

**IACRAO Executive Board  
December 1, 2005 Meeting Minutes  
Illinois State University – Normal, Illinois**

**Call to Order**

Alice Medenwald, President, called the meeting to order at 9:35 a.m.

**Attendance**

Alice Medenwald, Sheri Kallembach, Ron Gregoire, Reo Wilhour, Wendy Raver, Roslyn Castro, Les Cromwell, Eric Gunnink, Mindy Reach, Ann Kalas, Nickie Matheny.

**Approval of Meeting Minutes**

The minutes of the October 25, 2005 executive board meeting were reviewed. No corrections were noted. *Motion: It was moved (Sheri Kallembach) and seconded (Roslyn Castro) to accept the minutes as amended. Motion passed.*

The minutes of the October 28, 2005 executive board meeting were reviewed. Corrections were noted. *Motion: It was moved (Eric Gunnink) and seconded (Roslyn Castro) to accept the minutes as amended. Motion passed.*

**Treasurer's Report**

Reo Wilhour reported that Brad is still closing out the 2005 annual conference. Reo reported that there is \$3,036.83 in the IACRAO checking account and \$75,114.74 in a money market account. Reo asked the Board to consider changing the procedure for board member reimbursement for the meetings; it would be beneficial to him to not issue checks at the board meetings but to have the board members either send the reimbursement forms to him by U.S. mail, fax or email. The board members in attendance all agreed that was reasonable. Reo reported there is a lofty balance in our account and asked the board what we would like to do with it. Alice noted that we are self-insured so we should keep a healthy balance in our account. She also mentioned spending more money on our speakers for the conference and Reo suggested that we endow a speakers' fund by purchasing certificates of deposit. Reo will draft a proposal for purchasing the cd's. Ron asked what it means to be "self-insured." Sheri reported that currently we are not incorporated so we do not have a shield against personal liability.

**Secretary's Report**

Nickie Matheny reported she needed to take photographs of Reo and Ann for the website.

**Past-President**

Sheri Kallembach reported she is continuing to pursue incorporation status for IACRAO. Sheri also reported that she would like to get the Scholarship Committee up and running. It was suggested that the Past-President be the chair of the committee.

*Motion: It was moved: (Alice Medenwald) and seconded: (Eric Gunnink), that the chair of the Scholarship Committee be the Past-President. Motion Passed.*

Sheri noted that Eric Staab, the AACRAO representative that attended our annual conference in October sent a letter of thanks. She reported the 2008 conference site has still not been determined. We have discussed Pheasant Run in St. Charles and Sheri also mentioned the Chateau in Bloomington. Alice mentioned that we should all consider whether the conference should continue moving between up state and down state. Sheri suggested the Greater Woodfield Convention Center or the Visitor's Bureau in Chicago can match an organization with a hotel to fit their needs and would pursue this.

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

Alice Medenwald reported for Maria Moten that we should draft a letter to Illinois schools that are not members of IACRAO. It was determined that the letter should come from the President. It was recommended that the focus be on schools in the IACRAO transfer guide only.

### **President Elect**

Ron Gregoire has nothing to report.

### **EEO Officer**

Roslyn Castro reported that she had met with admission counselors and administrators at Morton College, Lewis University and Roosevelt University to obtain input/suggestions to develop a Minority Leadership Training Workshop or a one-day conference. Suggestions included: Mentorship for new or young minority administration, staff or faculty to be promoted; a one day conference dealing with the challenges of minority administrators; and workshops dealing with: stress management, assertiveness, communication, managing and multi-tasking minority issues on campus, how to say "no", and cultural communication barriers.

### **Chronicle Co-Editors**

Wendy Raver reported that the deadline to submit articles for the next issue of The Chronicle is February 1<sup>st</sup>, 2006. Wendy notes that this is the issue that the district chairs will want to use to promote their district meetings. Wendy also mentioned to the district chairs to let her or Angie Byrd know of any retirements, people transferring to other positions, years of service, or anything of importance.

### **District Chair Reports**

Alice reminded the district chairs that they get \$500 plus \$1 for every person in their membership for their district conferences.

