

Thursday, September 15, 2022 – 12:30-1:30 PM, Des Moines East Side Library
Iowa Section IFT Exec Quarterly Meeting

Attendance:

- Teresa Busch – President Elect
- Sam Wiesenfeld – Treasurer
- Dawn Cannon – President
- Cortney Miller – Past-President
- Jessica Schaumburg – Member-at-Large

Updates & Reports

Treasurer's Report:

- Preliminary Budget set
- Insurance Paid
- Current Balance: \$15,560.99

Secretary's Report:

- Transition from Kelly to Joe complete
- 2 email newsletters sent out
- Website updated
- Going to continue to work on improving the website and newsletter

Finalized Roster Update

- Teresa Busch – President Elect
- Sam Wiesenfeld – Treasurer
- Joe Kallenbach – Secretary
- Tyler Christner – Member-at-Large
- Jessica Schaumburg – Member-at-Large
- Ozan Kahraman – Member-at-Large

Old Business:

Section brochure update – checking in, have we sent “welcome” emails to new members using the new brochure template?

- Need to check with Joe

Food Science Kits –What does the future state look like? Other ideas for “Outreach”?

- Fall time, may give money to this

New Business:

Future Meeting Logistics:

November 10 (Tentatively) Swisher, IA at Cedar Ridge with speaker Chris Findlay

February 17 Virtual Meeting

Potential ideas: Popcorn seasoning party – we ship popcorn and seasoning, possibly assemble in the metro with help from students

Trivia

April 21

Michael Foods

Financial Report Discussion:

How can we best use or maintain funds? Sitting in an ok spot

Fundraiser ideas? Potentially expanding the food science kits, helping with the assembly of them

Goals for the 2022-2023 year:

Membership recruiting/connect members again

Social media presence

- Member of the month/week
- LinkedIn reinvigoration
 - o Whoever posts/likes/joins gets a prize
- Potential Snapchat account
 - o Takeovers
 - o Day in the Life

Scholarship Plan:

- Wait and see where November meeting is, then decide if student night is November or April
- Teresa to check in with National IFT on speaker and Cedar Ridge

Action Items before November Meeting:

- Add question to sign-up about if you're attending just dinner or the tour and dinner

Officer Roles

President Elect

- Planning meetings, PayPal portion of registration and payment?

President

- Running meetings (putting agenda together, setting up exec meeting time/location with President Elect, announcements after dinner), Annual Report

Past President

- Special projects, Annual Report

Treasurer

- Budget, keeping track of revenue and expenses, IRS tax ID number and forms, state paperwork, IFT Financial report, PayPal access to track income/expenses

Secretary

- Newsletter, meeting minutes, maintain Iowa Section IFT email address, keep website up to date

Member-At-Large (3)

Additional Ideas Include:

- Tyler - Membership coordinator – update membership lists, email to welcome new members to the section, etc.
- Jessica - Public relations/social media coordinator – take photos of events, post on Facebook, etc.
- Ozan - Scholarship coordinator – be the point person for updating the scholarship application on the website and updating/sending out the letter for industry donations
- ?? - Philanthropy coordinator – plan food & coat drive in the fall, potential food packing event in the spring

Student Representatives (2)

- Publicize events to students and help coordinate transportation to and from events
- Organize nametags before meetings
- Plan mixers for social hour

Committee Appointments – Reviewing this in the by-laws:

- Finance (Treasurer, President Elect, President, Past President, 3 Members-At-Large)
- Nominations (President Elect, President, Past President)

- Audit (Treasurer, 1 Member-At-Large)

Iowa Section IFT Schedule for the Year

Mid-August – New roster is due

August 31st – Annual Report is due

September 1st – technical start of the year and when officers officially start

October 31st – Financial Report

January 15th – Tax form is due (EZ990 – postcard)

January Odd Years – Update with the State to maintain non-profit status

Pay Website Hosting Fee – August

Typically, we meet in person the third Thursday of September, November, February & April (best to plan over summer to set dates for year if possible)

Newsletters – 3 weeks before a meeting or event is ideal, currently we send out a MailChimp email when we have information to share, longer ago it was the first of the month of September, November, February, April

September Task & Discussion Topics – meeting logistics, checking on financial report, recruiting membership/getting engagement, scholarship plan (opening applications and getting donations)

November Task & Discussion Topics – Giving scholarships/student night, nominations, philanthropy (maybe discussing or having something with the meeting)

January/February – finalize election slate, additional meeting planning

April – final meeting of the year, typically scheduling transition meeting

May or June – Transition meeting – update contact list, pass along officer roles, start planning for the next year, budget discussion

Special Topics – By-Laws, membership brochure and welcome, outreach/philanthropy, Culinary Challenge, Suppliers' Night or other fundraising, website, social media