

IACRAO Annual Business Meeting Minutes
October 28, 2004
Wyndham Northwest Chicago – Itasca, Illinois

Call to Order

The meeting called to order 11:55 a.m. by President Dale Wolf.

Secretary's Report

The minutes of the 2003 Annual Meeting were presented by Debbie Conlee. No corrections were noted.

Motion: It was moved (Alice Medenwald) and seconded (George Munley) to accept the minutes as presented. Motion passed.

Treasurer's Report

Brad Simpson reported on the organization's finances and membership.

Brad indicated that the treasury is in good shape with a total current value of \$62,358.72. Changing financial institutions allowed for money market account investments which have produced substantial interest income. Current expenses continue to be very stable, although changes in The Chronicle publication methods allowed a savings of nearly 60%. Brad reported that the recommended budget for next year would need no increase and is recommended to be maintained at \$13,500.

Membership statistics were still in flux due to the many memberships received late in October. However, Brad reported that the numbers remain similar to last year with more members registering. He indicated that future reminder notices for membership would also be sent by email to the institutional member. The application form is available on the web site.

Motion: It was moved (Peter Hood) and seconded (Mike Maysilles) to accept the reports as presented and approve the budget as presented. Motion passed.

Vice President for Professional Activities

Sheri Kallembach reported for Jonathan Pickering who was unable to be in attendance. She thanked the committee members of the two commissions that were piloted this year. The Membership commission encouraged both current and non-members to consider IACRAO membership. The Communication and Publication Commission assisted the Chronicle editors and the web site manager. Each district should identify members to serve on both commissions. A chair for the Membership commission is also being sought.

Archivist

Peter Hood provided an amusing reflection of the typical 1940's registrar office and issues that were being faced at that time. World War II was just coming to an end and institutions were being impacted by the needs of returning veterans. The US Office of Education noted a 50% increase in enrollment for the fall of 1946 from the previous fall. More than 2 million, 100 thousand students enrolled.

Archivist Report, cont.

Curriculum matters included Freshman English and reading, and remedial programs. Complicating things was a sizable teacher shortage. And the equipment of the day was state of the art IBM machines – gang punch reproducers, interpreters, sorters, collators, multipliers, and a host of items that are no longer recognized by today's members.

Lastly, Peter noted that it was in 1949 when the American Association of Collegiate Registrars welcomed the admissions personnel and formed the present American Association of Collegiate Registrars and Admissions Officers. This expansion of members extended to the Illinois Association of Collegiate Registrars and Admissions Officers.

Equal Education Officer's Report

Brenda Ross reported the Diversity Caucus Breakfast had nine attendees from three community colleges and four universities. Two issues were discussed affirmative action and Hispanic cultures. Also noted was a desire to build diversity membership within IACRAO. Brenda asked the membership to encourage district meeting attendance which could lead to IACRAO participation. She also recognized Tina Collins, SIU-Carbondale and Dave Garcia, Western Illinois University for their contributions.

Past President's Report

Russ Fahrner presented a number of proposed changes to IACRAO bylaws. Several of the changes were strictly a clarification of the bylaw language. A few were new initiatives.

Article III § 1 – Current: CLASSES OF MEMBERS. The association shall have three classes of members. The designation of each class and the qualifications of the members of each class shall be as follows . . .

Article III § 1 – Revised: CLASSES OF MEMBERS. The association shall have **four** classes of members. The designation of each class and the qualifications of the members of each class shall be as follows . . .

Motion: It was moved (Brad Simpson) and seconded (Phyllis Werner) to accept the amendment as presented. Motion passed.

Article III § 3 – Current: VOTING RIGHTS. All voting rights are reserved to institutional members. Each institutional member shall be entitled to one vote on each matter submitted to a vote. The voting rights of institutional members shall be exercised by the institutional member representatives.

Article III § 3 – Revised: VOTING RIGHTS. All voting rights are reserved to institutional **member representatives and individual members. Each member shall be entitled to one vote on each matter submitted to a vote.**

Motion: It was moved (Mike Henry) and seconded (Julie Jobryce) to accept the amendment as presented. Motion passed.

Past President's Report, cont.

