

**IACRAO Executive Meeting  
December 9, 2011  
Illinois State University**

Call to order

Sheree Stilwell called the meeting to order at 9:10 a.m.

Current board members present:

Sheree Stilwell (President), Andy Kindler (President-Elect), Heather Yeager (Secretary), Jennifer McClure (Treasurer), Chris Leopold (*Chronicle* Editor), Pam Walden (Website Manager), Dave Gasparic (Professional Activities Officer), Jason Rotzoll (Archivist), Pamela Medema (North West District Chair), Dan Weber (Northeast District Co-Chair), Katherine Thompson (Northeast District Co-Chair), Jennifer Harbaugh (East Central Chair), Evan Stanley (West Central Chair)

Current board members not present:

Courtney Kohn Sanders (Past President), Jeff McGoy (EEO Officer), Deborah Herzog (Southern District Co-Chair), Heidi Scott (Southern District Co-Chair)

**Secretary**

Heather Yeager presented minutes from the October 26, 2011 IACRAO Executive Board meeting.

*Motion: It was moved (Chris Leopold) and seconded (Pam Walden) to approve the minutes as presented.*

**Chronicle Editor**

Chris Leopold asked for any additional submissions to be sent in by next Friday (December 16). She'll be publishing then. Everyone was in agreement that the *Chronicle* looks great so far.

**Website Manager**

Pam Walden asked for photos from the annual conference. She received a CD of pictures from the 2010 conference, and they were posted to the website. New board members will have photo taken after this meeting for the website, or a photo can be submitted to Pam electronically.

Pam W. is working with Jennifer McClure to better coordinate the addition of a new member to IACRAO. Pam W. sometimes doesn't receive all necessary information when a new member sends in registration documents. The current process requires many emails back and forth between Pam W. and Jennifer M. The new member is not always in the new member database. Sometimes they are or are not on the listserve. Adam (ISU) has allowed access to Jennifer McClure for the IACRAO website so she can add members directly to listserve and update information directly to the website.

Pam W. asked that Jennifer M. send her a complete list of every member of IACRAO. Adam will run a comparison of the list on the website and Pam W. will check the listserve to cross reference for accuracy and completeness.

Pam W. asked the board members to check their contact information on the website for accuracy.

Andy stated that the website is a joint effort. If anyone sees anything that needs to be updated, Pam W. should be notified. He asked that the information on the left side of the page be alphabetized. Minutes

need to be updated, and Heather will send any missing minutes to Pam W. to post to the website. Sheree asked for the title Diversity Caucus be changed to Diversity Initiatives. The only change to the Vision and Mission statement was to include Diversity Initiatives. Quarterly statements need to be updated or removed from the website. Dan mentioned that the quarterly statements could be put in PDF format and put on the website. Dan said that a paper copy goes into the archives, stays in possession of various board members, and the accountants keep a paper copy. Jennifer M. will ask the accountants to begin sending the quarterly report in both hard copy and a PDF file. Sheree will scan the missing June 2010 report and send it Pam W. Reports will be sorted so most recent is on top.

### **Archivist**

Jason Rotzoll is going to take some time to go to UIUC and tour the facility where the archives are stored. Dan inquired if there is a history of how photos are recorded in the archives to show changes throughout the years. Jason stated that he is interested to see what is included in the archives to illustrate the ways IACRAO has changed.

### **District Chair Reports**

Northeast District: Katherine Thompson and Dan Weber stated that the district meeting is scheduled to be held at the College of DuPage on March 23, 2012. They are working closely with the District Secretary to insure that things are moving along as planned. Invitations will go out early next year.

Northwest District: Pamela Medema stated that the district meeting will be held in conjunction with ICAROO. It will be at Joliet JC, on March 16, 2012. ICCAROO is one half of the day and the district meeting is the other half. The district is going to try to do a personal invite for schools that have been signed up for IACRAO, but have not been active recently.

