

IACRAO Executive Board
April 18, 2008 Meeting Minutes
Illinois State University, Normal, Illinois

Adrienne Kellum-McDay called the meeting to order at 9:31 a.m.

Current board members present: **Adrienne Kellum-McDay (President), Andy Kindler (Secretary), Dan Weber (Treasurer), Ron Gregoire (Past President), Dennis Kaczor (VP Professional Activities), Jess Ray (President Elect), Terri Montgomery (EEO Officer), Debbie Michelini (Chronicle Editor), Dale Wolf (Archivist), Brian Clevenger (West Central District Chair), Leigh McElhenny (East Central District Chair)**

Secretary

Andy Kindler presented the minutes from the February 22nd, 2008 IACRAO Executive Board meeting.

Motion: It was moved by Debbie Michelini and seconded by Brian Clevenger to accept the minutes as presented. Motion passed.

Treasurer

Dan Weber presented a positive balance sheet from the 2007 annual conference (see attachment). Dale asked if we could go back a few more years, so we could locate the balance sheet differences based on past conference locations.

A tax extension has been filed with the IRS. The question was raised by the board if we should use a professional accounting firm to get our taxes done in the future. The Treasurer might not have the expertise to do a tax return and this might be the main reason why our tax filing processes with the IRS did not run as smoothly in the past years. Debbie mentioned that her husband is a CPA. The board agreed to look into outsourcing future IACRAO tax return filings. This will also include future audit projects. Also, as discussed by the board members, by eliminating the tax role for the Treasurer there will be more accuracy in our books and future Treasurers can focus more in-depth on the actual book keeping part of the organization.

Information will need to be updated on our website. Dan and Tina will have a conversation next week about IACRAO's listserv accuracy, including member lists, email addresses...etc.

The account totals are (as of 4/18/08):

Money Market (Savings) =	\$3,908.21
Checking =	\$2,472.86
Two (2) CDs =	\$75, 919.91

TOTAL = \$82,300.98

Past President

Ron Gregoire stated that we had only 3 scholarship applications received so far. Scholarship reminders have been emailed via IACRAO's listserv. Jess suggested to email ISU, so they can forward it to their transfer students. Ron suggested to reducing the two scholarships (currently at \$500 each) to one scholarship at \$1000. Dan suggested to leaving it at two scholarships and raising the award to \$1000 for each scholarship recipient. Adrienne indicated to put some plans into place for future years (2009+). The board agreed to pursue the suggestions, emphasizing the need of self sustaining scholarships. Therefore a scholarship committee was charged by the President to explore what is needed to make the scholarships self sustaining. The scholarship committee members are: Ron, Dan, Brian, Debbie. A proposal will be presented at this year's annual conference.

Ron asked the District Chairs to provide baskets for the conference's silent auction. The question was raised how the chairs will be able to fund those baskets. Debbie suggested a board basket, which was a very welcomed suggestion. Debbie volunteered to look into some of the basket creations.

Ron handed out a list of names and titles of current IACARO members for possible position fillings of future board vacancies. Dale suggested to alternate presidents by certain school types (private, public, 2-year, 4-year).

VP for Professional Activities

Dennis Kaczor had no report.

President Elect

Jess Ray confirmed the board that there will be a Past Presidents and Retirees dinner on Wednesday evening at this year's annual conference. Dale stated that we would have a great number of people by implementing the dinner and by putting it on the conference agenda. Jess stated that there should be no problems in finding a time slot for the dinner. Adrienne asked what the price tag for such a dinner would be. Dale suggested that it should come out of the IACRAO budget. The board agreed that a \$10 fee per participant seems reasonable. The dinner will also have a cash bar.

IACRAO will be subsidizing the Wednesday evening Past Presidents and Retirees dinner at future IACRAO annual conferences, starting with the 2008 annual conference. The charge will be \$10 per attendee.

Motion: It was moved by Andy Kindler and seconded by Brian to accept the proposal as outlined above. Motion passed.

Bruce Oates, Courtney Kohn and Jess Ray inspected the facilities for the 2008 annual conference. According to Jess the facilities are in very good condition. Participating vendors will get a large room. Refreshments will be served in the vendor room to draw the conference participants' attention to the vendor displays. Registration will also take place in the vendor room. Bruce and Courtney are in the process of looking into the entertainment part. The hotel food was outstanding, as tested by Jess. The conference theme will be "Race to the Future". Jess is still looking for conference speakers.

