

IACRAO Executive Board Meeting
December 7, 2012
Illinois State University

Call to Order

President Andy Kindler called the meeting to order at 9:35 a.m.

Members Present:

Andy Kindler (President), Sheree Stilwell (Past-President), Dan Weber (President Elect), Jeremy Bradt (Treasurer Elect), Heather Yeager (Secretary), Chris Leopold (*Chronicle* Editor), Jeff McGoy (EEO Officer), Connie Skerston (Local Arrangements Committee), Mark Grzybowski (Northwest District Chair), Dave Gasparic (Professional Activities Officer), Donna Bettis (West Central Chair), Jason Rotzoll (Archivist), Pam Walden (Website Manager), Jennifer McClure (Treasurer), Yakeea Daniels (Northeast District Chair), Jennifer Harbaugh (Local Arrangements Committee)

Members Not Present:

Pam Wilkins (Southern District Chair), Kristin Smigielski (East Central Chair)

Officer Reports

Secretary

Heather Yeager presented the minutes from the October 24, 2012 Executive Board Meeting.

Motion: It was moved (Dave Gasparic) and seconded (Sheree Stilwell) to approve the minutes as presented. Motion approved.

Treasurer

Jennifer McClure presented the Treasurer Report. The conference final expenses were totaled to \$24,473.17, and the revenue was \$21,446.71. As of October 31, the net assets for IACRAO were \$109,654.82, and this includes reimbursements that have not cleared as of yet. The membership stands at 80 institutional members, with 432 additional members. There are currently 2 affiliates. The total membership is 514 with \$16,730 revenue generated. The organization has increased since 2011 by 30 members.

Jennifer McClure is working on the online membership module for 2012-2013 as part of the membership committee.

The website database and district pages reflect current membership as part of the membership committee duties.

Jennifer McClure requested approval to renew the CDs with no changes. The board discussed and approved Jennifer's request to renew the CDs with no changes.

It was reported that Roosevelt University has requested approval to establish an ACH account with us which will give them access to deposit funds directly into our account and withdraw if

error is made. According to that University, this is a standard document. Jennifer McClure approached them regarding the fine print in retrieving funds without notification and they stated it was standard practice and they had not had to do such as of yet with any institution that they work with. She will have a discussion with the bank to see what access they would have.

Treasurer-Elect

Jeremy Bradt is working with Jennifer McClure and Pam Walden to review SignUp 123. They are working through issues, ACH, checks, and will work with SignUp 123 to overcome these issues and challenges. He stressed that the primary contact person at the institution cannot change.

There was a list of questions that was sent to the SignUp 123 representative over a month ago, and the representative answered all of the questions. The fee structure was discussed. The representative indicated that the product “out of the box” would not work for our fee structure now; however, within the first three months they would be able to modify their product to follow our fee structure. The ISU listserv manager could potentially work with SignUp 123 to bulk import new members to work around a manual process. Jennifer McClure reported that there is a “management membership” piece that we could maybe use. Sheree Stilwell asked if the representative was involved with previous webinars. This representative was new to the discussion. Pam Walden had asked who would be the main contact, and the representative then reported that it would be her. The experience was very promising and positive. Jennifer McClure said that the software can accommodate non-paying members registering for the conference to redirect that person to the membership sign up page so their fees can be paid prior to the conference membership registration.

Andy Kindler said that SignUp 123 is a Credentials product, and we have a three year contract. Andy asked that a quote be obtained, as there was a motion that was passed several years ago at the annual board meeting to allow a \$2000 allotment for the board to establish online registration and fee collection.

Professional Activities Officer

Dave Gasparic announced that this is his last meeting. He is leaving his position at DePaul and will be entering a new one that does not work with IACRAO. He thanked everyone, and offered his services in the interim process. Andy Kindler indicated that an interim Professional Activities Officer will need to be found. Andy Kindler asked that the board members send nominations for an interim Professional Activities Officer. He also reminded the board of the Professional Activities Committee that is outlined in the bylaws that could do things throughout the year for the organization.

EEO Officer

Jeff McGoy asked the board to include him in any activities that he could attend, such as the district meetings. He hopes that attending these sessions will help him brainstorm for ideas that he can use to incorporate into the annual conference. He would also like to attend the district meetings to encourage participation in IACRAO.

District Chair Reports

Northeast District Chair: Yakeea Daniels announced that the spring workshop will be held either March 1, 8, or 15. A meeting room at Robert Morris has been requested, but has not been verified yet. Northwest District Chair: Mark Grzybowski reported that the spring workshop will be held on February 22 at NIU. The district members will be emailed for theme ideas. Mark has two speakers lined up for the IACRAO annual conference.

West Central District Chair: Donna Bettis announced that West Central is combining with East Central for their district meeting. It is slated for March 15 in Bloomington in the Alumni Center at ISU. There are three speakers lined up, and topics include career advancement, international students, and customer service. Donna has a speaker in mind for a breakout session for the IACRAO conference.

