

**IACRAO Executive Board
December 8, 2008 Meeting Minutes
Illinois State University, Normal, Illinois**

Jess Ray called the meeting to order at 9:43 a.m.

Current board members present: Jess Ray (President), Tracy Morris (President Elect), Andy Kindler (Secretary), Dan Weber (Treasurer) via conference phone, Carol DiCola (Treasurer-Elect), Dale Wolf (Archivist), Joan McEneany (West Central District Chair), Paula Smith (East Central District Chair)

Secretary

Andy Kindler presented the minutes from the October 24, 2008 IACRAO Executive Board meeting.

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

Treasurer

Dan Weber stated that this year's annual conference was very expensive. All bills have been paid in a timely manner. We have received all revenue items except ICCB.

See attached annual conference Treasurer's report.

Dan mentioned that we successfully moved the fiscal year, and it is now in-sync with the membership year (July 1 - June 30th).

Many organizations have restricted funding. Dan stated that it is essential to have enough money in case a conference is being cancelled. He suggested that \$30,000.00 of IACRAO's savings should be categorized as "Restricted Funding".

Jess acknowledged that this year's annual conference cost was very high, mainly because of the Hotel costs in the Chicago area. Dale added that there are Hotels available slightly further away from the main Chicago area, but still close enough to the metro area. Dale also stated that in the last 8 to 10 years we had only one conference where we had a total revenue of several thousands dollars. Jess informed the board of a Headhunter firm that acts as a broker and looks for reasonably priced Hotel contracts. Dale added that IACAC stopped performing yearly location rotations, so it might be worthwhile to look into two consecutive downstate conferences followed by one Chicago area conference.

Dan told the district chairs that whenever they need membership info he can forward it to them. He reminded the district chairs that IACRAO pays \$1000 of the cost per district conference. Donating services can be tracked via an Excel spreadsheet. Board members should keep track of reimbursements that are being donated. Reimbursement forms are available on IACRAO's website.

Past President

Adrienne Kellum-McDay was not present as she was at the AACRAO meeting in Washington, D.C. Jess stated that she is looking into future IACRAO conference Hotel locations. One of those locations is situated in Bloomington for 2010. Carol stated that right now, due to the economic instability, would be a good time to negotiate a long-term contract with a Hotel.

VP for Professional Activities

Jess suggested changing the officer's title. The duties usually include the Bright Idea award. Tracy noted that the Bright Idea session should maybe not take place in the morning, but be staggered throughout a full conference day.

President Elect

Tracy Morris went to Springfield and met with representatives from the Abraham Lincoln Hotel. The conference will be located in the hotel, not in the conference center. Tracy confirmed that the Hotel is the better choice of those two locations. The estimated room costs are \$5900, but the hotel will give them to IACRAO for the special rate of \$1800.

Paula is looking into the programs, which will be approximately \$1.90 per copy. Tracy is looking into food costs, which will be lower than at the last conference. Paula stated that we will also have to look into dietetic foods for some of our members, which are to be included into the registration process.

Tracy did some materials inventory and discovered 142 name badge holders. The board members were asked to keep their old name badge holders, which will benefit the association in not having to purchase more name badge holders for the upcoming conference. We also have about 400 IACRAO folders that can be reused at the conference and at the district seminars. Dale suggested to Tracy to bring the folders to our next executive board meeting for distribution, which will save future shipping costs.

EEO Officer

Terri Montgomery was not present, but she did send some materials to Jess, which he will share with the board members via email.

Chronicle Editor

Debbie Michelini was not present, but she did send Happy Holiday wishes via Jess. He noted that the board needs to find a replacement for Deb, because this will be her last year as IACRAO's Chronicle Editor.

Website Manager

Tina Collins was not present as she had to meet with a SunGard consultant on her campus. Jess urged new board members to send Tina their pictures, or he could take picture after today's executive board meeting.

Archivist

Dale mentioned that he might have an Archivist replacement. He stated that it would certainly work out best for somebody who is retired.

The archive is stored at the University of Illinois – Champaign/Urbana where we have approximately 3-4 average sized container boxes stored.

Dale stated that the Alumni and Past-Presidents Dinner should continue, depending on the overall participation. Dale voiced his opinion that the further we get away from Chicagoland the less of an attendance the dinner might have. He suggested to definitely keeping it alive in Chicagoland, but the downstate dinner is questionable due to lower participation anticipation.

Mike Henry was suggested by Tracy as a possible future Archivist.

District Chairs Reports**East Central**

Paula Smith stated that the district workshop will be held on Friday, March 13, 2009 at the ISU Alumni Center. It will be combined with the West Central District.

West Central

Joan McEneaney had no report due to Paula Smith's East Central report.

North East

Sheree Stilwell was not present due to her knee surgery, but Ashley Skidmore of Lewis University did send a note to Jess indicating that the district was looking at Friday, March 6, 2009 for the district workshop at Lewis University.

North West

Deborah Conlee was not present due to a Department of Education program review.

Southern

Jess noted that we will need to find a district chair.

President

Jess has all the conference responses. He will forward them to the board via email. Online registration will be done again with the help of the Credentials. A new contract will be established soon. We had 76 institutional members at last year's conference, but only 61 institutional members at this year's conference. Jess stated that this could be due

to personnel changes at some institutions. Tracy stated that we might need to produce and mail out a survey. She will be working on it, and she will try to figure out an action plan.

Old Business

No old business to report.

New Business

No new business to report.

The next board meeting is scheduled for February, 20, 2009 at ISU.

Adjournment

Motion: It was moved (Dale Wolf) and seconded (Andy Kindler) to adjourn the meeting at 11:16 p.m. Motion passed.

Respectfully submitted,

Andy Kindler
IACRAO Secretary