According to Jess, Thursday afternoon conference time slots could be rearranged. Jess suggested moving the District Chair sessions into the early afternoon. Brian also suggested combining them altogether on the agenda. Sessions could then be moved into the late afternoon, which could then appropriately bridge the “attendance gap” between mid afternoon sessions and evening events. Ron suggested a few speakers to Jess (Tom Richmond from Bradley University, and Marietta Turner). Ron also suggested miniature race car tracks for entertainment. Jess stated that we might get a new vendor, which could also be a potential “hotel finder” broker for future annual conference locations.

EEO Officer

Terri Montgomery made some calls to see what is expected in her EEO position. She is working towards the Diversity Caucus session and will further talk to Jess about it.

Chronicle Editor

Debra Micheline stated that the spring Chronicle was published in February 2008. Any suggestions on new articles and/or sections should be forwarded to her. Jess suggested an “I Remember When” section. Dale suggested a “Chronology” section. Debbie also asked how many people are actually on the listserv. Dan stated that the listserv will need to be updated by Tina. Terri suggested a quiz and prize to improve the Chronicle readership. Clues for the quiz would be embedded in the newsletter. Debbie also asked if we ever added the fall Chronicle issue into the conference package. It was stated that this was done at some point. The board agreed that we will add a paper copy of the fall Chronicle issue back into future annual conference packages.

Website Manager

Tina Collins was not present

Archivist

Dale Wolf stated that we now have pictures stored on a CD. Kathie Beaty also provided pictures for Dale. George Munley has many pictures available on film at his house. They date back to the 1980s. Dale will contact George in order to get a hold of the pictures for archiving purposes.

District Chairs Reports

East Central & West Central

Leigh McElhenny stated that the East Central and West Central workshops were combined again with almost 80 participants attending. The evaluation feedback from the attendees was approximately 80%. Tom Richmond was suggested as a future presenter or speaker for IACRAO’s annual conference. The expenses for the workshop were over \$2000.

Jess proposed to increase the yearly district workshop expense eligibility to \$1000 per district, starting in 2009.

Motion: It was moved by Brian Clevenger and seconded by Andy Kindler to accept the proposal as outlined above. Motion passed.

A Donating Services form was suggested by Debbie, which should be integrated with the Treasurer's duties. The board strongly agreed. Dan will look into it and he will create a usable form.

North East

Courtney Kohn was not present

North West

Brent Gage was not present. Dan and Andy were informed by Brent that the North West workshop was cancelled due to a low participation count.

Brian Clevenger proposed that in the event that a district meeting is canceled the unused funds will be rolled forward to the next year.

Motion: It was moved by Jess Ray and seconded by Andy Kindler to accept the proposal as outlined above. Motion passed.

Southern

Scott Dunn was not present

President

Adrienne Kellum-McDay said that the AACRAO 2008 annual conference was attended by Adrienne and Jess in Orlando, FL. Based on Jess' observations in Orlando we will also have a hospitality booth in Chicago in 2009. Adrienne stated that we will also have an IACRAO reception in Chicago. Also, AACRAO will have its millennial celebration in 2010.

Adrienne suggested that the first board meeting after the conference should take place at a different time due to weather implications during the past few years. Jess suggested a video conferencing possibility for future December meetings.

Adrienne announced that IACRAO's By-Laws will need an overhaul. Debbie stated that they are not in a very logical order. Adrienne said that the By-Laws need to be looked at for reevaluation. The board discussed various issues and potential clarifications that are needed within the By-Laws. Debbie suggested a Communications Committee to get the job done in a timely manner. Adrienne would like to charge Past Presidents and Retirees with the By-Laws reevaluation job. Dale said that this can get done, but he is worried about the overall timeframe. In his opinion this project should not be "pushed through" too quickly. The board agreed with Dale. Further input from the Executive Board members will be forwarded to Adrienne by May 2008.

Old Business

No old business to report.

New Business

Dan Weber and Andy Kindler suggested implementing an IACRAO committee structure similar to the current AACRAO committee structure.

Jess asked if we should have a hospitality suite for IACRAO members at AACRAO. The board supported the idea.

Adjournment

Motion: It was moved by Dan Weber and seconded by Andy Kindler to adjourn the meeting at 11:54 a.m. Motion passed.

Respectfully submitted,

Andy Kindler
IACRAO Secretary