

**IACRAO Executive Board  
April 28, 2006 Meeting Minutes  
Illinois State University – Normal, Illinois**

**Call to Order**

Alice Medenwald, President, called the meeting to order at 9:30 a.m.

**Attendance**

Alice Medenwald, Ron Gregoire, Reo Wilhour, Dale Wolf, Tina Collins, Maria Moten, Roslyn Castro, Angie Byrd, Wendy Raver, Les Cromwell and Nickie Matheny.

**Approval of Meeting Minutes**

The minutes of the February 10, 2006 executive board meeting were reviewed. No corrections were noted. *Motion: It was moved (Dale Wolf) and seconded (Reo Wilhour) to accept the minutes as presented. Motion passed.*

**Treasurer's Report**

Reo Wilhour reported that IACRAO expenses are under budget as of today. There is \$1,516.76 in the IACRAO checking account, \$25,021.73 in the money market account and \$45,000.00 in a newly acquired 10 month certificate of deposit, which matures on 01/03/07 and pays 4.88%, 5% APY. These figures give us a total of \$71,538.49. Reo reported that anticipated interest earnings from the CD and Money Market accounts are approximately \$2,150.00 through the end of 2006.

Reo informed the board that the relocation of our financial accounts from First Southern Bank in Carbondale to National City Bank in Champaign is nearly complete. He will collect the signatures of Alice and Ron on signature cards to ensure that others besides him have access to the accounts.

IRS Tax Form 8868, Request for Extension was filed on March 13, 2006. Form 990 EZ and Schedule A, Return of Organization Exempt from Income Tax was filed on April 4, 2006. Reo reported that Bell, Boyd and Lloyd LLC, the IACRAO attorneys, have been paid for the preparation, review and completion of our Annual Report. We have paid them a total of \$624.49.

Reo stated that he has been paying expenses for the district meetings. To date we have reimbursed the districts for \$1,530.71 and have two more districts that remain to be reimbursed.

Alice Medenwald noted that she does not know if IACRAO has been reimbursed for refreshments, etc. from the October meeting. She will contact the various groups.

*Motion: It was moved (Ron Gregoire) and seconded (Tina Collins) to accept the Treasurer's Report as presented. Motion passed.*

**Secretary's Report**

Nickie Matheny reported that IACRAO has received and paid a bill from Bell, Boyd and Lloyd LLC, the IACRAO attorneys, for researching and reporting on the status of incorporation of IACRAO but have not yet received the report. Alice Medenwald asked that Nickie check on the progress of this report with the attorney's office.

**Past-President Report**

Sheri Kallembach was not in attendance. No report was submitted.

**Vice President for Professional Development**

Maria Moten reported that she sent a letter out in February to non-member institutions for recruitment purposes. Maria also sent a letter to all district chairs to follow up with these institutions.

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**Vice President for Professional Development Con't.**

Les Cromwell (the only district chair in attendance) stated that he sent an e-mail to these institutions to try to solicit questions they may have about the organization. Maria also reported that she would like to be more pro-active with the Bright Idea Award. She handed out flyers for all board members to circulate at their institutions. Maria feels this is needed as last year there were only 2 applications for the award.

**President Elect**

Ron Gregoire reported that he has been working on session programs for the October meeting with the Planning Committee. Ron provided a copy of the sessions for the board members. The keynote speaker will be Pauline E. Kayes, President, Diversity Works, Inc., from Champaign, Illinois. Bruce Oates from Oakton Community College (LAC) has a few bands in mind to perform at the meeting as well.

**EEO Officer**

Roslyn Castro reported that she has met with admissions counselors and other administrators from various colleges and universities to solicit ideas to improve diversity and multiculturalism in recruitment and retention efforts. She has since contacted a few of these individuals to do presentations at the IACRAO meeting in Itasca this October.

Roslyn reported that the Diversity Caucus had a meeting in April. Representatives from area colleges and universities were invited. Representatives from College of DuPage and Morton College attended. Some of the ideas discussed were: ways of contacting and getting more minorities involved in the admissions and registrars network; promoting IACRAO and the yearly meeting; holding a meeting at the IACAC conference in May; and others.

**Chronicle Co-Editors**

Angie Byrd and Wendy Raver reported that the next deadline for submission of articles for the Chronicle is May 1, 2006. So far they have only received 1 or 2 submissions. The Co-Editors request that the district chairs also submit articles. The next deadline after May 1 will be September 1, 2006.

**District Chair Reports**

**East Central**

Les Cromwell reported that he made contacts to distribute the scholarship applications and materials. Les sent a letter and also sent a link to the IACRAO website. Fifty percent of those contacted acknowledged receipt of the information and responded positively. He may send a follow up letter stressing the May 15 deadline. Alice Medenwald suggested speaking to Sherri Kallembach to extend the fast approaching deadline.

Les reported that there were 23 in attendance at the East Central District Meeting. They had a business meeting, 2 breakout sessions and birds of a feather sessions. Alice believes we may be losing people by using the list-serve as our primary means of communicating. She feels that a letter should be sent out to the institutional member, explaining that the meetings are for front line personnel, we may have better attendance.

