

**IACRAO Executive Meeting  
June 10, 2011  
Illinois State University**

Call to order

Courtney Kohn Sanders called the meeting to order at 9:15 a.m.

Current board members present:

Courtney Kohn Sanders (President), Sheree Stilwell (President-Elect), Tracy Morris (Past President), Heather Yeager (Secretary), Kristy Peterson (EEO Officer), Pam Walden (Web Site Manager), Amanda Sutton (Southern District Chair), Jason Rotzoll (East Central District Chair), Sue Dagit (West Central District Chair), Dave Gasparic (North East District Chair), Jess Ray (Guest, Local Arrangements Committee)

Not present: Jennifer McClure (Treasurer Elect), Stacy Ehmen (Professional Activities Officer), Becky Lundgren (*Chronicle* Editor), Ron Gregoire (Archivist), Carol DiCola (Treasurer), Jeremy Bradt (North West District Chair)

**Secretary**

Heather Yeager presented the minutes from the March 11, 2011 IACRAO Executive Board meeting.

*Motion: It was moved (Jason Rotzell) and seconded (Sue Dagit) to accept the minutes as presented. Motion passed.*

Annual report submitted to Secretary of State on time, and IACRAO received the bill from the attorney. Carol Dicola will remit payment.

**Chronicle Editor**

Becky Lundgren was not present. Tracy reported that Chris Leopold from SIUE will be the new *Chronicle* editor. District Chairs to send a summary of district meetings for next issue.

**Website Manager**

*Motion: It was moved (Tracy Morris) and seconded (Sheree Stilwell) to go live with the new IACRAO website. Motion passed.*

When the website goes live, Pam will send the link to Sheree, who will then include it in the conference information.

Pam received an email from Jeffrey Barthels from educationhub.org asking to include the IACRAO link on that website, and alternately include the educationhub.org website on the IACRAO homepage. His request was denied, and Pam will ask him to omit the IACRAO website link from their site.

The website is almost finished being updated, with the final step involving which server to utilize at ISU to house the site.

### **Archivist**

Ron Gregoire was not present.

Ron, Dale Wolf, and Peter Hood will do Thursday afternoon session on IACRAO history.

### **District Chair Reports**

Northeast District: Dave Gasparic stated that the meeting went well. Approximately 45 people attended. Greg Tall was the session presenter. There is no candidate for the next district secretary yet.

Northwest District: Jeremy not present. The annual meeting was paired with the ICAROO meeting.

West Central District: Sue Dagit reported that the annual meeting was held with the East Central District.

East Central District: Jason Rotzell reported that the meeting was held at ISU. The Alumni Center was a good venue, and there was a good turnout.

Southern District: Amanda Sutton reported that approximately 40 people attended the district meeting. The session was interactive and had a diversity theme.

### **Treasurer**

Carol Dicola was not present.

The latest bill was for ribbons to be used for the conference. Carol has received three payments so far for the conference.

### **Professional Activities Officer**

Stacy Ehman was not present. The Bright Ideas session is on the schedule for the conference. One session was canceled, so Bright Ideas will go into that open slot. Stacy will send out information to the IACRAO listserv to inform members about the session.

### **EEO Officer**

Kristy Peterson is working closely with Sheree to change the way diversity is featured at the conference. There will be four sessions instead of Diversity Caucus. Sessions will be flagged in program to notate diversity issues.

### **Past-President**

Tracy Morris reported that Chris Leopold from SIUE will be the new *Chronicle* editor. Andy Kindler from Bradley will be the President-Elect.

Bylaws: Jess Ray has the most recent bylaws that have been approved. He will email those to Tracy so they can be posted to website.

Credentials is working on online registration for IACRAO. Jack Weber from Credentials will try to model online registration after AACRAO's process.

The contract was signed by DoubleTree hotel in Alsip, IL for the 2012 conference. The same cost as 2010 was guaranteed.

### **President**

Courtney Kohn Sanders reported that Andy Kindler had previously offered to be the photographer for the conference, but since he will be the president elect, Tracy Morris will now be the photographer.

IACRAO hosted a dinner in Seattle during the AACRAO conference. Approximately 25 people were in attendance.

### **President-Elect**

Sheree Stilwell stated that for the conference Wednesday night, there will be a fun movie night theme. It will include food items similar to that of concession stands, movie candy, and popcorn. Board members who have movie trivia games will bring those to play. Amanda and Dave and other board members will help to set up candy/popcorn in the room. Jess will check with the ISU Art Department for any students who may be interested in doing caricatures.

Various responsibilities were assigned to the various board members for the Thursday night party.

During the past conferences, there has been a 50/50 raffle and a raffle for a Wii. This year the prize will be a mini camcorder to go along with the movie theme. Jason will research and purchase (around \$200).

Sheree will include all of the information regarding the conference through the listserv.

Jess has a staff that will be present for the entire registration period. Pam's tech staff will be present to set up technical equipment. Pam will provide laptops, projectors. Laptops will be locked down, and Sheree will tell presenters to bring jump drives and email the presentation to Pam. The deadline to get presentations to Pam is October 20. Every presentation will be loaded onto each laptop as a back-up.

A file will be downloaded from Credentials, and will merge onto labels for nametags.

iTransfer tote bags will be used, and the vendor will provide folders. Jess has pens for each bag.

Tracy has one new vendor interested in coming to the conference. Courtney has a couple of promotional vendors who are interested in coming to the conference.

Each member to bring one item from their school as a give-away.

Sue Dagit indicated that she would like to see mileage reimbursement for presenters that are not staying for the conference and are not members of IACRAO. If this policy is proposed, it needs to be very specific as to who is eligible for reimbursement. Jess stated that a reimbursement may attract diversified speakers that are not being paid for their time who are outside of our profession. Perhaps instead of mileage, within the conference budget, the conference committee can provide gift cards to speakers. Tracy proposed certain guidelines that include the following: speakers who are not employed within admissions/records/registrar/enrollment management offices and excludes State and Federal organizations, and all vendors, with committee approval, a \$50 honorarium may be granted.

**Old Business**

None.

**New Business**

None.

**Next meeting is scheduled for September 30, 2011 10:00 a.m. electronically.**

Adjournment

*Motion: It was moved (Tracy Morris) and seconded (Dave Gasparic) to adjourn the meeting at 10:51 a.m. Motion passed.*

Respectfully submitted,

Heather Yeager  
IACRAO Secretary