

**IACRAO Executive Board
February 8, 2005 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, Wendy Raver, Tina Collins, Maria Moten, Angie Byrd, Peter Hood, Rita Pearson, Bruce Oates, Reo Wilhour, Kristin Rinehart, Nickie Matheny, Julie Jobryce

Approval of Meeting Minutes

The minutes of the Dec 3, 2004 executive board meeting were reviewed. The location for the Southern District Meeting should read: **The National Shrine of Our Lady of the Snows.**

Motion: It was moved (Dale Wolf) and seconded (Alice Medenwald) to accept the minutes as corrected. Motion passed.

Treasurer's Report

No treasurer's report. Sheri will contact Brad Simpson to make sure the website reflects our updated membership.

Past-President

Dale Wolf suggested that when future sites for the annual meeting are chosen, we should consider putting more emphasis on the best deal economically/financially. This would be a change from the current practice of rotating between upstate and downstate sites. A new facility is projected for development in Bloomington and may be worth considering for 2008.

Ron Gregoire has accepted the nomination as President-elect. Brenda told Dale that Dave Garcia may be interested in serving as EEO Officer. Dale is still working on filling the archivist position. Peter suggested that Dale consider taking the position himself.

Vice President for Professional Development

Maria Moten shared recent updates in education legislation. Articles referenced include: "Republicans in U.S. House Introduce Bill to Renew Higher Education Act That Mirrors Last Year's" by Stephen Burd and "President Bush Calls for Bigger Pell Grants, More Job Training at 2-Year Colleges, and Less Federal Funding" by Jeffrey Selingo in The Chronicle of Higher Education.

Maria inquired about the structure for committees. It was clarified that there is no specific structure for committee meetings; meetings are run at the discretion of the committee chairs. Committee chairs, with the help of district chairs, need to provide an update to the list of committee members.

President Elect

Alice Medenwald and Kathie Beaty visited the Holiday Inn in Peoria to view the facilities for the annual meeting. Room rates will be \$85, plus tax. Alice and Kathie have been able to secure complimentary wireless and copy services. We will need to provide our own paper for the copier. They have also been assured that there will be no penalty if we don't meet the block quota.

The Thursday entertainment and closing speaker for the annual meeting have not been confirmed. Wednesday evening will include a cocktail hour and attendees will be encouraged to explore the many sites and sounds of the Peoria area.

Following discussion of the registration fee for the annual meeting, a motion was made by Alice Medenwald that IACRAO charge a higher annual meeting fee for attendees from non-member institutions, the fee to be determined by the annual meeting committee at a later date. Membership is defined as institutions with paid membership for the previous year, or new membership for the current year. Maria Moten seconded the motion. Motion passed.

Peter Hood suggested that all retiree/alumni sessions at the annual meeting be held on Thursday. Alice Medenwald moved that the annual meeting registration fee for retirees be waived and that retirees would only be asked to pay for individual meals at the annual meeting. Tina Collins seconded the motion. Motion passed.

EEO Officer

Rita Pearson reported on behalf of Brenda Ross. The Diversity Caucus will be responsible for at least two sessions at the fall conference. Elena Gardena (ECC) has suggested a number of topics for consideration by the annual meeting planning committee. A third session will be determined based on topics presented by the Diversity Caucus at the national AACRAO annual meeting in March.

Chronicle Co-Editors

Angie Byrd and Wendy Raver reminded everyone that the deadline for submission to the Chronicle was February 1. Only two district chairs submitted articles about the district meetings; others should do so immediately. At Daren Bakst's invitation, IACRAO will support [The Campus Privacy Letter](#); our endorsement will allow IACRAO members to receive a discount. The deadline for articles for the next Chronicle is May 1.

District Chair Reports

East Central

Rita Pearson reported that the East Central District Meeting will be on April 4th at Eastern Illinois University. There will be no charge to attend this meeting, which will include breakout sessions based on attendee interests.

Northeast

Bruce Oates reported that the Northeast District Meeting will most likely be changed to March 18th. He has experienced a number of problems with planning, due to unexpected expenses for use of the facilities at DePaul and speaker cancellation.

