

# Texas ICES November 2014

November 2014

## Area III DAY OF SHARING

Texas ICES  
[www.TexasICES.org](http://www.TexasICES.org)



### Texas Officers

- \* TX Representative:  
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- \* Secretary: Lisa Fitch  
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Area IV: Kathy Brinkley  
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*Final Preparations are underway for the Sold-Out Event*

## Texas ICES Area III Day of Hands on Fun with Susan Carberry and Peggy Tucker

November 9, 2014  
Garden Ridge Community Center

### Schedule:

9 am - 3 pm Hands On

3 pm - 4 pm Texas ICES Business Meeting

*All ICES Members are welcome to attend the Business Meeting at 3 pm.*



### ICES MEMBERSHIP SPECIAL

Current US Members, International Members, Gold Key and Student Members may sign up a new or lapsed US Member, International Member, or Student Member with a 25% discount off of the new or returning Member's membership dues, and also receive a 25% discount on their own renewal for one year.

Contact your Texas Representative for more information: [TexasICES@gmail.com](mailto:TexasICES@gmail.com)

**Help Spread the Magic of ICES!**

## ICES Business Meeting Agenda

1. Call to Order
2. Representative's Report
3. Secretary's Report
4. Treasurers Report
5. Old Business
  - Standing Rules
6. New Business
  - Elections
  - New Business from Floor
7. Adjournment

As brought to the table at the March 23 DOS at College Station, the following Standing Rules will be discussed and voted on at the Nov. 9 DOS.

### Proposed Changes to Texas ICES Standing Rules

1. **Proposed:** When planning a S/A/P/C/C meeting or Day of Sharing, a representative should, whenever possible, look for locations which are compliant with the American Disabilities Act (ADA). (Passed by ICES at MidYear)
2. **Proposed:** Any passed motions of a particular issue will supersede any previous motions of the same issue, without the need to rescind previous motions. (Passed by ICES at MidYear)
3. Officer reimbursement for required travel. **Current:** *Representative and Treasurer expenses to attend a DOS or meeting outside their area will be paid by the chapter upon submitting receipts to the Representative.* **Proposed:** Representative, Treasurer and Secretary expenses to attend a DOS or meeting outside their area will be paid by the chapter upon submitting receipts to the Representative. This shall be limited to include travel stipend based on mileage plus lodging not to exceed one night's stay.
4. DOS Registration Fees. **Current:** *ICES members \$25 for early registration/ \$35 at the door. Non-members \$35 for early registration/ \$45 at the door. Registration for drivers, children and culinary students \$10. Children must be 10 years of age or older and accompanied by an adult. In a regular election year, the DOS is Free.* **Proposed:** DOS Registration for ICES members \$25 for early registration/ \$35 at the door; Non-members \$35 for early registration/ \$45 at the door; Drivers will be \$15. Children and culinary students (with ID) will be \$15. Children must be 10 years of age or older and accompanied by an adult. In a regular election year, the DOS registration fee for Elections will be: Members \$10 Early Registration and \$20 at the Door, Non-Members, Culinary Students, Children and Drivers will be at the regular DOS rate.