Les reported that he has not received a good response to soliciting members for the Scholarship Committee. Most comments are that a 3-year term is too long of a commitment. He has 2 people signed on for the committee. Tina Collins suggested that the members have staggering terms to maintain the knowledge base for the program. Alice agreed and suggested we discuss both at the meeting in October.

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**North East**

Eric Gunnink was not in attendance. No report was submitted.

**North West**

Ann Kalas was not in attendance. No report was submitted.

**Southern**

Mindy Reach was not in attendance. No report was submitted.

**West Central**

Susan Dagit was not in attendance. No report was submitted.

**President's Report**

Alice Medenwald reported on the National Conference in San Diego.

**Web Site Manager's Report**

Tina Collins reported that the on-line member search capability has been updated and is now more user friendly. The membership form has also been updated. Tina discussed the need to have a Diversity Caucus link and will talk with Roslyn Castro the EEO Officer regarding this.

**Archivist Report**

Dale Wolf reminded everyone that the AACRAO Centennial is 2010. Dale reported that he met with the archivist from UIUC and was told that they have a two-year backlog of IACRAO documentation to file.

Dale suggested converting IACRAO documents and photos to .tiff images (not .jpeg) and begin archiving in this manner. He also suggested that Alice write George Munley a letter to ask for IACRAO photos to begin this process. These images can then be stored on CD, DVD or Disks. If needed, Les Cromwell can convert images if necessary.

**Old Business**

Nickie Matheny reported that she had received a proposal from Credentials, Inc. regarding providing an on-line registration form for the annual meeting. The board reviewed the proposal and their concerns were as follows; five years was too long for a trial period, as the contract proposal requested; how much would \$250 cover in credit card fees; a statement is needed in the contract that Credentials, Inc. will not use information on the registration forms to solicit new customers; clarification on the printed materials to be distributed at the conference is needed; a statement that IACRAO is not endorsing Credentials, Inc. services or products is needed. Alice will contact Jack Weber to get clarification on these issues. The question was asked about opening it up to other vendors to provide this service. The board determined that since this is a pilot program and since credentials offered that this would not be necessary. If the program is successful, when the contract expires, we can open it up to other vendors at that time.

Erik Gunnink purchased 3 flash drives to copy Power Point presentations given at the October meeting.

The mileage reimbursement was clarified as being .045 per mile.

Alice Medenwald distributed new IACRAO lapel pins.

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**New Business**

Alice Medenwald reported that IACRAO has not had a state reception at the AACRAO annual conference for the past 2-3 years and there was only 1 state that had one at this past AACRAO conference in San Diego. Alice asked if we wanted to discontinue the practice and allocate that money for other initiatives. Reo Wilhour reported that it is a line item issue.

*Motion: It was moved (Alice Medenwald) and seconded (Tina Collins) to discontinue the formal reception at the national conference and that the money allocated for this go into a membership drive. Executive Board all agreed and the motion passed.*

Alice Medenwald reported that she has updated the position descriptions of the Treasurer and Secretary. Maintaining the database has been moved from the Secretary to the Treasurer since that position takes in the membership dues.

Updating the membership form will be the responsibility of the VP for Professional Activities instead of the Secretary. The VP for Professional Activities will also be responsible for sending out an email message regarding membership renewal.

Maria Moten suggested that job descriptions be discussed at the meeting of the new board at the annual conference. Ron Gregoire will make a note to do this, as he will be the new President. Tina Collins suggested having materials or a session dedicated to getting more people involved with the Executive Board. Les Cromwell suggested that the outgoing District Chairs have a mentoring session with the new District Chairs at the annual meeting, as well.

Alice asked if there should be a statement on the membership form about being added to the list-serve. It was decided that there would be an email sent to all new members that informs them they will be placed on the list-serve; it will also provide directions or a link on how to unsubscribe.

*Motion: It was moved (Alice Medenwald) and seconded (Les Cromwell) that new applicants will automatically be put on the list-serve. Motion passed.*

Alice asked that everyone review the current membership form and email any suggested changes to Maria Moten within the next two weeks. Alice asked to whom the membership dues bill goes to at each institution. Everyone agreed it goes to the institutional member. Tina Collins suggested that an e-mail be sent out to the list-serve that membership dues are due. Maria Moten, VP for Professional Activities will do this within the next two weeks and will extract the list from the membership database.

Alice will send new job descriptions to the website manager so that the website can be updated.

Pam Medima of ICCAROO has requested that ICCAROO be allowed to create a letterhead that shows them as a subgroup of IACRAO. ICCAROO is not really a subgroup of IACRAO; Ron Gregoire will contact her to discuss this request.

Alice asked that District Chairs get new retiree information from their districts by August so they can be recognized at the annual meeting and be invited to join the Retiree's group.

**Adjournment**

*Motion: It was moved (Alice Medenwald) and seconded (Nickie Matheny) to adjourn the meeting at 11:17a.m. Motion passed.*

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Respectfully submitted,

Nickie Matheny  
Secretary