

**IACRAO Executive Meeting
March 11, 2011
Illinois State University**

Call to order

Courtney Kohn Sanders called the meeting to order at 9:32 a.m.

Current board members present:

Courtney Kohn Sanders (President), Sheree Stilwell (President-Elect), Pam Walden (Web Site Manager), Heather Yeager (Secretary), Carol DiCola (Treasurer), Jennifer McClure (Treasurer-Elect), Amanda Sutton (Southern District Chair), Jason Rotzell (East Central District Chair), Jeremy Bradt (North West District Chair), Dave Gasparic (North East District Chair), Sue Dagit (West Central District Chair)

Current board members not present:

Tracy Morris (Past-President), Stacy Ehmen (Professional Activities Officer), Kristy Peterson (EEO Officer), Becky Lundgren (*Chronicle* Editor), Ron Gregoire (Archivist)

Web Site Manager

Pam asked if Adler Professional School of Psychology is a current member. Carol verified their membership.

Adam showed an updated version of the IACRAO website. Changes to the website were demonstrated, including the "Search Members" function. It was discussed that administrators can add new members to the website and the information is instantly viewable. The *Chronicle* information was updated to include choices between .pdf, Word, and html format. Once the website is finished, it will be sent out to the committee for review. The website will be housed at ISU.

Secretary

Heather presented the minutes from the December 10, 2010 IACRAO Executive Board meeting.

Motion: It was moved (Sheree Stilwell) and seconded (Dave Gasparic) to accept the minutes. Motion passed.

Chronicle Editor

Becky Lundgren was not present. Her term has ended, and Tracy will search for a new person for the open position.

Archivist

Ron Gregoire was not present. Ron will do a session on Thursday with a few other members of IACRAO titled "IACRAO History: We've Come a Long Way, Baby" instead of the IACRAO trivia.

District Chair Reports

Northeast District: Dave reported that the Save the Date went out for the NE district meeting. The meeting will be titled "Keeping the Humor and Staying Focused." It is scheduled for March 29 from 9 a.m. to 1 p.m. in Orland Park.

Northwest District: Jeremy reported that their meeting will be March 18, and it will be combined with the ICAROO meeting, with a cross-generational theme. It is scheduled for 8:30 a.m. to 2 p.m. at Grand Bear Lodge in Utica.

West Central and East Central Districts: Jason reported that West Central and East Central are meeting together on March 24. There will be representatives from the counseling center at ISU present, and the issues discussed will be dealing with difficult people and diffusing bad situations. The speaker is from Parkland.

Southern District: Amanda reported that the annual meeting is scheduled for March 25 at the Rend Lake Marketplace in Mt. Vernon. The theme is diversity, and the speaker is from LCCC. The presentation is titled "Do You Really Know Who You Are Talking To?" To date, there are 25 participants registered.

Treasurer

Carol asked that the district chairs send in their bills for the annual district meetings as soon as possible so they can get paid.

IACRAO currently holds \$97,659.65 in accounts.

Carol and Jennifer are considering contacting a few of the colleges that were with IACRAO last year but are not this year to get a sense of why they have dropped their membership.

Professional Activities Officer

Stacy Ehman was not present. No report.

EEO Officer

Kristy Peterson was not present. Kristy sent through several ideas regarding diversity, and she is working with Sheree to finalize the sessions for the conference. Diversity caucus will not happen this year. Instead, sessions during the conference will focus on diversity.

President-Elect

To date, the 35 slots for sessions are filled. Kristy sent in the first session topic, and Amanda and Sue have sent in many topics and sessions to help fill the times. Sheree has received many offers for sessions this year.

A speaker from Michigan has a session regarding identity theft. The session is dedicated to the different ways universities may be affected by identity theft. He is asking for a \$250 conference fee. He has saved the date, and Sheree will respond back to him on Monday, March 14. This is a general session, so the board must vote to pay the stipend.

The key note speaker is Dr. Wilson from IL Wesleyan.

AACRAO representative Louisa Havens will be in attendance. She has offered to do a session or two. She has offered a presentation on using technology for international recruitment, a session regarding processes and reengineering in the admission process, and a session on technology for recruitment in general. The committee is in favor of the session regarding

processes and reengineering in the admission process. Sheree will contact Louisa to ask her to do the session.

The closing session was discussed. Closing session should be light, energizing, and fun. The topic for the closing session is “The Power of Fun at Work.” The fee is \$1500 plus travel expenses.

Sheree will have all conference information to Pam in the next two weeks including a description of sessions to put on the website to advertise the conference. The hotel registration link will be available, and the link for Credentials to register will be active. The program will be online prior to registration. Sheree will post a message to the *Chronicle*. Messages to go out on the list serve to remind people of the conference.

The hotel price for the conference is \$119, and the registration fee remains the same as last year.

Motion: It was moved (Carol Dicola) and seconded (Dave Gasparic) to pay \$250 for the identity theft speaker. Motion approved.

Motion: It was moved (Sue Dagit) and seconded (Dave Gasparic) to pay \$1500 for the closing speaker. Motion approved.

The theme for the conference is “Back to the Future: Looking Back to Shape Our Future.” On Wednesday, the theme is “A Night at the Movies,” and Thursday is “Decade Night” to include movies throughout the decades. Ideas suggested for Thursday were a red carpet for the entrance, and a Hollywood costume party.

President

Courtney mentioned that she sent out a message for anyone going to Seattle for AACRAO is welcome to go to dinner with the Illinois group. Around 20 people are going from schools in Illinois.

Courtney suggested having a back-up session available for IACRAO that would be a roundtable discussion of topics presented at AACRAO.

Past-President

Tracy Morris was not present.

The Board discussed the survey that Tracy put on the list serve. The committee prefers the Alsip area over Springfield, IL for 2012. Attendance may be higher for the Alsip area over Springfield. The date of the conference is to remain as the end of October.

Courtney reminded the board of the open seats on the committee, inclusive of the President-Elect position and the *Chronicle* editor.

Courtney asked district chairs to work with the secretaries to find the next person in line for secretary-elects for the districts. She also asked that the district chairs remind people of the job descriptions for the positions, and the duties that are asked of each position.

Old Business

Sheree is working with Jack Weber from Credentials for the online registration process for the conference. Tracy and Carol are in conversation regarding online membership registration.

George Munly needs to send Carol the receipts for the film development to receive reimbursement of \$75.

New Business

Sheree will ask Andy Kindler to be the photographer at the conference.

Wednesday night ideas include movie games such as Scene It and trivia, concession stand-like candy on the tables, cotton candy, and popcorn for Wednesday night. Ideas for Thursday night include a DJ, red carpet entrance, paparazzi, Oscar-like awards for best costume, etc, and Hollywood-themed costumes.

Next meeting scheduled for June 10, 2011

Adjournment

Motion: It was moved (Jeremy Bradt) and seconded (Jason Rotzell) to adjourn at 10:51 a.m. Motion passed.

Respectfully submitted,

Heather Yeager
IACRAO Secretary