

**IACRAO Annual Business Meeting Minutes**  
**October 27, 2005**  
**Holiday Inn City Centre – Peoria, Illinois**

**Call to Order**

The meeting called to order at 12:00 noon by President Sheri Kallembach.

**Secretary's Report**

The minutes from the 2004 Annual Business Meeting were presented by Nickie Matheny. No corrections were noted.

*Motion: It was moved (Peter Hood) and seconded (Dale Wolf) 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 \$88,010.29. Money earned was \$1,177.78 in interest last year and \$991.38 in interest so far this year. There is \$3024.00 in the checking account and \$83,994.91 in the money market fund. The Executive Committee Meeting expenditures for 2004-2005 were \$2,798.27 and the district meetings spent \$2,129.95. Additional expenditures were \$537.59, including a voice recorder for the Secretary and a \$100 donation approved by the Board for Heather Bradshaw's Memorial Funds. Sheri attended the AACRAO reception and her travel expenses totaled \$1,613.11. We did not hold a reception this year due to exorbitant costs. Projected budget for 2005-2006: \$12,000.00 in projected membership dues, \$1200.00 in projected interest and \$50.00 Miscellaneous for a total of \$13,250.00. Brad reported that membership dues are coming in earlier than in years past.

*Motion: It was moved (Rita Pearson) and seconded (Brenda Major) to approve the budget as presented. Motion Passed.*

**Vice President for Professional Activities**

Maria Moten reported that the Vice President for Professional Activities oversees the Membership Committee and the Communications and Publications Committee. Maria thanked all volunteers for their hard work on both committees. Maria reported that she will take an aggressive role in relation to the organization and updates at the legislative level for the legislative acts. Maria is hoping to increase membership.

**Archivist**

Peter Hood provided an enlightening background from an article he found about the first 50 years of IACRAO for the 50<sup>th</sup> anniversary in 1960. The article included the background of the formation of AACRAO and The Association of College and University Business Officers, from a meeting of 24 people in Detroit, Michigan. Peter noted there are six boxes of IACRAO archives in the University of Illinois archive. Peter passed on the Archivist position to Dale Wolf after nine years of dedicated service. A standing ovation was given to recognize Peter Hood and his service to IACRAO.

### **Equal Education Officer's Report**

Brenda Major reported that one goal of the Diversity Caucus is to make diversity an intricate part of all we do. There are six sessions at this conference dedicated to diversity. There are currently 12 members of the Diversity Caucus. The Diversity Caucus will meet at 5:30p.m. today. This concludes Brenda's tenure as the Equal Education Officer. Brenda gave thanks to all.

### **Past President's Report**

Dale Wolf reported that one of the tasks of the Past President is the Bylaws. Any changes, additions or corrections must be submitted thirty days prior to the annual meeting. None were submitted. It is also the responsibility of the Past President to arrange for the next available Annual Meeting location. Site selection completed and a signed contract was submitted to President Sheri Kallembach. The site will be the Holiday Inn of Collinsville, Illinois and is on schedule for October 24-26, 2007. Hotel rates will remain the same as the meeting held there in 2003.

The Officer slate for 2005-2006:

Archivist – Dale Wolf (retired)

Equal Education Officer – Roslyn Castro (Morton College)

President Elect – Ron Gregoire (Lincoln Land Community College)

Replacement Secretary – Nickie Matheny (SIU Carbondale)

As Archivist, Dale researches the past and announced that the following people had just had birthdays: Alice Medenwald, Sheri Kallembach, Kathie Beaty and Reo Wilhour.

### **President Elect's Report**

Alice Medenwald reported the conference registration was at 150 people. Two weeks before the conference the total had not reached 100 yet. She asked that everyone try to register a little earlier next time. Alice gave the Program Committee thanks and recognition and challenged each person in attendance to submit an idea or topic and email it to their district chair for the 2006 Annual Conference.

