

**IACRAO Executive Board**  
**February 19, 2010 Meeting Minutes**  
**Illinois State University, Normal, Illinois**

**Call to Order**

Tracy Morris called the meeting to order at 9:35 a.m.

Current board members present: Tracy Morris (President), Courtney Kohn Sanders (President Elect), Jess Ray (Past President), Andy Kindler (Secretary), Carol DiCola (Treasurer), Pam Walden (Web Site Manager), Becky Lundgren (Chronicle Editor), Eric Campbell (West Central District Chair), Daniel Cullen (East Central District Chair), Ashley Skidmore (Northeast District Chair), Michelle Rothmeyer (Northwest District Chair), Heather Yeager (Southern District Chair).

All Executive Board members introduced themselves.

**Secretary**

Andy Kindler presented the minutes from the December 1, 2009 IACRAO Executive Board meetings.

*Motion: It was moved (Daniel Cullen) and seconded (Eric Campbell) to accept the minutes as amended. Motion passed.*

**Chronicle Editor**

Becky Lundgren is looking forward to work as IACRAO's Chronicle Editor for the next two years. Becky reported to the board that the newest Chronicle edition is now available online. IACRAO members will be informed of future Chronicle editions via email.

**Website Manager**

Pam Walden reported that we have 377 active IACRAO listserv participants. The listserv information is now up-to-date and seems to be much more manageable. Pam would still like to add past conference pictures to our website.

**Archivist**

Ron Gregoire was not present. Tracy reported that Ron is exploring to move the IACRAO archive to ISU. There is no fee associated with the move or storage.

*Motion: It was moved (Andy Kindler) and seconded (Courtney Kohn Sanders) to move the IACRAO archive from the University of Illinois – Champaign/ Urbana, IL to Illinois State University – Blomington/Normal, IL . Motion passed.*

**District Chairs Reports**

**East Central**

Daniel Cullen stated that the annual spring district meeting will include the following topics: Veterans Affairs and the new legal mandates, IPEDS updates, social media, and American Diploma

Project. The meeting will be combined again with the West Central District. It is scheduled for March 19, 2010 at the ISU Alumni Center.

### **West Central**

Eric Campbell reported that there are some concerns about transportation costs to the spring district meeting, but they are moving forward as planned. The annual spring district meeting will be combined again with the East Central District, and it is scheduled for March 19, 2010 at the ISU Alumni Center.

### **North East**

Ashley Skidmore reported that the spring district meeting will be held at DePaul University on April 9<sup>th</sup>, 2010. LeRoy Rooker will be presenting at the district meeting.

### **North West**

Michelle Rothmeyer reported that the workshop is scheduled for March 12, 2010. So far 28 participants have registered. Topics will include work place conflict and Veterans Affairs laws, and a birds-of-a-feather session.

### **Southern**

Heather reported that the spring district meeting is scheduled for March 26, 2010. There will be a guest speaker in the morning as well as birds-of-a-feather and roundtable sessions.

### **Treasurer**

The organization's net asset is \$92,734.05 as of January 31, 2010. Carol included a line item for In Kind Contributions. Members should email Carol, if they are willing to perform an In Kind Contribution. The board suggested an In Kind Contribution check box on the reimbursement form. Carol will look into it. Tracy asked Carol about Credentials Inc. for an online registration system. Jack from Credentials Inc. did not get back to Carol yet. She will follow up with him.

Jess asked Carol for an updated institutional member schools list. Daniel stated that IACRAO's website does provide lists by district. Jess replied that the schools listed might not be institutional members necessarily.

### **Professional Activities Officer**

Stacy Ehmen was not present. Tracy reported on Stacy's behalf that all districts are working on their spring district meetings.

### **EEO Officer**

Terri Montgomery posed the question whether or not the board should consider a reorganization of the diversity caucus at future annual conferences. The lunch slot seemed to be ideal in the past, but due to time constraints at last year's Annual Business Meeting the diversity caucus did not take place.

Terri handed out a questionnaire to the board, which is to be issued to all members via email. The board member proceeded to discuss the questionnaire. Daniel commented that the questions need to be shortened, because nobody would read through all of them as currently listed. Eric raised the question whether or not we should define the word diversity. Courtney added that we should also explore the definition of diversity caucus.

Jess pulled up the IACRAO by-laws on the projector screen for further discussion. Carol asked what the main purpose of the membership email would be. Terri replied that she would like to know whether or not a diversity caucus needs to be offered. Courtney added that only questions 3 and 5 should be presented to the members. Tracy suggested that we should also look into finding a different diversity caucus timeslot, but it should not be too late in the day, or too early in the morning.

It was suggested to offer the diversity caucus on Thursday before lunch at this year's conference. An email to the membership will be sent by Terri with the questions as suggested by the board. Becky added that we can also add the questionnaire into the upcoming Chronicle publication.

Jess questioned whether or not the by-laws need to be changed in Article V, Section 10. Tracy suggested that Jess and Terri should look into updating the by-laws, so that a new by-law proposal can be presented at this year's Annual Business Meeting to the membership for approval.

### **Past President**

Jess Ray stated that he is actively looking for a President-Elect, Secretary, EEO Officer, and Treasurer-Elect.

Tracy suggested that the District Chairperson-Elect/Secretary by-law section needs to be overhauled. The board discussed possible changes. It was discussed to possibly make the selection process more formal.

Tracy pointed out that David Gasparic's school (DePaul) is not an institutional member. Eric added that DePaul should be an institutional member and pay their dues, since David is the IACRAO North East District Secretary.

Jess stated that the scholarship forms will be made available online soon. He drafted revised forms, which were handed out to the board. The scholarships application deadline is May 10, 2010.

### **President-Elect**

Courtney Kohn Sanders reported that the conference theme will be as follows: "Get Your Game On". A local arrangements chair and local arrangements committee have been selected. A game night is planned for Wednesday night with a tailgating theme, which will also include a "wear your favorite jersey" on Wednesday night. A costume party is scheduled for Thursday night. Speakers will be determined soon.

### **President**

Tracy reported to the board that she was impressed that many IACRAO members will be presenting at this year's AACRAO conference. She also emailed the membership asking about a get together at the conference, since a reception will not be financially feasible.

Tracy asked the district chairs to collect session evaluations from this year's spring district meeting participants.

Tracy said that she would look into reworking the annual session evaluations to make them more useful for future Presidents' summarizations.

**Old Business**

No old business to discuss.

**New Business**

No new business to discuss.

The next board meeting is scheduled for Friday, June 4, 2010 at ISU.

Jess handed out copies from LeRoy Rooker's "FERPA Overview" presentation, which was held at this year's AACRAO Transfer Conference.

**Adjournment**

*Motion: It was moved (Andy Kindler) and seconded (Ashley Skidmore) to adjourn the meeting at 11:12 a.m. Motion passed.*

Respectfully submitted,

Andy Kindler  
IACRAO Secretary