

# ICES Texas DOS Meeting

November 9, 2014

3:40pm

San Antonio, Texas

Minutes submitted by Lisa Fitch, Secretary

## Opening remarks – Suzy Zimmermann

Welcome

## Representative's report – Suzy Zimmermann

DOS for 2015 planned

Area 1 - TBD

Area 2 – April 12

Area 3 – June 7 in Corpus Christi

Area 4 – February 1 in Conroe

Elections for 2015

- ICES criteria discussed
- Discussion on which DOS will host the elections. Corpus suggested. TBD

## Secretary's report: - Lisa Fitch

No minutes submitted from Lubbock or Tyler DOS due to secretary not being in attendance.

## Treasurer's report: - Jan

Balance as of 11/1/14 - \$7600

Annual ICES check has been received and will be deposited.

New balance will reflect ICES check plus any monies earned from today's DOS

## Old Business:

1. The following were implemented per ICES at the Midyear meeting
  - ADA compliant facilities are to be considered when planning events
  - Any passed motions of a particular issue will supersede any previous motions of the same issue, without the need to rescind previous motions.
2. 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.

**Motion to accept:** Helen Osteen Second: Kathy Brinkley  
Vote: Motion carries unanimously.
3. 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.

**Discussion** -Taking into consideration that ICES allows members of all ages and there is no distinction for students of elementary or secondary ages. It was suggested that the age range be modified. Also, it was suggested that fees be raised as needed during other business meetings.

**Amended proposal** - 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 10-17 years of age or older and accompanied by an adult. When an election is held at a DOS, the 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.

**Motion to accept:** Carolyn Mangold      Second: Helen Osteen      PASSED

#### 4. 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

**Discussion** -Need to change the size due to possibility of not enough room for the stated size based on the size of the host location.

**Amended proposal:** 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 includes 1 table. Additional tables \$10 ea. If room is available, Vendors may bring an additional table to fit within designated area at no additional charge. Booth area to be designated at each DOS.

**Motion to accept:** Carolyn Mangold      Second: Kathy Brinkley      PASSED

#### 5. 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.

**Discussion** - A limit was suggested but this is not feasible due to local fluctuating costs.

**Motion to accept:** Helen Osteen      Second: Kathy Brinkley      PASSED

#### 6. 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.

**Discussion** - The wording of "for approvals" was considered. It is not possible to always get signatures for approvals due to the size of Texas and the different people handling details. Signature not for approvals but for reimbursements.

**Amended proposal** - All expenditures must be approved IN ADVANCE. For 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.

**Motion to accept:** Helen Osteen Second: Kathy Brinkley PASSED

#### 7. 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.

**Discussion** - Need to be diligent in getting local people to demo and do classes.

**Motion to accept:** Carolyn Mangold Second: Kathy Brinkley

#### 8. Travel and reimbursement for classes or other Texas ICES sponsored events

**Proposed** - Travel and 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.

**Discussion** -No discussion.

**Motion to accept:** Kathy Brinkley Second: Helen Osteen

#### 9. Officer's job descriptions

##### 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 Societé 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.

## 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.

*New Business*

- Helen Osteen – Elections in different areas due to the reduced registration rate.
  - Discussion: This is a good point to consider. This was taken into consideration for 2015 elections. Proposed date of 2015 elections - June 7 in Corpus Christi.
  - Vote: 2015 elections to be held in Corpus Christi on June 7<sup>th</sup>.
  - Motion to accept: Helen Osteen Second: Jackie Osteen PASSED
- Helen Osteen – Proposed to reimburse Suzy Zimmermann for the microwave used in previous day's classes. It was a "need to buy now" for classes and she had no time for prior approvals.
  - Motion to accept: Helen Osteen Second: Jackie Osteen PASSED
- Suzy Zimmermann – Proposed to reimburse Jan Morris for FedEx expense to ship cake boards to San Antonio that were needed prior to the DOS to be prepped.
  - Motion to accept: Suzy Zimmermann Second: Jackie Osteen PASSED
- Suzy Zimmerman – Proposed to reimburse third night for Susan Carberry and Peggy Tucker after they had to stay an additional night to prep for change of DOS format to hand's on class.
  - Motion to accept: Suzy Zimmermann Second: Jackie Osteen PASSED

*Meeting adjourned.*

Motion to accept: Carolyn Mangold Second: Helen Osteen PASSED