

IACRAO Executive Board Meeting  
March 13, 2013  
Illinois State University

**Call to Order**

President Andy Kindler called the meeting to order at 9:41 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), Connie Skerston (Local Arrangements Committee), Katherine Thompson (Interim Professional Activities Officer), Donna Bettis (West Central Chair), Pam Walden (Website Manager), Yakeea Daniels (Northeast District Chair), Kristin Smigielski (East Central Chair), Jennifer Harbaugh (Local Arrangements Committee)

Members Not Present:

Pam Wilkins (Southern District Chair), Jason Rotzoll (Archivist), Jennifer McClure (Treasurer), Jeff McGoy (EEO Officer), Mark Grzybowski (Northwest District Chair)

**Officer Reports**

**Secretary**

Heather Yeager presented the minutes from the December 7, 2012 Executive Board Meeting.

*Motion: It was moved (Pam Walden) and seconded (Jeremy Bradt) to approve the minutes as presented. Motion approved.*

**Treasurer**

Jennifer McClure not present.

**Treasurer-Elect**

Jeremy Bradt, Pam Walden, and Jennifer McClure have had several meetings about 123 SignUp. 123 SignUp can create the online account for membership registration for IACRAO. The registration period for membership will extend from March to November. 123 SignUp can run reports including a comprehensive list of membership and schools within each district. The preferred date to have 123SignUp available for use is June. 123 SignUp requires a \$299.00 setup charge, \$189.00 per month charge for a six month registration window, and \$0.30 per member over 500 members. The six month registration window can be adjusted if there is evidence that the dates need to be moved to accommodate easier registration for schools. Andy Kindler asked if the membership committee would be ready to vote as a board in May via email approval after the contract is drafted. The Membership committee indicated that the contract would be drafted and the board would be able to vote in May. Dan Weber questioned if the schools that do not pay by credit card could pay with a check. 123 SignUp allows membership information to be entered and submitted and a check can be submitted after the online registration is complete. Dan also questioned paying the \$299 setup charge by customer credit card. IACRAO would be paying by check. Pam Walden will have the payment method by check written into the contract

with 123 SignUp. It was proposed to survey the membership to determine if schools would prefer to pay by credit card or check, and if schools indicated a preference of credit card, which credit card company is most preferred. Pam Walden will develop the questions and Andy Kindler will create a Survey Monkey to send to the institutional heads. The Membership committee will continue to work on the contract, and once it is completed, it will be sent to executive board for electronic vote. Andy will provide deadlines to the board for both discussion and the final vote.

Andy thanked the Membership committee for a for a job well done. Online registration has been an ongoing issue for years.

### **Interim Professional Activities Officer**

Katherine Thompson had no report.

### **EEO Officer**

Jeff McGoy not present. No report.

### **District Chair Reports**

Northeast District: Yakeea Daniels reported that the district workshop was held on March 8. There were a total of 29 attendees. Courtney Kohn Sanders presented on LinkedIn and social media. Attendance has decreased over the past couple of years. Yakeea suggested reminding the districts that anyone can attend the workshops, not just IACRAO members. Sheree asked that notification be placed in the new district chair folders to encourage front-line and back office staff to attend.

Northwest District: Mark Grzybowski not present. Due to weather, the district meeting was postponed until late March/early April. It will be held at IVCC.

East and West Central Districts: Donna Bettis and Kristin Smigielski reported that the workshop is scheduled for March 15 in Bloomington. The meeting will include a Birds of a Feather session followed by three presentations. 56 people have registered for the meeting.

Southern District: Pam Wilkins not present. The district workshop is scheduled for March 22 at the Rend Lake College Marketplace in Mt. Vernon.

### **Ex Officio**

### **Chronicle Editor:**

Chris Leopold thanked the board members for their submissions for the upcoming edition of the *Chronicle*. The proof will go out to the executive board on Friday. Past issues of the *Chronicle* have been updated and sorted by season on IACRAO website. Chris suggested including a brief overview and description of the various sub-committees and the time commitment involved. Andy Kindler will provide descriptions of each committee and will submit them to Chris for inclusion in the upcoming issue.

