

IACRAO Executive Board Meeting  
November 22, 2013  
Illinois State University, Normal, IL

**Call to Order**

President Dan Weber called the meeting to order at 9:31 a.m.

Members Present:

Dan Weber (President), Andy Kindler (Past President), Katherine Thompson (President Elect), Jennifer Harbaugh (Secretary), Jeremy Bradt (Treasurer), Heather Yeager (Professional Activities Officer), Tiffani Robertson (Equal Education Opportunities Officer), Pam Walden (Web Site Manager), Chris Leopold (*Chronicle* Editor), Claire Temmerman (Northeast District Chair), Sarah Kocunik (Northwest District Chair), Oshunda Carpenter Williams (East Central District Chair), Angela Lynn (West Central District Chair), Jan Ripperda (Southern District Co-Chair), and Cheryl Boehne (Southern District Co-Chair)

Members Not Present:

Jason Rotzoll (Archivist)

**OFFICER REPORTS**

**Secretary**

Jennifer Harbaugh presented the minutes from the October 23 and 25, 2013 Executive Board meetings at the Bloomington-Normal Marriott Hotel and Conference Center.

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

Dan Weber encouraged everyone to review the minutes from past meetings available on the IACRAO website (click on the Executive Board Minutes link on the left side of the page). This is a great way to gain a historical perspective of our organization and our future goals.

**Treasurer**

Jeremy Bradt confirmed that checks will be mailed for the 2013 IACRAO scholarship recipients next week.

Jeremy reported that the net assets are \$112,395.98 as of November 21. There is a total of \$47,383.79 in checking, \$3,947.89 in savings, \$39,313.74 in CD #1, and \$21,750.56 in CD #2. This includes the last deposit of \$4,536.20 made on November 13.

Jeremy confirmed that the October conference has been paid in full and all attendees have submitted their fees. Dan Weber asked if a \$75 fee had been received from Herff Jones, Inc. as Reid Olson agreed to present a session on Friday morning. Due to an emergency cancellation on Thursday, the National Student Clearinghouse (originally scheduled for Friday) moved their

session to Thursday and this created an opening for Friday morning. Jeremy confirmed that this fee has not been received. Andy Kindler verified that he spoke with Reid about the fee prior to agreeing to present. Jeremy is going to follow-up with Reid.

In addition to the \$75 fee from Herff Jones, Inc., Dan confirmed that we will receive an additional \$1,400 from ICCAROO and OAROSUI (\$700 each) as IACRAO initially covered the cost of the room and food for both meetings on Wednesday morning and followed-up with an invoice. The rooms were to be set up for 50 attendees and food ordered for 30 to 35 attendees, but this year the Marriott made arrangements for 50 attendees on both counts. This was specified in the contract, but it was missed when we reviewed it. Dan confirmed that he will reimburse IACRAO for the difference. Dan emphasized how great the Marriott was to work with, especially when all rooms were sold out of the hotel block they were still able to give us additional rooms at the discounted rate.

Jeremy confirmed that he has an expense and revenue report for the conference, which will be shared at the next meeting. Dan emphasized the importance of having a multi-year budget, especially as expenses vary depending on the location of the conference. A multi-year budget will allow for better planning and ensure that we are on target for our fiscal goals by offsetting more expensive conferences rather than strictly planning for the upcoming year. Andy agreed. Dan also recommended incorporating a 3 to 5% cost of living increase for the budget each year as conference expenses increase each contract year. This also will allow for better fiscal planning and management.

Andy has been reviewing the bylaws and had a question regarding conference expenses. Article 9, Section 5 states that we need to maintain a reserve fund to pull from when there are higher expenses. Based on conference expenditures, we may need to raise the CD #1 fund. Jeremy is going to review this information and follow-up at our next meeting. Dan confirmed that the reserve fund is put in place in case something catastrophic should occur. This would allow us to follow through on all payment obligations. We would want to take the most expensive conference to date (Bloomington-Normal) and utilize that cost for the reserve fund. It is the responsibility of the Treasurer and Treasurer Elect to watch this fund and move money as needed. Dan does not believe a bylaw change is required.

### **Professional Activities Officer**

Heather Yeager reviewed her position description and proposed a few changes. The position title on the IACRAO website is Vice President of Presidential Activities, so that needs to be updated. Item 10 refers to the membership report, which should be moved under the Treasurer. Items 11 and 12 also should be removed from the list of responsibilities.

