

**IACRAO Executive Board
October 21, 2008 Meeting Minutes
Sheraton Chicago Northwest
Arlington Heights, Illinois**

Call to Order

Adrienne Kellum-McDay, President, called the meeting to order at 6:20 p.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), Courtney Kohn (Northeast District Chair)

Secretary

Andy presented the minutes from April 18, 2008, Executive Board Meeting.

Dale pointed out that the actual fee for the Past Presidents and Retirees Dinner was \$22 due to the actual cost of \$45 per person. The fee raise from \$10 to \$22 was made after the April 18 executive board meeting.

Motion: It was moved (Courtney Kohn) and seconded (Brian Clevenger) to accept the minutes as amended. Motion passed.

Treasurer

Dan thanked Mark Michelini for helping prepare IACRAO's tax return.
We have received renewals from 63 institutional members and 398 additional members.
We still have three accounts at National City. See attached sheet.

Past President

Ron mentioned that two students received our two scholarships this year. We had a total 14 applications.

Our new elected executive board members will be as follows:

Tracy Morris – President Elect 2008-09
Carol Dicola – Treasurer Elect 2008-09
Stacey Ehman - VP of Professional Activities 2008-09

VP for Professional Activities

Dennis stated that we have several bright ideas sessions for this conference. He also reconfirmed that the constitutional requirement is no longer required.

President-Elect

Jess presented the conference handouts, giveaways, & raffle prizes. Winners must be present to qualify for the prizes. Biographies for presenters are available for moderators. The quiz information was handed over to Dale. The registration table is in the Illinois room close to the vendors. Dale asked how we get members from the hotel lobby to the Illinois room. Jess suggested hotel personnel and easels. Regarding the conference budget Jess stated that we might run a \$4000 deficit at the end of the conference.

EEO Officer

Terry will be presenting at this year's conference at the Diversity Caucus. As a new member she would like to explore the idea how we can attract more members coming to the conference. Brian suggested a survey to be sent to our members to better explore their conference expectations and schedule preferences. According to Jess we have approximately 150 badges for members attending, but not all of them will stay the entire length of the conference. He also noted that AACRAO is coming to Chicago in April 2009, so some schools might not have sent members to IACRAO this year. Terry suggested to exploring the idea of hosting future conferences at university campuses.

Chronicle Editor

Debbie stated that the last Chronicle was sent out as an attachment via IACRAO's listserv, because the content was mainly conference related, thus making it available several weeks before the conference start.

District Chair Reports

East Central

Not present.

North East

Sheree Stilwell from Lewis University will become the new District Chair.

North West

Not present.

Southern

Not present

West Central

Joan MacEnnany from WIU will become the new District Chair. A joint workshop between the East Central District and the West Central District was recommended by Brian. Unfortunately UIS will be unable to host the workshop next year, so the District Chairs will have to look at another campus in central Illinois to host the next workshop.

President

Adrienne passed out last year's conference evaluation data, which included evaluations from 36 members. She emphasized that we need to encourage this year's conference participants to turn in their evaluations. Adrienne was thanking the entire board for her experience as IACRAO President. She also gave special thanks to Ron, and she thanked Dan for his outstanding commitment to make IACRAO's financials fiscally sound.

Web Site Manager

Not present.

Archivist

Dale stated that he filled in as Archivist five years ago when Peter retired. Dale also reported to the board that 2008-09 will be his last IACRAO year as archivist. He also suggested to removing the archive from Champaign-Urbana, since future Archivist volunteers are limited in this area.

Old Business

We are looking into an accounting firm, which is also used by IACAC to annually prepare our tax return and to review IACRAO's financial books. July 1st is also our membership year, so Dan suggested to bringing our tax year in-sync with that date. November 1st is the current beginning of the fiscal year.

Motion: It was moved (Courtney Kohn) and seconded (Brian Clevenger) to change the fiscal year from Nov. 1st to July 1st in 2009. Motion passed.

An institutional membership increase was suggested by Dan due to increased costs in the past 12 years, plus the upcoming accounting fees. Membership fees were last raised in 1996. It was suggested to increase the fee for institutional members from \$100 to \$125, and from \$10 to \$15 for each additional member.

Dan mentioned that the organization will need to file two tax returns. Taxes will need to be filled separately for Nov 1st, 2008 and July 1st, 2009. It was agreed by the board that the review will be done next year when the treasurer offices changes.

Motion: It was moved (Jess Ray) and seconded (Brian Clevenger) to have a review of IACRAO's financial books completed by an accountant every time the treasurer office changes. Motion passed.

Dan suggested hosting an IACRAO reception at AACRAO in Chicago 2009.

Courtney mentioned that Robert Morris' Culinary School would be available for a reasonable price.

Motion: It was moved (Dan Weber) and seconded (Courtney Kohn) to budget an estimated \$2000 for hosting an IACRAO reception at AACRAO in Chicago 2009. Motion passed.

New Business

No new business.

Adjournment

Motion: It was moved (Andy Kindler) and seconded (Debbie) to adjourn the meeting at 8:02 p.m. Motion passed.

Respectfully submitted,

Andy Kindler
IACRAO Secretary