

**IACRAO Executive Board
October 29, 2004 Meeting Minutes
Wyndham Northwest Chicago -- Itasca, Illinois**

Call to Order

Sheri Kallembach, President, called the meeting to order at 11:19 a.m.

Current board members present: Sheri Kallembach, Alice Medenwald, Dale Wolf, Brad Simpson, Brenda Ross, Tina Collins, Wendy Raver, Peter Hood, Rita Pearson, Bruce Oates, Kristin Rinehart, Dave Garcia, Reo Wilhour, Julie Jobryce

Annual Conference Review

Sheri reported that 190 participants were registered including 13 vendors and 35 First-time Attendees. Only a few of the review sheets had been received, but Sheri hopes to receive more. She will look at the reviews and give feedback at our next meeting. We need to look at making the review form available on our website. Hotel service was good; the hotel was responsive to our needs. We are already beginning to plan for 2006 at the Wyndham again.

Report of Officers

Sheri requests that everyone visit the IACRAO website and review their job description so we are all familiar with our responsibilities. Descriptions were reviewed and updated this year.

Treasurer

Brad Simpson clarified the status of our membership. At the time of publication of the Treasurer's Report only 29 memberships had been renewed. Several more renewals are in process. In the future, communication in regards to membership renewal will be sent earlier.

Brad has travel vouchers available for meetings. These are also available on the web.

Past-President

Dale Wolf will be working with past District Chairs to nominate officers for positions to be filled next year. Positions to be filled for the 2005-2006 year include: President-elect, Archivist and EEO Officer.

Dale also reported that the site for 2007 has already been set. We will once again meet at the Holiday Inn in Collinsville.

Vice President for Professional Development

The new V.P. for Professional Development will be Maria Moten from Harper College. This position oversees the Membership and Communication Committees and the Bright Ideas Session for the Annual Conference. Maria was unable to attend the meeting.

IACRAO Executive Board
October 29, 2004 Meeting Minutes
Page Two

President Elect

Alice Medenwald will contact all new District Chairs and the EEO Officer via email with a timeline so the planning process for next year's conference can begin. Kathie Beaty has agreed to serve as the local arrangements liaison.

EEO Officer

Brenda Ross reported that there was a significant interest in the diversity caucus this year. Two members have also joined the membership committee. A couple meetings are planned for this summer: one in the Chicago area and one downstate. These meetings will discuss topics such as issues to post to the website and future topics for conference. Topics for next year's conference were also discussed.

Chronicle Co-Editors

Wendy Raver reports that the next deadline for submission to the Chronicle is February 1.

Web Site Manager

Tina Collins reports that ICCAROO is redesigning their site. A diversity page will be added to the IACRAO website, along with presentations from the 2004 Conference. She is also working towards making e-pay available for membership and conference registration.

The address for the new list serve sponsored by SIUC is IACRAO-L@siu.edu. Sheri asked how members would know to sign up for the list serve. Currently, there are directions on the website. A discussion of ways to make members more aware of the list ensued. Suggestions included: announcements at District Meetings, email to members, an announcement in next year's conference program, and adding a notice to the membership application. Brad and Tina will work on getting the list serve added to the membership application.

Archivist

Peter Hood reports that he received several valuable contributions to the Archives this year. In particular, he was pleased to receive some District Meeting information, which is often hard to come by.

Reporting on this year's Alumni Roundtable. Peter stated that several alumni are interested in a one day retiree schedule, which includes more social activities. A one day fee for the conference would need to be included for this option. The suggestion of retirees serving as mentors for new members was also mentioned. A Retiree Committee is still not established. We need to work on making more contact with retirees and submitting names for possible involvement on the committee. Improved means of communication with retirees need to be established since school email addresses often cease to be valid means of communication.

District Chair Reports

East Central

Rita Pearson reported that the East Central District Meeting will take place on April 8 at Eastern Illinois University. The program will comprise of several Birds-of-a-Feather breakout sessions. Les Cromwell (UIUC) is Secretary/Chair-elect and Dennis Kaczor (Parkland) is Secretary-elect. Nancy Herpstreith and Kathleen Benz (both for UIUC) have volunteered for the Communication and Membership Committees respectively.

A question was raised: Can a person be on a committee if they are not a member? The answer would be in the By-laws. It appears to be "yes," but we would also want to encourage membership.

Northeast

Bruce Oates reported that the Northeast District Meeting will take place on March 4th at DePaul University's new facility. The following members have offered to be on the Membership Committee: Adrienne McDay (Harper), Bill Karnoscak (Rush Univ.) & Maria Munoz. Laurel Tryforos (Roosevelt) and Paula Delcampo (Northwestern) have offered to serve on the Communications Committee.

Northwest

Kristin Rinehart reported that the Northwest District Meeting will take place on either March 4 or 18 at Rock Valley College's new facility - One-Stop Shop. The secretary is Ann Kalas from Elgin CC.

West Central

Dave Garcia reports that the West Central District Meeting will take place at Monmouth College. The date is to be determined, but will likely be in March. Susan Dagit (Monmouth) is the Secretary/Chair-elect.

Southern

Tina Collins reports that she will be stepping down from her position as District Chair, due to her position on the board as Web Site Manager. Nickie Matheny (SIUC) will serve as District Chair. Mindy Reach (Shawnee CC) is Secretary/Chair-elect and Terry Crain (JA Logan) is secretary-elect. The Southern District Meeting will take place on either April 8 or 15 possibly at Our Lady of the Snows in Belleville.

President's Report

Sheri passed out tourism books for Peoria. She also has past programs for Alice to use in planning the 2005-2006 Conference.

Old Business

As indicated by the two standing committees (Communication & Membership) our goal continues to be increasing membership. As mentioned earlier, we still need to work on getting a Retiree Committee; specifically, we need someone to chair the committee. If anyone has ideas, please send them to Peter or Dale. The membership list is available on the web and Sheri also has a list for recruitment.

IACRAO Executive Board
October 29, 2004 Meeting Minutes
Page Four

Old Business cont.

E-pay has been in high demand. Brad and Tina will continue to work together to make it happen.

New Business

Dale expressed concern over the fact that IACRAO had non-profit status, but is not tax-exempt. Currently, in order to receive tax-exemption, the payment for conference fees must be filtered through a school. This is fine if a local school is willing to take on the responsibility, but what do we do if there isn't a school available? We need to look at what it will take to become tax-exempt. One question is whether we can work through AACRAO? Brad and Peter will gather information on options for further discussion at our December Meeting.

Adjournment

Motion: It was moved (Alice Medenwald) and seconded (Tina Collins) to adjourn the meeting at 12:22 p.m. Motion passed.

Next meeting: Date and time TBA – Illinois State University

Respectfully submitted,

Julie Jobryce
Secretary