Dan Weber encouraged all members to review the IACRAO website and bylaws to ensure consistency of wording, titles, and position descriptions. Dan recommended an updated document including track changes so that we can determine what is being removed and where it should go. Once these changes are approved, Pam Walden can update the website. Dan

asked that all members review this information so that we can offer suggestions and make appropriate changes at our next meeting.

Heather confirmed that the AACRAO conference is scheduled for March 30 through April 2 in Denver. Registration should open any time. Heather encouraged everyone to review the website for some great information on a variety of topics including financial aid, first generation students, and lack of college readiness. Katherine Thompson also confirmed that the AACRAO transcript sent via email includes these same articles, so that is another way to access this information.

Dan, Katherine, and Tiffani Robertson confirmed that they will be attending the AACRAO conference. Dan will make reservations for dinner for all Illinois attendees. He has been in touch with the Denver Chamber of Commerce for a list of restaurant options. He also encouraged any suggestions.

#### **EEO Officer**

Tiffani Robertson proposed developing a diversity committee or having diversity ambassadors that would work together as a team to increase diversity in the organization. The idea is to have 3 to 5 members specifically dedicated to this initiative. They would be involved in outreach and developing collaborative strategies for achieving this goal.

Oshunda Carpenter Williams suggested recruiting the city colleges to become active members of IACRAO. Dan Weber confirmed that Eddie Pierce has worked to get the city colleges more involved, but funding has been an issue. Katherine Thompson confirmed that ICCAROO also has reached out to the city colleges and while they expressed an interest of being involved, there has not been any follow through. Jeremy Bradt stated that a few of the city colleges have signed up for membership.

Dan shared his interest in having a larger discussion about a diversity committee. As we establish or re-establish committees, he would like to get more of IACRAO's membership involved so that we have a broader reach as well as a more active organization. Given that diversity is a crucial focus, it should not be the responsibility of one person. Dan also emphasized that as we plan for the 2014 conference we should always keep diversity in mind, especially for session topics that speak to many different issues and interests.

The members agreed that the creation of a diversity committee is a great idea. Dan emphasized the importance of identifying the purpose of the committee including who they are and what they are working towards. It also is important to note that diversity is much more inclusive than just race, ethnicity, sexual orientation, etc. Pam Walden shared that some additional groups we can reach out to include undocumented students and parents or older adults wanting to earn a degree or pursue another career path. Chris Leopold added that the ambassador term speaks to this purpose. Tiffani will work on a statement of purpose and goals for our next meeting.

## **DISTRICT CHAIRS**

### **Northeast District Chair**

Claire Temmerman confirmed that the Northeast and Northwest combined district meeting date has changed to March 28. It will be held at Northern Illinois University. Sarah Kocunik stated that no speakers are confirmed yet, but Jerry Montag (Northern Illinois University) is working on this. They are planning on four breakout sessions including Birds of a Feather. This year's meeting is scheduled for 9:30 a.m. to 3:00 p.m. They plan to charge \$15 per person for the first five individuals that register for one institution and \$10 for each additional person. Breakfast, lunch, and a snack will be included. Jerry is going to send out a save the date email and brochure the week after Thanksgiving.

Dan Weber confirmed that the proposed fee structure is different from the past. He stated that this is fine, but it should be highlighted and the purpose explained. Andy Kindler also confirmed that some districts do not charge a fee and that is okay. The northeastern and southern districts have charged in the past.

Claire asked about the number of sessions as well as past attendance. The members confirmed that four sessions is typical. Dan also confirmed that the number of attendees had dropped back when he and Katherine Thompson were co-chairs. Katherine stated that the numbers were in the 35ish range at that time and this data should be included in the binder that was provided at conference. Average attendance is 50 to 60 attendees. Dan emphasized the importance of planning early and offering high quality sessions as this will attract attendees. Andy Kindler also added that it is important to inform your district early of the spring meeting. Even if not all of the sessions are in place, it is best to let people know what information you have. This allows people to plan for attending and it generates enthusiasm. If this information is shared shortly before the meeting, people may not be able to make arrangements to attend. Claire confirmed that they are encouraging IACRAO members to allow their staff to attend.

### **Northwest District Chair**

Sarah Kocunik's updates included in the notes under Northeast District Chair.

### **West Central District Chair**

Angela Lynn confirmed that the East Central and West Central combined district meeting is scheduled for Friday, March 14 at the Illinois State University (ISU) Alumni Center from 9:00 a.m. to 2:30 p.m. There will be no charge for this meeting. Four session topics have been identified: Birds of a Feather (break out for admissions and registrar), Brian Clevenger and Evan Stanley's presentation on FERPA from this past conference, a session on veterans transitioning to campus (similar to the session that focused on international students from last year), and a session on professional development. Oshunda Carpenter Williams and David Hermann (Kankakee Community College) will co-present and plan to incorporate The 7 Habits into their session. Oshunda confirmed that they have checked with the copyright librarian at Kankakee Community College and received verification that it is okay to include this information. They are working with the ISU caterer regarding perceived costs.