East Central District Chair: Kristin Smigielski not present.

Southern District Chair: Pam Wilkins not present. She reported to Andy Kindler that the Southern District workshop is scheduled for March 22 in Mt. Vernon Rend Lake Marketplace from 9 am-2 pm.

Jennifer McClure will send out the evaluation form for the new district chairs for the district meetings.

Ex Officio

Chronicle Editor:

Chris Leopold will send out the next *Chronicle* issue to the membership on December 12. If any of the new members don't like their heading, Chris asked to be informed and she will change it. At the end of the December issue last year, she included a message that included "Have a nice holiday" and she asked that if anyone on the board has any suggestions on a closing to please let her know. She asked that if anyone has pictures from the IACRAO conference, to submit the pictures to Pam Walden and they can be added to the website. Sheree Stilwell asked that Dave Gasparic's new position and Kristin Smigielski's baby announcement both be included in the "Heard it Through the Grapevine" section of the upcoming issue.

Web Site Manager:

Pam Walden and Jennifer McClure are working together to keep the website updated and current. The membership directory is up to date. Dan Weber asked if presenters at the conference were asked for their presentations so they can be posted online. Pam Walden said that about half of the presenters in 2011 sent their presentations in to be put on the web. She said that for the 2012 conference, the majority of the presenters brought jump drives to use in lieu of pre-loading them on the laptops. Only 2 or 3 presenters provided their presentations for 2012 to be placed on the website. Andy Kindler will follow up with presenters to ask for presentations to be sent to in for inclusion on the IACRAO website. He has emailed all of the presenters a "thank you" for presenting. Dan Weber will send emails to Pam Walden to update information on the web for the conference.

Sheree Stilwell asked that if anyone on the board notices anything on the website that needs to be changed or updated, to let Pam Walden know.

Archivist:

Jason Rotzoll met with Peter Hood and toured the archives at UIUC. Discussed the expectations of how the records of IACRAO should be handled. Jason would like to work on identifying people in the pictures of the past. He did ask the district chairs to provide him with the meeting information so he can include that in the archives. Jason will meet with a representative from the UIUC library to possibly combine the ICCAROO records with the IACRAO records. Currently, there are about 25 boxes of IACRAO records of information. He is hoping to determine a solution to the current format of paper and boxes of information; possibly digital storage solutions.

Membership Committee Chair:

Jeremy Bradt is the committee chair. He had no new information to add from previous discussion at this meeting.

Technology Committee Chair:

Pam Walden is the chair, and had nothing to add from previous discussion at this meeting.

Presidents**Past President:**

Sheree Stilwell has updated the IACRAO scholarship documents to reflect 2013, and the website has been updated. She would like to get the scholarship information out in a timely manner. The deadline to apply for the scholarships is September 1, and the applicants must be admitted into the four year institutions at the time of scholarship application submission. Sheree questioned the best timeframe to announce the scholarships to the membership for notification to school representatives to market the scholarships to students. Jennifer McClure suggested February, as students will know by that time if they will be graduating from the community college at that point, and will most likely have been accepted into the four year institution. This will also allow district chairs to push the information out at the district meetings.

Scholarship amounts are \$500 each.

Sheree Stilwell will consider February 20-ish to push the information out to the membership regarding the scholarship. She cited the bylaws and the need for a scholarship committee to review the applicants' information.

Sheree Stilwell provided notes from the AACRAO Leadership Conference that she attended in Washington D.C. In one session, an attorney stressed the need for an association procedure manual. It should be electronic, but should also be in hard copy. Items that would be included are hotel contracts, insurance information, various items from the archives, amount that has been approved to attend a certain conference, etc. There were a couple of representatives from other state organizations. The representatives from those organizations are concerned that the manner in which they select the person in the Treasurer position is not correct, and that the transition into the position has not been handled properly. Our Treasurer position is very well secured and IACRAO does follow the bylaws and guidelines properly. After attending this session, Sheree was very confident in IACRAO's procedures. AACRAO stressed having a Board Audit Committee. This is something that would be included in the manual. It is a checks and balance

system to insure that things are being handled properly. The Board Audit Committee would review the account monthly. Jennifer McClure suggested that the Treasurer write the checks, and the Treasurer-Elect balance the account.

The board previously approved an \$800 balance for an officer to attend the Leadership conference annually. Sheree Stilwell would like to propose an increase to \$1000 to cover all costs.

Motion: It was moved (Andy Kindler) and seconded (Pam Walden) to increase the line item for an officer to attend the Leadership conference annually from \$800 to \$1000. Motion approved.

Sheree Stilwell indicated that she would like to see a breakout session at the annual conference regarding how to organize, plan, and execute the annual conference.

