

**IACRAO Executive Board**  
**October 28, 2005 Meeting Minutes**  
**Holiday Inn City Centre– Peoria, Illinois**

**Call to Order**

Alice Medenwald, President, called the meeting to order at 11:17 a.m.

Current board members present: Alice Medenwald, Sheri Kallembach, Dale Wolf, Ron Gregoire, Brenda Major sitting in for Roslyn Castro, Maria Moten, Brad Simpson, Reo Wilhour, Angie Byrd, Nickie Matheny, Tina Collins, Peter Hood, Les Cromwell, Eric Gunnink, Ann Kalas, Mindy Reach and Susan Dagit.

**Introductions and Welcome**

Alice welcomed the new board members and asked that everyone introduce themselves.

**Conference Review**

Alice announced that she received the bill from the hotel for the conference and that we were within our budget.

A laptop and projector were stolen from one of the conference rooms at the hotel. The equipment belongs to ISU and was under the care of Jess Ray. It did not appear that the room had been locked. There was no information on the laptop other than travel arrangements. IACRAO may need to reimburse ISU for the laptop. The projector was antiquated; Alice was not sure about reimbursement for that item. Jess Ray will be filing a police report.

Alice noted that we received a lot of the conference evaluations back this year.

150 people registered but not all attended. There seems to be more people choosing to attend the conference for one day only, every year.

Sheri asked if the hotel would make any kind of retribution for the lack of hot water Thursday morning and noted that the Wyndham hotel had offered everyone a free night when problems existed with the service there. Alice thought it was too late at that point but agreed to look into it.

**Secretary**

Nickie had nothing to report.

**Treasurer**

Brad reported he will complete the Treasurer's business for the 2005 annual conference and then pass everything to Reo Wilhour.

**Past President**

Sheri reported that there were 19 vendors who paid the registration fee and 17 that attended. Academy One was a registrant that paid but did not attend. IACRAO received \$6,745.00 from vendors.

Sheri reported that she will be looking for someone for the position of Vice President for Professional Activities, Treasurer Elect, Editor or Co-Editor's of the Chronicle and President Elect for next year.

### **Past President, Cont...**

Jake Hinton from Rock Valley has volunteered for the Scholarship Committee and Cheryl Kristensen from Methodist College of Nursing has volunteered for the Communications Committee.

### **President Elect**

Ron is looking forward to the responsibilities in his new role. At this time he has nothing to report.

### **EEO Officer**

Brenda Major reported for Roslyn Castro.

The Diversity Caucus met on October 26, 2005 at 5:30 p.m., there were four attendees. Brenda Major, Tina Collins, Gina Caicedo and Roslyn Castro. There is a lack of attendance of the Diversity Caucus. Suggestions made were: 1) make an announcement of the meeting at the Business Luncheon to motivate attendance; 2) include a description and the mission of the Diversity Caucus in the program agenda for the conference, to better inform prospective members; and 3) have a brainstorming session to share ideas of what diversity entails.

Suggestions for Topics for the 2006 Conference: 1) time management and committee involvement on campus for minority staff or administration; 2) support system for mentoring younger minority colleagues to train to move up into management positions and to gain better access to networking and job opportunities; and 3) should your campus explore bilingual training and resources for staff and administration?

Suggestions for Theme for the 2006 Conference: 1) "We are the World" – International cultural theme and have passports and attendees get stamped when they attend the different sessions, (Example: "Stress Management in Hawaii", "FERPA in Europe", "Admissions and Records in Brazil"). We could offer food samples and appetizers from different cultures for the Wednesday welcome reception; 2) to encourage diversity – explore Latino or African American keynote speaker for conference welcome, (Example: Barack Obama or Rtd. Ltnt. Crnl. Consuelo Kickbusch); 3) session idea: Genealogy – trace your roots/Learn about Ireland, Germany, Argentina, Brazil, Kenya, Poland, Pakistan with international food samples; and 4) Thursday evening reception and entertainment and food: International flavors and appetizers with salsa dance lessons before musical entertainment.

### **Archivist**

Dale discussed the 2008 conference. He recommended that we think about our current practice of going back and forth between upstate and downstate and perhaps we should focus on going where we can get the best deals and dates. There is nothing in the Bylaws stating the conference must geographically relocate each year. Alice noted that we never receive the best deal in the Chicago area although we have hit 200 registrants at that location.

