

**ICES Representatives & Ambassadors
Webinar Minutes
September 18, 2019**

Meeting called to order at 7:06 pm ET.

Welcome: Representative Liaison, Tina Crews

Words from our ICES President: Liz Dickson

Old Business

Motion #1: Tina Crews, Representative Liaison, moves to accept the July 16, 2019 ICES Annual Reps Meeting Minutes as presented.

Seconded by: Jennifer Noble, Mississippi

Motion: Carried.

Motion #2: Tina Crews, Representative Liaison, moves to accept the July 17, 2019 ICES Annual Reps Meeting Minutes as presented.

Seconded by: Valarie Archer, Arizona

Motion: Carried.

New Business

No new business presented.

Committee Updates

2020 Expo Reno, NV – Suzy Zimmermann

- Suzy talked about the upcoming Cake Expo 2020. She also talked about the discount registration for those that attended 2019 Little Rock Convention.
- Liz talked about the center pieces for the banquet tables made by each state inspired by the Cake Expo logo – use the hot pink, black and white color scheme as inspiration; sizes 8”, 6”, 4” on a plain board or an 8” double barrel on a plain board; stands will be provided. They will be used for display in the cake room on Sunday after the banquet.

Budget & Finance – Jan Wolfe

- States with audits upcoming: Arkansas, Indiana, Maryland/Delaware/DC, Massachusetts, Minnesota, Nebraska, New Mexico, North Carolina, Oklahoma, Oregon, Puerto Rico, Washington, and Wisconsin.
- Don't forget to send Jan a note if you need insurance for your upcoming events. She will send you the form to fill out.

ICES Newsletter – Helen Osteen

- Don't forget to send your state Days of Sharing to the newsletter! They can be advertised twice in the newsletter but even if it is too late to be published in the newsletter, they can be posted on all ICES social media sites. You can send Helen an email, send flyer or use the DOS form on-line (<https://ices.org/create-an-event/>).
- Membership lists are sent out the first of the even numbered months (October, December, etc.) If you need a list sooner, just contact Helen.

Chapter Compliance – Tina Crews

- Are your contracts on file? Is your activity and treasurers' reports filed? You will also not receive your membership list until all requirements are met. Don't forget that every time you have an election, the individual officers must fill out their contract for their position as well as filling out the officer information form.

Good Reps – Tina Crews

- Make sure that the state chapter officers know your email address for their contract. The Reps email has to go on the officer contracts. You should keep a copy of the confirmation email to ensure that it was filed and for proof in case there is a problem. Need to stay on top of all the contracts and reports. Don't forget the individual portrait pictures! If you're having any problems, contact either Tina or the ICES Tech Team (techteam@ices.org).
- Reps are here to promote ICES and sugar art within their areas. Encourage others to join our organization. You can print and distribute the ICES brochures to cake shops, cake clubs, schools, etc. You must have two business meetings per year. Reach out to the other states around you for your Days of Sharing; people will travel for DOS. The rack card templates will soon be on-line for the membership and the Cake Expo 2020 card. Attach the cards to each email you send out! Encourage past members to re-join! Stay in contact with your current membership!

Open Discussion

- Conflict resolution training for Reps suggested.
- PA White Rose Cake Show in York, PA on November 2nd and Day of Sharing on November 3rd. Google "White Rose Cake Show" for more information.

Motion #3 – Bonnie Fazio Richards, Florida, moved to adjourn the Webinar.

Seconded by: Jennifer Noble, Mississippi

Motion: Carried.