

ICDA Board Meeting Minutes
March 8, 2013, 11:00 am – 12:00 pm
Conference Call

In attendance: Kay Webb, Jennifer Ross, Christie Stoll, David Eastman, Amy Brady, Vickie Coale

1. Conference Planning – Theme: 100 Years of Career Development: What’s New?
 - a. Registration
 - i. Amy will get the registration up and running as soon as possible on the website and it will remain open until Tuesday, April 10, two days before the conference
 - ii. PayPal is already set up on our site for paying online
 - iii. Checks for registration will be sent to Vickie Coale at Boise State
 - iv. Vickie Coale will be the point of contact for registration
 - v. Registration fees will remain the same as last year with the addition of a student fee: \$60 members, \$75 non-members, \$40 students
 - vi. CEU’s will be available. We need to find out how many, what school is sponsoring, and then post on website
 - b. Food
 - i. Jennifer suggested using Best Western for lunch and morning coffee and buying food from Costco for breakfast, snacks and drinks
 - ii. Selections for lunch include box lunches, salads, or hot sandwiches
 - c. Agenda Update – speakers, presentations
 - i. David asked whether our keynote speaker, Gail Laferriere, should make her own travel arrangements and we reimburse her or if we will make them for her
 - ii. Other speakers are not yet finalized. David will speak with Kelly Curry to see if she will present on GCDF certification. He is also thinking about having someone speak about libraries, Albertsons Foundation. He asked the group for other ideas. Kay said she will present if we don’t get a slot filled. She is also willing to team up with another board member.
 - d. Marketing – Christie, David
 - i. Christie will email to members, CIS contacts, local labor contacts, and Sue Holmes who will send out to ICA listserve
 - ii. _____ will send to Gear Up and PTE
 - iii. Kay will send to the president of ISCA
 - iv. David will change the “Save the Date” flyers to “Open for Registration” and get into counselors boxes
 - v. Christie will put on Facebook and in the CIS newsletter
 - vi. Amy will post on the website
 - vii. Vickie will email to Boise State Counseling Department and counseling students
 - e. Day of Conference

- i. Christie will not be able to attend the conference. Kay suggested that we have students volunteer to help and give them a greater discount on registration. Maybe it could be one student per University.
- ii. We discussed having some sort of giveaway for all conference participants. Jennifer suggested plastic cups with straws that could be used for water that day. No decision was made. Our budget is \$150 for table décor, \$50 for folders, and \$50 for tablets.

2. Checking Account update

- a. Kay made a motion and Christie seconded it that Vickie Coale will be taking over as Treasurer since Lindsy Bennett moved until elections are held for a new Treasurer. Vickie was the Treasurer last year. She will go to US Bank to be added as a signer on the account. Christie Stoll will bring her the Treasurer's box that Lindsy gave her.
- b. Kay received a \$96 check from ICA for memberships. She will take a copy of it for our records, then deposit it in the bank account.

3. Membership update: Christie

- a. We currently have 35 active members and 18 whose memberships have lapsed and should be shut off. Christie has sent them several emails. She will now send one final email and call them.
- b. There have also been a few new members who have applied, but not paid yet. They will not be activated until they are paid.
- c. It was mentioned that some members renew when they register for the conference.

4. Next Meeting: Friday, March 22, 11:00 am – conference call