



Executive Board Meeting Minutes

Location: Zoom - <https://us02web.zoom.us/j/86407146144>

Date: 10-12-23

Time: 3:00 pm (central time)

Attendance: Molly Struve, Dan Nelson, Sue Wickham, Mike Cagley

- I. Approval of minutes from 9-25-23
 - a. Approved by Sue W.
 - b. Seconded by Dan N.

- II. Awards
 - a. Amy ordered plaques for this award and President award
 - b. Outstanding Service to Students Award recipient does not need to pay for conference

- III. 2023 Conference Planning
 - A. November 2-3, 2023, DMACC
 - B. Registration at 21 thus far
 - a. Encourage others at institution to register as soon as possible
 - C. Breakout Sessions
 - a. Two keynote speakers (one Thursday and one Friday)
 - b. Nine breakout session presenters, plus presentation to large group from DOE
 - i. This allows for three options at each breakout session
 - c. Roundtable sessions related to tutoring, multiple measures, making an impact, and best practices in math, writing, or reading
 - i. IOSS board members to facilitate these sessions

- ii. Meredith Sides will facilitate a follow-up to her keynote speech on impact
 - d. IOSS Chapter Meeting
 - i. Will discuss need for new board members, and request volunteers for leadership roles within board.
 - ii. Introduce Outstanding Service to Students award winner and present award for this and President Award
- D. Food options
 - a. Breakfast Thursday
 - i. DMACC café?
 - b. Lunch Thursday
 - i. Order from Smokey D's (only need 24 hour notice)
 - ii. Vegetarian sandwich offering can be added separately, as needed
 - c. Snack Thursday
 - i. DMACC café?
 - ii. Have this after DOE presentation. Can sit and eat/socialize, or take to go as this is the last session of the day (with the exception of the IOSS board meeting).
 - d. Breakfast Friday
 - i. DMACC café?
- E. Exhibitors
 - a. Townsend Press (www.townsendpress.com) sending materials
 - b. Hawkes Learning – will have table and present a session
- F. America Reads School
 - a. Amazon wish list created and added to call to conference information
 - b. Will send separate email to attendees with more details
- G. Other
 - a. Items for presenters – Sue or Molly - Starbucks or other gift card and candy?
 - b. Nametags & registration list – Mike
 - c. Tablecloths for check-in table and Townsend table – Dan?

H. Thursday evening activities in Des Moines

a. Included a variety of options within the Call to Conference

IV. Next Meeting

A. Monday, October 30th at 3:00 pm