



Hello! And a most sincere “thank you” to all Reps serving for the first time and to those who are serving again. As the new Reps Liaison on the ICES Board of Directors, I will be your guide on this exciting journey.

Here is a short list of your immediate duties as Reps:

- Got a question? Familiarize yourself with your Reps Handbook. It is absolutely jam-packed with information you will need.
- Keep your members informed. Every two months you will receive an updated address list from the Membership Coordinator, Gayle McMillan. The value of a local newsletter cannot be overstated. It keeps the members unified and informs them of upcoming ICES and local events. Include recipes, pictures of DOS, tips and tricks from local members, area contact information, convention news, upcoming events, etc.
- Keep up with the paperwork. Reps contracts are due now. Expense reimbursements are due soon. Financial Reports are upcoming, and so on....
- New rule: Well, not new exactly, but enforceable. I need your Activity Reports in on time. The rule is: no Activity Report, no reimbursement. Keith has informed me that we’re enforcing that this year. Activity Reports are due February 15, 2006.
- UPDATE YOUR REPS HANDBOOKS! I have sent out all updates by e-mail or regular mail. Replace those pages with the new, updated ones and throw the old pages away. Include the Minutes you received in your packets ... file them in Section L.
- Want training seminars/workshops? I am currently creating training seminars for the Midyear Meeting and am accepting suggestions for topics. E-mail lceseditor@aol.com. Per your motion, meeting starts at 9 a.m. instead of 8. Yaaaaay! We’ll just have to be efficient.
- There will be a Reps’ Orientation session at Midyear for First Timer Reps. It will start at 7:57 a.m. on Friday, February 16, 2007, and will be hosted by Bonnie Blackburn. You won’t want to miss it!
- I also e-mailed (and regular mailed) you a questionnaire that will help me plan the Midyear Meeting. Mail those back SOON so I can get to work, wouldja?

The ABSOLUTE BEST THING to do right away?

- Look for your Representative Planning Calendar on page 11 in your Reps Handbook. In my opinion, it is essential for organization and it’ll keep you on schedule.
- Grace

Don’t Forget

Due immediately

- Sign and return the Rep’s contract to Grace McMillan, 324 W. Seward Rd., Guthrie, OK 73044.

September 15

- Deadline to submit your expense report to the ICES Treasurer for reimbursement.

September 30

- Deadline to submit your Financial Report for the period ending August 31. Use it or lose it!

October

- This is a GREAT month to host a Day of Sharing!
- Send out newsletters (or just letters) to all local members, tell them about Convention and invite them to Midyear.

November

- Mail back Rep’s Questionnaire to Grace McMillan, 324 W. Seward Rd., Guthrie, OK 73044.

ICES CONTACTS

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REPS SUPPORT

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Handbook Highlights

First of all, you should know that the Handbook has the answer to almost every single question you can think of. I have learned this the embarrassing way, having contacted the past Reps' Liaison several times only to have him patiently explain again and again, "It's on page so-and-so in the Reps' Handbook."

So I thought perhaps it might be a good idea to go through the Handbook Highlights together! (she says with a wry smile).

It makes sense that the **ICES Bylaws** are listed first. Every Rep should read 'em, because they contain the definitions and rules governing ICES. And right along with the Bylaws, you'll find a **Code of Conduct** on page 2a. Just so you know: we all have to abide by these rules as ICES members.

Once you get the solid foundation of that under your belt, it's time to get into the really fun stuff.

Let's start with the basics: want to know what are **the duties of a Rep**? I've been asked this question several times already. Find the answers on page 7.

In case you've misplaced the **ICES Representative contract**, you may sign and return the one on page B5 (section B).

Did you know that there are proper ICES **election procedures for Reps**? Yes, indeed! Page 5 tells you how.

Here's one you'll be interested in: did you know that some of the expenses you incur as an ICES Rep can be reimbursed? **Communications and Midyear expenses** properly reported by the established deadline are reimbursable. See how on pages 6 and 12.

How are you expected to behave at the **Reps' Meeting at Mid-year**? What are the proper procedures for motions? How do you amend a motion ... and can anyone do this? See page 8.

Oh, here's a biggie. I found this form to be MOST helpful. Page 11 gives the **Representative Planning Calendar**. Just in case you're new and feel like you're floundering just a tad, here's a comprehensive guide to important dates and deadlines.

Have you heard about the **Representative Activity Report**? It is a form to be completed twice a year by each Rep ... and returned to the Rep Liaison (that's me: Grace McMillan) by Feb. 15 and July

15 of each fiscal year. Find this form on page 14. We're enforcing that this year, just so you know. :-)

Interested in having your state or area become an **ICES Chapter**? This information is in Section E. I haven't researched it all either, but isn't it good to know that those who understand the legalities of these things have written them down for us to research?

Area codes, time zones and postal abbreviations aren't left out of this book. How to write a **press release, convention and show bid information, parliamentary procedures**, a world map ... and the list goes on and on! Look in Section F for this helpful information.

How to **maintain and increase ICES membership** is in here. **Publicity ideas** on how to promote ICES are in here. See pages 33-35. All about building and editing **newsletters** is on pages 36-38.

And the really cool news in all of this? It's an ongoing project! The Reps' Handbook is an evolving entity in that it is updated as more information becomes available and necessary. We'll be adding and updating through the year, so keep an eye out for e-mails!

