

Greater Quad Cities RIMS

Officers Meeting Minutes

2012-2013 Planning

Iowa City, IA

August 6, 2012

Present: Tom Ohrt (deputy-President), Viana Rockel (deputy –Secretary), Hal Larson (deputy, Legislative Affairs), Kathryn Kurth(deputy-Treasurer)

New Officers: Hal Larson sent a slate of officers to the membership on July 30, 2012.

The new officers were elected by electronic ballot and include:

President, Hal Larson, Kent Corporation

Vice President and RIMS Delegate, Tom Ohrt, Rockwell Collins

Secretary, Treasurer and Webmaster, Viana Rockel, University of Iowa

Legislative Affairs, Hal Larson

Going off the board: Kathryn Kurth, Treasurer.

Following the board planning meeting, Jim Bosten was contacted about becoming Assistant to the Secretary and he agreed to serve. Mary Griffith, AJG, was contacted about staying on as a Sponsor’s Advisor and she will try to get her travel approved to allow her to stay on as an Affiliate Advisor. An invitation was also extended to Teresa Lynn from CorVel to also serve as a Sponsor’s advisor. Both AJG and CorVel are Diamond Sponsors of the Chapter. Also, Bob Winkler may volunteer to help out with Legislative Affairs as time allows. He will have the title of Legislative Affairs Liaison, if he can accept the position.

Treasurer’s Report and Budget Planning

by Kathryn Kurth

Current balances:

Checking: \$18,273.22

Savings: \$4,005.66

CDs: \$16,996.66 (one will renew on September 13)

Total Cash Available: \$39,275.54

Income: \$15,123 (projected--\$22,250)

Disbursements: \$18,159 (budgeted--\$29,175)

Discussion:

- Review of Prior Year Income and Expenses: We cashed a CD. Sponsorships were \$5,500 less than expected.
- Proposed Budget for 2012-13
- Charitable:
 - We will donate \$3000 to the Vaughan Institute (a reduction of \$3,000), another \$1,150 for the Vaughan Institute to use for the GIS conference or other student activity, \$1,000 to the Spencer Foundation and \$1,000 to Safety Village (a reduction of \$4,000). An additional donation may be made to the group performing at the Christmas party.
 - The board didn’t budget \$1,900 this year to send a student to RIMS.

- We will provide the Vaughan Institute with another scholarship in January 2013 for \$2,625 (\$2,500 scholarship plus 5% UI Foundation Fee) to be used by a student during AY 2012-13.
- Income was projected to be \$24,910, while expenses are projected to be \$23,735. See the attached budget for details.
- Food costs will likely go up for Chapter meetings. In the future, those attending will pay \$35 instead of \$30 and the Chapter is budgeting for actual costs per meal to be \$40, increasing the meeting budget from \$2,571.35 to \$3,520.
- There will be a Christmas/holiday party this year and we budgeted \$2,000 to cover expenses, including gifts and a donation to the entertainment. We anticipate meals will cost \$75 per person and will expect members to pay only the normal \$35 meeting charge.
- No interest income was budgeted.
- A new sponsorship category was added. The “sponsor” category will cost \$150 per company. Hal thinks this will bring back some of the associates who don’t want to sponsor at \$250.
- We included a new line item, Comp dinners, for students and prospective members and budgeted \$640 for this line item.

Programming

- **Dates:** We won’t consider alternative dates if a speaker can’t make the second Wednesday of the month.
- **Locations:** We will continue to hold most meetings in Iowa City and Muscatine. One meeting will be held in Davenport. No meetings will be held in Cedar Rapids.
- **Topics:** Hal presented a list of potential topics, and we chose one topic for consideration for each date.
- **Time:** We discussed the agenda for each meeting and made the following decisions:
 - 4:00-5:00 board meeting
 - 5:00- 5:30 member networking
 - 5:30-5:45 chapter business
 - 5:45-6:45 program/speaker
 - 6:45 dinner
- **UI Student Meeting:** The group would like to make a presentation on a Sunday night to Gamma Iota Sigma and Viana will work with the program chair to determine a date.
- **Joint FEI Meeting:** We will invite FEI to attend the October meeting, but we won’t change the date to accommodate their Thursday meeting.
- **Golf Outing:** The date for this year wasn’t determined, but it will be held again. Expenses for the golf outing in May were \$2981.19 and income \$1174.
- **Meeting Agenda addition:** We discussed several ways to “have fun” at meetings and determined that we would have a drawing each meeting or three items. Two would be “gag” gifts and the third something nicer. We set a budget of \$200 for the year for this activity. The person with a number 1 under the chair will choose first. He/she can keep the item or pass it to person #2. Person #2 can keep their item or pass to #3. Also, Hal will try to come up with items to email the membership to keep communications going during the month. Hal may also ask the members to share a “headache of the month” or a “success of the month”.
- **Name Tags:** Viana has been handling nametags and will continue to do so.
- **Meeting notices:** Hal will send out the first notice three weeks in advance and Viana will send out a reminder one week in advance.
- **Meeting Reservations:** Hal will take reservations.

