



Executive Board Meeting Minutes

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

Date: Monday, September 25th

Time: 2:00 pm (central time)

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

- I. Approval of minutes from 9-6-23
 - a. Approved by Sue W.
 - b. Seconded by Mike C.

- II. Financial & Budget Updates
 - a. No new changes since last meeting
 - b. Check from Townsend Press was received, but not deposited yet

- III. Awards
 - a. Outstanding Service to Students Award – Logan Frederick, WITCC (Submitted by Mike Cagley)
 1. He may not be able to attend conference. Molly and Mike will still present information about him during the lunch meeting.
 - b. Amy ordered plaques for this award and President award

- IV. 2023 Conference Planning
 - A. November 2-3, 2023, DMACC – downtown campus
 - B. Online registration open – several emails have been sent to member list and non-member list
 - C. Breakout Sessions
 - a. Two keynote speakers (one Thursday and one Friday)

- b. Seven breakout session presenters, plus presentation to large group from DOE
- c. Roundtable sessions related to tutoring, multiple measures, best practices in math, writing, or reading, advising, online learning, etc.
 - i. Will ask board members to facilitate these sessions
 - ii. Meredith Sides will facilitate one session regarding benefits of NOSS & IOSS, and possibly 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. Can do a follow-up vote through email, with members, to allow people to come forward after meeting/conference
- e. Schedule and call to conference was updated to show breakout session topics and keynote speaker information
 - i. Will be sent out to lists next week

D. Parking at conference

- a. Dan will inquire about parking passes for conference attendees, so they can use the DMACC lot and not be fined

E. Food options

- a. Breakfast Thursday
 - i. DMACC cafe
- b. Lunch Thursday
 - i. Order from Smokey D's (only need 24 hour notice)
 - ii. Two meat & one side buffet option - \$12.99 per person
 - iii. Extra sides \$40 per pan
 - iv. 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. La Mie, French bakery with pastries and coffee:
<https://www.lamiebakery.com/>

F. Exhibitors

- a. Townsend Press (www.townsendpress.com) sending materials – also have some materials from last year that Molly will bring to share

G. America Reads School

- a. Stowe Elementary in Des Moines
- b. Sue working with school to develop a list of requested books

H. Thursday evening activities in Des Moines

- a. Dan and Sue mentioned a hockey game, trivia night, and various restaurants in the downtown area – can do these as a group or individually
 - i. If group wants to go to hockey game or trivia, can do some sort of sign up or organize this on Thursday afternoon (can bring up at lunch meeting)

V. Other – NOSS

A. Chapter report deadline is November 1st

- a. Received approval to complete after conference is over, so can use information in the report

B. Discussion about developmental courses and their necessity in colleges

VI. Next Meeting

A. Monday, October 9th at 2:00 pm