

**IACRAO Executive Board
February 22, 2008 Meeting Minutes
Illinois State University, Normal, Illinois**

Call to Order & Welcome to new members

Adrienne Kellum-McDay called the meeting to order at 9:27 a.m.

Current board members present: Adrienne Kellum-McDay (President), Andy Kindler (Secretary), Dan Weber (Treasurer), Ron Gregoire (Past President), Dennis Kaczor (VP for Professional Activities), Jess Ray (President Elect), Brian Clevenger (West Central District Chair), Courtney Kohn (Northeast District Chair), Brent Gage (Northwest District Chair).

Secretary

Andy Kindler presented the minutes from the Oct. 23rd and 26th, 2007 Executive Board meetings in Collinsville, Illinois.

Motion: It was moved by Brent Gage and seconded by Courtney Kohn to accept the minutes. Motion passed.

Treasurer

Dan Weber reported the following items:

2007 Annual Conference Final Report

All bills for the annual conference have been paid. Responsibilities have officially been transferred from former treasurer Reo Wilhour to Dan Weber. The 2007 annual conference generated \$763.76 in revenue for the organization.

National City bank accounts

We had multiple account issues with National City in the past, but we are going to stay with them for now. Dan is the only signatory for IACRAO's accounts. He recommends that we have another signatory added to all accounts (President Elect preferably) for backup.

The account totals are (as of 2/21/08):

Money Market (Savings) =	\$3,902.12
Checking =	\$4,406.97
Two (2) CDs =	\$75, 347.98

TOTAL = **\$83,657.07**

Bank statements destroyed

Unfortunately, all of IACRAO's bank statements and CD records were accidentally destroyed by a Parkland College staff member. Dan spoke to National City and the charge would be \$5 for each bank statement. Dan mentioned that bank statements are an important reference tool. A motion was passed by the board to have National City provide us with all 2007 IACRAO bank statements for \$5 per statement.

Motion: It was moved by Brent Gage and seconded Jess Ray to have National City provide the board with all 2007 IACRAO bank statements for \$5 per statement. Motion passed.

IRS

IACRAO has received multiple notices from the IRS that we did not file our tax return on time, which is a direct result of the tax year being incorrectly listed on the tax return a few years ago. Based on a previous board meeting comment Dan has contacted the IRS to determine what is required to switch our tax year to be in line with our membership year. It was suggested to hire a (tax) attorney, so IACRAO can synchronize tax year and membership year in the near future.

Adrienne mentioned that as a good business practice we should also have an audit done, preferably when the official transfer of treasurer responsibilities takes place. Courtney suggested that we should also scan papers for better document retrieval. Dan added that all treasurer papers are currently located in two plain file boxes. Jess offered that ISU's Document Imaging system could be utilized for IACRAO's scanning needs. Brent mentioned that he could have NIU students help us with the audit process. The board appreciated all of the above propositions.

Travel reimbursement

Starting January 1, 2008 the IRS has increased the rate for business mileage reimbursement from 48.5 cents to 50.5 cents. IACRAO's online form has been updated accordingly. The reimbursements amounts on the form were wrong for quite some time, so members can be reimbursed retroactively on an individual basis, if desired. Dan proposed a motion, so IACRAO follows the IRS and state guidelines for mileage and meal reimbursements.

Motion: It was moved by Ron and seconded by Courtney to accept the motion as proposed by Dan. Motion passed

Insurance information was handed out to all present board members, except Secretary. Dan did a great job in getting this all lined up, as stated by Ron.

By-laws

A question was raised by Dan in how the by-laws are getting updated. For example: Article III, section d. We have only two affiliate members and they paid the full rate of \$100, instead of the stated \$50. How should we handle the affiliate members on the form, since the article states we should only charge them \$50? It was agreed that we should modify the membership application, which should also include a website update. The clean up should also focus on our retirees and affiliates sections. It was suggested by Dan

to remove the amount of \$50 from the by-laws. Brian asked how many years they have overpaid. He suggested that it might not be a bad idea to reimburse them due to possible audit ramifications. Courtney recommended not to charging them the upcoming membership fees. Jess mentioned a complimentary membership option. Adrienne said we should review the by-laws before our next board meeting in April. Modifications should be suggested in our next meeting and will be presented at IACRAO's Annual Meeting in October 2008.

Membership list

Jess recommended changing the wording from "non-members" to "institutions currently not participating". It was noted that not all of our current member schools are on IACRAO's listserv. It seems that this is not an automated process to get them on IACRAO's listserv. Courtney suggested putting the listserv option on our membership form. Dan will talk to Tina about an auto-signup process.

Past President

Ron Gregoire handed out left-over give away items. The Leadership and Service Scholarship applications have been emailed to all member schools. Brent asked for a brochure piece, which, as stated by Ron, is currently not available. The submission due date for the scholarships is May 12, 2008. All completed applications should be forwarded to Ron. He also stated that this is the third year of the scholarships being available. Ron mentioned that the sign up auctions were a success at the IACRAO conference last year. The board was asked to provide items for this year's conference. Volunteers are also needed.

IACRAO nominees for Executive Board vacancies are as follows:

President-elect (1 year with a 3 year total commitment)

Treasurer-elect (1 year with a 3 year total commitment)

VP for Professional Activities (2 year total commitment)

Ron hopes that we will have nominees for consideration by the end of May. Dan asked if there is a list of interested individuals. According to Ron we do not have a list available, but all current members are welcome to apply.