### **Web Site Manager:**

Pam Walden makes changes to the website as requested.

**Archivist:**

Jason Rotzoll not present. Andy Kindler reported that Jason visited the archives at UIUC, where eleven boxes of IACRAO information are housed. Jason is working to record the contents of each box. Jason questioned the length of time that Treasurer documents should be retained. Dan Weber suggested consulting the accountant for this information.

**Membership Committee Chair:**

Jeremy Bradt indicated that the current goal is to establish the online registration process using 123 SignUp.

**Technology Committee Chair:**

Pam Walden would like to investigate creating apps for the annual conference. Dan Weber indicated that AACRAO's conference app enables attendees to complete the session evaluation at that time using the app. NAGAP uses an app also. Pam will research.

**Presidents****Past President:**

Sheree Stilwell oversees the scholarship committee as part of her role as Past-President. Dan Weber found information from 2004 that includes the guidelines for the creation of the scholarship committee. The committee needs to be more than one or two people to review the scholarship applications. It should include the district chairs and one other person from each district. The additional individual does not have to be a member of IACRAO. There are usually around 10 applications per year, so the time commitment for review is not extensive. The scholarship information is ready to be posted to the IACRAO listserve.

Sheree suggested the creation of a manual that would list all of the information regarding the functions of the organization. The manual would remain a constant to aid board members as new individuals move into board positions.

**President:**

Andy thanked everyone for being at the meeting. He is pleased to have everyone on the board, and realizes that this group is committed to the organization. Encouraged the board to reach out to people to come up with conference sessions. Andy will not be attending the AACRAO conference in San Francisco in April. He will however, organize a local arrangements reception for the IACRAO members who are attending. Andy asked that Dan attend anything that is a president/president-elect session that he attend and then report back to the exec board. Dan asked what the timeline is for the announcement of the reception. Andy said that he would have the information out early next week to the listserve. Dan offered his information as a contact.

**President Elect:**

No report.

### **Old Business**

Pam Walden will prepare position descriptions for the committee chairs of the Local Arrangements committee, Technology committee, and Membership committee and send them to Andy Kindler. Andy will distribute the position descriptions to the board for review.

The board discussed the implementation of an IACRAO Facebook account. It would be helpful to advertise the scholarships, promote sessions at the annual conference, and the Facebook page could be linked to school pages. Privacy would be an issue. All photos and comments would need to be approved before they could be posted. Andy Kindler suggested an IACRAO Scholarship Facebook page, in lieu of a general IACRAO Facebook page. Katherine Thompson suggested a LinkedIn IACRAO page. Andy stated that the committee structure needs to be developed first, and then Facebook and LinkedIn accounts can be discussed.

Dan Weber proposed new wording for item 15 in the position description for the President. It currently states that the President appoints the Local Arrangements committee members. The new wording should state that the President reviews and approves the President-Elect's recommendation for the Local Arrangement committee chair(s), and appoints those individuals at the executive board meeting.

The executive board can make changes to the position descriptions without membership approval provided the changes are stated in the minutes.

### **New Business**

Job openings at schools will be added to the *Chronicle*, if the information is generalized. The posting will include a link to the school's Human Resources website. Schools may also use the *Chronicle* to announce known future job openings.

Should job postings be added to the Chronicle? The consensus is yes, if information is generalized and include a link to the school's HR link. Schools may want to use that section to announce known future openings (retirement).

#### Announcements:

The board extended congratulations to both Courtney Kohn Sanders for the birth of her baby, Asa, and to Kristin Smigielski for the birth of her baby, Jacob.

#### Adjournment

*Motion: It was moved (Dan Weber) and seconded (Chris Leopold) to close the meeting. Motion approved at 10:55 a.m.*

Respectfully submitted,  
Heather Yeager  
IACRAO Secretary