

IASCOE Directors Meeting Minute

10-3-15

The IASCOE Directors meeting was called to order by President Jennifer Comer at 10:00am on October 3rd, 2015 at the Madison County FSA Office in Winterset. Directors present were: Karen LaCour, Cindy Pistek, Pat Warnbier (alternate), Cathleen "Skip" Simons, Travis Moore, Joni Birkhofer, Cindy Bebout, Jennifer Comer, Kathy Henley, Keith Wheeler, Dee Lehn and Judy Dameron.

Introductions and a welcome were extended to our newest members of the board, Kathy Henley and Skip Simons. Secretary Cindy Pistek had e-mailed the minutes from our July 6, 2015 conference call meeting as well as notes from the NASCOE Organizational meeting held in September at the Hilton Cedar Rapids Convention Center to all members prior to the meeting. A motion to accept the minutes as read was made by Karen LaCour, Judy Dameron 2nd the motion. All voted in favor, motion carried. Cindy read a thank-you from Dee Lehn for the gift from IASCOE expressing our sympathy upon the death of her father. We also received a thank-you from IASE/IACS for including them as an important part of our IASCOE Convention. They appreciated being a part of our afternoon seminars.

Treasurer Judy Dameron had e-mailed all members 3 financial reports. The complete 2014-2015 Financial Report showed we had \$56,039.76 in our regular checking account as of 6/30/2015. The current balance including income and expenses from July 1, 2015 through 9/28/2015 showed a balance of \$68,447.92. The third report was our National Convention 2016 Financial Report with a balance of \$2443.91 as of 9/28/2015. Dee Lehn moved to accept the treasurer's report, Keith Wheeler 2nd the motion, all in favor, motion carried.

Currently, we are in need of a new NAFEC (National Association of Farmer Elected Committee) representative since our current representative, Mary Roberts, has taken on the position of MWA representative. Karen LaCour volunteered to take the position in addition to her duties as the Awards chairperson. Cindy Bebout will be the new scholarship chairperson and Heidi Nickol will take over as Benefits chair. The committee chairpersons were reminded that it is their responsibility to be sure all district representatives are filled for their committee. When your committee is complete, please be sure the names are reported to Cindy Pistek, so the committee listing can be updated on the web-site.

Jennifer Comer wants to be sure that we have articles in our newsletter from the committee chairs so that our members know the purpose and scope of the committees. We publish 3 newsletters per year; October, January and May. Since our October issue is already complete, the January issue will have articles from Legislative and Benefits, Awards and Scholarship Committees. The May issue focus will be our National Convention in August so Publicity and Membership will post their articles in that issue.

Committee Reports:

Joni Birkhofer, Membership Chair, reported that NASCOE continues to want e-mail updates so that information can be disseminated timely to all members. The survey that was sent out by NASCOE to accomplish this did not have a good response. NASCOE is working on getting the ability to respond to this survey on our work computers. The National Data Base currently held by NASCOE is no longer being used and they want to utilize this survey to acquire e-mails of members.

IASCOE continues to experience the loss of members, including associate members. This is an understandable occurrence since we have lost many employees in recent years. Joni has access to a flyer composed by NASCOE which shows all that NASCOE has done for you, as an employee, in the past. Joni will send out the packet of what NASCOE has done for you to all CED's in the state who are members. This can be sent from her home computer to their work address since many times we might miss something of this nature on our home computers. The CED's should include this information to any new-hires as an important piece of information for their career with FSA. It was also suggested that an IASCOE member could address the managers at their next face-to-face meeting. We have so much focus on retirement information, but we also need to concentrate on the new employee who has time to start their career planning early. The COT classes should also be given information about NASCOE as an important part of their training.

Karen LaCour, Awards, noted that we need to continue to promote the DSA (Distinguished Service Awards). It doesn't take a lot of time or a lengthy nomination to recognize our co-worker's contribution to the agency, agriculture and NASCOE.

Old Business:

We are still working on getting the web-site updated with current committee chairs etc. We are also in need of updating our photos of the officers and the directors since we have had so many changes since our state convention. Cindy Pistek will get the committee chairs and director listings correct on the web-site.

New Business:

The fall nomination forms will go out for Districts 1, 2, 3, 5 and 7. Districts 8 and 9 will also need new CED alternates. As our employee base gets smaller, our membership does as well and it gets more difficult to fill positions for each district. Jeff Davis and Cindy Bebout had asked about maybe a "director-at-large". Cindy Bebout agreed to look into this type of director as utilized in other organizations. Any change such as this would require a change in our by-laws that must be voted on by the membership so at this time we are only investigating the possibilities.

Joni Birkhofer reported that The "Early Bird" drawing gives 5 members a chance at winning \$50 towards their membership dues. The challenges of not getting the transmittals returned from County Offices for their members continue to make it difficult to complete the drawing. EFT withdrawals are automatically entered in the drawing. Keith Wheeler made a motion that we should change the drawing to an "EFT Membership Incentive" instead of an "Early Bird"; the motion was seconded by Skip Simons. Following a discussion, all voted in favor and the motion carried. This year's Early Bird drawing was conducted and the winners were: Cindy Mensen, Angela Lemke, Vicky Pederson, Kristin Eischeid and Gary Yoch.

The spot-awards, extra-effort awards etc proved to be a challenge. A committee was formed to determine how to get the awards to those deserving individuals. Jennifer was a member of this committee and was looking for feedback in regards to how the offices felt it went. The committee tried to use the money to get something for everyone, but the National Office had specified that these awards would go to individuals, not groups or teams. In the event that we may have awards available again, we need to get a better system in place. It was felt that the voting needs to be from the bottom up; PT's vote for fellow PT's, PT's vote for CED's, CED's for DD etc. Maybe we should take it to the district level; maybe the votes should go to the committee and give them the ability to recognize office situations (small staff etc) in their review of the nominations. Jennifer will take these suggestions to the SED in order to work on getting a better system in place for such awards.