What to put in a Newsletter ... or just a Letter

CONTACT INFORMATION

State Rep
Alternates
Treasurer
Secretary
Local Newsletter Editor
ICES President
ICES Newsletter Editor
Membership Coordinator

NECESSARY INFORMATION

ICES Deadlines
Convention/Midyear dates
Upcoming elections/DOS
Dates to Remember
Convention/Midyear News
Membership Information
Welcome New Members
Article solicitation

FUN STUFF

Articles with photos
Contests
Tips and Tricks
Hints and How-tos
Recipes
Member Highlights
Wise sayings
Photo memories

EASY NEWS

This is so easy, I'm almost ashamed to write it down....

First and foremost, remind all members of upcoming Days of Sharing and/or local events. Invite members from surrounding states!

Look on the ICES web site (www.ices.org) and in the ICES Newsletter for upcoming events close to your area ... and then put them in your own newsletter.

Make your members feel special by including birthdays, anniversaries, etc.

Pay special attention to new members by giving them a highlighted, welcoming spot in your newsletter.

Keep your newsletter "folksy" -- with your writing style make them feel a part of a greater whole.

Invite member participation. Ask for newsletter submissions. Do a local "Member Highlight" section.

Generate excitement by adding pictures of past events or teasers about upcoming events.

Remind members of ICES deadlines for convention registration, Midyear, etc.

EASY RECIPES

Do you have potluck lunches at your Days of Sharing? If not, you should! It's an easy way to share the cost and work ... plus it generates great new recipes to put in your newsletter.

In Oklahoma, we are assigned a particular type of dish to bring. The Rep usually designates salads, desserts, vegetables, bread, and so on.

If each member brings the recipe along with their designated dishes, all the Newsletter Editor has to do is gather the different recipe cards, make sure they're signed by the cook, and include them in the next newsletter.

This will inspire not only the members who read and try the recipes because they'll know they are favorites of other households, it also has the capability to encourage the cooks to bring unique and wonderful dishes as they compete in a friendly manner with each other.

You might even give prizes to the dishes that were voted most popular, most unique, tastiest dessert, etc., in the People's Choice division.

EASY ARTICLES

Let me tell you how to write an easy article that does not involve much time, expertise or extra energy:

- Take a good digital camera to a Day of Sharing or local cake show event (5 mega pixels or higher)
- Snap photos as the demonstrator goes about his/her work.
- Include close ups of each step ... and farther away shots. Take some "fun" shots as well. Be sure to include a few interested faces in the crowd.
- Include a photo of the finished masterpiece and artist.
- Ask the demonstrator for his/her handout.
- Keep your shots as uncluttered as possible. Use plain walls as a backdrop. Remove all wall hangings.
- Go home, arrange the photos in order, describe what the artist is doing in the picture, and voilà! You have an article about your most recent Day of Sharing that your members will enjoy reading and remembering.



BREAKING NEWS

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UPCOMING EVENTS

Executive Committee Meeting August 22, 2006 7:30 p.m.

The Representatives Committee moved that for the fiscal year 2006-2007, any Representative submitting a membership transmittal form with ten (10) new, paid regular members at the current rate will receive one (1) year's membership gratis. Offer is for new memberships only, not renewals. Returning former members whose membership have lapsed for at least one (1) year will count toward the total requirement. The motion carried.

This means that YOU AS THE REP have the opportunity to get one year's membership paid for every ten new members you sign up!

Here's what you do: get 10 new, paid memberships (\$60 for domestic; \$75 for international) plus payments (name, check or credit card information, address, signature) on the official form H2, submit it to the Membership Coordinator, Gayle McMillan (see page 2), for verification that the memberships are new and not renewals, and YOU will get YOUR membership extended for one year FREE. You will need to keep count and proof; Gayle has much work to do.

I received the MA Newsletter this week and thought they had a GREAT idea! They are inviting all past ICES members in their area, calling the theme for their next Day of Sharing "Auld Lang Syne," and encouraging as many as will, to come back to ICES. I can think of numerous ways to make these folks feel welcome: have a smiling, friendly door-greeter, give door prizes, bake a cake in their honor, clap for returning members, etc.

If you need the paperwork to sign up 10 people, copy forms H1 and H2 from your Reps Handbook, just after page 35 in section H.

As with every new member's information, be very careful with the credit card information you gather. Be sure to take the name as it appears on the card, the type of card and the expiration date. We accept Visa, MasterCard and Discover. Checks should be made out to ICES. Only US funds accepted.

Midyear Meeting February 14-18, 2007 Orlando, FL

If you have not received your Midyear Registration packet, visit flices.org or contact a Florida Show Director immediately:

Grace Jones
Ph 407-365-6224
E-mail cakestore@aol.com

Pam Hummell
Ph 407-971-3162
E-mail phummell@surgical-grouporlando.com

If you are a new Rep and the Past Rep received the Registration packet for Midyear 2007, please obtain it from him/her. Registration packets were handed out at the Reps Breakfast in Grapevine, TX.

It is imperative that you register for Midyear and make your room reservations early! You may also register online at www.ices.org -- to be updated soon.

Can you believe Midyear is in *Orlando* next year? I can't wait to see you all there!
—Grace