

**IACRAO Executive Meeting
December 10, 2010
Illinois State University**

Call to order

Courtney Kohn Sanders called the meeting to order at 9:37 a.m.

Current board members present:

Courtney Kohn Sanders (President), Sheree Stilwell (President-Elect), Pam Walden (Website Manager), Amanda Sutton (Southern District Chair), Jason Rotzell (East Central District), Sue Dagit (West Central District), Jennifer McClure (Treasurer Elect), Dave Gasparic (North East District), Carol Dicola (Treasurer)

Secretary

Heather Yeager presented the minutes from the October 27, 2010 IACRAO Executive Board meeting. It was proposed that the wording in the minutes be amended to “minutes taken by Andy Kindler and submitted by Heather Yeager.”

Motion: It was moved (Jason Rotzell) and seconded (Pam Walden) to accept the minutes as amended. Motion passed.

Chronicle Editor

Becky Lundgren was not present. Becky will try to get a report to Courtney. Becky contacted Pam Walden with questions about posting to the list serve. The anticipated date of the fall chronicle is during the week of December 13.

Website Manager

Adam Julian works with the website. Pam facilitates the web postings. A graduate student need a project for a class, so the student is currently redesigning the IACRAO website. The project is to not change the content, but to make it easier to read and navigate.

Pam talked to the list serve managers at ISU, because if there is a “bounce back” and it occurs from an address three times, the name is pulled off of the list serve. Researching to see if this is an option for the IACRAO list serve.

Pam asked for anyone to submit pictures from the conference to post to the website.

Archivist

Ron Gregoire was not present. Courtney reported that he only had 12 entries for trivia at the IACRAO state meeting. It was suggested that the board consider if it is worth continuing or changing. It was also mentioned that in lieu of the trivia, or in addition to the trivia, Ron could do a session about the history of IACRAO.

District Chair Reports

Northeast District: Dave Gasparic had no report

Northwest District: Jeremy Brandt was not present.

West Central District: Sue Dagit reported that they are planning to do the same conference venue as last year. The theme of Disney is being considered. If there is a cost to do the Disney theme, considering opening the conference up to other districts. There has been no date set.

East Central District: Jason Rotzell had no report.

Southern District: Amanda Sutton reported that the meeting is set for March 25, 2011. Diversity is being considered as a theme. LCCC will have a representative as the secretary, as Amanda Sutton moved up from the secretary position to Chair.

Treasurer

Two of the CDs renewed several days ago. The best rate was .5%, and was approved with PNC. Financial reports have been approved. Carol has gone over them with the accountant and submitted the report to the President, President-Elect, Past President, Archivist, and Secretary. The reports will be submitted to Pam in electronic format. As of November 30 the account balance was \$106,379.61. Carol has received a bill from the accountant to prepare Form 2290 (\$2200.00), and she will be writing a check to pay for the service.

Membership total was at 59 schools. Carol has received 2 or 3 membership dues in since the last review of membership, which brings the membership to approximately 62.

All of the scholarship checks have been sent out and have been cashed.

The total spent at the October conference was \$19,652.97. The amount made on the 50/50 drawing was \$109.00. The total made on the Wii raffle was \$230.00.

Professional Activities Officer

Not present. Courtney reported the Bright Ideas winner was Terry Crain from John A. Logan. The registration fee will be waived for the next conference. It was mentioned that the Bright Ideas participants do a full session at the next conference.

EEO Officer

No report, not present. The board discussed having a diversity session at each time slot in lieu of the diversity caucus. It was suggested that this action would show commitment to the topic of diversity. Sheree asked that each district chair to talk to districts for ideas for diversity sessions. It was mentioned to not call each session "diversity" or indicate that it is diversity related, but to name the sessions with different titles. Sessions could include GBLT issues, socioeconomic issues, strategic plans, etc.

