

**IACRAO Executive Meeting
October 26, 2011
Marriott Hotel, Normal**

Call to order

Courtney Kohn Sanders called the meeting to order at 11:54 a.m.

Current board members present:

Courtney Kohn Sanders (President), Sheree Stilwell (President-Elect), Tracy Morris (Past President), Heather Yeager (Secretary) , Pam Walden (Web Site Manager), Amanda Sutton (Southern District Chair), Jason Rotzoll (East Central District Chair), Sue Dagit (West Central District Chair), Jennifer McClure (Treasurer Elect), Stacy Ehmen (Professional Activities Officer), Ron Gregoire (Archivist), Jeremy Bradt (North West District Chair), Carol DiCola (Treasurer), Andy Kindler

Not present: Becky Lundgren (*Chronicle* Editor), Kristy Peterson (EEO Officer), Dave Gasparic (North East District Chair)

Secretary

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

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

Chronicle Editor

Becky Lundgren was not present. Chris Leopold from SIUE was announced as the new *Chronicle* editor.

Website Manager

Pam Walden received another request to include the IACRAO link on an outside website. Pam denied this request.

The IACRAO website is up and running. Archives section will be modified to include presentations and surveys from past conferences. Any results that are sent to Pam will be included on the website.

Kishwaukee is having a difficult time responding to IACRAO listserv. There have been changes to their server. Pam will correct their email addresses after the conference.

Ron and Tracy have electronic copies of photos from last year's conference to send to Pam to include on the website.

Archivist

Ron Gregoire reported that the archives are well put together at UIUC.

Ron announced his resignation from the Archivist position.

Courtney appointed Jason Rotzoll as Archivist.

District Chair Reports

Northeast District: Dave Gasparic not present.

Northwest District: Jeremy Bradt reported that the district is still searching for a secretary.

West Central District: Sue Dagit had no report.

East Central District: Jason Rotzell reported the district is still searching for a secretary. Jason suggested that a group of non-dressed attendees at the Thursday reception vote on costumes for the awards.

Southern District: Amanda Sutton reported that the district is still searching for a secretary.

Courtney suggested that the district chairs talk to individuals during the conference to talk up the district secretary positions.

Treasurer

Carol DiCola reported that membership is down. There are currently 58 institutional members, and within those institutions, there are 338 individual members and 3 affiliates. One new school recently requested membership that will increase the institutional membership to 59. Attendance for this year's conference is up. There were 118 in attendance last year, and there are 165 registered this year.

The audit is beginning with the accountants.

Carol will make an appointment with PNC on Friday to add Andy and Jennifer to the IACRAO account, and to remove Tracy's and Carol's names.

Estimated bill for 2011 conference is \$31,309. This figure includes food, breakout rooms, and entertainment.

Marriott indicated that the contract was misinterpreted by the committee. The Board thought that for every 50 rooms, we would receive one room free for the entire conference. Marriott indicated that for every 50 rooms, only one night is covered, not for the entire conference. Courtney will discuss the matter with the General Manager.

Sheree, Carol, and Jennifer will meet with the hotel staff on Friday morning to go over the bill.

Pam asked about entertainment for this conference. Discussion included the photo booth, DJ, caricature artist, etc.

As of September 30, the net assets totaled \$109,097.12.

The contract for next year in Alsip is the same as the contract in 2010. There should be no change in price from 2010.

Amendment: Carol to correct dates on budget spreadsheet for membership to 2010-2011 on the fiscal report.

Motion: It was moved (Ron Gregoire) and seconded (Jennifer McClure) to approve budget as amended.
Motion passed.

Ron suggested disclosing the expenditures on this conference at the business meeting. Courtney asked Carol to inform the members that this conference is a little over budget, and that the board will be reviewing past conferences to compare prices at each conference.

It was discussed that two year contracts be avoided in the future, in case the venue or other issues with the conference are unfavorable.

Jeremy had difficulty with billing upon check-in. Sheree will go over the room list to make sure members are being charged correctly.

Professional Activities Officer

Stacy Ehman reported that she has packets prepared for new District Chairs that will be distributed at the annual business meeting on Thursday.

Originally, four presentations were signed up for the Bright Ideas, and two dropped out prior to the conference.

EEO Officer

Kristy Peterson was not present. Kristy is not eligible to sit on the Board any longer. Courtney will talk to Jeff McGoy from Shawnee to consider the EEO position.

Past-President

Tracy Morris stated that she hit a wall with online membership registration with Credentials. The process that AACRAO uses will not work without bylaw changes. Tracy suggested that when a member registers, the original member will pass the confirmation code to the next member at the same school to enter to hopefully bypass the \$150 charge for each member. She will discuss this with Jack from Credentials to see if the process will work.

President

Courtney Kohn Sanders reported that Andy Kindler will officially be voted in as president elect at annual business meeting on October 27. Courtney made a recommendation to the Board that Andy be allowed a budget of \$800 to attend and represent IACRAO at a conference in Washington D.C.

Motion: It was motioned (Pam Walden) and seconded (Jason Rotzoll) to allow a budget of \$800 for Andy Kindler to use for Washington D.C. conference arrangements. Motion passed.

Courtney is working with Credentials to get online registration for vendors fixed.

President-Elect

Sheree Stilwell had no report.

Old Business

None.

New Business

None.

Adjournment

Parking lot item: membership records to change from treasurer to another position? (Professional Activities Officer was mentioned).

Motion: It was moved (Tracy Morris) and seconded (Jeremy Bradt) to adjourn the meeting at 12:45 p.m. Motion passed.

Respectfully submitted,

Heather Yeager

IACRAO Secretary