

IACRAO Executive Board
September 10, 2010 Meeting Minutes
Illinois State University, Normal, Illinois

Call to Order

Tracy Morris called the meeting to order at 9:39 a.m.

Current board members present: Tracy Morris (President), Courtney Kohn Sanders (President Elect), Jess Ray (Past President), Carol DiCola (Treasurer), Andy Kindler (Secretary), Pam Walden (Website Editor), Stacy Ehmen (Professional Activities Officer), Terri Montgomery (EEO Officer), Ron Gregoire (Archivist), Daniel Cullen (East Central District Chair), Michelle Rothmeyer (Northwest District Chair), Heather Yeager (Southern District Chair), Ashley Skidmore (Northeast District Chair).

Secretary

Andy Kindler presented the minutes from the June 4, 2010 IACRAO Executive Board meeting.

Motion: It was moved (Courtney Kohn Sanders) and seconded (Heather Yeager) to accept the minutes as presented. Motion passed.

Chronicle Editor

Becky Lundgren was not present. Tracy stated that the next Chronicle edition will be published in early to mid October before the annual IACRAO conference.

Website Manager

Pam Walden stated that Adam Julian is in the process of adding new members to the IACRAO listserv. Pam will continue updating the listserv and website related items as needed.

Ron questioned whether or not the website's look and layout should be updated. Jess and Pam responded that this is something they will be looking into, with the help of graduate students.

Archivist

Ron Gregoire stated that our archives can partially be accessed online by going to the UIUC archive website. According to Ron the system is set up very well, thus he suggested to the board to leave the archive at the University of Illinois – Champaign/Urbana for now.

District Chairs Reports

North East

Ashley Skidmore stated that the workshop was outstanding. Courtney added that the event was a success and brought together 80 staff members from colleges around the Chicago metro area. The workshop included a panel discussion regarding the recession's impact on higher education. LeRoy Rooker gave an overview of FERPA updates and how staff in registrar and admission offices can use these guidelines to protect student information. The session was followed by a Birds of a Feather group discussion. The last session was a cost saving one-stop shop model presentation in which ideas were shared on how to create a one stop office for students.

North West

Michelle Rothmeyer had no report. She informed the board that Jeremy Bradt has volunteered to be the Northwest District Chair for 2010-11.

West Central

Tracy announced to the board that Eric Campbell left WIU. Sue Dagit from WIU is the current District Chair-Elect, but the board agreed that at this point a District Chair is not needed. However, the by-laws state that the District Chair-Elect will replace the District Chair at the end of his/her term or duties (see by-laws for more details).

East Central

Daniel Cullen stated that the District Chair-Elect left the university, so the district will need to look for a new District Chair-Elect.

Southern

Heather Yeager had no report. She added that the new District Chair-Elect is from SIU-Carbondale.

Treasurer

The organization's net asset currently is \$100,808.65. Courtney asked what the membership year is. Carol replied that it is July 1 to June 30.

Ron added that at some point we automatically paid the archive at the University of Illinois – Champaign/Urbana \$100 per year. The payments did stop sometime in the past, so Ron added that it might not be a bad idea to pay them when the archive asks for payment.

Tracy said that the liability insurance increased from \$350 to \$425. The board agreed to the fee increase, since it was not raised for many years.

Carol informed the board that Kentucky Christian University sent IACRAO a check for membership. The board decided to return the check, since the school is not located in Illinois.

Professional Activities Officer

Stacy Ehmen stated that the folders for the district chairs will be ready on time. She has received four “Bright Ideas” submissions so far. The “Bright Ideas” session will be held at the annual conference on Thursday morning at 8:30 a.m.

EEO Officer

Terri announced that she will be leaving the university. She asked the board in what way she could still be of help.

Past President

Jess Ray filled two of the four vacant positions.

President-Elect: Sheree Stilwell

Secretary: Heather Yeager

Treasurer Elect: TBD

EEO Officer: TBD

Jess informed the board that the by-laws revisions were shared with the board via email. The membership will receive the revised by-laws via email today.

The scholarship recipients’ schools have been verified, so the recipients are cleared to receive the money.

Jess suggested that a two year Hotel deal (2012 and 2014 in Alsip, IL) will be explored with Tracy after this year’s IACRAO conference.

Jess is working on a compliance page for our website. So far he accumulated eight items. He will ask the legal staff at ISU to check on the terminology of the compliance wording.

President-Elect

Courtney Kohn Sanders handed out the up-to-date 2010 annual conference schedule. All time slots are taken with plenty of variety in topics.

The Hotel rate is \$99. Wednesday night will be a sports theme night, since the conference slogan is “Get your game on”. Andy pointed out that the Hotel charges \$109 instead of the advertised \$99 when trying to make a reservation online. Michelle confirmed Andy’s findings. Courtney will look into it and get in touch with the Hotel immediately.

The full conference attendance fee is \$200. The Thursday only attendance fee was increased from \$125 to \$140.

President

Tracy stated that there will be seven vendors. Most vendors will also conduct sessions. One vendor will sponsor the session breaks. The board proceeded to discuss miscellaneous

conference items such as packets for attendees, notebooks, silent auction, raffle tickets, and gift baskets.

The board suggested to also obtain a Wii for game night, as well as an MP3 player and flash drives for prizes. Terry added that she could donate approximate 20 flash drives. Courtney has an MP3 player, which she will donate. Jess will look into getting the Wii.

The board will meet on Tuesday, October 26 at 6 p.m. at the Hotel for the annual conference preparations. The board's lunch meeting is scheduled for Wednesday, October 27.

Old Business

No old business to discuss.

New Business

No new business to discuss.

Adjournment

Motion: It was moved (Andy Kindler) and seconded (Courtney Kohn Sanders) to adjourn the meeting at 11:23 a.m. Motion passed.

Respectfully submitted,

Andy Kindler
IACRAO Secretary