

Minutes - January 17, 2018  
Representatives &  
Ambassadors Webinar

## Registrants

First Name	Last Name	
Susan	Ogunbayode	Nigeria
Bonnie	Fazio Richards	FL
Theresa	McKibbin	NC
Brenda	Harrington	KY
Chantal	Fairbourn	UT
Sandra	Daggett	WA
Tina	Jones	MO
Shari	Buchanan	OH
Karen	Garback	OH
Rebecca	Lujan	AZ
Valarie	WozneyArcher	AZ
Elizabeth	Dickson	LA
Jeanne	Thompson-McKenzie	NY
Edit	Albert	BC, CANADA
Mary jo	Dowling	PA
Mary	Gavenda	IL
Gwendolyn	Aldridge	SC
Jennifer	Noble	MS
Keshia	Craft	NV
Mary Jo	Manis	TN
James	Bender	VA
Janice	White	SD
Suzy	Zimmermann	TX
Marsha	Brooks	IN
Pam	Dewey	NJ
Bonnie	Blackburn	Rep Secretary, Ontario

### OLD BUSINESS:

Minutes from the August 3, 2017 Convention Meeting. Are there any corrections? - NO

#### Motion #1

Jim Bender, Representative Liaison moves to accept the August 3, 2017 Representatives & Ambassador's Meeting minutes as presented.

Seconded by: Jeanne Thompson-McKenzie, NY

Disposition of Motion #1: Carried

Minutes from the September meeting. Are there any corrections? NO

#### Motion #2

Jim Bender, Representative Liaison moves to accept the September 20, 2017 Representatives & Ambassador's Webinar Meeting minutes as presented.

Seconded by: Bonnie Fazio-Richards

Disposition of Motion #2: Carried

Minutes from the November meeting. Are there any corrections? NO

Motion #3

Jim Bender, Representative Liaison moves to accept the November 16, 2017 Representatives & Ambassador's Webinar Meeting minutes as presented.

Seconded by: Keshia Craft, NV

Disposition of Motion #3: Motion Carried

Please Note: Motions may be submitted anytime on our Member Login Section of the ICES Webpage under Reps Forms page and listed under Miscellaneous Forms – Representatives & Ambassadors Motion Request Form

The Reasons for 2018 Financial Audits were presented by Becky Lujan, Chairman and Elizabeth Dickson committee member of the ICES Budget and Finance committee who answered the Representatives questions regarding the 2018 audits.

Findings, observations/suggestions in filing the 2018 audit thus far are:

- Employer Identification Number (EIN) had not been renewed by Chapters (and some chapters do not have an EIN). As a chapter you must have an EIN number.
- The Semi Annual Financial Reports do not have the required documentation (i.e. bank statements, treasurer reports, etc.) accompanying them, this is why we need this information to complete an audit.
- Do not fill out the audit form... send your report and audit form and the ICES Finance committee with fill out the form.
- Are Chapter treasurers trained in filling out audit forms? – Not at present – looking into how to do this training for treasurers.
- Keep your financial records current with IRS requirements for financial reporting.

Becky Lujan and Jim Bender are planning on doing an overview for Chapter Treasures of how to provide the government information requested in audits. This information will be on the Reps website and in the Reps handbook when completed. Representatives asked the audit committee if this could also include a checklist of what materials, and information is needed for the Representative to meet ICES audit requirements. Audits may be submitted electronically or by mail. Who pays to mail your audit package to ICES? Chapters will pay to mail the package to ICES and ICES will pay to mail the audit package to the Chapter. It is advised to insure your audit package when sending it to ICES.

It was brought to everyone's attention that some Chapters are having issues when trying to update their bank account and information regarding personnel (treasurer) changes on bank accounts. When changing treasurers it is recommended to close out the old bank account and start with a new bank account.

Member Spotlight:

Remember that you need to honor your members by some of the things they do for your chapter. It is not just a bio from them. Share about what this person does for your ICES group to help with nothing expected in return by that member. If you have random pictures of them working at an event where they are helping at, please send the pictures to accompany information about the person being spotlighted. It is nice to see that we have hard working persons working for ICES and to give them credit for their contributions.

Certificates of Appreciation and Medallions

A Medallion Order Form is awaiting approval, and should be up on the Reps tab in early February. If you do not order medallions before the convention deadline, the medallion will not be made. For any certificates and medallions not picked up at convention, we will set up a PayPal account, so you will cover postage and then the medallion send them to you. ICES can send you an email of your certificate at no cost anytime.

