

**IACRAO Executive Board
May 1, 2009 Meeting Minutes
Illinois State University, Normal, Illinois**

Jess Ray called the meeting to order at 9:35 a.m.

Current board members present: Jess Ray (President), Tracy Morris (President Elect), Adrienne McDay (Past President), Andy Kindler (Secretary), Stacy Ehmann (VP for Professional Activities), Carol DiCola (Treasurer Elect), Dale Wolf (Archivist), Debbie Michelini (Chronicle Editor), Pam Walden (Web Site Manager), Paula Smith (East Central District Chair), Sheree Stilwell (Northeast District Chair)

Jess introduced Pam Walden to the Executive Board. Pam is the Assistant Registrar at ISU and she will be serving as IACRAO's new Website Manager.

Secretary

Andy Kindler presented the minutes from the February 20, 2009 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 was not present.

Past President

Adrienne McDay informed the board that the scholarship application deadline will be May 11, 2009. So far we have received three applications. Paula added that she will submit one more application to Adrienne before the deadline.

Adrienne continuously updated the by-laws. She would like to receive feedback from the board members in the next few weeks by comparing IACRAO's current by-laws with the newly suggested by-laws. An email with the current IACRAO by-laws and the draft of IACRAO's new by-laws will be emailed to all board members next week.

Adrienne suggested sending some kind of gift and thank you acknowledgement to Robert Morris College and Roosevelt University to show IACRAO's appreciation for hosting the IACRAO reception at this year's AACRAO conference in Chicago.

Adrienne stated that future plans include looking for someone who can sponsor one of IACRAO's scholarships.

The 50/50 raffle and gift baskets will be continued at future IACRAO conferences.

VP for Professional Activities

Stacy Ehmann asked the board when the by-law change from VP for Professional Activities to Professional Activities Officer will become effective. Jess stated that it should become effective after October's annual conference, pending membership approval.

Stacy has worked on the district chair information packets, which will be ready for the district chairs to review. The information packets will be made available to future district chairs, starting with the 2009-2010 membership year.

Stacy emphasized that professional development is very important. Dale suggested getting a list out to the IACRAO members to inform them of what kind of meetings are available, so members can attend such meetings for professional development purposes.

There was general consensus across the board that the Bright Idea Award needs to be improved. Dale was involved in creating the Bright Idea Award and he stated that it was a good way to share new ideas with the IACRAO membership. Tracy suggested that any school that submitted a Bright Idea could receive a registration rebate in the amount of \$25. In the past we usually had between one and five Bright Idea applications. Tracy recommended a September 1st deadline for the implementation of an improved Bright Idea Award strategy.

President Elect

Tracy Morris reported that a membership survey for conference presentations resulted in the following possible presentation topics: succession planning, avoiding burnout in our profession, and managing organization change.

Tracy handed out a preliminary "IACRAO Conference at a Glance" printout to the board for informational purposes.

Tracy attended the luncheon for the state and regional officers at this AACRAO conference in Chicago. She proposed implementing a game for our new members, in which they are prompted to find other organization members from OAROSUI, IACAC, ICCAROO, and PICU.

Computing services staff members from the University of Illinois - Springfield and Lincoln Land Community College will be IACRAO's computer support staff at this year's IACRAO conference.

Tracy asked the board for whom we should be purchasing acknowledgement plaques. Dale stated that the plaques are usually purchased for all outgoing IACRAO volunteers.

Tracy noted that ICCAROO is to be named an official commission with representation at the Illinois Administrators Commission.

EEO Officer

Terri Montgomery was not present. Jess stated that Terri sent him the soon-to-be-accomplished IACRAO survey. A copy of the survey was handed out to all board members for review. The survey will be conducted by phone to all members. Therefore, we will need a list of all active members from Dan Weber. The list will need to be forwarded to the district chairs by May 15. The phone calls should be conducted by the district chairs in May and June. Results should be returned to Terri by June 15.

Chronicle Editor

Debbie Michelini spoke to Andrew Sison, Dean of Admissions from Lewis University regarding her replacement as IACRAO's Chronicle Editor.

