

IACRAO Executive Board Meeting  
May 31, 2013  
Illinois State University

**Call to Order**

President Andy Kindler called the meeting to order at 9:32 a.m.

Members Present:

Andy Kindler (President), Sheree Stilwell (Past-President), Heather Yeager (Secretary), Chris Leopold (*Chronicle* Editor), Katherine Thompson (Interim Professional Activities Officer), Donna Bettis (West Central Chair), Pam Walden (Website Manager), Kristin Smigielski (East Central Chair), Jennifer McClure (Treasurer), Jeff McGoy (EEO Officer), Jason Rotzoll (Archivist), Mark Grzybowski (Northwest District Chair), Connie Skerston (Local Arrangements Committee)

Members Not Present:

Pam Wilkins (Southern District Chair), Dan Weber (President Elect), Jeremy Bradt (Treasurer Elect), Yakeea Daniels (Northeast District Chair), Jennifer Harbaugh (Local Arrangements Committee)

**Officer Reports**

**Secretary**

Heather Yeager presented the minutes from the March 13, 2013 Executive Board Meeting.

*Motion: It was moved (Sheree Stilwell) and seconded (Katherine Thompson) to approve the minutes as presented. Motion approved.*

The annual report was prepared by K&L Gates and was submitted to the State of Illinois. The invoice for the preparation of the report has been paid.

**Presentation of Potential Facebook Page for IACRAO**

Jon Choi from ISU presented a Facebook page that he has designed for IACRAO. It is currently a closed group, and he will continue work on the Facebook page as suggestions are made. Considerations such as who can post to the wall, what should be posted, and what kind of message should be conveyed will need to be discussed. Jon added that questions could be added to Facebook so membership could discuss and comment. Videos, photos, and files could be added to the site. The page currently includes the option of assigning people as administrators to the group for control. Jennifer McClure stated that a Facebook page would be a good way to announce district meetings, conference information, and scholarship information. Jason Rotzoll has photos in the archives that could potentially be posted to the site. The Facebook page should be housed under the Technology Committee.

**Treasurer**

Sulaski & Webb conducted IACRAO's FY 2011-2013 review. All district meetings have been paid. Eddie Phillips has paid for their registration for Kennedy King College.

The Membership committee had a meeting last week and the \$299 set up fee was sent to 123 Sign Up. Jeremy Bradt and Pam Walden completed the set up call and they are configuring the database. A training call will be scheduled for June.

Jennifer McClure and Jeremy Bradt will work together before she ends her term to coordinate budgets. She would like to start doing two budgets at a time, one in mid-state and one up-state. This will allow the treasurer to have a better idea of where the expenditures are at any given time.

### **Interim Professional Activities Officer**

Katherine Thompson proposed the idea of having a pre-conference workshop before the 2014 conference. Questioned whether the membership would be interested in a Registrar/Admissions Directors Management workshop. She proposed holding the workshop on Tuesday afternoon prior to the conference. Sheree Stilwell said that schools are having such a hard time with budgets and that many may not be able to come early. Andy Kindler suggested sending a SurveyMonkey to the membership to see if anyone would be interested and when they would attend.

### **EEO Officer**

Jeff McGoy attended the Southern District meeting. He is reaching out to his Admissions staff to see if anyone would be able to come to the annual conference.

### **District Chair Reports**

Northeast District: Yakeea Daniels was not present. There were 29 attendees at the Northeast District workshop.

Northwest District: Mark Grzybowski reported that the district meeting was canceled due to snow. The district meeting will be rescheduled soon. Northwest and Northeast districts will combine to hold their district meetings together in the future.

East and West Central Districts: Donna Bettis and Kristin Smigielski reported that their combined district meeting had 56 attendees. They held a Birds of a Feather session and had a couple of presenters. Their evaluations of the day were positive.

Southern District: Pam Wilkins was not present. There were 37 attendees at the Southern District meeting. There was a Birds of a Feather session, a couple of speakers, and a presentation regarding violence in the workplace. Total expenses were \$615.

### **Ex Officio**

### **Chronicle Editor:**

Chris Leopold announced that the summer edition articles are due on July 15. She will send the draft to the board on July 18, and it will be sent to the membership on July 22. Chris asked any of the district chairs who have not sent in updates about the district meetings to please do so. Chris suggested that the board members write articles for the upcoming *Chronicle* edition about their favorite place on campus. She also distributed "Flat Andy" pictures, and asked that anyone going on vacation take a picture of Andy to be included in the *Chronicle*.