○ **Proposed program summary:**

- The following dates, locations and potential programs were determined. Board members will volunteer to contact speakers.

Meeting Date 2 nd Wed.	Location	Person Contacting Venue:	Topic	Person contacting speaker
12-Sep-12	Iowa City Marriott	Tom Ohrt	Impact of healthcare reform changes on our companies and employees	
10-Oct-12	Muscatine, Geneva Country Club	Hal Larson	Joyce Berg (confirmed by Viana) Using the Iowa Electronic Markets to Predict the Presidential Elections.	
14-Nov-12	Muscatine, Geneva Country Club	Hal Larson	Property Catastrophe Losses & Market Impact, Willis of IL	
12-Dec-12	Iowa City Marriott	Tom Ohrt	Holiday Party-Decorations, Entertainment, Club to subsidize over \$40, gift to Children's choice, small gift for each child.	Tom to contact special needs children's choir
9-Jan-13	Iowa City Marriott	Tom Ohrt	Open Forum: Risk and Insurance Management Issues	
13-Feb-13	Muscatine, Geneva Country Club	Hal Larson	Webinar: Employee Absence-Costs and Solutions	Hal Larson
13-Mar-13	Davenport,	Hal Larson	Deere & Company Presentation	
10-Apr-13	Iowa City Marriott	Tom Ohrt	Open Forum: Renewals	

Membership Report:

Hal and Viana have been working on a list of Sponsors, Members and Students. This list was provided to the board. There may be consideration given to adding prospective sponsors and members to the email list. The list still needs work to determine if any who are on the list now as sponsors (associates will be changes to sponsors) are or members are actually prospects.

Secretary's Report

Website:

- Viana has made changes to the website to reflect the new board members and 2012 Sponsors. .
- Hal requested that we will begin posting the board minutes on the website and the agenda in advance of the next meeting.
- Viana will add the new sponsor category to the brochure and it will be revised. \$50 will be printed for use with the next sponsorship and member mailing. All references to associate members of the Chapter will be removed.
- Viana will prepare sponsors "banners" like those she prepared for the Golf Outing to be displayed at the meetings.

Legislative Affairs Report

By Hal Larson

We have a new member who may help with legislative affairs as stated in the board election report above.

Respectfully submitted,

Viana Rockel

Secretary

Budget summary:

Greater Quad Cities RIMS Budget Planning 2012/13						
September 2011 - August 2012						
					2011/12 Budget	2011/12 Actual
						2012/13 Budget
INCOME						
Member Co. Dues					\$1,000	\$ 1,150.00
Chapter Sponsorships					\$13,500	\$ 8,000.00
Chapter Meeting Fees					\$2,500	\$ 1,797.87
Golf Outing					\$5,000	\$ 4,175.00
Interest					\$250	\$ -
TOTAL					\$22,250	\$15,123
EXPENSES						
Chapter Meeting (dinner)					\$4,000	\$ 2,571.35
Spencer Donation					\$1,000	\$ 1,000.00
Student RIMS Conference					\$2,000	\$ -
Speaker Gifts/supplies					\$200	\$ 154.99
Golf Outing					\$3,000	\$ -
Student Scholarship					\$2,625	\$ 2,625.00
Vaughan Inst donation					\$6,000	\$ 6,000.00
Vaughan Inst. For GIS						\$ 1,050.00
Student involvement					\$1,000	\$ -
Charitable donations					\$5,000	\$ 5,000.00
Misc CT Corp/supplies					\$300	\$ 710.00
Advertising					\$500	\$ -
Officer's Meetings					\$0	\$ -
RIMS/annual officer/s					\$3,000	\$ -
Bank Fees					\$50	\$ -
Tax Prep Fees					\$0	\$ -
Membership participation/incentive					\$0	\$ -
Board Meetings					\$500	\$ 98.00
Comp dinners						\$ 640.00
Christmas Party						\$2,000
TOTAL EXPENSES					\$29,175	\$18,159