West Central District: Evan Stanley reported that the West Central and East Central districts will be holding their meeting together, and the venue is moving back to University of Illinois-Springfield.

East Central District: Jennifer Harbaugh added to Evan's information by noting that their meeting is scheduled for Friday March 2, 2012. A "Save the Date" email was sent out to each district.

Southern District: Heidi Scott and Deborah Herzog were not present. Sheree reported that the district meeting will be held on March 23, 2012 from 9 am-2 pm at the Rend Lake Marketplace in Mt. Vernon.

Andy asked if the IACRAO Board is still providing \$1,000 to each district to aid with the district meeting expenses. Dan asked if the Board has thought about increasing that amount. Sheree said that it hasn't been brought up for discussion in several years. Andy said that since the districts are different sizes, the \$1000 allotment for each district may not be proportional for each district. Sheree asked Dave to share how he found sponsors for their district meeting last year. Dave stated that he had contacts that had opportunities for marketing, and the company fronted the money for the lunch and came on-site to market their product. The vendor was allowed ten minutes for a brief presentation and provided takeaways. Last years' meeting was at Robert Morris. Katherine said that she would contact eSCRIP-SAFE to see if they would be interested in sponsoring the Northeast district meeting. Dan reported that there were impromptu discussions at the IACRAO annual meeting, and that some schools hoped for a bigger contribution from the board to help out with the expenses for district meetings. Discussion amongst the board included a couple of points, including: if a district doesn't need the money, then it shouldn't be claimed by that district, and if a district doesn't take the money allotted to it, another district can pick it up. It was discussed that there is no way to decide which district needs financial

assistance, and if it does, the amount. Dan said that some districts need it up front to secure venues. The Board agreed that if the allocation was increased, it would enable more attendees at each district meeting. Andy asked to see the registration totals for each district meeting over the span of the few past years so it can be determined if the amount should be raised high enough this year so this topic is not revisited every couple of years. Sheree asked Jennifer M. to determine the cost of each district meeting for the past several years and this discussion item will be revisited in March at the next board meeting.

#### **Professional Activities Officer**

Dave had no report. Sheree asked Dave to contact the presenter of Middle School Fridays from the annual conference for the Bright Ideas session.

#### **EEO Officer**

Jeff McGoy was not present.

#### **Past-President**

Courtney Kohn Sanders was not present.

#### **Treasurer**

Jennifer McClure reported that the current balance for IACRAO funds is \$97820.22. There are a few CDs up for renewal at PNC. Jennifer M. is working on going through Carol DiCola's past files and spreadsheets. Membership lists will go out to the district chairs soon via email. Jennifer M. will send past Treasurer information to Jason for inclusion in the archives. Sheree reminded Jennifer M. to go through the Treasury records to calculate the cost of each district meeting for the past several years.

Andy asked if IACRAO files a form 990. Dan verified that the form 990 is required, and the accountants process the form.

#### **President-Elect**

Andy thanked the board for approving \$800 to attend AACRAO's state and regional leadership conference in Washington DC. The conference included five presentations, with topics including hotel conferences, checks and balances, and how to read a financial statement. There were shared meetings with the leadership of AACRAO. Illinois was mentioned several times. From a national perspective, IACRAO is one of the only states to hold a Bright Ideas session. Other states do not hold district meetings. Some states have sub-committees to oversee and organize various duties within their organizations. The presence of committees allows the board and decisions to stay consistent throughout the years. Other states have regional meetings. One region has 5-6 states with 700+ attendees each year at their annual conference. Dan said that IACRAO has been approached by Ohio and Indiana to participate in a regional meeting. The Midwest regional meeting happens every 3-4 years. Andy will contact the Indiana representatives for details.

Andy made the declaration that judging by the discussions with other state representatives at the DC AACRAO leadership conference, "Illinois rocks". The AACRAO representative said that the IACRAO conference included the best costume party in the country.