## Standing Rules (Con't)

5. Vendors. Current: Vendor Fee: \$25 Members/\$50 Non-Members. All vendors must donate an item for raffle. Helpers \$25 per helper. Proposed: Vendor Fee: \$25 for ICES Members/\$50 for Non-Members. All vendors must donate an item for the raffle. Helpers for Members will be \$15 per helper, Helpers for Non-Members will be \$25 per helper. Vendor area is 10 x 10 and includes 1 table. If available, more tables allowed in a 10x10 booth area. Additional tables \$10 ea. Vendors may bring an additional table to fit within the 10 x 10 area at no additional charge.
  6. Midyear Expenses for Representative. **Current:** Chapter will pay for all expenses incurred by the Representative to attend Midyear Convention. **Proposed:** Chapter will pay for all **reasonable** expenses incurred by the Representative to attend Midyear Convention, less the amount paid by national ICES upon submission of expense receipts to the Treasurer. **If receipts are not submitted, no reimbursement is allowed.**
  7. Expenditures: **Proposed:** All expenditures must be approved IN ADVANCE. For approvals and reimbursements, two signatures will be required. See the following for proper signature assignment. For Representative's expenses, the signature of the Treasurer and the Secretary are required. For the Treasurer, the Representative and the Secretary's signature are required. For the Secretary and Alternates, the Representative and Treasurer's signatures are required.
  8. Travel Reimbursements for DOS Demonstrators: **Current:** Demonstrators traveling 150 miles and over to demonstrate for a DOS will be allowed the option of receiving reimbursement for travel or allowed a vendor booth for free. Reimbursement will be as follows: \$50 for 150 - 200 miles; \$75 for 200 - 300 miles; \$100 for 300 -400 miles; \$25 each additional hundred. Also will round up or down as needed. **Proposed:** Demonstrators traveling 150 miles and over to demonstrate for a DOS will be allowed the option of receiving reimbursement for travel or allowed a vendor booth for free. Reimbursement will be as follows: \$50 for 150 - 200 miles; \$75 for 200 - 300 miles; \$100 for 300 or more miles.
  9. Travel & Reimbursement for Classes or other Texas ICES Sponsored Events. **Proposed:** Travel & Reimbursements to bring in teachers for Texas ICES Sponsored Events will be negotiated by the officers of Texas ICES on a case by case basis.
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## Clarification of Job Descriptions

Texas ICES appreciates the dedication of those who volunteer to serve. With the desire to create a fun and creative environment, the following division of duties for the officers and alternates has been proposed for clarification so each person can fully understand their responsibilities and work comfortably and confidently within the bounds of their elected positions.

### REPRESENTATIVE

- Representative shall have all responsibilities assigned by the Bylaws of the International cake Exploration Société via the ICES bylaws and Representative's Handbook.
- Computer and computer skills are necessary.
- Must have a working knowledge of Roberts Rules of Order.
- The job of the Representative is to support, and promote ICES by being an active member, including participating in meetings and attending the annual conventions, if possible.
- Set up and hold a minimum of two (preferably 4, 1 per Area) Days of Sharing or Meetings of the Texas Members of ICES per year to share with members all information concerning local and national meetings, classes available in our area, new methods and new materials, in a way that promotes ICES to its fullest.
- Submit two semiannual Activity and Financial Reports to ICES.
- Communicate with members about the activities of ICES.
- Create and send Newsletter at least every three months.
- Keep track and oversee alternate's plans for Area DOS, meetings or classes.
- Aid the Alternate in planning and fulfilling responsibilities.
- Coordinate DOS dates with all Texas Officers and Alternates. Making sure the dates are the best for each area and Texas as a whole.
- Make sure secretary and treasurer records are accurate and filed in timely manner.
- Keep the Texas ICES website, FaceBook and any other social media updated with information.
- Provide alternates with most recent copy of area members as received from membership chairman.
- Attend Mid Year or delegate Alternate to attend as Acting Texas Representative.

### ALTERNATE

- Texas has 4 Alternates determined by geographic location. Computer and computer skills are necessary.
- The main job of the Alternate is to assist the Texas Representative in carrying out his/her duties.
- Submit quarterly report to Representative for publishing in the Newsletter.
- Working with the Representative and within DOS budget set by TX ICES officers to select a date, theme, and venue for a DOS six months prior to DOS, but no less than three months in advance to ensure fair notice to TX ICES membership.
- Alternates shall be responsible for planning and implementing Days of Sharing (DOS) within their areas, coordinating all tasks with the Representative who facilitates execution of duties following the DOS budget, approved by a majority vote of the current officers. (Currently the Venue budget is set at \$500 and the Catering Budget not to exceed \$10 per person)
- All expenses must be approved in advance. No reimbursements will be made for non-approved expenses.
- Work with Representative to choose demonstrators. Demonstrators requiring travel/lodging expenses will be subject to review by TX ICES Officers.
- Publicize the DOS in your area. Representative will publicize the DOS throughout the state.
- Ask for help from members in your area first. If not available, please let the Representative know and she/he will provide more help from all over the state.
- Ask for raffle/door prize items from vendors, collect, and store them and write thank you notes. Ask for help from Representative if needed. Purchased raffle items exceeding a total of \$50 must be pre-approved in advance.
- Run the DOS and Business Meeting if Representative is not in attendance.
- Accounting for all expenses must be pre-approved and accompanied with receipts provided to the Treasurer within seven (7) days following the DOS.

