

**IACRAO Executive Board  
December 3, 2004 Meeting Minutes  
Illinois State University – Normal, Illinois**

**Call to Order**

Sheri Kallembach, President, called the meeting to order at 9:30 a.m.

Current board members present: Sheri Kallembach, Alice Medenwald, Dale Wolf, Brad Simpson, Brenda Ross, Tina Collins, Maria Moten, Angie Byrd, Peter Hood, Rita Pearson, Bruce Oates, Reo Wilhour, Nickie Matheny, Julie Jobryce

**Approval of Meeting Minutes**

The minutes of the Oct. 26, 2004 executive board meeting were reviewed. No corrections were noted.

*Motion: It was moved (Tina Collins) and seconded (Brad Simpson) to accept the minutes as presented. Motion passed.*

The minutes of the Oct. 27, 2004 executive board meeting were reviewed. No corrections were noted.

*Motion: It was moved (Peter Hood) and seconded (Nickie Matheny) to accept the minutes as presented. Motion passed.*

The minutes of the Oct 29, 2004 executive board meeting were reviewed. Corrections were noted as follows:

- 1) Page 2, President Elect Report, should be corrected to show **Kathie Beaty** as the local arrangements liaison.
- 2) Page 2, EEO Officer Report, the following statement was added for clarification. "These meetings will discuss topics such as issues to post to the website and future topics for conference."
- 3) Page 2, Web Site Manager Report, should read "**ICCAROO** is redesigning their site."
- 4) Page 3, Northeast Chair Report, should be corrected to show **Harper** as the school for Adrienne McDay

*Motion: It was moved (Tina Collins) and seconded (Alice Medenwald) to accept the minutes as amended. Motion passed.*

**Treasurer's Report**

Brad Simpson reported that after taking the \$3,000 allowance for upstate conference into consideration, the expenses for the conference were \$4,700 over budget. The question was asked as to whether this would be made up for by charging a higher rate at the downstate conference to help make up this deficit, but this was not recommended. It was noted that certain items, such as food and AV-equipment rental were very expensive at Wyndham, and suggested that we should explore the possibility of charging more for the conference when it is held upstate. The conference planning committee needs to take this into consideration.

Budgeted funding for the District meetings is \$500, plus \$1 for each member. We still have 44 schools that have not paid their membership for this year. Brad will mail information to these schools to try to add them to the membership.

### **Treasurer's Report, cont.**

Peter asked if we file a 990. We do. He also noted that since our expenditures are over \$25,000 a year there is more documentation that may need to be filed. This is according to documents found in archives from 1993. Brad will check with our tax accountant to verify that we are doing all the proper paperwork.

The following corrections were made to the treasurer's report:

- 1) Vendor's and Break Sponsor's total revenue **\$4,200.00**
- 2) Total Revenue **\$27,519.00**
- 3) Balance **-\$7,759.52**
- 4) It was noted that **Credentials** is missing from the 2004 Conference vendor's list. Brad and Sheri will find out if they paid and will correct this on a future report.

*Motion: It was moved (Bruce Oates) and seconded (Alice Medenwald) to accept the treasurer's report as corrected. Motion passed.*

A question was asked about the total number of individual members. Brad will report this information at our next meeting. He reports that the e-pay plan for membership dues is still a work in progress. Brad and Tina will develop a new membership form.

### **Past-President**

Dale Wolf reported that Sheri now has the 2007 Conference Contract with Holiday Inn in Collinsville. The rates are locked in and will remain the same as in 2003. We will be the only conference in the hotel.

Dale is contacting previous district chairs and is working on filling the slate of officers for next year. Offices to be filled are President-Elect, EEO and Archivist.

There are currently no proposed changes to the By-Laws to discuss.

### **Vice President for Professional Development**

Maria Moten questioned whether there was an orientation program for new executive board members. Currently there is not. She would like to continue updating the job description and over the next two years hopes to develop timelines of expectations (task timeline) for the various positions.

### **President Elect**

Alice Medenwald reported that the first conference planning meeting will be today (12/3). At this time, the following people have agreed to work with Kathie Beaty on the local arrangements committee: Jess Ray & Donna Banner (ISU), Guy Goodman & Kelly Conrad (ICC) and Andy Kindeler (Bradley).

Maria suggested that someone from SST Communications might be a good option as a speaker for the conference. She provided a handout with more information.

### **EEO Officer**

Brenda Ross reported that there are twelve members in the diversity caucus. They are requesting "e-meetings" to discuss issues. The topics will mirror topics at the national level. The group is especially interested in targeting Latino members. There is an interest to provide links to the IACRAO website for resources on topics such as access, diversity and inclusiveness.

Sheri noted that although the Diversity Caucus is not currently a standing committee; this could be changed within the coming year.

### **Chronicle Co-Editors**

Angie Byrd reminded everyone that the deadline for submission to the Chronicle is February 1. Darren Bakst has been contacted for articles from CLHE. District Chairs should promote the District Meetings and Alice can promote the 2005 conference. There is also a plan to spotlight retirees.

### **District Chair Reports**

Sheri reminded everyone that ICCAROO has established the second Friday in March as their standing annual meeting date. This may help district chairs in scheduling their district meetings.

### **East Central**

Rita Pearson reported that the East Central District Meeting has been changed to April 4<sup>th</sup> due to the availability of facilities. Sam Taber has stated that he would be interested in leading a group for retirees at Eastern.

### **Northeast**

Bruce Oates reported their district meeting is scheduled for March 4 at DePaul University.