Recipes tutorials for Website:

Please send in recipes to be published on our ICES website. If you have a special recipe that you have or found and want to share, just send them to [internetchairman@ices.org](mailto:internetchairman@ices.org). ICES also would love to see tutorials submitted. The tutorials may be a PDF or video that you have done. If you or your members have a video on YouTube or another site, just send the internet chairman the link or embedded code with permission to have the tutorials on our site. ICES is working hard to make our website better and give you a wonderful place to learn and see what others are doing.

## NEW BUSINESS

### Motion #4

Mary Jo Dowling, PA moves that ICES S/A/P/C/Cs in good standing with all previous treasurers' reports filed for the past seven years be audited for only the previous three years of financial activity.

Seconded by: Jennifer Noble, MS

Disposition of Motion #4 Failed

Explanation: Seven years is too long a term to be required to submit all financial records when the S/A/P/C/Cs have already been submitting biannual treasurers' reports. It is unreasonable to go back that far and places a hardship on the current treasurer and representatives to submit all receipts and reports that ICES already has. In some cases, this is spanning perhaps 3-4 terms of treasurers. If a chapter has been submitting reports as required, there should be no issue as to the current state of their finances.

### Motion #5

Jennifer Noble, MS moves to change the newsletter to full color Front and back and center fold (containing show cakes) and 2 color (black and white) inside.

Seconded by: Sandra Daggett, WA

Disposition of Motion #5: Failed

Explanation: To alleviate the high printing costs of the newsletter, eliminate full color on some of the pages.

### Motion #6

Jennifer Noble, MS moves to Reduce the overage of the Newsletter Print Run from the current 10% overage to only 2%-5% overage.

Seconded by: Tina Jones, MO

Disposition of Motion #6: Failed

Explanation: I believe this is the number of overage. Print fewer copies to save money on the print expenses of the hard copy newsletters.

Nominations and Elections – Becky Lujan, Nominations Chairman informed the Representatives that there will be 6 Board of Directors (BOD) finishing their terms at the end of the 2018 ICES convention. This will leave 6 vacancies to be filled. Becky encouraged the Reps to consider running for a BOD position or nominate someone you feel can actively fill a BOD position. Nomination forms are on the website. Fill in the form and send to Becky. Becky will then send a confirmation letter that she has received the nomination.

ICES President, Suzy Zimmermann informed this group that the ICES membership form on the website has crashed. This issue is being fixed, repaired and will be up and running in a timely manner.

### 2018 Convention & Show in Cincinnati, Ohio

Karen Garback reminded everyone that Convention Registration opens April 1, 2018 and to please register early. The schedule of events, Hands On Classes and Demonstrations schedule information will be posted soon on the web site. More information at the March 21<sup>st</sup> Webinar.

Mad about Hats Cake Challenge, information is on the Ohio ICES Convention website. Karen reviewed the criteria for entering this challenge and referred everyone to the website for full details.

Wonderland of Hats Competition/Fashion Show: – Karen reviewed criteria for entering this interesting edible fashion competition - complete details are posted on the Ohio ICES Convention website.

2018 Step Challenge: This competition started at the 2017 Spokane show with a larger group of participants than expected. There is an entry fee, lots of fun and prizes as well.

#### Open Discussion

Jeanne Thompson-McKenzie, NY

- Asked for guidance about persons using the Chapters Facebook page, this persons membership has expired, overtakes the Facebook with tutorials, advertising, selling and inappropriate postings.

Support advice from the Reps was to:

1. Have the Administrator of the Facebook page monitor what is posted/what can be posted and who can post on your Facebook page.
2. Make a set of standing rules & guidelines for your Facebook page. First rule is that only ICES members in good standing can post on your Facebook page.
3. All posts must be approved by administrator before being posted.
4. Block people who persist in posting inappropriate posts and materials.

Question – Has anyone heard of Meetup website? Good way to spread the word about ICES, Conventions, Days of Sharing, cake shows. There is a small fee to be involved on this website.

Susan Ogunbayode, Nigeria

- Susan expressed concerns that the Nigeria ICES members feel hurt and neglected after a communication issue/problem at the 2017 ICES convention.
- Susan felt there were no apologies given to the Nigerian group to address the issue.
- The ICES president did speak to the Representatives of Nigeria at the convention and felt the consensus was that while an unfortunate happening everyone was in agreement that we want to move forward with caring and positive feelings.

Next Meeting – March 21, 2018, 8:00 pm EST

#### Motion #7

Jeanne Thompson-McKenzie, NY moves to adjourn this meeting.

Seconded by: Tina Jones, MO

Disposition of Motion #7: Carried

Meeting Adjourned – 10:41 PM January 17, 2018

Respectfully submitted January 23, 2018

Bonnie Blackburn  
Representative Secretary