etc.). After discussion, the board agreed to keep the different fees as it works for the membership to have different options.

Membership Chairs / Committee Members: Two committee chair positions were discussed:

Katrina moved to appoint Trish Signor as the Rapsheet editor, 2nd Jane, motion carried.

The legislative chair position may be available at the beginning of the year, as current chair Duane Worthy may resign due to retirement.

Committee chair positions are open to any active ICA member. If you are interested in helping the membership, contact any board member and express your interest!

Elections / Awards: Bryan will remind the membership about upcoming elections and awards at the Spring Conference. Nominate deserving individuals for ICA awards. The criteria for each category and nomination forms are listed on the ICA website.

Updates on Email Decisions: ICA member Becky S. was allowed to use her free conference registration for Spring 2015 since she could not attend the Fall 2014 conference.

Vendor meals that accompany their registration will be limited to two (2) representatives per company.

Spring 2015 Conference: Jamie Beltman and Keith Iverson are planning the Spring Conference for May 6-8 at the Stoney Creek Inn in Sioux City. More information to come!

Fall 2015 / Spring 2016 Conference: Bryan will check around to see if there is interest for hosting either of these conferences. Items that need more discussion → centralize conferences? Have one conference instead of two per year, etc.

Motion to adjourn by Julie, 2nd Jason, motion carried.

Next scheduled meeting: *November 5th, 2014 at Smoky Row in Des Moines, 10:30am*

Respectfully submitted,

Jen Foltz