

**IACRAO Executive Meeting
October 24, 2012
Doubletree Hotel, Alsip, IL**

Call to order

Sheree Stilwell called the meeting to order at 12:00 p.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), Jennifer Harbaugh (East Central Chair), Courtney Kohn Sanders (Past President), Pamela Medema (North West District Chair), Evan Stanley (West Central Chair), Katherine Thompson (Northeast District Co-Chair), Deborah Herzog (Southern District Co-Chair), Heidi Scott (Southern District Co-Chair), Jeff McGoy (EEO Officer), Jason Rotzoll (Archivist)

Nominations for Board Positions:

Courtney Kohn Sanders reported that Dan Weber will be nominated for President Elect and Jeremy Bradt will be nominated for Treasurer-Elect at the annual business meeting.

Secretary

Heather Yeager presented the minutes from the last meeting.

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

Treasurer

Jennifer McClure presented the final 2011 conference budget to be reviewed by the board.

Motion: It was moved (Katherine Thompson) and seconded (Daniel Weber) to approve the 2011 conference budget. Motion approved.

Jennifer McClure is working on an online membership module for 2012-2013 as part of the membership committee duties along with Pamela Medema, Jeremy Bradt, and Pam Walden. She is also working with Pam Walden to finalize changes to the IACRAO website database and district pages to reflect current membership.

Professional Activities Officer

Dave Gasparic announced that the Minute to Win It games are prepared for Wednesday night.

EEO Officer

Andy Kindler thanked Jeff McGoy for participating in presentations at the IACRAO conference and being the closing speaker for 2012.

Jeff McGoy announced his presentation on Thursday.

Website Manager

Pam Walden had no report.

District Chair Reports

Northeast District: No report.

Northwest District: Mark Grzybowski from IVCC is the new district chair. Pamela Medema voiced concerns about the small size of their district. The Northwest district will talk with the Northeast district about possibly holding their annual district meeting together, or the possibility of inviting some schools from the Northeast to the Northwest district meeting. A third possibility is to hold the IACRAO district meeting in conjunction with ICCAROO.

West Central District: Evan Stanley has enjoyed his time on the board. He thanked everyone.

East Central District: Jennifer Harbaugh reported that Kristin Smigielski is the new district chair.

Southern District: Heidi Scott reported that Pam Wilkins is the new district chair.

Technology Committee

Pam Walden asked if the fee structure for IACRAO registration is still under review. If the board decides to move forward with 123 SignUp, the fee structure may need to change. Jennifer McClure indicated that the average attendance for each school is between four and six people. Courtney Kohn Sanders said that membership fee changes must be presented and then voted on by the membership. Jennifer McClure will conduct research on numbers for registration per school, and she will bring the information to the December Executive Board meeting. An electronic vote could be utilized by membership. Courtney Kohn Sanders proposed a flat rate for up to four institutional members, then a rate for an additional number of members. Pam Walden hopes to avoid as much confusion as possible.

Chronicle Editor

Chris Leopold will email the board members for solicitation of articles for the next *Chronicle* issue in December.

Archivist

The Historian for ICCAROO is hoping to store their information at UIUC Jason Rotzoll will do research concerning any cost.

The majority of the information that is stored at UIUC is on paper and on floppy disk. Jason Rotzoll will investigate ways to change the format to something that utilizes current technology.

Membership Committee

Jennifer McClure reminded everyone which listserve to use for community colleges and for four year institutions. Sheree Stilwell will inform the new members of the listserve and how it works.

Past-President

Courtney Kohn Sanders announced that the scholarship recipients were selected. Thirteen applications were received, and a wide variety of institutions were represented. The applicants were high caliber students with grade point averages all above 3.7.

President-Elect

Andy Kindler thanked the board for helping with the conference and for providing ideas and suggestions. He reminded the district chairs of the slight commitment of being a mentor to the new chairs and district secretaries.

The Executive Board approved an \$800 budget for Sheree Stilwell to attend the AACRAO Leadership conference in Washington DC. Lewis University will cover the remaining balance for her trip. Courtney Kohn Sanders stated that it is important for continued involvement to get ideas for our state conference and to see what other schools are doing.

Daniel Weber proposed a commitment to allow the President to attend the Leadership conference on a yearly basis.

Motion: It was moved (Courtney Kohn Sanders) and seconded (Jennifer McClure) to add a line item to the annual budget for one Executive Board Officer to attend the Leadership State and Regional meeting in Washington D.C. annually. Motion approved.

President

Sheree Stilwell thanked the Board members for their support.

Courtney Kohn Sanders also thanked everyone, and stated that it has been a pleasure to be involved with the organization. She announced that she is accessible to anyone on the Board who needs assistance.

Motion: It was moved (Dave Gasparic) and seconded (Andy Kindler) to approve the officers' reports. Motion approved.

Old Business

Daniel Weber looked at the bylaws to see if electronic voting is acceptable to vote on membership registration fees. The bylaws state, "Each member of the annual meeting is entitled to a vote," so the bylaws infer that votes must occur at annual meeting. Courtney Kohn Sanders cited that "Special meetings can be called," if all members are notified of the time, date and place of the meeting. This statement can be referred to if there are questions by the membership of the validity of online voting. Courtney Kohn Sanders proposed that the bylaws need to be changed to allow electronic voting and the process to do so be made clear. This will allow for decisions to be made throughout the year without waiting for the annual meeting. Courtney Kohn Sanders stated that proposals would be sent to the district chair, and the chair can communicate it throughout the district. The proposal can be openly discussed at the district meeting, and any questions can be funneled through district chairs back to the Executive Board. Andy Kindler stated that a model of the process needs to be discussed at the December Executive Board meeting so the proposal for online voting by membership can be distributed to the membership in the spring.

Online registration fees were discussed again. Courtney Kohn Sanders suggested that there be a flat fee for up to four people. If increased membership is the goal, and if a flat fee is introduced, up to four people would attend. Schools that send only two people now would send four. Jennifer McClure will work on a model for the December Executive Board meeting.

New Business

Courtney Kohn Sanders was questioned by a member from Northern Illinois University why the annual IACRAO conference is always held in October. October is the busiest recruitment month. This makes the annual conference Registrar heavy. Something to consider would be changing the month to September which is not as busy for Admissions.

Adjournment

Motion: It was moved (Andy Kindler) and seconded (Courtney Kohn Sanders) to adjourn the meeting at 12:55 p.m. Motion approved.

Respectfully submitted,
Heather Yeager
IACRAO Secretary