

**IACRAO Executive Board
February 20, 2009 Meeting Minutes
Illinois State University, Normal, Illinois**

Jess Ray called the meeting to order at 9:30 a.m.

Current board members present: Jess Ray (President), Tracy Morris (President Elect), Andy Kindler (Secretary), Dan Weber (Treasurer), Terri Montgomery (EEO Officer), Stacy Ehmen (VP for Professional Activities), Dale Wolf (Archivist), Carol DiCola (Treasurer-Elect), Joan McEneaney (West Central District Chair), Paula Smith (East Central District Chair), Sheree Stilwell (Northeast District Chair)

Secretary

Andy Kindler presented the minutes from the December 8, 2008 IACRAO Executive Board meeting.

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

Chronicle Editor

Debbie Michelini was not present. Jess reminded the board that we are still looking for a Chronicle Editor replacement. Debbie told Jess that Roosevelt University will be providing a music group for the IACRAO reception at this year's AACRAO conference in Chicago.

Website Manager

Tina Collins was not present. Jess informed the board that Tina is looking to step down as the Website Manager. Jess already has someone lined up as a replacement and he will share more details in the near future. IACRAO's website will need a few updates, and they will be implemented this year.

Archivist

Dale Wolf talked to Mike Henry from Parkland College twice about replacing Dale as Archivist, but Mike declined the offers. Dale also noted that another candidate also declined the offer.

Dale said that we might not get the turnout for the Alumni and Past-Presidents Dinner at this year's IACRAO conference in Springfield, but we might want to continue having one.

Dan contacted the Archives at the University of Illinois for a bill, but they have not returned his inquiries, so currently we rent our archive space for free. Joan added that she

would like to take a look at ORASUI documents in our archive, since it is a shared archive between IACRAO and ORASUI.

District Chairs Reports

Northeast District

Sheree Stilwell stated that the Northeast District workshop will take place on Friday, March 6, 2009. Dolores Bopp Potterton will be presenting "Passion with Purpose", and a free lunch will be provided. Sheree raised the concern that the district has only 20 registrants so far, which is low compared to last year's 91 registrants, but she will follow up with phone calls to the district's member schools.

Northwest District

Deborah Conlee was not present. Dan stated that all district chairs, except the Northwest District Chair, contacted him regarding this year's district workshop funding.

East Central & West Central

Joan McEneaney stated that they have 48 registrants as of today. The workshop will take place on Friday, March 13, 2009 at Illinois State University. Paula Smith added that all speakers have been lined up, with topics including a diversity session and a presentation on background checks. A free lunch will be provided to all participants.

It was suggested by Jess to implement a workshop checklist for future district chairs, so they know what to expect when planning for their workshops. He added that it might also be a good idea to add completed workshop checklists on IACRAO's website to further support future district chairs. Sheree agreed and stated that this would be very helpful, especially when trying to schedule the actual length of a workshop day. Dale added that district chairs should continue to meet at IACRAO's annual conference and talk things over in detail, since this is what the district meetings are all about. Jess suggested that somebody should chair a district chair committee to further explore the above. Stacy Ehmen offered to volunteer as committee chair. She asked the board to offer some initial start-up help.

Southern

Jennifer Miller was not present.

Treasurer

Dan Weber handed out two IACRAO Annual Conference summaries (2007 & 2008). He explained that the Chicago area location and the food orders were the main cause for the high expenses for last year's conference.

Dan notified the board that our fiscal year has officially been changed. IACRAO's accountant prepared a report, which was handed out to Jess and Tracy.

Dan confirmed that he is continuing to clean up and streamline the Treasurer's role. He handed out a first draft of a newly created 2008-2009 Fiscal Report, which shows a

variety of itemized line items. During the board's review of the report Tracy suggested a "fiscal year to date" column. She also suggested that a future break down of hotel and food costs will be helpful too. Dan added that we are still in good fiscal shape, but we will need to look into some kind of restricted funds, meaning that a defined amount of the current savings should be locked into a separate account in case of an emergency or unforeseen expenses.

Dan reminded the board that there is a mileage reimbursement form on our website, which should be filled out and sent to him for reimbursement. He added that a donation services log should be created, so that the organization can start tracking all donated services. This will give IACRAO an idea of what the true costs are for funding the yearly events.

VP for Professional Activities

Stacy Ehmen asked about changing the position title, as it was stated by Jess in the previous minutes. Jess replied that the current position title might be confusing to some, especially by out-of-state constituencies, because the VP for Professional Activities could mistakenly be considered the Present Elect. The board was in favor of a position title change from VP for Professional Activities to Professional Activities Officer.