Credentials, Inc. online registration and payment have been a success so far. Ron is very pleased with them and they seem to do a great job. This year is the last year of a 3 year agreement. We need a new agreement in place before July 2009. Ron has all the information and will forward all necessary materials to Jess in the near future. Dan stated that most of the regional professional organizations and AACRAO use Credentials, Inc. Dan asked to inquire about the costs for the new contract. All board members agreed that we should keep making business with them.

Ron stated that a contract is in place for President Abraham Lincoln Hotel in Springfield, IL for IACRAO's 2009 conference (Oct. 21-23). The rooms have decent rates and we can bring our own conference technology accessories at no charge.

VP for Professional Activities

Dennis Kaczor stated that the constitution requirement is being investigated and it should be a “non issue” by May 2008.

President Elect

Jess Ray announced that this year’s IACRAO state conference will be held on Oct. 21-24 in Arlington Heights’ Sheridan Hotel. He will look into rooms and facilities soon. A trip to the Hotel is planned on March 5. A conference theme will be determined at the next IACRAO conference committee meeting in April.

Jess mentioned, on behalf of Archivist Dale Wolf, that this year’s IACRAO’s conference should feature a “Past President and Retirees Dinner” on Wednesday night. There should be a small fee for the selected members attending, and it needs to be added to the registration form, if approved. The board agreed to consider Dale’s request in our next executive board meeting in April, after Jess reports back about this year’s conference facilities.

EEO Officer

Terri Montgomery was not present.

Chronicle Editor

Debra Michelini was not present.

Website Manager

Tina Collins was not present.

Archivist

Dale Wolf was not present.

District Chairs Reports**East Central**

Leigh McElhenny was not present.

West Central

Brian Clevenger noted that about 75 members attended last year’s combined west-central and east-central workshop at UIS. This year we have roughly 30 members signed up so far, and Brian was hopeful that more members will be signing up in the near future. Andy stated that he will submit the names of four Bradley attendees soon. The workshop will be held at UIS on March 12. The entire afternoon will be dedicated towards a birds-of-a-feather session. Presentation topics in the morning are as follows: Technology and students, Pacific institute training. Lunch will be provided at no cost to the attendees.

North East

Courtney Kohn stated that the district workshop will be held on March 14 at Lewis University. Presentation topics are as follows: Benefits of a massage therapy, Remaining

calm amongst chaos, birds-of-a-feather. Lunch will be provided. The cost for attending the workshop will be \$12 per person.

North West

Brent Gage stated that the district workshop will be held on March 7 at NIU's DeKalb campus at no cost for the attendees. Last year's district workshop was a joint meeting with ICAROU, which had a positive impact on the overall attendance numbers. This year there will be no joint meeting and Brent will have to cancel the district workshop if the count is below 40 attendees. Brent will inform the board in case the district workshop will be cancelled. Presentation topics are as follows: birds-of-a-feather, round tables for implementation of new technology systems. Lunch will be provided. NIU students will also show promotional videos that day.

In case of a cancelled district workshop Brent asked the board if the unused money could be rolled forward to a future district conference. Jess also suggested a proposal to double the budget for future district meetings (\$1000 for the next fiscal year, plus removing the \$1 head count per participant). The board agreed to pursue the proposal.

Southern

Scott Dunn was not present.

President

Adrienne Kellum-McDay thanked Jess for the IACRAO listserv message he mailed out shortly after the shooting at NIU.

The by-laws need to be looked at. Adrienne handed out copies to all present board members. The by-laws will be discussed out our April board meeting for additions, deletions and corrections.

IACRAO 2007 (Collinsville, IL)

A total of 32 conference evaluations have been returned to Adrienne. They have been forwarded to Jess for further consideration. Brent suggested SurveyMonkey.com for a future increase of conference evaluation submissions.

AACRAO 2008 (Orlando, FL)

Adrienne suggested an IACRAO listserv message, so we can determine the amount and names of IACRAO members going to Orlando. The question was raised if there will be an IACRAO reception in Orlando. Jess mentioned that Kathie Beaty emailed him for help in Orlando at IACRAO's publicity stand, so as to advertise the 2009 AACRAO conference in Chicago.

AACRAO 2009 (Chicago, IL)

The two co-chairs for the local arrangements committee are Monique L. Snowden (Northwestern University-Chicago Campus) and Katherine Beaty (Bradley University).

AACRAO 2010 (New Orleans, LA)

The conference will include AACRAO's centennial celebration.

Adrienne attended a leadership meeting with the association presidents of Indiana, Ohio, and Michigan. The presidents of Indiana and Ohio asked Adrienne to consider a joint “IACRAO conference” in 2011 with association members of multiple Midwestern states attending the conference.

Old Business

No old business to report

New Business

IACAC vs. IACRAO

Jess raised the question in how we could focus more on the Admissions side during future IACRAO conferences. He hinted that some sort of association partnerships would be beneficial. Also, he could meet with IBHE members and talk about topics that we all need to be made aware of during future conferences.

Andy emphasized that IACRAO is required by the State of Illinois (Secretary of State) to provide the names and home addresses for each of our current Executive Board members. The report will be due in April 2008. All names are on file for our current Executive Board members. Home addresses should be emailed to Andy at akindler@bradley.edu. Most present board members handed their home addresses to Andy on note paper and business cards.

Adjournment

Motion: It was moved by Andy and seconded by Dennis to adjourn the meeting at 11:20 a.m. Motion passed.

Respectfully submitted,

Andy Kindler
Secretary