#### **President**

Sheree said that at the last executive board meeting Carol DiCola suggested that the membership list be maintained by another position on the board. Andy and Sheree reviewed the bylaws, and membership is the responsibility of the Treasurer. Pamela M. asked if a Membership position was ever considered.

There has not been a discussion or proposal for a Membership position on the board to date. Jennifer M. said that the Treasurer-Elect could handle more responsibility. The bylaws state that the Treasurer-Elect does maintain the membership dues.

There was a registration error at the annual conference. Kathie Beaty (Bradley) was charged an additional \$25 for the Past-Presidents dinner. IACRAO will reimburse Bradley University for the overcharge.

*Motion: It was moved (Jason Rotzoll) and seconded (Pamela Medema) to reimburse Bradley \$25. Motion approved.*

Sheree asked that district chairs mentor the district secretaries. She also asked that the chairs keep the board updated on district meeting information. Each chair was asked to send an article to Chris for the *Chronicle* pertaining to district meeting information. Sheree reinforced that the district chairs are essential in helping organize and plan the annual conference.

Sheree received a thank you note from Illinois Wesleyan for the \$100 donation to a scholarship fund, as the opening speaker for the annual conference was from Illinois Wesleyan, and he requested that the money be donated to the scholarship fund.

64 conference evaluations were submitted. The closing speaker received the highest remarks.

Billing issues with the hotel were rectified. There were a few conversations between Sheree, Courtney, and the hotel regarding terms in the contract. The contract stated that for every 50 rooms booked, IACRAO would receive a room comped for the entire conference. This has historically been the terms of every hotel contract. Marriott allowed only one night to be comped. Adrienne, Courtney, Sheree, and Andy met with a representative from Marriott. The representative agreed to the terms outlined in the contract. Sheree asked the representative to make sure that these terms were explicitly written into the contract for 2013. Pam W. stated the Marriott staff was extremely helpful with the technical issues. Pam said that there were no complaints, and the staff was quick, helpful and attentive. Sheree sent an email to the hotel detailing both positive and negative aspects of the conference. Sheree suggested to Jennifer M. that the registration desk needs information on members owing money at check-in.

Sheree sent the evaluations for each session to the presenters. She also asked that the presenters send any presentations to Pam W. to be uploaded to the website.

Sheree and Andy presented the idea of having sub-committees to the board. A technology committee was proposed. This group would work with projectors, screens, laptops, etc. Katherine said that it would be beneficial to have a 'point person' in charge of the technical issues. Pam W. will ask Adam to be on the committee. Pam W. offered to be on the committee. The technology committee will have a chair that will report to the President-Elect. It will be helpful for the chair of the technology committee to go to the conference venue with the President and President-Elect to determine what is needed prior to the annual conference. The chair of the technology committee and the chair of the local arrangements committee will need to work closely with each other.

*Motion: It was moved (Pam Walden) and seconded (Katherine Thompson) to establish a Technology Committee. Motion approved.*

Sheree reported that Tracy and Jack from Credentials may have the online registration system worked out.

Katherine Thompson offered to chair the local arrangements committee in Alsip. Dave Gasparic will co-chair.

Sheree reviewed the responsibilities of the positions on the IACRAO website for conference organization. Sheree will work with Courtney to have the revisions made.

Sheree announced that the Treasurer-Elect is Jeremy Bradt from Highland Community College.

March 9 will be the next board meeting.

### **New Business**

Pamela M. asked Jennifer M. if she could receive a listing of the schools in the Northwest district. Pamela M. asked if this listing should be checked to see if any schools are missing or if any schools are listed in an incorrect district. Jennifer M. thought that it would be interesting to see all schools in Illinois listed and then notate which schools are involved with IACRAO on the website. Sheree suggested that the cleanup of the map and district listing be a sub-committee.

The bylaws mandate that the state be divided into 5 districts. The board agreed that every school should be listed, and the IACRAO membership schools be notated. There should also be an institutional contact listed.

