

IACRAO Executive Board
April 20, 2007 Meeting Minutes
Illinois State University, Normal, Illinois

Call to Order

Ron Gregoire called the meeting to order at 9:21 a.m.

Current board members present: Alice Medenwald, Ron Gregoire, Dale Wolf, Roslyn Castro, Reo Wilhour, Sonia Fischer, Dennis Kaczor, Dan Weber, Andy Kindler, Therese Lux, Chris Leopold, Jill Bier and Nickie Matheny.

Secretary

Nickie Matheny presented the minutes from the February 9th, 2007 Executive Board meeting.

Motion: It was moved (Dale Wolf) and seconded (Alice Medenwald) to accept the minutes as presented. Motion passed.

Treasurer

Reo Wilhour reported that IACRAO is currently carrying the following balances:

National City Checking	\$ 4,356.13
National City Money Market	\$10,350.15
National City 10 mo. CD	<u>\$56,879.07</u> (Matures on 11/10/2007)
	\$71,585.35

On February 9th, 2007 Reo filed IRS Form 8868, the Application for Extension of Time to File an Exempt Organization Return. This gives IACRAO an automatic three month extension of time to file Form 990EZ. The 990EZ is normally due on March 15th, therefore, the extended due date will be June 15, 2007. Last year we filed it on April 7th, 2006. The reason for filing for the extension is that we must include a copy of the 2007 IACRAO Illinois Annual Report, which we file with the Secretary of State prior to May 1st, but it takes some time for our attorneys to prepare this report and return it to our Secretary. As soon as Reo receives the report, he will file the form 990EZ along with the required Schedule A.

Reo noted that to date, he has only reimbursed the Southern District for \$575.00. He instructed the district chairs on how to gain reimbursement for the district meeting expenses.

Past President

Alice Medenwald reported that she has received no scholarship applications to date and would like to increase the amount of the scholarships from \$500.00 to \$1000.00 to increase interest. Also, Alice asked that if anyone has contacts at any of the community colleges to please contact her. The deadline for the scholarship applications is May 14 but we should extend it considering we have no applications.

Alice has come up with some ideas for fundraising for the scholarships; she proposed holding a silent auction or a 50/50 raffle at the annual meeting. Members could bring a gift certificate or a gift basket for the auction or the raffle. The Board agreed to hold a silent auction.

Past President, Cont.

Alice asked for nominations for the following positions: President Elect, Secretary and EEO Officer. When candidates have been identified, Alice will send their names to the Nomination Committee for their input. Once final candidates have been selected she will email the candidates to confirm that they are interested. Alice will present the names to the Executive Board at the meeting on Tuesday, October 23 for a vote.

VP for Professional Activities

Dennis Kaczor had no report.

President Elect

Adrienne Kellum McDay not in attendance. No report was submitted.

EEO Officer

Roslyn Castro reported she has been working to create more interest in the Bright Idea Presentation and Award. Roslyn has updated the application and marketing strategies to promote participation. Some suggestions received were to: shorten/simplify the application, recognize the winners in the IACRAO newsletter, send a letter of commendation to the Supervisor and President of the winners, give a \$50.00 gift certificate to the winners, IACRAO board members should commit to attend the Bright Idea Presentation.

Roslyn noted she is preparing a workshop on diversity issues in the workplace and she is looking into the ethnic breakdown of the IACRAO organization.

Chronicle Editor

Debbie Micheline not in attendance. Sonia Fischer reported on Debbie's behalf that she is working on the Summer edition of the Chronicle and will send out an update email.

Web Site Manager

Tina Collins was not in attendance. Nickie Matheny reported on behalf of Tina that as of February 1, 2007, the Website Manager has received 19 requests for updates and changes; pictures from the 2006 Annual Meeting have been posted to the website; the Past President's page continues to be expanded, corrections and updates to the member database continue and AACRAO notifications have recently been posted to the home page.

Tina noted in her report that there are some outstanding issues, such as: pictures from the annual meeting have been received from George Munley and posted on the website. We need to contact the hosting service to determine the amount of space available on the remote server. If we are nearing capacity, older images will need to be archived in another location; we are still missing photos of Adrienne, Dennis, Therese and Chris; Tina notes that we used a third party vendor (Credentials, Inc.) for on-line registration and payment for the 2006 Annual Meeting and this would be an opportune time for the Executive Board to evaluate the on-line registration and payment service and determine whether we should continue its use in the future.

Tina included in her report the changes and proposals she is working on: the Website Manager continues to evaluate different programs for processing digital photographs. This remains a most labor-intensive process associated with website maintenance; it was suggested that we expand the website to include memorials for some of IACRAO's members that have passed away.

Web Site Manager, Cont.

We currently show case Past Presidents on the website, perhaps we should consider expanding this to other members as well.

Archivist

Dale Wolf reported he is working on the Alumni page. He currently has 12 names although four or five were not considered “active” members. Eighteen people have contacted him total. Dale will get together with Tina Collins at a later date to go over the Alumni page.

District Chair Reports

East Central

Sonia Fischer reported that the East Central District and the West Central District combined their district meetings and held it at University of Illinois – Springfield with the help of Brian Clevenger. There were three presenters, two breakout sessions and they had a attendance of 75-80. Everyone received a door prize.

Sonia reports that she has taken a new position at Southwestern Illinois College as an Admissions Specialist. May 18th is her last day at Eastern but she will continue to fulfill her duties as the East Central District Chair.

Sonia reports that Debbie Michelini has also taken a new job at College of Lake County as the Assistant Director of Enrollment Services. May 18th will be her last day at Eastern and she will also continue in her role as the Chronicle Editor.

West Central

Andy Kindler reported that the West Central meeting and East Central meeting were combined and it went very well. He proposed combining the two district meetings permanently.

North East

Therese Lux reported they had a successful district meeting but has not finished the printed report yet. The presentation was on generational gaps in the workplace.

North West

Jill Bier reported that the North West District meeting was combined with the ICCAROO meeting. A fee was not charged. They had two speakers and a breakout session. There were 51 attendees total. ICCAROO helped pay for the cost of the meeting. Jill noted that ICCAROO might want to combine the two meetings again next year and possibly ask other districts to participate, as well. Some people from Oakton Community College came but noted that others didn't attend because of concerns they would not be able to attend their own district meeting.

Southern

Chris Leopold reported the Southern District meeting was at Rend Lake College Marketplace in Mt. Vernon and Alan Shiller, instructor at SIUE was the presenter. Chris recommends him for the opening/closing speaker for the IACRAO annual meeting. There were 42 attendees and 35 evaluations were turned in. All feedback was very positive. Chris noted that she will return \$28.36 to IACRAO as excess funds. Also, Chris noted that Scott Dunn officially began his term as Secretary/Chair-Elect on April 1st.

President

Ron Gregoire reported the AACRAO conference in Boston was very informative.

Old Business

Ron Gregoire reported that the insurance issues we previously discussed were somewhat complicated and we only need liability insurance for the annual meeting and the liability insurance should cover us for the district meetings, as well.

Motion: It was moved (Ron Gregoire) and seconded (Alice Medenwald) to approve the purchase of general liability insurance up to a cost of \$700. Motion passed.

New Business

Ron Gregoire asked for ideas and referrals for conference speakers. He will send an email to the listserv. The theme for the conference will be Gateway to Reality.

Adjournment

Motion: It was moved (Ron Gregoire) and seconded (Alice Medenwald) to adjourn the meeting at 10:40 a.m. Motion passed.

Respectfully submitted,

Nickie Matheny
Secretary