

**IACRAO Executive Meeting  
March 9, 2012  
Illinois State University**

Call to order

Sheree Stilwell called the meeting to order at 9:05 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), Dan Weber (Northeast District Co-Chair), Katherine Thompson (Northeast District Co-Chair), Jennifer Harbaugh (East Central Chair), Evan Stanley (West Central Chair), Heidi Scott (Southern District Co-Chair), Courtney Kohn Sanders (Past President)

Current board members not present:

Jeff McGoy (EEO Officer), Deborah Herzog (Southern District Co-Chair), Jason Rotzoll (Archivist), Pamela Medema (North West District Chair)

**Treasurer**

Jennifer McClure reported that the 2011 conference budget is balanced. She signed off on the FY 2011 budget, and she sent figures to the accountants. Hard copies of the budget will be distributed to the board at the next meeting. The net assets total \$95,005, and as of February 29, 2012, there is \$3945.43 in savings, \$40,588.96 in checking, and the total in cash is \$105,405.30.

IACRAO now has 65 institutional members and 383 additional members. There are 2 affiliates. The total membership now stands at 450 members. Courtney Kohn Sanders indicated that Concordia College may not be included in final count. Jennifer McClure reported that there are still several members that may not be included, as she is still going over membership list. Sheree Stilwell will get Pam Walden a list of schools for the scholarship application. Pam Walden is revising the listserve, and Jennifer McClure is working on the membership list overall.

Sara Rohner from SIUE, one of the recipients of the scholarship, is waiting on enrollment verification from SIUE to verify enrollment. The second scholarship winner has accepted the aid.

Jennifer McClure will send two boxes of information regarding Treasurer business to the Archivist.

Courtney Kohn Sanders asked if IACRAO is a 5013C organization. Jennifer McClure said no, because the organization is not sales tax exempt.

The Treasurers Report will be filed for audit.

**Secretary**

Heather Yeager presented minutes from the December 9, 2011 IACRAO Executive Board meeting. Dan Weber suggested splitting Red Flag and Undocumented Students into two bullets.

*Motion: It was moved (Courtney Kohn Sanders) and seconded (Andy Kindler) to approve the minutes as adjusted. Motion approved.*

### **Chronicle Editor**

Chris Leopold thanked everyone for their submissions to the *Chronicle*. The issue will be sent out on the listserve on Thursday of next week.

### **Website Manager**

Pam Walden updated the mileage on the website to \$.555. If board members do not use the reimbursement for travel to the IACRAO board meetings, it is an "in kind" donation to IACRAO if the member's institution reimburses for travel. Jennifer McClure will create a template to track the in kind donations. Sheree Stillwell suggested emailing Jennifer McClure and put in the subject line "In Kind Donation-IACRAO Meeting." This reimbursement is separate from traveling to the annual conference or district meetings, both of which are not reimbursed.

Pam Walden will discuss technology needs in Alsip to determine if ISU will provide tech support, or if schools closer to Alsip can provide items for technology needs.

Jess Ray asked Pam Walden if there should be a Twitter account established for the IACRAO conference to tweet information while the conference is progressing. Courtney Kohn Sanders attended a conference where there was an app for the conference that included the agenda, info, etc.

The membership form includes a section that indicates members will be on the listserve unless the individual opts out. The board agrees that this should be standard. Pam Walden asked if the ethnicity question should be excluded on the membership form. District information will be included. The school's operating system will be included on form. Pam Walden will send a sample membership form to Jennifer McClure for review, and she will copy Sheree Stilwell.

Photos from 2011 conference can be sent to Pam Walden.

### **Archivist**

Jason Rotzoll was not present.

### **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. Invitations went out. Tracy Morris and Kristy Peterson are both speaking.

Northwest District: Pamela Medema was not present. The district meeting will be held in conjunction with ICCAROO. It will be at Joliet Junior College 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 meeting had 65 attendees from 12 different schools. They received 41 evaluations. The ranking of the meeting was 4.25% out of 5. The meeting came in under budget, but they are waiting to hear from conference venue to verify. Next year's meeting is moving back to University of Illinois-Springfield. Evan recognized the District Secretary and other support staff in organizing the meeting.

East Central District: Jennifer Harbaugh reported that the venue was good, and that the participants indicated that the lunch was good. She recognized Evan Stanley for his great work.

Southern District: Heidi Scott reported that the meeting will be held on March 23 at the Rend Lake Marketplace in Mt. Vernon. Courtney Kohn Sanders will be the speaker.

Jennifer McClure asked that the district chairs report the cost of the district meeting to her informally, and she will create a form to maintain record keeping of expenditures for the district meetings.

### **Professional Activities Officer**

Dave Gasparic is working on plans for Wednesday night's game night at the conference. He will solicit ideas in late April or early May for bright ideas. Pamela Medema had suggested to him that since Alsip was a "ghost town" to offer a ghost tour at the conference for an entertainment option. Chicago Hauntings tours will do a 3 hour tour of the Alsip area. This will be discussed during conference planning so this can go on agenda if there is interest.