Past President

Tracy reported that there is no site yet for the 2012 conference. 2011 and 2013 will be in Bloomington. It was proposed to have 2012 back at Alsip. Tracy will send out a survey to the list serve to see if low attendance was due to budget cuts or because of the area. Executive board members all agreed that the Doubletree in Alsip was accommodating, and the rates, food, and rooms were good. Other consideration is that Brad Meyers from Ohio (AACRAO representative) proposed that Illinois join Ohio, Michigan, and Indiana in Indianapolis in 2014. President to propose this at next annual meeting. The meeting of the four states would be set up

like a mini-AACRAO. A joint conference would be held every 4 years. Time would be set aside for the annual business meeting within the conference.

It was asked if there could be a discount for schools who bring more than one person to the state conference. Courtney stated that the conference charges as little as possible, and the goal is to not make money. The registration fee collection for the October meeting was \$19,600, and the cost of the conference was \$19,652.97.

It was proposed to videotape sessions and then charge a fee to login to watch them. Logistically, this option is not feasible. Five sessions occurring at the same time would require five cameras, camera operators, etc. All materials are made available after the conference on the IACRAO website.

Tracy called in at 10:38 a.m. She will send a survey to the list serve asking questions regarding attendance and opinion of direction of future meetings. Courtney suggested using Survey Monkey. Target date of February to decide whether to go back to Alsip in 2012. Tracy said Rockford was mentioned to her at the conference, and the board suggested Joliet.

Tracy will begin working on getting new officers lined up.

Sheree stated that she would like to get the agenda put together in June before registration opens.

President-Elect

Sheree is meeting with the events director and catering director of the Marriott today to get things put in place for the October conference. A theme needs to be decided. One idea brought up at the conference was "Masquerade Ball." The board discussed a "Decade Night" for Wednesday and a "Night at the Movies" dress-up party for Thursday. An overall theme to build on those ideas is "Back to the Future...Looking Back to Shape Our Future."

Sheree asked the district chairs to come up with four presenters by March. She reported that there are already approximately eight presenters lined up. Sheree asked that the district chairs email presenter information as it is received by them.

President

Courtney was contacted by George Munly (unofficial photographer of IACRAO). He uses 35 mm film, and has emailed Courtney to ask for reimbursement of developing the film. He asked for a total of \$75.00.

Motion: It was moved (Carol Dicola) and seconded (Sheree Stilwell) to approve reimbursing George Munly for film development. Motion passed.

Sheree reported that Andy Kindler offered to take over photography. ICAROO's Historian takes the pictures. If executive board asks Ron to begin doing this, the job description needs to be changed and equipment will need to be purchased.

Conference information: Late registrations of payment at the window were 3. 120 total registrations for the conference. 89 were full conference registrations. 18 were one day registrations for Wednesday, and 18 were for one day registrations for Thursday. Tracy reported that there were 140 participants for 2008, 145 for 2009.

Old Business

Credentials to do online registration. Need to set up conversation with them to move forward. Tracy and Carol to do this.

New Business

Discussion of Friday closing. Jess and Pam will talk to any faculty in the area to see if they will present. Sheree has a speaker in mind who asked for a stipend of \$3000. The board denied. It was suggested that Friday sessions begin 30 minutes earlier. The attendance of the roundtables on Friday morning was good, and moving the roundtable session to Friday morning seemed to keep more people there.

A question was asked regarding an honorarium for a speaker. A speaker wanted to have their honorarium donated to a charity instead of receiving it directly. The board did not feel comfortable giving honorarium to anyone or any organization other than the speaker. Decision was made to give the honorarium to the speaker directly.

The new IACRAO website was reviewed, and suggested changes were colors of the website to green, adding the names of the districts to the map, including links on the state map to each district that provide information about each district.

Jess has offered to host the iTransfer site on the ISU server to alleviate the annual cost of \$300.00. If the state agrees, it will be moved to the server. No changes will be visible on the website, and all changes will be made "behind the scenes."

Pictures of the new officers will be taken in the hallway after the meeting.

Next meeting scheduled for March 11, 2011.

Adjournment

Motion: It was moved (Jason Rotzell) and seconded (Jennifer McClure) to adjourn the meeting at 11:23 a.m. Motion passed.

Respectfully submitted,

Heather Yeager
IACRAO Secretary