

**IACRAO Executive Board
October 25, 2005 Meeting Minutes
Holiday Inn Centre– Peoria, Illinois**

Call to Order

Sheri Kallembach, President, called the meeting to order at 7:00 p.m.

Current board members present: Sheri Kallembach, Brad Simpson, Dale Wolf, Alice Medenwald, Brenda Major, Angie Byrd, Rita Pearson, Kristin Rinehart, Nickie Matheny, Tina Collins, Peter Hood, Julie Jobryce. Guests present: Kathie Beaty (LAC)

Approval of Meeting Minutes

The minutes of the May 13, 2005 executive board meeting were reviewed.

*Motion: It was moved (Peter Hood) and seconded (Alice Medenwald) to accept the minutes.
Motion passed.*

Treasurer's Report

Brad Simpson reported that we currently have \$88,010.63 in the bank. He has split the money between a checking account and a money market account. This resulted in \$1,177.78 in interest last year and \$991.38 so far this year. Brad noted that the interest earned was enough to balance out the expense for Sheri's trip to the AACRAO Meeting this year.

Expenses for the district meetings were reported at \$2, 129.95. It was noted no expenses have been submitted for the Northwest District. If these are submitted, they will be paid.

The State and Regional Association Leadership Conference has not been budgeted. It will be added as a line item for the budget for Alice's attendance in Washington DC during the 2005-2006 year. The board will then consider adding the conference as a budget item next year, after base cost is determined this year.

The AACRAO expenses need to be moved to two lines. One line will be used for reception expenses and the second line will be used for attendance expenses for the IACRAO president.

Angie confirmed that the \$1,000 budget for The Chronicle needs to remain in place. In the past, the budget was \$0 because Angie and Wendy had been preparing the copy in PDF format and editing it. This budget will be sufficient as long as we continue to distribute it electronically only. The board agreed to continue electronic distribution.

There are currently 22 schools that have not paid their membership dues.

Secretary

Julie Jobryce officially announced her resignation. Sheri presented her with a plaque commemorating her service, during the past year. Julie has given all secretarial information to Nickie Matheny who has agreed to fill the position.

Past President

Dale Wolf reported that the following people have agreed to serve on the board for the 2005-2006 academic year:

President Elect 2005-2006: Ron Gregoire
EEO Officer 2005-2007: Roslyn Castro
Archivist 2005-2006: Dale Wolf
Secretary 2005-2007: Nickie Matheny

President Elect

Alice Medenwald reported that 145 members have registered for the Annual Meeting. These registrations included 125 attendees who have paid and four attendees who have had their fee waived. Fees have been waived for the 2004-05 Bright Ideas winner, our two retired board members (Dale and Peter) and for Eric Staab (AACRAO Representative). This leaves sixteen unpaid registrations to be collected at the annual meeting.

Eighteen vendors have yielded \$6,740 in fees. This includes some additional fees for being "Friends of IACRAO" and placing vendor handouts in the registration packets.

Alice noted that both the Annual Meeting Committee and the Local Arrangements Committee (headed by Kathie Beaty) have done a fantastic job. They are pleased to be able to offer five different choices during each breakout session. They also anticipate great door prizes thanks to contributions from schools, vendors and IACRAO sponsors.

Any presentation moderators who cannot attend the moderator training session should be directed to pick up their moderator packets at the registration table.

Alice addressed the issue of how we can encourage members to register earlier. It seems that most wait until the last minute, but it would be helpful to get registrations sooner. Also, the board needs to discuss ways to improve counts for meals so that the membership is not wasting money on unneeded meals.

EEO Officer

Brenda Major reported that the Diversity Caucus met on July 18th at William Rainey Harper College. There are approximately 12 people participating in the Diversity Caucus and 5 attended the July meeting. Two sessions were planned for the Annual Meeting: 1) Undocumented Students and 2) Got Diversity?

Chronicle Co-Editors

Angie Byrd reported that the Fall Edition of The Chronicle was published to the web about the third week in September, in a timely fashion for posting proposed changes to the By-Laws, of which there are none this year. February 1, 2006 is the next deadline for submission of articles for publication.

Angie also announced that she and Wendy would be resigning their position at the end of the 2005-06 year. Their final publication will be Fall 2006. As past president, Sheri will be responsible for finding a new editor or editors.

District Chair Reports

East Central

Rita Pearson stated that there is nothing new to report within the East Central District. She has been able to coordinate five presentations for the annual meeting.

North West

Kristen Rinehart stated that there is nothing new to report within the Northwest District. She has been able to coordinate four sessions for the annual meeting.

Southern

Nickie Matheny reported that Linda Schuette is leaving her position; as a result, her presentation scheduled for the annual meeting has been canceled. Nickie was able to coordinate one other presentation for the meeting.

North East

Bruce Oates was unable to attend the executive board meeting, but will be at the annual meeting.

West Central

Dave Garcia has moved to a new job and is no longer available to serve on the board. The West Central District Chair position will be filled by Susan Dagit from Monmouth College. This change will take effect at the annual business meeting.

President's Report

Sheri Kallembach reported that new job responsibilities for the President-elect, President and Past President positions have been written out in detail and posted to the website.

Eric Staab, Associate Dean of Admission, Coordinator of International Admission, Grinnell College and Vice President for International Education, AACRAO will serve as the AACRAO representative for the annual meeting.

Sheri requested that we continue to pursue Non-Profit status. This status is essential, as it helps to protect the organization from legal action that may be brought against it. Sheri has a friend who is a lawyer and will ask for her help with this effort. Peter noted that according to archive information, it appears the initial ruling that denied our request for Non-Profit status was made in 1988. It is possible that there have been significant changes in Illinois law that could change this.

The final proposal for the IACRAO Leadership and Service Scholarship was presented to the board. Sheri plans to present the proposal to the membership for approval during Thursday's Business Meeting.

Webmaster's Report

Tina Collins reported that the membership list is updated and that Google search has been added to the site. It was noted that since Google search has been added, the membership search has been impacted. The old search for this area needs to be restored, as Google search does not allow adequate access to the desired information. Tina agreed to look into this concern.

Archivist Report

Peter Hood reported that he has received several new items, including a large box from Jonathan Pickering and items from Sheri Kallembach and Dale Wolf.

In preparation for the transition as Dale Wolf takes on the archivist position for IACRAO, Peter met with Chris Pram (archivist at the University of Illinois). He also put together an archive reference guide for Dale and included suggestions for future work.

Peter is working on a few projects that he will complete and then pass on to Dale. He has also offered to be available to retrieve information from the archives, when requested, so that Dale does not need to travel to the U of I for this purpose.

Old Business

No old business was discussed.

New Business

Future meetings of the Executive Board:

Wednesday, October 26, 2005 at 11:30 a.m. in the Plaza Room

Friday, October 28, 2005 at 11:15 in Conference Room 3.

Adjournment

Motion: It was moved (Alice Medenwald) and seconded (Brenda Major) to adjourn the meeting at 8:25 p.m. Motion passed.

Respectfully submitted,

Nickie Matheny
Secretary