

### May 2010 Board E-mail Communications/Office Activity

The May 20, 2010 scheduled meeting was substituted with electronic communications. Decisions and activities resulting from those communications were:

- 1.) consensus by board and letter of support sent to Senator Grassley to extend biodiesel credit.
- 2.) The April minutes – corrected by Johnson and Baxter: Johnson was absent and listed as present and Baxter arrived a bit late but was present the majority of the meeting. **Minutes corrected and will be submitted for approval at the June meeting.**
- 3.) Updated membership renewal lists were sent to the board members with a request to continue to follow-up with any locally who had not yet renewed and to solicit new members.
- 4.) Rural Summit planning and preparation:
  - a. consensus agreed to registration fees that included a discount for groups of three or more,
  - b. summit agenda was finalized,
  - c. site was secured and hosting items arranged,
  - d. speakers were coordinated,
  - e. informational piece was developed and Web site updated,
  - f. registration information was mailed between 5-28 and 6-1 to:
    - i. all current members,
    - ii. all lapsed members,
    - iii. 33 cities throughout the membership region,
    - iv. all county board of supervisors within the 22 county region.
  - g. media release was developed and sent out to all local radio, TV and newspaper outlets
  - h. reminder e-mails went out to the full list linking them to the Web site for registration information
  - i. registration packets were developed,
  - j. silent auction items coordinated for the day of the event
  - k. board introductions for speakers, welcome, etc. developed and coordinated.
- 5.) Summit cost report:

Amount	Description
222.00	auction-registration
1,567.00	registration fees
<b>1,789.00</b>	<b>total deposits</b>
1,047.51	meal/break food, drinks
113.35	office supplies: registration packets/printing
100.00	postage
31.12	badges/clips/folders
112.50	Macke travel expenses
<b>1,404.48</b>	<b>total expenses</b>
<b>384.52</b>	<b>net profit</b>