

**IACRAO Executive Board**  
**October 24, 2006 Meeting Minutes**  
**Wyndham Hotel & Resort, Chicago, Illinois**

**Call to Order**

Alice Medenwald, President, called the meeting to order at 6:06 p.m.

Current board members present: Alice Medenwald, Sheri Kallembach, Dale Wolf, Ron Gregoire, Roslyn Castro, Maria Moten, Reo Wilhour, Wendy Raver, Ann Kalas, Eric Gunnink, Mindy Reach, Tina Collins, Bruce Oates and Nickie Matheny.

**Secretary**

Nickie Matheny presented the minutes from the April 28, 2006 Executive Board meeting.

*Motion: It was moved (Sheri Kallembach) and seconded (Ron Gregoire) to accept the minutes as presented. Motion passed.*

**Past President**

Sheri Kallembach reported that the Past President determines the next conference site. Dale Wolf, previous Past President has already reserved a site for the 2007 annual conference. The Holiday Inn in Collinsville, IL will be the site and the rates will be the same as the 2003 annual conference that IACRAO held there.

Sheri presented the results of the IACRAO Election of Officers for 2006. They are as follows:

President Elect	2006-2007	Adrienne Kellum McDay
Vice-President for Professional Activities	2006-2008	Dennis Kaczor
Treasurer-Elect	2006-2007	Daniel Weber
Chronicle Editor	2006-2008	Debbie Michelini

*Motion: It was moved (Dale Wolf) and seconded (Tina Collins) to approve the election results as presented. Motion Passed.*

Sheri will present the new board to the membership on Thursday at the Annual Business Meeting.

Sheri reported there was a minor error in the bylaw that was presented in the last edition of the Chronicle. The section which discusses the Secretary's responsibilities is section 9, not 7 as indicated in the Chronicle.

Sheri reported a small turn out for the scholarship awards. The committee only received three applications. Sheri is not sure if the low turn out is because the scholarships are so new or the information did not get out soon enough for applicants to respond. She will look into both issues to make a determination. The two scholarships were awarded to Laci Hoskins and Jordana Pulliam. Reo Wilhour has already send the awards to the financial aid offices of both recipients.

### **VP for Professional Activities**

Maria has worked toward increasing membership over the past year. Currently, there are 369 members. There are 67 Institutional and 302 Individual memberships. Reo indicated memberships are still coming in. Sheri mentioned that she has artwork for IACRAO and FERPA brochures that we can use in a membership drive.

Maria reported there were only two applications for the Bright Idea Award. She is wondering if the award may need to be eliminated or revamped to attract more applicants.

Maria reported that the Secretary for the U.S. Department of Education established committees to prepare legislation under the Title IV of the Higher Education Act. Some suggestions presented were expanding the Academic Competitiveness Grant eligibility to include certificate students and the burdens placed on institutions in carrying out the ACG guidelines; uncovering more creative loan repayment plans and increased funding for Pell Grants.

### **President Elect**

Ron Gregoire thanked everyone who will be presenting or moderating sessions at the conference. He also reported that the numbers for the conference, as of Monday, were 115 people registered for all 3 days of the conference; 125 registered for Wednesday, 134 for Thursday and 117 for Friday. These numbers do not include vendors. Ron reminded everyone that registration opens at 8 a.m. and there could possibly be some walk-ins. Ron reported the give-away items would be an IACRAO tote bag.

Bruce the Local Arrangement Committee Chair mentioned to Ron that the conference is usually much larger when held in the Chicago-land area. Ron listed past conference numbers as follows:

2001	Urbana-Champaign	139 attendees
2002	Itasca	177 attendees
2003	Collinsville	142 attendees
2004	Itasca	190 attendees
2005	Peoria	153 attendees

Ron asked for volunteers to take the flash drive to the session presenters to have their presentations recorded. Bruce Oates volunteered to find people to do this. Ron asked that they be returned to Tina Collins, Web Site Manager, when all the presentations have been recorded. Tina will return the flash drive to Ron when she is finished with it.

### **EEO Officer**

Roslyn Castro reported she sent out emails to solicit ideas for professional workshops and for vision and goal ideas for the Diversity Caucus. She received only a few responses.

### **Chronicle Co-Editors**

Wendy Raver reported that Angie Byrd could not come to the conference due to PeopleSoft training. Wendy and Angie published their last edition of the Chronicle. Wendy asked that the District Chairs get people from their district to submit articles. It was suggested the new Chronicle Editor work closely with the Communications Committee in the solicitation of articles for the Chronicle.

### **Chronicle Co-Editors, Cont.**

The Executive Board recognized the hard work of Wendy and Angie by applause.