**Web Site Manager:**

Pam Walden reported that as changes to the membership come in, the website is updated.

**Archivist:**

Jason Rotzoll has a large bin of photos. He will sort photos and decide how to proceed with documenting them. Jason will look into a service that will be able to assist scanning the photos into a digital format. He will present costs to the executive board in the future.

Jennifer McClure will ask the accountant how long to keep the minutes, treasurer reports, and other items in the archives.

**Membership Committee Chair:**

123 Sign Up is very close to being ready for use for membership fees. There will be one more meeting and then a training session. Once the database is set up, Pam Walden, Jennifer McClure, and Jeremy Bradt will be able to test it to get used to the program. If someone overpays or underpays, 123 Sign Up will notify those so the Treasurer does not have to handle this.

**Technology Committee Chair:**

Pam Walden and Jon Choy are looking at apps for the conference. Instead of doing a paper evaluation, members can do the evaluation through an app. Droid and iPhone apps should be researched so both can be offered. An app used for an iPhone/iPad must be approved by Apple. If it is too basic, it will be denied. In the meantime, an electronic evaluation will be included on the IACRAO website for members to access to use for the conference. Pam will have a link available for the 2013 conference on the IACRAO website to submit electronic evaluations. Andy will notify Dan of this change. He will receive the electronic evaluations, and he should review the current evaluation form and make any changes to questions. The announcement will need to be made to membership right before the keynote speaker to direct members to the website to complete the online evaluation. Notification should also be included in the *Chronicle*.

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

Sheree Stilwell asked that district chairs please remind everyone of the scholarships available.

Sheree thanked everyone, as this is her last Friday board meeting at ISU.

**President:**

Andy Kindler stated that conference planning will be included in the executive board meeting.

President Elect is Katherine Thompson.

Jennifer Harbaugh is the Secretary 2013-2016.

The Professional Activities Officer position is currently vacant.

The EEO position and the *Chronicle* editor are two year terms. Chris Leopold stated that she would continue to serve as the *Chronicle* editor.

Registration for the conference is open. Dan Weber reported to Andy Kindler that he will announce the open registration in the near future to membership. There are four vendors that have already registered. Andy questioned if there should be an increase in vendor fees for future conferences. Currently, it is first-come first serve. Increasing vendor fees may create a wider variety of vendor interest. Recent conference evaluations have indicated that members are interested in different vendors attending the conference.

Dan reported to Andy that he has received 40 session proposals. The conference usually accommodates 33-35 sessions. The remaining sessions will be placed on “standby” to be available to fill any open sessions that may arise.

Dan and local arrangements committee are working hard to finalize the details for the conference.

Jennifer McClure asked that Andy have Dan contact her to discuss membership registration and conference registration. Members must be paid for the 2013-2014 year before they can register for the conference.

Entertainment is scheduled for Wednesday and Thursday. Wednesday is dueling pianos, and Thursday is a DJ and costume party with the theme of “Good vs. Evil.”

Staffing at the registration table at the conference is set from IVCC on Wednesday, Parkland on Thursday, and College of DuPage on Friday.

Sheree reminded the group that is meeting in August with the hotel staff to discuss signage and the contract that includes the compensated rooms.

Katherine will print name badges from 123 SignUp. She will assemble a “what you need to know” list for the staff at the registration table.

#### **President Elect:**

Dan Weber not present.

#### **Old Business**

Pam Walden made the suggested changes on the IACRAO website to the President and President-Elect position description that Dan Weber proposed at the last meeting.

#### **New Business**

Andy wants to investigate using Skype for future executive board meetings. The conference room at ISU would need a camera. Currently, conference calls can be made into the conference room. Andy will bring a laptop to the next meeting to test skype. If skype will work, and the board members would be favorable to use the technology, IACRAO can purchase a camera for the conference room.

**Announcements**

The ICCAROO summer meeting will be held at Illinois Central College. Courtney Kohn Sanders will present on June 13 on adult recruitment.

The next Executive Board meeting will be held on October 22, 2013 at 6:00 p.m. at the Marriott Hotel in Bloomington.

Adjournment

*Motion: It was moved (Jennifer McClure) and seconded (Sheree Stilwell) to close the meeting.  
Motion approved at 11:05 a.m.*

Respectfully submitted,  
Heather Yeager  
IACRAO Secretary