### **Southern**

Nickie Matheny stated that they are looking at either April 8 or 15 at The National Shrine of Our Lady of the Snows.

### **President's Report**

#### **Sheri's GOALS for 2004-2005:**

- 1) Increase membership. As treasurer, Brad is the chair for the Membership Committee. We need to look at untapped institutions. Sheri received calls from several non-members who wanted to attend the 2004 conference. We need to explore the list of potential members as compared to actual members. She would also like to look at marketing ideas, perhaps similar to the membership brochure published by AACRAO.
- 2) Develop procedures for each board position. Dale started working on re-writing the job descriptions. She would like everyone to look at the descriptions on the [www.WACRAO.org](http://www.WACRAO.org) website and use this as a model for our use. The descriptions available include: session moderators, coordinators, etc. in addition to board members. She would like everyone to look at their description on the WACRAO site and see how it can be modified to fit IACRAO.

President's Report – GOAL 04-05 Cont.

- 3) Increase communication with retirees. The email addresses for many of our retirees are no longer valid. We need to explore better ways to keep in touch. Dale noted that the District Chairs need to get involved and collect information from their own districts. Peter suggested that we have a retiree representative from each district. District Chairs need to identify at least one person to do this in their area. It was also suggested that we use the list serve on a regular basis to collect information on retirees.
- 4) Develop a Scholarship Committee with the purpose of increasing student involvement. Ohio ACRAO has a scholarship committee that could serve as a model for us. Sheri knows Mary Southards and may be able to get more information from her. Criteria for the scholarships, which would recognize leadership and service, needs to be considered. Sheri will gather more information and report back. She would like to present this for membership approval at the 2005 conference.

Conference Issues:

Sheri reported that very few evaluations were returned, but those that were received were good. Twenty-five evaluations rated the conference as "excellent" and another 7 as "good." One person stated that this was the "best in 10 years." There were several requests to make internet access available. The local arrangements were great.

Maria noted that we need to work on increasing the number of vendors participating. We are working on this, but it is difficult since we aren't a big group. There is a master list that can be used to recruit vendors. Sheri stated that some vendors were interested in having an opportunity to do a presentation during the conference. Currently we do not allow this, however, other organizations have as long as the presentation is informational in nature and not an advertisement for the vendor's product. The past philosophy has been that it is OK if it doesn't interfere with sessions, however, people do come to the conference to learn about products, so why not allow a session to present? Vendors have asked for a list of attendees and we haven't given this in the past. Boyd Bradshaw may be helpful in letting us know how IACAC has handled this issue. It was also suggested that, after the conference, we include a list of vendors with their contact information in the Chronicle. This would be a nice way to thank them for participating and would also give them a little advertisement.

The registration fee for retirees needs to be reconsidered. Sheri prepared two different registration forms: 1 for members and 1 for retirees. As a retiree, Dale Wolf recommends one fee for the entire week. Last year \$175 included all meals. The conference committee will make the final decision.

In a discussion of the attendance fee for members vs. non-members, the following points were made: 1) Dues must be paid *before* the conference in order to receive the discount. 2) Use AACRAO's model and establish a member and non-member registration fee. 3) Since the reduced registration fee is one of the primary benefits of membership, we need to provide this as a benefit to paid memberships. The question then becomes, how do we get the money ahead of time? The suggestion is that membership from the previous year would qualify attendees for the discount. (i.e. those who were members in the 04-05 academic year would be eligible for the discount to attend the 2005 Annual Conference.)

### **Web Site Manager**

Tina Collins reported that the 2004 conference presentations that have been received thus far are posted to the web. Others will be posted as they are received. Photos from the conference have not yet been received from George Munley. The ICCAROO website has been redesigned by Tina's graduate assistant, but has not been posted because it is still being proofed. There are plans to establish email lists by district, for those who need to contact members in their district only. There are plans to update the by-laws and the board positions.

### **Archivist**

Peter Hood thanked everyone who brought materials at the annual conference for the archives. There were important archive records received from several members, in addition to conference programs and officer files that were new to the archives.

Archivist activity since the conference includes: 1) IACRAO documents collected at the conference were delivered to the University of Illinois Library Archives for processing to our collection. 2) Arranged for Jim Martin, past president, to write an article for the next Chronicle. 3) Searched the archives for Dale Wolf to find correspondence regarding IACRAO's request for Illinois tax exempt status and the State's decision. Results of the search revealed that we are not eligible.

In addition to continuing work on the list of projects shared at our previous meeting, Peter will be working to identify and interview candidates for the archivist position. Dale would like to have all candidates identified by early spring.

Peter suggested that when job descriptions are updated we should be sure that the responsibilities of the Past District Chairs include submission of materials to archives.

### **Old Business**

Dale stated that we need to continue to pursue tax exempt status for IACRAO. Currently, we are still dependent on identify a school that will let us route the bills through them to receive tax exemption. To clarify, it was pointed out that IACRAO is required by the Secretary of State to submit an annual report that establishes the organization as a "General Not For Profit Corporation." However, we need to qualify as "Tax Exempt Status."

### **New Business**

Dates for future meetings were discussed and dates determined as follows:

Tuesday, February 8<sup>th</sup>

Monday, May 23<sup>rd</sup>

Sheri will confirm the meeting place and time and all executive committee members will be sent further information via email.

### **Adjournment**

*Motion: It was moved (Alice Medenwald) and seconded (Rita Pearson) to adjourn the meeting at 11:25 p.m. Motion passed.*

Respectfully submitted,

Julie Jobryce  
Secretary

