

**IACRAO Executive Board
February 9, 2007 Meeting Minutes
Illinois State University, Normal, Illinois**

Call to Order

Ron Gregoire called the meeting to order at 9:15 a.m. Introductions followed.

Secretary

Nickie Matheny presented the minutes from the October 24th and October 27th, 2006, Executive Board meetings, respectively. Corrections were noted.

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

Treasurer

Reo Wilhour reported that we are currently carrying the following balances:

National City Checking	\$ 5,490.65
National City Money Market	\$10,272.55
National City 10 mo. CD	<u>\$56,879.07</u>
	\$72,642.27

Reo negotiated with National City to increase the interest rate on our Business Money Market Savings account to 4.85% from 1%. This is a limited time offer and will expire on April 30, 2007. Reo reinvested our \$45,000.00 CD, plus the interest earned over 10 months, \$1,879.07, and an additional \$10,000.00 from our Business Money Market Savings into a new 10 month CD at an interest rate of 5.16% with an Annual Percentage Yield of 5.30%. The total invested in the CD is \$56,879.07 and its maturity date is 11/10/07.

Reo reported that before March 1, 2007, he will file IRS form 8868, Application for Extension of Time to File an Exempt Organization Return. This will give us a three month extension to file Form 990EZ, which is normally due on March 15th. Therefore, the extended due date will be June 15, 2007. The reason for filing 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 the report and return it to our Secretary.

Summary of Final 2005 Conference Report

Total Expenses	\$21,188.40
Total Revenue	\$29,849.50
Revenue over expenses	\$ 8,661.50

Summary of Final 2006 Conference Report

Total Expenses	\$35,612.90
Total Revenue	\$30,576.45
Revenue minus expenses	-\$ 5,036.45

Past President

Alice Medenwald reported that the Scholarship Committee sent a E-mail with an attachment to the District Chairs with the time-line and procedures for selecting the scholarship recipients. The committee still needs volunteers. Sheri Kallembach and Maria Moten will continue to volunteer, however, Alice mentioned that anyone can E-mail her names of those interested in volunteering for this committee.

Past President, Cont.

Alice noted that she is working on revising the procedures for the Scholarship Committee and hopes to have something to present at the next board meeting. Alice mentioned that IACRAO is not registered with the state for fund raising activities. The Board briefly discussed the issue and tabled it until a future meeting. Alice informed the Board that she is going to look into the costs to acquire liability insurance for the organization. Alice reported that IACRAO has been invited to participate in a regional conference with Ohio and Missouri. The Board discussed the issue and decided to decline the invitation so that members would not have to decide which meeting to attend (state or regional) if institutions could not afford to send members to both. Alice reported that the Board will be accepting nominations for the following positions: President Elect, Secretary and EEO Officer; Alice asked that anyone with a nomination to e-mail her. Alice also noted that we now have a signed contract with the Sheraton NW in Chicago for the 2008 conference, which is scheduled for October 22 – October 24.

EEO Officer

Roslyn Castro not in attendance. No report was submitted.

Chronicle Editor

Debbie Micheline reported that the first issue of *The Chronicle* will be out by March 1st. Debbie noted she created a Diversity section for the newsletter and it she will need articles for this section for every issue. Also, Debbie suggested doing a message board for the newsletter for announcements like retirements, new positions, births, etc. for the membership. The Board was in agreement and she asked that everyone send her information to post and she will send a message to the listserv about the new message board.

Web Site Manager

Tina Collins reported that since October 2006 she has received 58 requests for web page updates and changes. The IACRAO scholarship forms have been updated for 2007, the Past President's Page continues to be expanded, presentations from the 2006 Annual Meeting are available for download, and the Diversity Caucus page has been updated to include the vision and mission statements. The Executive Board page is as up to date as possible. ICCAROO is current as well, with all requests having been processed prior to the February 2007 meeting of the IACRAO Executive Board. Tina noted several outstanding issues such as, updating the IACRAO on-line membership directory, posting pictures from the 2006 Annual Meeting and pictures of the Executive Board to post that she has not yet received. Tina reported some upcoming changes for the IACRAO website, individual web pages will be updated to reflect the pastel theme of the home page; incorporating cascading style sheets and as pages are redesigned, the changes will incorporate techniques and mechanisms that will make them more accessible to persons with disabilities. It was also reported that there have been some problems with the listserv; such as some email addresses come across differently when you try to respond and the listserv does not recognize this. Tina suggests that members email her (not from the listserv) so she can determine how the individual's address should be posted. Tina also suggests creating an article for the newsletter addressing the issue.

Archivist

Dale Wolf suggested creating a Alumni/Retiree's web page; he has a list of 17 people already. Dale notes this may help attract some these people into the meetings and conferences. Dale reported the archives are in decent shape but not great, there is still a backlog.

District Chair Reports

East Central

Sonia Fischer reported that she and Andy Kindler from West Central district will be pulling their resources together and have a combined district meeting. The meeting will be on March 16 at University of Illinois from 9-2:30. There will be two presentations, Electronic Transcripts and State and Regional Trends. There will also be Birds of a feather break out sessions.

North East

Therese Lux reported she is having trouble finding a speaker for the district meeting. She would like to have a one-day meeting instead of a ½ day meeting. Also, the tentative date is March 16th for the meeting.

North West

Jill Bier reported that she has concerns over membership. The North West district is very small and she would like to combine the North West meeting with the ICCAROO meeting. There will also be a Birds of a Feather discussion at the meeting.

Southern

Chris Leopold reported the Southern District meeting is Friday, March 30th at Rend Lake College Marketplace in Mt. Vernon. Alan Shiller, instructor from SIUE is the presenter. There will also be a Birds of a Feather Session followed by lunch. Chris informed the board that Jacob Fessler relocated to another state and she has assumed the role of Southern District Chair. In addition, Tammy Tadlock from Rend Lake College moved into the role of Secretary/Chair-Elect and Scott Dunn from SIUC has agreed to serve as Secretary-Elect. Tammy, however, has transferred to a different office on campus and can only assume her role through March. Scott Dunn agreed to assume the remainder of Tammy's role.

West Central

Andy Kindler reported that the West Central meeting and East Central meeting have combined and will take place at University of Illinois Springfield on March 16th.

President

Ron Gregoire submitted reports for the 2006 conference for session evaluations, conference evaluations and a summary of the conference attendees. Ron noted we were over \$5,000.00 in the red for this conference but noted that is normal and we always make that up with the meeting we hold in the south. Ron will attend the AACRAO Annual Conference in Boston and will moderate a session there. Ron will make arrangements for the Illinois attendees to get together while there.

Old Business

No old business to report.

New Business

Ron Gregoire asked if we should schedule an additional Executive Board meeting since the meeting in December was cancelled. Everyone agreed it should be for the planning committee only and could be decided at a later date. Ron reminded everyone that the next Executive Board meeting will be April 20.

Adjournment

Motion: It was moved (Tina Collins) and seconded (Alice Medenwald) to adjourn the meeting at 11:10 a.m. Motion passed.

Respectfully submitted,

Nickie Matheny
Secretary