Sheri noted that she and Alice have been looking at Pheasant Run, near Charleston for the 2008 conference.

It was also noted that some IACRAO members have said the conference would be more convenient for them if the conference was scheduled a little later in the year.

### **Archivist, Cont...**

Dale reminded the district chairs to get all handouts from their District Meetings for him. Dale requested copies of handouts from the annual meeting from Peter and noted that the Moderators were supposed to keep copies for him.

Peter mentioned a historical sketch Mrs. Boyer prepared in 1946 and passed out a few copies. He noted it was early IACRAO history he found and mentioned that we all could look at our own institutions to find more IACRAO history.

### **Chronicle Co-Editors**

Angie Byrd reported that the next deadline for submission of articles for the Chronicle is February 1, 2006. Angie announced this is the final term that she and Wendy Raver will serve as Co-Editors.

### **Webmaster**

Tina reported that she checked on the difficulties with name searches on the website, her graduate assistant is working on the problem.

Tina requested a list of the current board members to update the website and requested pictures as well. If she does not receive their pictures, she can take one at an upcoming Board Meeting.

Please let her know of any problems or inaccuracies on the website.

### **District Chair Reports**

#### **East Central**

Les Cromwell reported that Dennis Kaczor is the Chair Elect/Secretary for his district.

#### **North East**

Eric Gunnink reported that the North East district had selected a tentative date for their annual district meeting of March 17, 2006.

#### **North West**

Ann Kalas reported that Jill Bier is the Chair Elect/Secretary for her district.

#### **Southern**

Mindy Reach reported that Jacob Fessler is the Chair Elect/Secretary and Brad Simpson is the Secretary Elect.

#### **West Central**

Susan Dagit reported that Andy Kindler is the Chair Elect/Secretary for her district.

#### **President**

Alice distributed copies of the responsibilities for the District Chairs and the President Elect. These are also available on the website. Alice also informed the new Board members that their travel expenses and hotel expenses (if needed) are covered for the Executive Board meetings but not the Annual Conference. The travel expense voucher is available on the website. They can complete the form and forward to Reo for reimbursement. Meetings are at Illinois State University in Bloomington/Normal.

### **President, Cont...**

Ron should be looking for a Local Arrangements Coordinator in Itasca. If anyone knows of someone that would be interested, let Ron know.

We will discuss vendor sessions for the conference at the Planning Committee meeting. The Planning Committee is composed of the President (if they choose to attend), the President Elect, all District Chairs, the EEO Officer, and the Vice President for Professional Activities.

Alice asked if we wanted to present certificates to retirees at the annual meeting. There was concern about how to identify this group and the chance of omitting someone from this recognition. The consensus was to verbally acknowledge each retiree in attendance at the annual meeting. Alice also asked about adding a question to the registration form for the purpose of identifying retirees, e.g., "Do you plan to retire this year?" Also, Bob Dorn may be willing to maintain a retirees database for IACRAO.

Alice announced the AACRAO centennial is coming up in 2010. They are looking for contributions about their historical beginnings. Alice gave Dale an email and asked if he could put something together for them.

Alice announced that Peggy Hudson requested that District Chairs refrain from scheduling their district meetings around March 10.

The next Executive Board meeting is scheduled for 1 at Illinois State University at 9 a.m.

### **Old Business**

Nickie reported that from conversations with Sheri and Tina, she had discussed the possibility of Credentials sponsoring IACRAO and providing us with the mechanism to accept on-line electronic payment for membership dues and conference fees. Jack Weber was very receptive and would like to meet with the board or be involved in a teleconference.

Alice noted that perhaps we should give all vendors the same opportunity and we can discuss this at the next meeting.

Sheri is spearheading the Scholarship Committee and will send out updated information. She is also pursuing corporation status with two lawyers that she knows.

### **New Business**

No new business.

### **Adjournment**

*Motion: It was moved (Sheri Kallembach) and seconded (Tina Collins) to adjourn the meeting at 11:25 a.m. Motion passed.*

Respectfully submitted,

Nickie Matheny  
Secretary