Listserve issues were discussed. Pam W. and Sheree have emailed instructions on how to be removed from the listserve to the individuals on the listserve. New members receive a message with instructions for the process of removal from the listserve, however, it is suggested in the message that members should remain active participants.

Andy suggested the creation of a Membership committee, chaired by the Treasurer-Elect. The committee will be responsible for the cleanup of existing membership information and new membership recruitment. Dan offered to do the cleanup for the website. Pamela M. would like to be on the committee for recruitment. She suggested that someone from each district be on this committee. Pam Walden offered to be on the committee. Chris Leopold offered to be on the committee to represent the Southern District.

*Motion: It was moved (Andy Kindler) and seconded (Pamela Medema) to establish a Membership Committee. Motion approved.*

Jennifer M. will inform Jeremy Brandt about the new committee and his role as the Membership Committee chair.

### **Old Business**

No old business was discussed.

### **President-Elect**

Andy reported that the next annual conference will be held in Alsip, IL from October 24 through October 26, 2012. The board will meet on Tuesday night at 6:00 p.m. to prepare distribution materials for each

attendee and a board meeting will be held. Andy has contacted the DJ from the 2010 conference in Alsip. Andy will arrange for the opening and closing speakers. He asked that each district chairperson come up with at least five presenters. He asked that they consider interesting and relevant topics. Sheree said that the evaluations from the past conference included a desire for more team building and motivation sessions, and a yoga session each morning. Andy asked if there were any ideas for a conference theme. Jason suggested "Zen: The Art of Peace in Admissions and Records."

Jennifer McClure offered to coordinate a panel discussion on campus politics. Katherine is interested in a session about IACRAO, how it works, the different committees, etc. Andy suggested that a panel discussion made up of the AACRAO representative and various IACRAO representatives would be beneficial. Sheree included that Courtney proposed a session on LinkedIn. Andy stated that there is a need for both lighter sessions and heavier sessions to help balance the agenda.

Sheree said that one of the evaluations stated that there were not many conference sessions regarding admissions. Sheree asked the district chairs to take that into consideration. Katherine suggested that the sessions be targeted to Registrar/Admissions/Transfer, etc. Sheree said that perhaps the "targeted group" could be notated on the signs near the session entrance, which would allow attendees to better decide if that session is something that pertains to their respective area. Andy would like a session on using social media. Jennifer McClure has contact with someone who could talk about professional development. Comments from the conference indicated that attendees would like an opening speaker to be positive, dynamic, and exciting, and that the session needs to set the tone for the conference.

Sheree asked for ideas for Wednesday night. Sheree suggested some game stations. 3-4 games would be available, and people would be put in groups, and then the groups rotate through the games. Dave Gasparic was appointed the Game Master of Ceremonies. "Minute to Win It" type games were suggested.

Jason suggested de-stressing sessions, and health and wellness sessions.

Evan reported his ideas for sessions. They included:

- Extreme Makeover Office Edition: how to make your office more appealing
- Leadership in Student Affairs. This idea included bringing in experienced members to talk about trials and tribulations of moving up in Higher Ed.
- Finding the Diamonds in the Rough-how to interview
- Challenges in being a new supervisor
- Managing with less- trying to offer incentives without breaking the budget.
- Red Flag
- Undocumented students.
- Commencement issues-planning, war stories, how to survive commencement
- NCAA regulations
- Advising session/Financial Aid basics-reach out to NACADA members, Financial Aid members

Andy will contact Bruce Oates to come up with a session regarding collaboration between offices. Dan suggested a session on the amended FERPA issues.

It was decided to have a costume party again on Thursday night.

Adjournment

*Motion: It was moved (Jennifer Harbaugh) and seconded (Jason Rotzoll) to adjourn the meeting at 11:44 a.m. Motion approved.*

The next meeting is March 9.

Respectfully submitted,

Heather Yeager  
IACRAO Secretary