Angela asked about what items (room rental, food, folders, agendas, name tags, etc.) can be covered by the budget. Dan Weber confirmed that the \$2,000 can be used for all expenses. If the cost is more than what is allocated, then the host covers the cost and will be reimbursed by IACRAO. Heather Yeager mentioned that she has asked for donations from her institution in the past (folders, notepads, pens, reusable tote bags, etc.). This often is a great way to obtain supplies for the district meeting. Chris Leopold also confirmed that ROTC is a good contact for donations. Dan also stated that this would be a great way to recycle supplies from previous conferences that can no longer be utilized. Katherine Thompson confirmed that she has note pads, pens, and tote bags that she can contribute. She encouraged the district chairs to email her with a request and the number of items needed if interested. Jennifer Harbaugh also agreed to send the name tag template to all district chairs, Katherine, and Heather. Oshunda confirmed that there usually are 50 to 60 attendees at the combined district meeting.

Dan encouraged marketing the district meetings via the listserv in addition to the schools in the district as there may be members from other districts interested in the session topics. Lists of members by district can be obtain from Jeremy Bradt. Oshunda shared that she encountered a challenge using the listerv. She received a message confirming that she does not have access to send out messages via the listerv. Pam Walden stated that if you are a listserv subscriber, you should be able to send messages. She said a similar scenario occurred previously and she was able to resolve it. Pam encouraged anyone that encounters this glitch to contact her.

#### **East Central District Chair**

Oshunda Carpenter William's updates included in the notes under West Central District Chair.

#### **Southern District Co-Chairs**

Jan Ripperda and Cheryl Boehne reported that they are in the process of planning their district meeting. The date has been set for March 28 at Rend Lake Marketplace in Mt. Vernon. They are discussing ideas for presenters and plan to have 3 sessions, but no agenda has been set yet. A save the date will be sent out after Thanksgiving.

#### **EX OFFICIO**

#### **Chronicle Editor**

Chris Leopold confirmed that article submissions are due by December 6 to ensure that the December 13 edition goes out on time. Dan Weber strongly encouraged everyone to send their article submissions early and certainly by the deadline so that Chris can stay on track with the *Chronicle* time line. Chris confirmed that all members have a page, so everyone is to submit an article. She reiterated that if a member does not want to use the current *Chronicle* photo, then a different photo can be sent as a JPEG and she will update this information. Chris also is open to any feedback regarding the *Chronicle*.

Katherine Thompson stated that she was reviewing previous editions of the *Chronicle* (available via *The Chronicle* link on the left side of the IACRAO website) and shared what a great job Chris has done. Katherine also shared that the *Chronicle* is a great way to provide information about

what we are doing at our institutions. Her staff has commented on those particular notes in past editions. Dan agreed that Chris does fantastic job with the *Chronicle* and it is a great resource for our members. However, it is not our only mode of communication. Dan encouraged use of the listserv as this is another great way to reach the IACRAO membership.

### **Web Site Manager**

Pam Walden confirmed that the conference evaluation page has been modified to accept more than one evaluation per day so that multiple evaluations can be submitted. We hope to receive a majority of the 2014 conference evaluations electronically, especially given that WiFi will be readily available. Pam stated that it is more difficult to submit the online evaluation via a smart phone, but it is very easy using an iPad.

Pam is going to ask in her section of the *Chronicle* for conference presentations and pictures so that this information can be posted on the website. She also will follow-up with Courtney Kohn Sanders (Governors State University) since she was designated the official conference photographer. However, Pam wants to provide the opportunity for anyone that took photos to share. Her goal is to get as many presentations as possible posted to the website. Dan Weber confirmed that the President and President Elect can manage future expectations for presenters so that they are aware that their presentation is to be available online after the conference. Pam confirmed that for past conferences she had asked for presentations ahead of time so that they could be pre-loaded on the laptops and included on the website, but many presenters were working on their presentations up to the day before and asked for an updated version to be added. As a result, presentations were not asked for in advance this year. Pam also confirmed that Jon Choi (Illinois State University) has removed the registration link for this past conference and moved the 2013 conference page to the Past Conferences tab.