### **EEO Officer**

Jeff McGoy was not present.

### **Membership Committee**

Jennifer McClure spoke to Jeremy Bradt. He has agreed to co-chair.

A question was raised to see if all institutions in Illinois should be listed on the IACRAO website, even those that are not currently affiliated. Courtney Kohn Sanders indicated that in order to be a member, the institution must be accredited. It can also be viewed as a "pro" that once your institution is a member of IACRAO, the name is listed on the website. If all schools are listed on the site regardless of membership, there is no "pro" to becoming a member. Jennifer McClure will do research regarding the schools who are not members of IACRAO. Courtney Kohn Sanders also indicated that there may be legal issues if a school is included that is not a member.

Evan Stanley stated that it may be beneficial to have an internal document to show which schools have been contacted in previous years for recruiting tools. Pam Walden will set up a Google document that will allow access for board members to view which schools have been contacted. Courtney Kohn Sanders stated that the schools who are not members should be invited to the district meetings to see the value of being a member of IACRAO.

### **Technology Committee**

Sheree Stilwell will email Tracy Morris to offer the discussion with Jack from Credentials should be moved to the Technology committee. Jennifer McClure started doing research to find other companies for online registration. She has had an online chat with one company, and a representative stated that he would contact her with additional information. She has not been contacted yet. Jennifer McClure talked to Tracy Morris and confirmed that nothing has been resolved with Credentials. Pam Walden will investigate other companies and do a price comparison. She plans to contact larger organizations to inquire which company they use. At the 2009 annual conference, Membership approved the Executive Board to make an exploratory move to establish online registration for the conference, and a \$2000 budget was approved. Dan Weber reminded the board to consider the long-term relationship IACRAO has had with Credentials. Courtney Kohn Sanders stated that IACRAO doesn't receive a financial contribution from Credentials, and the company attends the conference free of charge. At the 2011 conference, presenters had to manually click through their presentations using laptops. Pam Walden suggested purchasing wireless clickers to be included with IACRAO technical supplies.

*Motion: It was moved (Courtney Kohn Sanders) and seconded (Katherine Thompson) to approve the purchase of seven wireless clickers. Motion approved.*

### **Past-President**

Courtney Kohn Sanders stated that the scholarship applications were sent out. Jennifer McClure will make sure all membership schools are included. Jennifer McClure questioned the submission deadline date, as it is after admission deadlines for many schools. Courtney Kohn Sanders will review the wording on the scholarship application. The current deadline is in September so the winners can be announced at the annual conference.

Courtney Kohn Sanders will contact Adrienne Kellum McDay to see if there is a committee to review scholarship applications. Dan Weber indicated that a scholarship committee may review the scholarship applications in conjunction with the Past President as chair. Courtney Kohn Sanders will review the website to investigate who makes up a deciding committee.

Andy Kindler reminded the board that the other state organizations equivalent to IACRAO have many sub-committees. Sub-committees promote membership involvement. If a Scholarship Committee is formed, the committee members can advocate for solicitation of applications.

Courtney Kohn Sanders will put a call out in the Chronicle editor for members to join the Scholarship Committee; she will solicit one person from each district after she speaks with Adrienne Kellum McDay and Ron Gregoire to see if there should be an alternate solution.

### **President-Elect**

Andy Kindler has been in touch with the President of Indiana's equivalent of IACRAO. They have been discussing the possibility of including Illinois in a regional conference. Michigan, Wisconsin, Indiana, and Ohio currently hold a regional meeting. The next regional meeting is next year in Indianapolis in October. The next opportunity for IACRAO to be involved would be for the 2015-2016 years. A decision must be made soon, since contract talks for current hotels are in the works. Andy Kindler will continue discussion with the representatives from those states for additional information.

A Survey Monkey account has been created to collect membership surveys for conference evaluations. Andy Kindler is currently working to improve evaluation questions, and a draft of questions will be presented at the next meeting for board review. At the next meeting, the current conference evaluation and the proposed evaluation will be examined. He is asking the board members for thoughts, changes, improvements, etc. regarding the conference evaluation. A link to the survey will be sent to all participants just after the conference ends. Electronic reminders to complete the survey can be sent out at later dates to solicit additional responses.

### **Unfinished Business**

After reviewing the cost of each districts' workshop, the \$1000 stipend should be revisited. The Southern and Northeast districts are the only districts that have revenue. The East-West district meeting routinely has a large food invoice. Many items for the districts are donated "in kind", so figures may not be an accurate representation of what the cost of the meeting is. Northeast charged \$15 per person this year. The consensus from the board is that the districts are not taking advantage of the \$1000 allotted. The board decided to leave the amount issued by IACARO to each district at \$1000, and if any district needs additional funding, additional money should be requested on a case by case basis. This information needs to be included in the packet for the incoming district secretaries. Requests for

additional money should be requested by December so the board can include the request in December's meeting. Dan Weber suggested that all districts record the "in kind" donations and report those to the Treasurer so there is an accurate account of what the district meeting should cost.