Stacy asked if there are committees in place for Professional Activities. Dan stated that other states do have sub-committees, which is not the case with IACRAO.

According to Jess the Bright Idea award will need to be organized better in the future, which will be one of Stacy's assignments.

Motion: It was moved (Dale Wolf) and seconded (Sheree Stilwell) to rename the position from VP for Professional Activities to Professional Activities Officer. Motion passed.

EEO Officer

Terri Montgomery received a membership list from Dan to get members more involved in the organization. Terri suggested contacting members to keep them posted about current and future IACRAO events. She mentioned The Chronicle and the possibility of email surveys as possible communication tools. Dan stated that emails were sent out to all members, but Terri stated that phone calls would have a more direct and efficient approach, thus more members might be attending future conferences.

Terri confirmed that the Diversity Caucus was very successful. It gave everyone an opportunity to receive more input from other participants, whether the individual topics were diversity related or not. Jess added that he observed the different Diversity Caucus topics at last year's conference. The topic Diversity had a wide range of possibilities, which should be further explored in future conferences.

Tracy suggested creating a survey and emailing it out to all members, which in return might give us additional presentation topics for future conferences, including diversity related topics.

Past President

Adrienne McDay was not present. Jess stated that Adrienne is looking into additional fund raising ideas and future IACRAO officers.

President Elect

Tracy Morris stated that we need more of a fun factor at future conferences. She suggested a band named “Captain Rat and the Blind Rivets” for Thursday night, which charges approx. \$3,000. She asked if this amount is acceptable to the board. She added that hotel and room fees should be around \$21,000 in Springfield this year, so we might be able to afford the band. Tracy stated that the last conference was missing the fun factor, according to the evaluations, so it would be great to hire the band.

Tracy is in the process of preparing a survey, which is to be emailed to all members. She asked the board what kind of questions should be included in the survey. The following suggestions were given: Did you attend the conference last year? If not, due to the hotel costs, or system conversion, or distance, or location, or restricted funding in a private school? Do you anticipate attending this fall? What can we do to assist you in making this decision? Are you also sending office members to AACRAO this year?

Tracy suggested to possibly controlling room prices for this years conference by keeping them low enough, so we can support our members in those tough economic times and make them attend this year’s conference.

President

Jess Ray referred the board to the old and new business sections for item discussions.

Old Business

Jess confirmed that the conference online registration contract will be in place soon with Credentials. The service will continue to be free of charge. Our vendors will also be able to use the online registration system. Dan added that this is a great system, especially from a Treasurer’s bookkeeping perspective.

New Business

Dan stated that the change of membership forms usually is the VP of Professional Activities role, but it would be more appropriate to transfer this assignment to the Treasurer’s position description (Item 10 & 11 in the VP of Professional Activities position description). The Treasurer can then forward all new applicable membership information to the Website Manager.

Motion: It was moved (Tracy Morris) and seconded (Dale Wolf) to transfer items #10 and #11 from the VP of Professional Activities position description to the Treasurer’s position description. Motion passed.

Dan handed out a Reserve Fund draft for discussion. After a brief discussion it was decided that Dan will make additional edits and create a second draft for our next executive board meeting for review and voting.

Jess stated that some members have not yet renewed their institutional memberships. He will continue to follow up regarding the renewals with the help of the district chairs. Jess also got contacted by an Illinois institution that is not accredited, but the school would like to become an IACRAO member. Jess will look into this matter and inform the board in the near future.

Jess will continue to coordinate with Courtney Kohn in finalizing the IACRAO reception plans at this year's AACRAO conference.

Jess is worried about the small amount of AACRAO volunteers, so he asked the board members to check with their colleagues in helping out to volunteer at AACRAO.

After a brief discussion the board was in favor of providing the \$45 fee for the Luncheon at this year's ACCRAO conference to Jess Ray, Tracy Morris & Terri Montgomery.

Motion: It was moved (Dale Wolf) and seconded (Carol DiCola) that the board provides the \$45 fee for the Luncheon at this year's ACCRAO conference for Jess Ray, Tracy Morris & Terri Montgomery. Abstentions: Jess Ray, Tracy Morris, & Terri Montgomery. Motion passed.

Jess emphasized that students with Associate degrees from Lincoln Community College should also be eligible for any IACRAO scholarship. Jess will contact the school and communicate to them that their students with Associate degrees are welcome to apply for IACRAO scholarships.

The next executive board meeting is scheduled for Friday, May 1st, 2009 at ISU.

Adjournment

Motion: It was moved (Andy Kindler) and seconded (Dan Weber) to adjourn the meeting at 12:11 p.m. Motion passed.

Respectfully submitted,

Andy Kindler
IACRAO Secretary