### **East Central**

Les Cromwell reported that the East Central District Meeting is tentatively set for March 23<sup>rd</sup>, 2006. Les noted that Kathleen Benz has not yet been contacted pertaining to her appointment to the membership committee and Donnita Carpenter is no longer secretary elect and the position is still open. Clark Niepert has volunteered to serve on the fundraising committee. A request was made to remind the membership to pay their dues. Ideas for the next conference include: an electronic archivist, conflict resolution strategies for dealing with difficult customers on the phone, customer service strategies, project management, paperless admissions, imaging, and change management. Each member was asked to submit an idea for a guest speaker to Les by mid-January. The gavel was passed from Rita Pearson to Les Cromwell for the district chair position.

### **North East**

Eric Gunnink reported that the Secretary position has been filled by Theresa Lux, Associate Registrar at North Central College. Bruce Oates has volunteered to host the district meeting. The tentative date for the district meeting is March 17<sup>th</sup>, 2006.

### **North West**

Ann Kalas reported that Kishwaukee College will host the district meeting and a tentative date is set for March 24, 2006.

### **Southern**

Mindy Reach reported that they are looking at The National Shrine of Our Lady of the Snows for their district meeting and a tentative date of March 31, 2006 has been set. They are seeking a speaker for stress management.

**West Central**

No report.

**President's Report**

Alice Medenwald reported that we received 49 conference evaluations. The overall rating of the meeting was very positive. The sessions also received very good ratings. The hotel did not fair well. There were 153 registrants but not everyone showed. One person, a first-time attendee, is still unpaid from Lakeland but we are not sure if they attended or not. Three members sent in a check after the deadline but did not include the late fee. All four registrants were sent a letter. The hotel deducted \$500 from the IACRAO bill for the lack of hot water. IACRAO spent \$13,715.17 for hotel and food after the \$500 deduction. A total of \$21,794.00, was collected in registration fees. This is an unofficial count. Alice reported that ISU is not asking for reimbursement for the equipment stolen at the conference, therefore IACRAO is not going to replace it. Timothy Adams from Western Illinois University won the Bright Idea award and is entitled to attend the annual conference for free next year. Timothy will be asked to do a presentation at the 2006 conference on his bright idea. Alice asked the board to contemplate how we can increase membership and get schools to participate in the organization. Alice will contact Roslyn Castro to attend a meeting of the Diversity Caucus.

**Webmaster's Report**

Nickie Matheny reported for Tina Collins that Kathie Beaty has sent her several additional biographies for the Past President's section and she is working on getting those posted to the website. Tina still needs Executive Board member photos for the website. Tina has received a few presentations from the annual conference and will be posting those soon but we still need to encourage presenters to send their presentations to Tina for the website. Perhaps Alice could send an email to the listserv requesting this information. Eric suggested buying USB drives so that the presenters can download their presentations for the purpose of uploading them to the website.

**Archivist Report**

No report.

**Old Business**

Alice reported we need to work on a membership drive and updating the committee lists. Also, the list on the website for member institutions is not current. Brad will know who should be on the list. That should be something Maria does as VP of Professional Activities.

Alice questioned if we needed to get the Scholarship Committee procedures on the web. Sheri noted it would be better to wait a year to allow for adjustments to be made to the procedures before finalizing them.

Nickie reported that Jack Weber of Credentials, Inc. has offered to sponser a site for IACRAO members to pay membership dues and possibly conference fees. Nickie will contact Jack to prepare a presentation at our next board meeting.

The AACRAO centennial celebration is in 2010. Dale is working on a presentation and/or materials.

Sheri asked if we had made any decisions on the availability of vendor sessions. Alice noted she will bring it up in the Planning Committee meeting and let us know at our next board meeting.

**New Business**

February meeting is scheduled for February 10, 2006.

**New Business, Con't...**

Alice will be ordering more IACRAO pins and folders. Alice recommended that the board consider updating per diem for mileage and meals to reflect that of the state.

*Motion: It was moved (Alice Medenwald) and seconded (Les Cromwell) to raise the mileage rate for IACRAO reimbursement to mirror that of the state and as the state increases the mileage rate, so shall IACRAO. In addition, meals will be reimbursed at the same rate as stated in the State of Illinois Travel Regulations. Motion Approved.*

**Adjournment**

*Motion: It was moved (Sheri Kallembach) and seconded (Roslyn Castro) to adjourn the meeting at 11:00 a.m. Motion passed.*

Respectfully submitted,

Nickie Matheny  
Secretary