Alice recognized first year attendees with approximately 30 in attendance and recognized the retirees in attendance. She noted that the fee for the conference is waived for retirees and they only pay for meals. Alice named and recognized each of the 18 exhibitors in attendance and thanked them for their support. She encouraged everyone to visit the vendor area while at the conference.

Alice recognized the Local Arrangements Committee and thanked them for their effort and hard work and presented a gift to Kathie Beaty for chairing the committee. Alice gave special thanks to George Munley our Official Photographer. She then reminded everyone to complete the conference evaluations and turn them in.

### **President's Report**

Sheri Kallembach thanked everyone for the opportunity and experience to serve the organization as President. She thanked Northern Illinois University for allowing her to serve IACRAO and recognized those in attendance from NIU.

Sheri provided information on the goals and services of IACRAO and noted that IACRAO is only as strong as its members. She encouraged each member in attendance to actively participate in the organization so that it can carry on the rich history and long-standing tradition of assisting professionals to better serve students in the higher education system in the state of Illinois. Sheri then recognized the following 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  
2002 Karen Helmers, Western Illinois University  
2003 Russ Fahrner, William Rainey Harper College  
2004 Dale Wolf, Eastern Illinois University

Sheri also asked for those participants who were retiring to stand and be recognized. She then presented plaques to the outgoing Executive Board Members and the District Chairs in recognition of their service to IACRAO. She acknowledged the Local Arrangement Committee and Kathie Beaty, the Chair, for their help. She announced that the next conference is scheduled for October 25-27 at the Wyndham Northwest Chicago in Itasca.

### **AACRAO Representative**

As the AACRAO representative to the conference, Eric Staab, Associate Dean of Admissions, Coordinator of International Admissions, Grinnell College and Vice President for International Education, AACRAO, joined us. Eric informed us that the representative scheduled to be with us originally, Tom Bilger, Past President, had past away this summer. Eric reported that 1) AACRAO is a non-profit, voluntary organization with over 2,300 institutional members; 2) Their goals are to provide special opportunities and professional guidelines and information for people in the higher education industry; 3) AACRAO is a member driven organization led by volunteers. Governance is the Board of Director's and Vice President; 4) Eric encouraged everyone to become 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 meetings and new publications; 6) There are two upcoming meeting: November 13 – 16<sup>th</sup>, 2005 – The 15<sup>th</sup> Annual Strategic Enrollment Management (SEM XV) Conference at the Chicago Hilton Hotel and a Diploma Mills Workshop November 17, 2005 also at the Chicago Hilton Hotel; 7) The AACRAO 92<sup>nd</sup> Annual Meeting will be held in San Diego, California on April 17-20, 2006, at the San Diego Convention Center.

### **Old Business**

No Old Business.

### **New Business**

Sheri presented a proposal for an IACRAO scholarship program to be funded on an annual basis. Two scholarships in the amount of \$500 each would be available with one targeting underrepresented students (see attached handout). Procedures for the IACRAO Leadership and Service Scholarship program will be made available on the website.

In 2004 Sheri explained that she approached the Board with an idea for developing an IACRAO Scholarship Program. The Board requested that she explore and report her findings. Sheri researched Ohio and Kansas state affiliated AACRAO association scholarship programs and reported her findings to the Executive Board. The Board unanimously voted to present the concept of the scholarship program to members at the October 2005 Annual Business Meeting. At the annual meeting, Sheri explained to the members that while this action would not require a vote by the membership, She would like membership approval since it does affect the budget. Sheri held a short Q&A session and called for a vote in support of the IACRAO Leadership and Service Scholarship program wherein two scholarships in the amount of \$500 each would be awarded if the funds were available.

*The membership approved the vote.*

*Motion: It was moved (Bruce Oates) and seconded (Nickie Matheny) to adjourn the meeting.  
Motion passed and the meeting adjourned at 1:23 p.m.*

Minutes submitted by Nickie Matheny, IACRAO Secretary