New Employees: We need to have new employee training in place. Some training can occur without security access; manual usage, signature authority, and basic program information are just a few examples. Jennifer had put together some ideas for what could be included in this type of training. The board reviewed her suggestions and agreed she should meet with John Whitaker to discuss IASCOE's thoughts on this project.

NATIONAL CONVENTION 2016

The first thing we want membership to know that this is YOUR convention-every member has ownership in this event. We want all of you to be a part of and enjoy this show-casing of Iowa! Our convention theme is "Is this Heaven, No it's Iowa".

A brief idea of what will go on at our convention August 2-6, 2016:

Wednesday Tours:

Amana Colonies/Amana Beef and Amana Farms
John Deere Plant Tour (TBD) and John Deere Museum
Field of Dreams/Toy Museum/Basilica
Golf Tournament

Wednesday Evening: Snacks/Beverage reception followed by a DJ and dance. The evening's attire and decorations will be "baseball" themed.

Thursday: The convention begins with introductions etc in the morning and the Q & A panel in the afternoon with many personnel from DC there to take your questions. In the evening we will have a Live Scholarship Auction for the benefit of scholarships. At the 2015 National Convention it was voted that the proceeds from this event would be divided with 75% going to NASCOE and 25% to the hosting state. Following the auction we will have a magician for entertainment.

Friday: Committee meetings and break-out sessions are through-out the day. Our "Iowa Night" will be off-site at Bloomsbury Farms in Atkins, Iowa. The farm has multiple family friendly activities and our meal, weather-permitting, will be held in the waterway of a corn field. The evening will conclude with a 90 minute concert with Jason Brown.

Saturday: The committee reports and final meetings will end around noon. A formal banquet is held in the evening to recognize all award winners. The final event of the convention is "Dueling Pianos".

Fund-Raising is a MAJOR part of this project and we need to get going. Jennifer has prepared a sponsorship packet to get to potential "sponsors". The fund-raising goal is \$100,000. Bloomsbury Farms has agreed to give a sponsor their logo in the smaller corn maize on their farm and their name on the bill-board for the entire season. It was our intent to give the first company with a \$10,000 donation that distinction along with other benefits all explained in the packet. If that large of an amount doesn't come about, we will have to revise our criteria in determining what sponsor becomes the Platinum Sponsor. Todd Dirksen has agreed to assist with contacting the larger potential sponsors. We need to get contacts and start securing sponsors; if you have a name and/or company get it to one of the Financial Committee members (Judy, Jennifer, Dee, Cindy, and Curt Houk). Jennifer is challenging EACH district to secure at least \$2000 in sponsorships. Every amount helps and nothing is too small-many contributors can add up to many dollars. Our raffle is in full swing, 3000 tickets will be on sale for \$20.00 each. Each ticket gives you a chance at 6 different prizes (Travel Voucher (\$4000) or \$2500 Cash is the grand prize, a shot-gun, rifle, pistol, bow and \$500 cash are the other prizes). If all tickets are sold, we should net approximately \$50,000. Dillard's Financial donates \$5000, BCBS donates \$5000 and Aetna has expressed an interest with a \$1000 sponsorship. Cargill, Hy-Vee, Vermeer, John Deere, Farm Bureau, Fareway are just examples of where we can look for sponsorships. Seek out your contacts!

We have to get a budget formulated for the convention and submit it to NASCOE in the very near future.

Hotel Room Cost: \$86/night. Hotel over-flow is at the Hampton Inn and they have a free shuttle to the convention center. Parking cost is \$12/day. We basically have the entire hotel and all meeting rooms dedicated to our convention with the room block secure until June 29, 2016, after that all remaining rooms open up to the public.

Discussion was held in regards to tour fees. It was decided that we would stay with the fee of \$45/adult for the tours. We also would note that the Dyersville Tour is "kid-friendly" and the charge for children 12 and under would be \$30 on that tour.

Koozies/Pens: We have given away all of our promotional items that we purchased when we were bidding for the convention. Judy Dameron asked if we should purchase more or not? Skip made a motion to order 500 Koozies (\$225) and 500 pens (\$290). The quoted costs are what we spent on the first orders. Karen LaCour 2nd the motion, all in favor motion carried. These items will be purchased and utilized as we travel to other area conventions and rallies promoting our National Convention.

T-Shirts: We need to design a convention T-shirt and it will be considered your admission to our "Iowa Night" at Bloomsbury Farm. The company we used to make T-shirts for those attending Milwaukee did a great job and the cost was reasonable (good quality T-shirt). We need to come up with a design (IASCOE logo on the front) and a design on the back to go with the theme of our convention. We discussed what to charge for the T-shirt (or not to charge). Dee

Lehn made the motion that we charge \$15/adult T-shirt and \$5 for a child's glow necklace, bracelet or some other identifying item for children. Cindy Bebout 2nd the motion, all in favor, motion carried.

The following directors volunteered to be added onto committees:

Entertainment – Skip Simons

Meals/Banquet – Pat Warnbier

Tours – Keith Wheeler and Steve Luke

Decorating – Cindy Pistek

Go back to your staffs and ask them – “what committee do you want to serve on”? We have tours, transportation from hotel to airport, kid's activities, registration, decorating, golf tournament, publicity, financial, information, door prizes and food and that's just the basics.

Joni Birkhofer moved to adjourn, Keith Wheeler 2nd, all in favor; meeting adjourned at 2:45pm.

Cindy Pistek, Secretary