Courtney Kohn Sanders and Sheree Stilwell reviewed the position descriptions for the President and President-Elect. Sheree sent out the revisions to the board.

*Motion: It was moved (Courtney Kohn Sanders) and seconded (Dave Gasparic) to approve the amendments to the position descriptions. Motion approved.*

Pam Walden will make the changes to the position descriptions on the IACRAO website.

### **New Business**

Sheree Stilwell, Andy Kindler, Pam Walden, Dave Gasparic, and Katherine Thompson met with the Doubletree staff in Alsip.

The annual conference is confirmed for Alsip, and the dates are October 24-26. The food plan is currently being arranged, and the copy of the menu offered in 2010 was just received to provide a comparison to the upcoming year. Andy Kindler, Sheree Stilwell, Pam Walden and the local arrangements committee will meet with the hotel staff one more time prior to the conference.

The entertainment plan on Wednesday night is game night. Dave Gasparic has started compiling games similar to Minute to Win It and Wipeout. The games will be held from 6:00 p.m. to 7:30 p.m., and Katherine Thompson is working on securing the Ghost Tour for 8:00 p.m. to 11:00 p.m. Andy Kindler is hoping to retain the Chicagoland area residents to stay on Wednesday night by providing the variety of events. It was suggested to decrease the amount of time between the last session on Wednesday and the start of the evening's events.

Andy Kindler suggested a Kindle Fire for the raffle prize. Thursday night is a costume party with a "pick your favorite decade" theme.

The AACRAO President is going to attend the conference, and Andy Kindler is going to ask him to present a session and speak at Thursday's luncheon.

Jeff McGoy has agreed to do the closing session.

There are several options available for the opening speaker. One is the closing speaker from last year, another is the lieutenant governor. Her office will not have information for a commitment prior to 30 days before the conference. Sheree Stilwell and Courtney Kohn Sanders recommended Greg Tall, who is a motivational speaker.

Andy Kindler reminded the board that it is essential for attendance on Tuesday night. The board will stuff the bags for the conference attendees, and a brief board meeting will be held. Sheree Stilwell will contact vendors to get interest in attending the conference, and at that time she will ask if they are willing to donate post-it notes, pens, etc. for the conference bags, and will look for a vendor to sponsor the bag itself.

Andy Kindler will send out the call for proposals to the membership after this board meeting, and the session proposal will be attached. Katherine Thompson is working on two proposals. Andy Kindler asked the West and Central chairs to talk to their presenters from the district meeting to see if they would be interested in presenting a session. Dan Weber has an individual who will present for Veterans Services. It is anticipated that Joan Ryan will want to present regarding Veterans Benefits. Andy Kindler would like to have an FBI and cyber space crime session. Andy Kindler is currently working with Bruce Oates to have a podium or roundtable regarding how to best communicate with offices outside of our own on campus. Other session ideas are: Birds of a Feather, FERPA, and Jess Ray will speak regarding the history of IACRAO. Courtney Kohn Sanders offered to have a networking session. Pam Walden suggested a recruiting tool session, and she will contact ISU's admissions office. Jennifer McClure offered a session regarding community colleges and a session on campus politics. Evan Stanley asked to have Birds of a Feather on either Wednesday or Thursday, so the operating system roundtables on Friday are not redundant. Moderators during the Birds of a Feather sessions will need to be able to encourage discussion and move the topics along when necessary.

Operating system to be included on the conference registration form to help facilitate roundtable discussion and room planning. Katherine Thompson asked that the rooms for the roundtables be set up in a round layout instead of rows.

Andy Kindler will have the Thursday reception set up the same as 2010.

Katherine Thompson's staff will handle registration. Easels are not needed for signs, as there is space outside of each session door. The session information will indicate the group that the session might interest. Andy Kindler will review the AACRAO session information for a model.

Courtney Kohn Sanders suggested a "meditation room" for those who are commuting and need a break prior to evening events.

Internet connectivity is free throughout the hotel. Parking is free.

Chris Leopold suggested setting up a group on SparkPeople.com to collect the minutes (10,000) by the time we get to the conference to record how individuals reduce stress in the workplace. Her article in the Chronicle includes the login information, and she will send it to the listserve.

Sheree Stilwell and Courtney Kohn Sanders will send information out to the listserve about going to dinner in Philadelphia during AACRAO and will ask for an RSVP.

Tentative next meeting date is scheduled for June 1, 2012 at 9:00 a.m.

Adjournment

*Motion: It was moved (Andy Kindler) and seconded (Pam Walden) to adjourn the meeting at 11:47 a.m.  
Motion approved.*

Respectfully submitted,  
Heather Yeager  
IACRAO Secretary