

Minutes – March 21, 2018 Representatives & Ambassadors Webinar

Registrants

First Name	Last Name	Representative for
Jeanne	Thompson-McKenzie	New York
Sandra	Blaha	Nebraska
Karen	Garback	Ohio Show Director
Thelma	Howland	California
Sandra	Daggett	Washington
Mary	Gavenda	Illinois
Tina	Jones	Missouri
Amy	Marsh	Idaho
Bonnie	Blackburn	Representative Secretary
James	Bender	ICES Representative Liaison
Terri	Castro	Texas
Tina	Crews	Alabama
Lora	Zarlenga	Southern Ontario
Valarie	WozneyArcher	Arizona
Meeghan	Burnevik	Minnesota
Brenda	Harrington	Kentucky
Janice	White	South Dakota
Jennifer	Noble	Mississippi
Marsha	Brooks	Indiana
Shari	Buchanan	Ohio Show Director
Chris	Arrington	Georgia
Suzy	Zimmermann	ICES President
Becky	Lujan	ICES Budget/Finance
Mary Jo	Dowling	Pennsylvania

Jim Bender, Representative Liaison opened the March 21, 2018 Representatives & Ambassadors Webinar at 8 pm, EST. Jim announced that there were no motions from the Representatives submitted prior to the start of this meeting.

Ohio Show Directors Karen Garback and Shari Buchanan updates for the Representative group:

- Confirming the Cincinnati, Ohio registration will commence on April 1, 2018 encouraging everyone to register as soon as possible. Due to April 1, 2018 being a statutory holiday, while registration is open, there will be no technical support. If you find you have issues, go into the registration website immediately after April 1/18 and request for help to fix or complete your registration.
- Two (2) tours are planned for the enjoyment of persons attending the convention. July 24, 2018 tour to Jungle Jim's and July 25, 2018 is a tour to the International Market.

- Cincinnati flyers were sent by the Show directors to the Representatives. The Show Directors would like the Representatives to please forward this flyer to all members/shop owners and vendors in your state.
- While browsing the list of Demonstrators and Hands on Classes Instructors you will notice many new names that have not demonstrated or instructed in previous years.
- The Cake Challenge has a lot of interest by this date. Mad about Hat Challenge will be sponsored by Dominic Palazzolo.
- Parking your vehicle will cost \$20/per night at the hotel.

Wonderland of Hats:

- Create an edible wearable item. Check for further details on the website under Challenges.

Step Challenge

- A work in progress at this time. Watch website for details.

Pin Quilts

- Handmade quilts will be on sale at Cincinnati show for purchasing to attach your collector & Convention Show pins. Several of these quilts will be available for purchase.

Saturday night banquet

- "Hatters Birthday Party" Celebrate your birthday whatever your birthdate is on this Saturday evening. Celebrate with party clothes and a hat if possible.

Displays for cake room

- Encourage your members to bring a display, whatever size they can manage to make and display for the show.

NEW BUSINESS

Open Discussion

Will upcoming Cake Shows and Days of Sharing be getting ICES and Convention Rack cards and previous newsletters to display and hand out? Contact the Board Representative for Publicity and Brochures who is Kyla Myers for any publication you need.

The Representatives Manual is currently being updated and is a work in progress.

Chapters and State Representatives must prepare for and submit your audits as requested by the Board of Directors.

Travel reimbursement for Representatives at the Representative Midyear at Convention requires that you must attend all four (4) sessions for full reimbursement.

The Board of Directors is encouraging Representatives to run for a position on the Board. The Board is working on a mentoring program for new members elected to the Board this year.

Promoting ICES:

- Go to Cake shows and talk to individuals/attendees at the show about ICES.
- Set up a booth at cake shows/county fairs/culinary events to talk about and promote ICES and the ICES conventions.

Becky Lujan spoke to the Representatives about Nominations and Elections.

- Think about running for the board of directors, stating that Board of Directors are required to attend midyear and convention meetings as well as once monthly webinars to conduct the business of ICES.
- Consider nominating someone you consider would be a candidate for the Board or nominate yourself. Send these nominations to Becky Lujan.

Becky addressed the Representatives on the Audit process and progress.

- Audit process is going very well on the audits the Finance committee has received.
- Becky with a group of the Board is working on a Power Point Audit presentation to make a presentation that is user friendly and informative to the Representatives.
- EIN numbers are an issue – make sure your state or chapter has an EIN number or get the EIN number if your State/Chapter does not have an EIN number.
- Presently the Audit Board members Becky Lujan and Elizabeth Dickson are researching one states audit report and will contact that state shortly with information.
- Email Becky Lujan to see if your Chapter/State EIN number is up to date and valid.
- Question: If you do not have changes in your chapter/state financials do you have to update of change your EIN number? Becky is looking into this and will report back to the persons asking this question.
- Important is that Representatives make sure your Audit and Activity Reports are completed and sent into Finance committee before deadline dates.

What qualifies for Day of Sharing/Events notification? Can be advertising, reach out to your people and keep in in touch with your members, document each time you contact your members. Through an APP is not the way to do ICES business.

Open Discussion continued

Question from Mary Gavenda, IL what is the procedure to get your ICES events posted to the ICES website? Representatives are to send into the Media Chairs as soon as possible your event information. If your event was not posted let the Media Chairman know that your event was not posted to find out the reason why.

Question from Valarie WozneyArcher, AR if you are looking for a roommate at convention to share a room with how should you go about this? There is a roommate section on the convention website to match people wanting a roommate.

Jennifer Noble, MS suggested Representatives contact local chefs and companies to solicit products to give or raffle at your Days of Sharing. Chris Arrington suggested contacting the convention vendors for materials and products for Days of Sharing.

- Encourage your members to patronize these vendors and donors when purchasing products in future.
- Post pictures on your Facebook/Website showing members using the members using the vendors donated products
- Send a thank you and pictures to the vendors/donors of members using the vendors /donors donated product.

Representatives are to be at Cincinnati, Ohio Convention for the Representative Midyear meeting to commence at 8am, Tuesday, July 24, 2018 for their 2 day (4 sessions).

- Make sure when sending Representative Liaison Jim Bender and President Suzy Zimmerman to use their Board of Directors email addresses not their personal email addresses.
- Send to Representative Liaison Jim Bender motions and topics you wish to be discussed for the next Representative-Ambassador webinar.

Next Meeting – May 16, 2018, 8:00 pm EST

Meeting Adjourned – March 21, 2018, 9:35 pm