Article IV § 1 – Current: ANNUAL MEETING. An annual meeting of the members shall be held in October of each year for the purpose of electing officers and for the transaction of such other business as may come before the meeting.

Article IV § 1 – Revised: ANNUAL MEETING. An annual meeting of the members shall be held in October of each year for the **transaction of such business as may come before the association and for the executive board to present the slate of officers.**

Motion: It was moved (Sue Blasi) and seconded (Peter Hood) to accept the amendment as presented. Motion passed.

Article V § 1 – Current: OFFICERS. The officers of the association shall be a president, a president-elect, a most recent active past president, a vice president for professional activities, a treasurer, a treasurer-elect, and a secretary.

Article V § 1 – Revised: OFFICERS. The officers of the association shall be a president, a president-elect, a most recent active past president, a vice president for professional activities, a treasurer, a treasurer-elect, a secretary, **and an equal education opportunity officer.**

Motion: It was moved (Mike Maysilles) and seconded (Kathie Beaty) to accept the amendment as presented. Motion passed.

Article V § 6 – Current: VICE PRESIDENT FOR PROFESSIONAL ACTIVITIES. The vice president for professional activities shall serve a term of two years. The vice president for professional activities shall be responsible for coordinating the activities of the association district organization through the district chairpersons. The vice president for professional activities shall appoint, in cooperation with the district chairpersons, members of the professional activities committees established by the executive board. The vice president for professional activities of the association, including workshops and seminars officially sponsored by the association, an association district, or an association committee.

Article V § 6 – Revised: VICE PRESIDENT FOR PROFESSIONAL ACTIVITIES. The vice president for professional activities shall serve a term of two years. The vice president for professional activities shall be responsible for coordinating the activities of the association district organization through the district chairpersons. The vice president for professional activities shall appoint, in cooperation with the district chairpersons, members of the professional activities committees established by the executive board. The vice president for professional activities **shall oversee all professional activities** of the association, including workshops and seminars officially sponsored by the association, an association district, or an association committee.

Motion: It was moved (Tina Collins) and seconded (Wendy Raver) to accept the amendment as presented. Motion passed.

Past President's Report, cont.

Article VI § 2 – Current: MEMBERSHIP. The officers of the association and the 5 district chairpersons shall constitute the executive board of the association. The editor of THE CHRONICLE shall be a nonvoting exofficio member of the executive board.

Article VI § 2 – Revised: MEMBERSHIP. The officers of the association and the 5 district chairpersons shall constitute the executive board of the association. The editor of THE CHRONICLE, **the web site manager, and the archivist** shall be nonvoting exofficio members of the executive board.

Motion: It was moved (Ron Gregoire) and seconded (Bruce Oates) to accept the amendment as presented. Motion passed.

New Section to be inserted in Article VII between current § 1 and § 2: PROFESSIONAL ACTIVITIES COMMITTEES. The executive board may designate or create professional activities committees to promote the purposes of the association. The vice president for professional activities, in conjunction with the five district chairpersons, appoints members of the association to serve on these committees. The vice president for professional activities coordinates and oversees these committees. Such committees may not act on behalf of the association or bind it to any actions, but may make recommendations to the executive board.

Motion: It was moved (Alan DeRoos) and seconded (Mike Henry) to accept the amendment as presented. Motion passed.

The slate of officers was presented to the membership according to the association bylaws. All nominees were congratulated on their new positions.

President Elect – Alice Medenwald, Northeastern Illinois University
Vice President for Professional Activities – Maria Moten, William Rainey Harper College
Secretary – Julie Jobryce, Greenville College
Treasurer Elect – Reo Wilhour, Parkland

Russ concluded by thanking everyone for the opportunity to serve in this role. It was a great experience.

President Elect's Report

Sheri Kallembach reported on the conference attendance. Historically, the attendance has been as follows:

2001 – 139 attendees in Champaign/Urbana
2002 – 177 attendees in Itasca
2003 – 142 attendees in Collinsville
2004 – 190 attendees in Itasca

A total of 35 first-time attendees were recognized. The fourteen exhibitors were also read and recognized. Sheri noted that there was record attendance at some of the sessions. She informed everyone that the handouts for the sessions would be posted on the organization web site. She encouraged everyone to complete the conference evaluation.

President Elect's Report, cont.