Debbie stated that IACRAO's Website will need to be updated in the "Who governs IACRAO".

The Chronicle section "The spotlight on retirees" did not receive a lot of responses per Debbie, so she is wondering if we should continue publishing this particular section.

Jess thanked Debbie for all of her work as Chronicle Editor.

Website Manager

Pam Walden will be taking over the Website Manager position. Updates to the website will be implemented soon. The switchover between Tina and Pam will be an ongoing process, since it also includes payment for the website service and access to make changes to the website content. Pam stated that we will need to do some membership cleanup.

The board supported Jess's suggestion to create an automated process to only sign up members to the IACRAO listserv after they have paid their yearly membership dues. Listserv members should also be able to opt out of the listserv subscription at any time. Jess suggested that the new membership applications be mailed out to all existing members by July 1st. The board supported the idea that IACRAO will be end-dating the current membership listserv list and start from scratch with a new and automated listserv subscription list.

The way we list members on our website is confusing, according to Jess. We will need to look into this.

Archivist

Dale Wolf stated that we do not have a new Archivist yet. If we are going to keep the archive in Urbana we would probably need someone close to the Urbana area.

The Alumni bookmark is active, so we should keep it up. There will also be another IACRAO quiz at this year's upcoming IACRAO conference.

Jess said that if we are not able to find an Archivist we should take a look at what other state organizations are doing. He also hinted that the Archivist position could be rolled into the Secretary's duties.

District Chairs Reports

East Central

Paula Smith informed the board of the joint district workshop (east central and west central districts), which was held successfully on March 13 at ISU's Alumni Center. About 75 attendees were present and the workshop had three speakers. The budget was \$2000, but the total workshop cost was approximately \$1700.

West Central

Joan McEneaney was not present.

Northeast

Sheree Stilwell reported that the district workshop took place on March 6 with a total of 79 attendees. The evaluations were overwhelmingly positive, mainly because the workshop was structured in an interactive way for all participants.

Northwest

Deborah Conlee was not present.

Southern

Jennifer Miller was not present. Jess received her report, which was handed to the Secretary for record keeping.

President

Jess attended this year's AACRAO conference. He also attended the session for governance model for state and regional organizations. Jess stated that the Great Lakes organizations have implemented sponsor opportunity handouts, which are given to their sponsors (example: key note speaker sponsorship) for possible future conference sponsorships.

Adrienne has setup a one o'clock Hotel walkthrough near ISU today for a possible IACRAO conference location in 2010. All board members are welcome to participate in the walkthrough today.

Old Business

No old business to report.

New Business

Carol DiCola brought the remaining AACRAO conference T-Shirts with her, which will be picked up by Andy today and transported to Kathie Beaty for further distribution.

Jess explained that the electronic distribution of transcripts was a topic at the most recent OAROSUI meeting. He noted that it would be great to have high schools send electronic transcripts to colleges and universities. Jess suggested getting the Illinois Superintendant Association involved with this, so we can further develop the electronic transcript process. Jess will create a draft for the membership to be reviewed in our October conference.

Adrienne is looking for a President Elect. Please forward any suggestions to her.

Andy informed the board that the yearly report to the Secretary of State was submitted to the Secretary's office in Springfield, Illinois. The lawyer's office has been paid, including the \$10 state report submission fee.

Jess asked the board if we should change our name from IACRAO to Illinois ACRAO for a more unique identity. Indiana also calls its organization IACRAO, so it might not be a bad idea to distinguish our organization from them.

Jess raised the question whether or not IACRAO needs a government liaison. Since we have many Illinois politicians in the current federal government it may be advantageous to our organization to create a linkage between IACRAO and the federal government in order to build a stronger liaison foundation between both sides.

The next conference planning committee is scheduled for June 25, 2009.

Adjournment

*Motion: It was moved (Andy Kindler) and seconded (Paula Smith) to adjourn the meeting at 11:16 a.m.
Motion passed.*

Respectfully submitted,

Andy Kindler
IACRAO Secretary