President:

Andy Kindler will review the bylaws to propose new committees. Dan Weber accessed the bylaws and reported that the executive board can create committees, and each committee must have at least two members, both of which must be executive board members. The committees can then be apprised of IACRAO members. Dan Weber stated that if IACRAO would like to see more involvement at the national level, it would behoove the executive board to establish committees to allow more individuals to be involved. The nominations committee at AACRAO looks at individual involvement. Sheree Stilwell encouraged anyone attending the AACRAO conference to volunteer 30-60 minutes of their time for data entry.

Andy Kindler reported that the annual conference evaluations reflected positive results.

He announced that the board may want to consider moving the 2015 conference date up, as there has been indication from Admissions members that the conference dates interfere with recruitment travel.

Springfield recently sent him a large packet of information for a possible future conference.

Executive board pictures will be taken by Pam Walden following the meeting for the IACRAO website.

The outgoing executive board positions this year are: Secretary, Treasurer-Elect, Professional Activities Officer, EEO Officer, and President-Elect.

President Elect:

Dan Weber asked any executive board members who are able to stay after the meeting for the conference planning session to please do so. Dan Weber asked Connie Skerston and Jennifer Harbaugh to be the co-chairs of the local arrangements committee, and Andy Kindler appointed both.

Old Business

The current fee structure is \$125 for one member and \$15 for each additional member. The board discussed whether IACRAO should follow AACRAO's fee structure and have a flat rate. The flat fee rate would be based on enrollment by school. Jason Rotzoll questioned if these changes were made, who would monitor enrollment changes. Andy Kindler suggested a flat rate per member; however, if there is a school with 20 members, they will pay substantially more than a school that has only 2 members. Jennifer McClure reported that 50% of membership schools have between 1-4 members. The consensus of the executive board seems to be that the current fee structure is the best option. Since SignUp 123 can work with our fee structure, it was questioned if it should change. Jeremy Bradt asked if membership dues were raised just a bit, would that help to cover some additional entertainment costs. Dan Weber reported that membership dues were not increased for 10 years prior to his term as Treasurer. The discussion at that time was to monitor how much the conference costs were to decide if membership fees should be raised more often than every 10 years. Jennifer McClure said that if the board is looking at increasing funds to be used for the conference, then raising conference registration costs should be considered. Sheree Stilwell indicated that another way to increase money is to increase vendors and vendor presentations. Currently, IACRAO receives \$75 for vendor presentations.

Dan Weber said that the vendors were discontented by the number of attendees in their sessions at the conference. Very few people attended the vendor sessions. Jennifer McClure suggested a call-out to the membership to see for which vendors would hold the most interest.

Dan Weber questioned whether or not a statement in a contract with SignUp 123 could be included that if IACRAO's fee structure cannot be accommodated within the first three months that the contract is broken. Jennifer McClure and Pam Walden agreed that this could be arranged.

Sheree Stilwell asked if new members could be indicated in SignUp 123 so they could be contacted prior to the conference to welcome them, provide any assistance needed, and then follow up with the new members after the conference to begin a mentor process. Andy said that SignUp 123 can accommodate this. A report can be generated that indicates new members.

It was decided to leave the fee structure as is.

New Business

Dan Weber suggested adding committee information to the IACRAO website and a position description of each chairperson. This would aid committee chairs to know what is expected of the position. Katherine Thompson sent a document to Dan Weber for local arrangements with information regarding best practices, processes, and a timeline will be created for future local arrangement chairs. This will be forwarded to the executive board. Sheree Stilwell proposed descriptions of the membership committee, technology committee, etc. so membership can understand what is involved. Jeremy Bradt and Jennifer McClure will work together to write the descriptions. Andy Kindler suggested creating a procedure manual for SignUp 123.

Dan Weber suggested a change to the President's position description in number 15 on the website for clarification purposes. The current description indicates that the President appoints a local arrangements chairperson for the upcoming annual meeting, however, the President-Elect position description states that the President-Elect appoints the local arrangements chairperson. The wording needs to change to reflect that the President-Elect nominates the chairperson, and the President then appoints the chairperson.

The board discussed the creation of an IACRAO Facebook account. Information included could be conference session information, pictures from the annual meeting and the district workshops, updates on district meetings, various other meetings, and updates regarding AACRAO. Chris Leopold suggested that an individual from the Professional Activities Committee could maintain the site, or the job description of the Professional Activities Officer could be changed to include maintaining a Facebook account. Would issues arise with individuals not wanting their photo on Facebook? This item will be revisited at the next executive board meeting.

The next board meeting is scheduled for March 29, 2013 at 9:30 a.m.

Adjournment

*Motion: It was moved (Jeremy Bradt) and seconded (Mark Grzybowski) to close the meeting.
Motion approved at 11:27 a.m.*

Respectfully submitted,
Heather Yeager
IACRAO Secretary