Sheri recognized the many members who contributed to making this a great conference. She thanked the conference committee members and recognized the hardworking members of the local arrangements committee. Peter Hood was recognized as archivist and George Munley as the official conference photographer. Kathie Beaty was thanked for the extensive work on the past presidents link on the web site. It includes both historical and pictorial information. Lastly, Sheri recognized Don Larson for his many years of assistance and encouragement as a mentor.

President's Report

Dale Wolf thanked everyone for the opportunity and experience to serve the organization. Even though he has retired, he will complete his role as past president. He recognized the past presidents in attendance at the conference:

1981 Don Gwinn, National Student Clearinghouse
1989 Carol Kreider, Carl Sandburg College
1991 Alan DeRoos, Western Illinois University
1995 Suzanne Anderson, Northwestern University
1997 Katherine Beaty, Bradley University
1998 Mike Henry, Parkland College
2001 Gwen Kanelos, Roosevelt University
2003 Russ Fahrner, Elgin Community College

Two additional retirees are also in attendance: Miriam Rivera and Bruce Bohrer.

Dale also recognized the district chairs and the great success of the spring meetings. He challenged the membership to be involved with association activities. Wendy Raver and Angie Byrd were recognized as The Chronicle co-editors (appointed positions). Their hard work and streamlining of the publication process returned a substantial savings to the association. Exhibitors were also thanked for their support. The retirees who attended were thanked for their involvement and continued contributions.

The next conference is scheduled for October 26-28, 2005 at the Holiday Inn City Centre in Peoria, Illinois.

AACRAO Representative

As the AACRAO representative to the conference, Joe Roof brought greeting from Florida and the AACRAO board. Joe is the associate vice president of enrollment and student services at Daytona Beach Community College and also serves as vice president for finance of AACRAO.

1) He reported that AACRAO is a vibrant organization with over 2,300 institutional members. Look for information from the nomination and elections committee concerning nominations for elected offices at the next annual meeting.

2) Strategic goals for the current fiscal year include development of professional practice guidelines, provide professional development activities, and manage the association in an efficient and effective manner.

AACRAO Representative, cont.

3) Rebuilding financial reserves has put AACRAO in good shape with reserves as of \$1.6 million. The goal is to have on reserve an amount equal to 50% of the operating budget. The annual meeting in Las Vegas was a great financial success and generated the second largest attendance in association history.

4) Joe also encouraged everyone to be involved with AACRAO activities. There are also opportunities to serve on various committees and task forces.

5) There are also a number of services provided by AACRAO. Please visit the web site for a complete list as well as summer meeting offerings and new publications.

6) The next AACRAO conference will be held in New York City on March 28-31, 2005. Rudy Giuliani, former mayor of New York is scheduled to be a featured speaker. San Diego, California will host the 2006 conference on April 17-20, 2006.

Old Business

1) Dale noted that the organization was still investigating the possibility of paying dues via e-commerce. Although not completed this year, it is still a goal.

New Business

1) It was reported that ICCAROO will standardize their annual spring meeting to the second Friday in March. This should eliminate conflicts with the spring district meetings which are often scheduled in the same time period.

2) Spoon River College reported an inventory loss of their blue Script Safe transcript paper. After October 26, 2004, the new replacement paper will be green Script Safe paper.

Presentation of Tokens of Appreciation

Dale Wolf recognized the outgoing district chairs with mementos. Jonathan Pickering was recognized as the outgoing vice president for professional activities and thanked for the extensive groundwork that was accomplished during his term. Debbie Conlee was thanked as the outgoing secretary and Russ Fahrner was thanked for serving as past president. Lastly, Sheri Kallembach was congratulated on a great conference and thanked for her substantial work in the role of president elect.

At this time, Dale Wolf officially passed the gavel to Sheri Kallembach as the new president. He also offered congratulations to Alice Medenwald as president elect.

In her new role as president, Sheri thanked Dale Wolf for his 30 plus years of devotion, commitment, and contributions to the organization.

Motion: It was moved (Mike Maysilles) and seconded (Don Larson) to adjourn the meeting. Motion passed and the meeting adjourned at 1:11 pm.

Minutes submitted by Deborah Conlee, IACRAO Secretary