Northwest

Kristin Rinehart reported that the Northwest District Meeting will take place on March 17th at Rock Valley College's Woodward Technology Center. The speaker's topic is "Jerks at Work" and will be followed by "Birds-of-a-feather" sessions and a tour of Rock Valley's new student services center.

Southern

Nickie Matheny reported that the Southern District Meeting will take place on April 8 at The National Shrine of Our Lady of the Snows. Speaker, Dr. Beth Lingren (Director of New Student Programs) will present the Fish! Philosophy.

President's Report

Sheri confirmed that there will be no reception for IACRAO members at the national AACRAO Conference this year, due to the excessive cost. This decision has received support from the membership.

A letter from Joseph Roof, AACRAO President-elect was read sharing his thanks for our hospitality at the 2004 conference and sending best wishes to Sheri for the year ahead.

Sheri asked that the board consider doing something to help pay for expenses for the archivist position. After discussion, a motion was made by Alice that all annual meeting fees be waived and all hotel expenses reimbursed for any retired person serving in the archivist position. The motion was seconded by Dale and passed unanimously. Alice moved that we extend the same courtesy to Dale Wolf, who is also serving as a retired member on the board. The motion was seconded by Reo and passed unanimously.

Connie Goodman, president of Ohio ACRAO has invited IACRAO to join Ohio, Michigan, Wisconsin and Indiana for a joint Great Lakes Conference in November of 2008. It was decided that we would decline the offer because it is unlikely that members will be willing to travel for the conference.

Sheri would like for the board to continue looking into the development of a Scholarship Committee. She has spoken with Make Whitnoble, chair of the scholarship committee for OACRAO (Ohio), and believes their scholarship will serve as a good model for us. The scholarships are based on community service and leadership and are granted to High School Seniors. The funding would begin with seed money from IACRAO and would eventually gain a life of its own through fundraising activities at the annual meeting and through corporate sponsorship. After a year or two it should generate its own budget and the budget will determine the number of scholarships. The Ohio ACRAO started with 2 scholarships and now has 5. The scholarship committee consists of people from each district and a flyer is distributed at annual meetings to recognize scholarship recipients. Criteria for the scholarship are: 1) Application with personal statement, including activities; 2) Counselor or teacher letter of recommendation; 3) statement indicating college where money would go. Ohio had thousands of applications for only 5 scholarships. We might want to consider targeting students transferring from a two- to four-year college so that we can have a better ratio of recipients to applicants.

Web Site Manager

Tina Collins reported that the Past District Chairperson job description has been updated to include turning over district material to the archivist.

The bylaws have been revised to reflect the outcome of the annual business meeting.

A new look has been developed for the website. Tina will send the link to Sheri for her review.

The possibility of accepting online payment for membership has been investigated. There are several issues: 1) it would cost \$1,800 to set up skip jack, 2) credit card numbers could be housed safely on the SIUC server, but the only way to transmit the information to the Treasurer is thru email, which is not secure, 3) the IACRAO server is housed somewhere else and SIUC might be unwilling to accept liability for credit card numbers being on its server, 4) even if SIUC was willing to accept liability, the webmaster and treasurer responsibilities float to various campuses, so we would have to invest start-up costs each time. We can however, process online requests for membership and follow-up with paper.

There are still only six presentations on the web from the last annual conference. Tina has not received any new submissions.

We need to develop a privacy policy for our website.

Archivist

Since our December Board meeting, Peter Hood has contacted candidates who were recommended for the archivist position to determine whether they were interested in the position and explained the requirements of this appointed position in IACRAO. He has reported his findings to the President of IACRAO. Peter has also written two articles for the Chronicle, an archivist article and a biographical article, and prepared IACRAO materials collected at the 2004 annual meeting for the archives.

Old Business

We need to continue to follow-up on our tax exempt status. Brad has a letter about this that needs to be sent to Dale and/or Peter.

Discussion continues on whether exhibitor sponsored sessions should be allowed at the annual meeting. IACAC has allowed 30 minutes on a particular day that are dedicated to exhibitor sessions. Alice and committee should continue to explore ideas.

New Business

No new business was discussed. The date for the May meeting was changed to May 13th. 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 (Dale Wolf) and seconded (Alice Medenwald) to adjourn the meeting at 11:55 p.m. Motion passed.

Respectfully submitted,

Julie Jobryce
Secretary