Pam confirmed that photos will be taken today if you need your picture posted to the IACRAO website or included in the *Chronicle*. If members have a picture that they would like to use, that can be submitted via email for posting. Pam also encouraged everyone to contact her with any updates regarding the website (grammar, wording, etc.). She will make any changes immediately as long as approval is not required. It is important that the website is easy to understand, clean, and consistent.

### **Archivist**

Jason Rotzoll not present.

### **Membership Committee Chair**

Jeremy Bradt confirmed that there are 182 memberships that expired on July 1, 2013. There are 384 current memberships. It is possible that people still need to submit payments for membership. Dan Weber confirmed that Jennifer McClure disabled the membership link on the website so that people were allowed to register for the conference. This was only for a couple of weeks, so 182 seems high for that period of time. However, some of these could fall into that group. Angela Lynn confirmed that the list for her institution has changed because initially her department paid for all IACRAO memberships (about 30 people) and no longer can do so.

Cheryl Boehne mentioned that some of these members may not be at an institution. Katherine Thompson asked about bounced back messages for the listserv. Pam Walden and Tiffani Robertson confirmed that these emails go directly to the individual that sent the listserv messages. Jeremy stated that he is planning to follow-up with institutions.

Pam confirmed that before she adds anyone to the listserv, she always checks with Jeremy to ensure that the individual is an IACRAO member. 123 Sign Up has its own database and there also is a database that was created by Illinois State University (ISU). These two databases do not talk to one another, which can create some issues. The ISU created database has an administrator webpage where the Treasurer adds new member information and then sends an email to Pam so that she can add him/her to the listserv. 123 Sign Up has a back-end database that Pam cannot see and it feeds directly to the IACRAO website. Pam recommended discussing the possibility with 123 Sign Up of accessing the back-end of their database and dumping into the database. If this is feasible and automates the process so that no additional notification is needed, she recommends that the ISU database be deleted as having one database greatly simplifies the process. Pam noted the following:

1. If a member indicates on 123 Sign Up that he/she does not want to partake in the listserv, we need to be sure that he/she is not added.
2. If membership expires and is not renewed immediately, we do not want to remove names from the listserv as people will need to be re-added.

Pam stated that she believes we can get to a better place with 123 Sign Up data feeding to the website and listserv.

Andy Kindler asked about the membership fee due date. Jeremy confirmed that membership runs on the fiscal year and he thought membership would close in November. Dan added that we plan to have membership open a certain time (May to November) so that we are not charged for all 12 months. Dan also indicated that we need to approve a specific time frame so that we have this on the IACRAO calendar.

### **Technology Committee Chair**

Pam Walden shared her excitement that Tiffani Robertson and Nancy Walsh (University of Illinois at Urbana-Champaign) have expressed their interest in serving on the committee. Pam will be following-up with them to inquire about how they want to be involved. Pam confirmed that in the past members contributed to the discussion and the actual follow through is carried out by her team at Illinois State University. Pam stated that she wants to keep everyone interested and involved in a way that would be beneficial, but she also wants to be careful of having too many involved in the implementation.

Pam confirmed that neither of the two missing clickers from conference has surfaced. One clicker will need to be purchased for next year's conference. Pam offered to order it and then be reimbursed. We believe that last year Jennifer McClure (Treasurer) ordered these items.

## **PRESIDENTS**

### **Past President**

Andy Kindler reminded members that he is seeking nominations for President Elect and Treasurer Elect. He encouraged members to email suggestions to him. While it is Andy's job to find people for these positions, he is very open to input from the board members and does not want this to be a secret process. Dan Weber confirmed that both positions require a three year commitment. The President Elect (one year) also serves as the President (one year) and Past President (one year). The Treasurer Elect (one year) also serves as the Treasurer (two years). Dan also shared that the Treasurer manages a \$150,000 budget. When Dan served in this position, he was in frequent contact with the IRS due to errors and mistakes that occurred with filing the appropriate paperwork. Dan emphasized that it is crucial to maintain the progress that has been made over the past several years in this position.

Andy shared that he is reviewing the bylaws for possible changes. There are two previously approved amendments that are still showing as proposed amendments on the IACRAO website and he asked if we need to provide this to the membership for approval to remove the wording that indicates they are proposed. Dan stated that he does not think so because it is not a bylaw change. The bylaws were approved by the membership and those amendments were noted at that time. The website, however, was never updated. Therefore, it is a matter of getting the bylaws on the IACRAO website to match what was approved.

