

IACRAO Executive Board

February 10, 2006 Meeting Minutes

Illinois State University – Normal, Illinois

Call to Order

Alice Medenwald, President, called the meeting to order at 9:40 a.m.

Attendance

Alice Medenwald, Sheri Kallembach, Ron Gregoire, Reo Wilhour, Dale Wolf, Mindy Reach, Eric Gunnink, Susan Dagit, Ann Kalas, Nickie Matheny.

Approval of Meeting Minutes

The minutes of the December 1, 2005 executive board meeting were reviewed. No corrections were noted. *Motion: It was moved (Dale Wolf) and seconded (Eric Gunnink) to accept the minutes as presented. Motion passed.*

Treasurer's Report

Reo Wilhour reported that there is \$2,663.23 in the IACRAO checking account and \$75,434.06 in the money market account. The state meal and mileage rates have increased therefore the reimbursement rates for IACRAO have increased accordingly. The current reimbursement form on the web has already been updated. Reo will check with Brad regarding the reimbursement checks for vendor food orders for the annual meeting. Reo will send Tina Collins, Web Site Manager, updated membership information for the website. Reo prepared a report for an interest-generating technique for the IACRAO accounts:

-CD Ladder – A Certificate of Deposit can be issued for 6-month, 12-month, 18-month and 24-month periods. When a 6-month CD matures, it can then go into another CD. The current rate for these are: 1 year 4.6% rate on average and would earn \$2,300 - \$2,400 interest in a year. It would only restrict access to the money for 6 months at a time. These are FDIC insured. Reo asked if we wanted to commit these funds to a specific purpose (i.e. speaker fees or an additional scholarship). Dale Wolf suggested that we commit a percentage instead of a specific dollar amount for the Certificates of Deposit.

Secretary's Report

Nickie Matheny reported that she needed the home addresses of the Executive Board for an annual report prepared by IACRAO lawyers. She informed the board that if they had not submitted a photo or had not had their photo taken at the last meeting that they needed to submit a photo to Tina Collins for the Website. Nickie announced that SIUC former President, James Walker, had recently passed away.

Past-President Report

Sheri Kallembach reported she provided Laurie Guest a letter of recommendation from IACRAO for her portfolio. Laurie is hoping to attract more educational institutions and organizations for her presentations. Sheri reported that the 2008 conference site has not yet been selected. She has a concern about the size of the vendor area at Pheasant Run. She will continue looking at other locations. Sheri reported that she would like to pass on to someone else the IACRAO incorporation status inquiry, as getting the new scholarship program up and running is dominating her time. Alice Medenwald thinks we may already be incorporated and she reported that Nickie Matheny will check with IACRAO lawyers on this subject. Sheri will review the scholarship application to determine what should or should not be included and send a revised application to the Board members. Sheri asked the District Chairs to form a Scholarship Committee for their district consisting of 4-5 people and send their list to Maria Moten to update the Committee lists. The newly formed committees will serve for 3 years and each district will select a committee chair who will also serve a 3 year term. The committees will then select their top applications to submit to Sheri for determining who will be awarded the scholarships each year.

IACRAO Executive Board
February 10, 2006 Meeting Minutes
Page Two

Vice President for Professional Development

Alice Medenwald reported in Maria Moten's absence that her information will be in the next issue of the Chronicle.

President Elect

Ron Gregoire reported that Bruce Oates from Oakton Community College will handle the local arrangements for the 2006 annual meeting. Ron and Bruce visited the Wyndham in Itasca and met with the manager to ask for clarifications to be made on the current contract. Bruce is looking for bands and Ron is researching speakers for the event but both are costly in the Chicago area. Ron reported that the Wyndham will be changing names within the next several months but that should not affect the current contract.

EEO Officer

Roslyn Castro was not in attendance. No report was submitted.

Chronicle Co-Editors

Neither Wendy Raver nor Angie Byrd could attend this meeting. Sheri Kallembach reported in their absence that the February issue of the Chronicle will be out within the next three weeks. Sheri reminded the District Chairs that the next deadline for submission is May 1 and all District Chairs need to submit an article promoting their annual meeting in this issue.

District Chair Reports

East Central

Les Cromwell was not in attendance. No report was submitted.

North East

Eric Gunnink reported that the North East annual meeting will no longer be at Oakton Community College as was previously reported. Eric is investigating having the meeting at Triton College.

North West

Ann Kalas reported that the date for the North West annual meeting has changed to March 15, 2006 and will be at Kishwaukee College. The speaker will present on how to manage change and there will be a stress management presentation and birds of a feather discussions.

Southern

Mindy Reach reported that the Southern district annual meeting will be at The National Shrine of Our Lady of the Snows in Belleville and will be on March 31, 2006. The speaker will be Forest Walker on home schooling regulations and Allison Combs will be on hand for therapeutic massages.

West Central

Susan Dagit reported that the West Central annual meeting will be on March 17, 2006 at Bradley University. Andy Kindler booked two speakers from the FBI and their presentation will be regarding higher education and Kathy Beaty will present on ethics.

President's Report

Alice Medenwald reported that there will be 3 vendor sessions at the IACRAO annual meeting. Each session will be \$50.00 and they will be scheduled at different times. Alice reported that she attended the AACRAO State and Regional Officers meeting in December 2005 and that the AACRAO Centennial Celebration will be in 2010 in New Orleans.

IACRAO Executive Board
February 10, 2006 Meeting Minutes
Page Three

President's Report Cont...

Some of the topics covered at the 2005 meeting were; 1) how to increase attendance at state meetings. It was suggested that surveying members about the dates might be helpful. 2) what do the states feel AACRAO should be working on? Some of the responses to number 2 were; K-12 partnerships, accountability, retention and graduation rates, are diversity concepts too narrow? Several presentations were also given on a variety of topics that are relevant to state and regional organizations. Alice reported there were approximately 100 attendees.

Web Site Manager's Report

Tina Collins was not in attendance. No report was submitted.

Archivist Report

Dale Wolf reported that he and Peter Hood would be visiting University of Illinois on March 9th to submit to the archive storage. Dale reminded the district chairs to submit their annual meeting materials to him for the archives.

Old Business

Nickie Matheny reported that Credentials, Inc. is working on a presentation for IACRAO to sponsor a registration site for the IACRAO annual meeting. Nickie will forward any materials or proposals she receives.

Maria Moten will mail non-member letters to non-member institutions in Illinois.

Alice Medenwald will order lapel pins for new members.

Motion: It was moved (Sheri Kallembach) and seconded (Reo Wilhour) to have Eric Gunnink purchase 3 flash drives at a cost of \$20 - \$30 each and be reimbursed by voucher. Motion passed.

Sheri Kallembach reported she is searching for volunteers for the following positions: President Elect (serves 1 year as President Elect and 1 year as the President), Vice President for Professional Activities (serves a 2 year term), Treasurer Elect (serves 1 year as elect and 2 years as treasurer) and Chronicle Editor(s) (permanent position(s)). If you know of someone who is interested, please let Sheri know.

New Business

The next meeting is scheduled for April 28, 2006.

Adjournment

Motion: It was moved (Sheri Kallembach) and seconded (Susan Dagit) to adjourn the meeting at 11:20 a.m. Motion passed.

Respectfully submitted,

Nickie Matheny
Secretary