



Executive Board Meeting Minutes

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

Date: October 3, 2022

Time: 2:00 pm

Executive Board Members Present:

- Molly Struve (Iowa Lakes Community College, Associate Professor) – *President*
- Mike Cagley (Western Iowa Tech Community College, Instructional Specialist) – *Treasurer*
- Sue Wickham (Des Moines Area Community College, Professor Emeritus) – *Newsletter Editor/Webmaster*
- Dan Nelson (Des Moines Area Community College, Faculty)

Mission of IOSS *Helping underprepared students prepare, prepared students advance, and advanced students excel.*

I. Approval of minutes from 9-12-2022

a. Forgot to do this...will do at next meeting

II. 2022 IOSS Conference

a. November 3 – 4, 2022

i. Iowa Lakes Community College, Estherville campus

ii. Marketing – Molly speaking at student services meeting for Iowa Lakes

1. Facebook and website have been updated, along with reminder emails for registration sent to member and non-member lists (sent Call to Conference form with email)

iii. Currently have 5 people registered (as of 10-3-22)

b. Keynote speaker

- i. Willing to do a follow-up, question and answer session immediately after presentation
- c. America Reads School – Demoney Elementary School, Estherville, IA
 - i. Received link – will add to conference program, website, and facebook
 - ii. Link: https://www.amazon.com/hz/wishlist/ls/2BGP1ZXQWHWLI?ref=wl_share
 - iii. Will need to type in the school address OR have them sent before and bring to conference

Demoney Elementary School
Attn: Connie Humble
109 South 17th Street
Estherville, IA 51334

- d. Review of breakout presenters
 - i. Read over breakout session proposals – currently there are five presentations, including large group session which will be led by Mike Cagley
 - ii. All sessions approved
 - iii. Discussed having presenters do more than one breakout session or have more than one large group session since most topics would apply to all educators and staff in attendance
- e. Roundtable sessions
 - i. Various topics could be hosted (retention, tutoring, growth mindset, etc)
 - ii. Board members volunteered to lead these sessions. Keep positive and allow others to tell best practices and suggestions. Try to steer clear of complaints or gripes during session – keep positive.
- f. Conference items
 - i. Mike C. will bring nametags
 - ii. Molly will check on Iowa Lakes bags or other items to include for attendees
 - Townsend Press also sending items to give to attendees
 - Hawkes had sent information in past we can also include (Mike C. will bring)

- iii. Mike C. will work with Bea to see if they have any items
- iv. In future, will explore ordering new materials that say IOSS on them and update marketing materials (lanyards, pens, etc) -- goal for 2023
- v. Molly will complete conference program with marketing team at Iowa Lakes
- vi. Cash drawings – 5 x \$20 bills (Mike C. will bring)
- vii. Kate has completed a blanket to be used as a raffle item
- viii. Membership brochure was updated for IOSS – posted to website – Molly can bring copies for conference
- ix. Food options – Molly working with Iowa Lakes team on this. Open to many options for food – will include a vegetarian option for each meal.

III. Outstanding Educator Award

- a. Reviewed nomination for Sandy Garber, Success Center Instructor from Iowa Lakes Community College. Nominated by Molly Struve.
 - i. All approved nomination

IV. Financial Updates

- a. \$750 check for scholarship mailed out
- b. Current budget - \$6,617.78

V. Awards

- a. Amy has ordered plaques for Outstanding Educator Award and President

VI. Marketing for conference

- a. Please share conference information with student service and faculty groups and encourage attendance

VII. Other

- a. Molly has been in contact with the Midwest NOSS secretary about the possibility of combining for a conference in the future
 - i. Midwest NOSS includes Nebraska, Missouri, Kansas, western Illinois
 - ii. Molly will continue conversation after November conference. Discussed possibility of having a joint conference every other year or an online joint conference in the future.
 - iii. In the past, Midwest NOSS & IOSS had a joint conference and alternated locations every other year. Co-hosted national conference in 2004, before NOSS organization was responsible for this. Stopped doing this during recession, due to many colleges no longer allowing out of state travel.
 - iv. Our group seems a bit more robust at this time... we could also invite them to attend our conference each year so it can still be held in Iowa.
- b. Chapter Report is due end of November
 - i. Molly will go over this with group after conference (at follow-up meeting)

VIII. Monday, October 24th at 2:00 pm (Zoom)