## Job Descriptions (con't)

### SECRETARY

- Computer and computer skills are necessary.
- Attends meetings and DOS and provides the Representative with concise, accurately typed minutes within two weeks of the event or meeting.
- If unable to attend DOS, provide Representative with minutes to be read and any other pertinent documents needed for the DOS.
- Document motions to amend Chapter Standing Rules with all pertinent transactions per amendment. List of all motions including dates and details will be recorded to allow for formal tractability of proposals and amendments.
- Records of minutes is to be retained by both Secretary and Representative in either digital or paper form in perpetuity.
- Copy all communications to all TX ICES Officers.

### TREASURER

- Computer and computer skills necessary.
- Keep accurate records and file reports as required by national ICES and TX ICES.
- Send Representative any and all records at least once a month, as they are available.
- Send financial report to Representative within two weeks following a DOS.
- Provide Representative with bank access to include electronic records.
- Attend DOS and provide check-in roster, name badges, on site registration and raffle supply money handling. If unable to attend the DOS, provide Representative and Alternate with all pertinent and updated attendee information.
- Keep Representative and Alternate updated with DOS registration information.
- Have books available for review at the request of ICES Officers and Members.
- Copy all communications to all TX ICES Officers.

### REQUIREMENTS FOR RUNNING FOR ALL TEXAS OFFICES:

- Must be a ICES member in good standing for a minimum of 1 year immediately preceding elections

## Texas ICES Area Map

Texas is divided into 4 Areas.

It is my goal to have at least one event in each area in 2015

Stay Tuned for More Details





# 2015

Mark your calendars to join us for the first DOS of 2015! Kathy Brinkley, Area IV Alternate is working hard on your behalf.

**Sunday, February 1, 2015**

**Lake Conroe KOA**

Montgomery, TX

Demonstrators include:

**Julie-Ann Bashore**

**Edward Frys**

**Sidney Galpern**

**Jan Gresham**

**James Rosselle**

Classes will also be offered. Stay tuned for more details.

## ***And looking forward to 2015...we need your help.***

You will be receiving a survey in a separate email shortly asking you a few questions.

Please take the time to fill out the survey when you receive it and send it back.

A few of the questions will be...

- What activities would you like to see from Texas ICES
- What demonstrators or demonstration topics would you like to see
- What areas (cities, venues) would you like to see a Texas ICES event or DOS
- What are your ideas to strengthen and grow membership
- Plus a few more

*Thank you in advance for your help*



Texas ICES Events are made possible by the generous donations of many.  
Please support your Texas ICES Sponsors.

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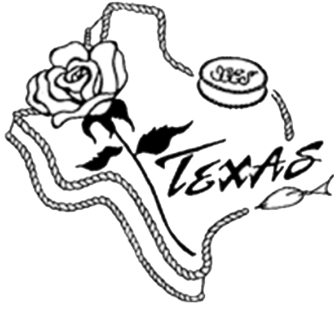
The School of Cakeology

The Sugar Art

The Sweet Art

The Sweet Tooth Advisor

Texas ICES



## Upcoming Texas ICES DOS

### Area IV DOS

February 1, 2015

Montgomery, Texas

[www.TexasICES.org](http://www.TexasICES.org)

Facebook: [Texas ICES](#)

Twitter: [@TexasICES](#)

## Contact US

### Officers

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**Secretary:** Lisa Fitch  
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### Alternates

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**Area III** Juanita Rone  
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**Area IV:** Kathy Brinkley  
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## ICES Scholarships

ICES promotes the art of cake decorating by awarding one or more annual scholarships to applicants deemed most likely to develop and promote the art form.

Anyone interested in furthering their knowledge of sugar art and sharing that knowledge with others is invited to apply for a scholarship.

Contact your local Representative for a scholarship application or print the scholarship application at [www.ICES.org](http://www.ICES.org).

Applications should be postmarked no later than January 15th for the current year's award.