### **District Chair Reports**

#### **East Central**

Les Cromwell was not in attendance and no report was submitted.

#### **North East**

Eric Gunnink reported Therese Lux coordinated the North East District Meeting and they had 85-90 in attendance.

#### **North West**

Ann Kalas reported that 38 people attended the North West District Meeting held at Kishwaukee College. Karen Schmidt presented on time/stress management.

#### **Southern**

Mindy Reach reported that the Southern District Meeting was at the Shrine of Our Lady of the Snows. Forest Walker presented on home schooling. Mindy had no numbers available. Mindy reported that Brad Simpson stepped down as the Secretary/Chair Elect.

#### **West Central**

Susan Dagit was not in attendance and no report was submitted.

#### **President**

Alice Medenwald discussed staggering the terms of the Scholarship Committee. There should be 4 to 5 members from each district serving either a three-year or two-year term. District Chairs should solicit members for this committee. Sheri Kallembach, Scholarship Committee Chair, suggested the chairs look to Ohio's site to see how their terms run. The Executive Board will look at this issue at the meeting in December.

Alice reported that WiserChoice was not happy that we did not get our promotional items from them. Alice suggests that we bid the promotional items for the annual conference next time.

Alice reported that we have a contract with the Sheraton Chicago Northwest for the 2008 conference but it is not signed yet. Alice noted that Pheasant Run is out of the question for an annual conference because the vendor area is much too small and the location is out of the way. In addition, some of the breakout rooms were not handicap accessible.

This is the first year we offered vendors the opportunity to have their own sessions for a charge of \$50.00. A problem occurred when ISAC invited a vendor to participate in their session but XAP didn't pay the vendor session fee. Next year, no vendor will be allowed to participate in any session unless they pay the vendor session fee.

*Motion: It was moved (Reo Wilhour) and seconded (Sheri Kallembach) to refund the \$50.00 fee that the vendors paid this year to have a session. Motion Passed.*

### **Treasurer**

Reo Wilhour reported that the 2006-2007 budget needs a line added that says "Membership Drive". At a previous meeting it was voted to allocate the AACRAO Reception money to membership drive since we voted not to have a state reception at the AACRAO conferences. Reo will make this adjustment to the December budget. This does not have to be taken from the full membership.

Reo reported there is \$21,266.73 in the checking account; \$20,215.00 in the money market account and \$45,000.00 in a 10 month certificate of deposit. Reo will present the budget at the Annual Business Meeting on Thursday.

### **WebMaster**

Tina reported that the IACRAO list serve is up to date. Tina will send an email to the list serve informing members how to unsubscribe if they wish to do so.

### **Archivist**

Dale Wolf reported that George Munley, the official photographer for the annual conference will be bringing in past photos for conversion to an electronic format for archiving. The University of Illinois is 7 months behind in filing the IACRAO archives. Dale reminded us to keep copies of documents and give them to him for the archives.

Dale noted that this year he is offering the first ever IACRAO quiz. He placed the quiz in the registration materials and the person with the most correct answers will win a prize.

### **Old Business**

On-line registration feed back has been positive and Alice received a detailed report from Credentials.

Alice asked Reo to follow up on those that requested to pay by check that have not paid their registration fee.

Alice reported per a report from Richard Sevcik of Bell, Boyd & Lloyd LLC that we are in good standing with the Secretary of the State of Illinois but we are **not** exempt from state sales tax. Alice feels that to pursue this would cost too much to pay the attorneys. The report also states that last year we needed to file an extension to file our tax form and this year's will be due soon. Reo Wilhour stated it is due in March and he will be prepared to file it. Alice noted that we have not registered with the Attorney General under the Charitable Trust and Solicitation Acts. According to the report, we must register and there is a \$15.00 fee to do so as well as a late registration fee of \$200.00. IACRAO must also submit the forms attached to the report along with the annual report for the Attorney General for the past 3 fiscal years. In addition to the annual report fee of \$15.00, a late filing fee of \$100.00 will be due for each year. Alice requested we table this until the December board meeting.

### **New Business**

Alice asked the board if they feel IACRAO should acquire liability insurance; Alice reported that Brad Meyer from Ohio asked if IACRAO would be interested in having a regional conference. It was decided that the board will discuss both issues at the December board meeting. Maria Moten reported she is seeking election to the Nominations and Election Committee for AACRAO. Maria Moten reported she is seeking election to the Nominations and Election Committee for AACRAO.

**Adjournment**

*Motion: It was moved (Sheri Kallembach) and seconded (Eric Gunnink) to adjourn the meeting at 8:10 p.m. Motion passed.*

Respectfully submitted,

Nickie Matheny  
Secretary