Andy confirmed that he serves as chair of the scholarship committee and the members include the district chairs. He stated that he will email the district chairs an informational sheet that provides the time frame, scholarship guidelines, and what is expected when the scholarship forms are received. Andy stated that most of the work is completed in March and in the meantime, his goal is to ensure that there are many applications. There are two nonrenewable \$500 scholarships. One is for leadership and service and the second is for leadership and service for underrepresented students. Andy will follow-up with more details for each scholarship and whether students can apply for both.

Andy stated that he is continuing to research location options for the 2015 conference. He has connected with Peoria and Springfield to discuss rates. He also confirmed that Four Points by Sheraton in Fairview Heights and Pere Marquette Lodge and Conference Center in Grafton (both in the St. Louis area) have been recommended by Heather Yeager as possibilities. 2007 is the last time a conference was held near St. Louis and 2009 for Peoria. Andy confirmed that we need to move very soon, especially to ensure that we have the dates needed for the conference.

Dan shared that he and Andy have been discussing contracts and working together, especially regarding a multi-year contract. This also will help with developing a multi-year budget. Dan also has started researching options for 2016 contracts. In 2016 we will be upstate and while Alsip has been a great location, Dan encouraged board members to consider other alternatives as some members have expressed an interest in going elsewhere. Dan shared that he is open

to suggestions. Joliet has been mentioned, but other locations in northern Illinois certainly can be considered. Dan expressed that he would like to finalize the contracts for 2015 and 2016 around the same time. In addition to the downstate ideas already mentioned, we also may want to look at Champaign-Urbana and the Quad Cities.

### **President**

Dan Weber stated that Parkland College staff have been working on the conference evaluations. Jennifer Harbaugh confirmed that this is complete and both the overall conference as well as session evaluations are very positive. Some consistent positive remarks included the diversity of sessions available, the location, and the opening as well as closing speakers. The only negative comments were in regards to the WiFi access and the cost of the hotel. Jennifer provided the paper evaluations as well as a USB flash drive with this information to Dan. Tiffani Robertson asked if the presenters will be notified of the evaluation results and Dan confirmed that they will.

Dan confirmed that October 1 was the deadline to book a room at the hotel for this year's conference at the discounted rate. After this deadline, the price jumped to \$200 per night. Katherine Thompson mentioned that it is important to emphasize the new rate along with the booking deadline to the membership so that people know what the rate will be if they do not book by the deadline. Andy Kindler confirmed that relaying this information to the membership also is crucial because it is not always possible to increase the number of rooms being blocked and this becomes even more difficult the closer we get to conference. Dan confirmed that the Marriott was great to work with even with the additional events going on during the week of conference (ACT conference Tuesday evening and ISU homecoming).

### **President Elect**

Katherine Thompson reviewed the previous editions of the *Chronicle* online. She confirmed that spring 2010 forward are accurate, but the editions prior to that do not match the year that you search for (i.e. when you select Fall 2010 in the drop down menu, the fall 2008 edition populates). Chris Leopold shared that this may have occurred once we put them in chronological order. Pam Walden stated that she would make the appropriate updates.

Katherine shared that she is working on her travel authorization for the Washington conference. She asked what items would be covered. Andy Kindler confirmed that transportation, hotel, and food (except for alcoholic beverages) all would be included in the travel authorization. The current expense form includes an outdated per diem rate. Andy recommended updating the form including the rates so that the accurate amounts are reflected. Dan shared that he believes the mileage reimbursement is tied to the IRS and food reimbursement is tied to the per diem rate used by the state universities. We may not need to use this same rate for IACRAO. Jeremy Bradt confirmed that he will review this information.

### **Old Business**

Facebook: Pam Walden stated that she would like to include Jon Choi (Illinois State University) on this project. He has created a document for us to review. Dan Weber proposed tabling this

discussion for our next meeting and having John present for feedback. He also encouraged the members to think about what kind of page we want and its purpose. Pam encouraged the members to review AACRAO's page to get an idea of how we could potentially use a page for IACRAO. Pam also shared that Facebook is not a technology initiative, but a communication initiative. Therefore, it may be beneficial to have a communications committee to oversee this project in addition to the listserv, *Chronicle*, and 123 Sign up. Pam emphasized the importance of finding someone to oversee communications that is very comfortable with using Facebook as well as identifying a purpose of our page. She stated that we do not want to overuse our communication delivery modes as people will stop utilizing them. Therefore, we need to identify our main communication source for membership (listserv?). Perhaps Facebook can be used as a way to build up the annual conference and for other conversations. Listserv removal requests may come from these kinds of conversations that occur on the listserv, so Facebook might be a better option for this type of correspondence. Dan referred to the information that Chris Leopold and Tiffani Roberston shared about what we have done in the past and what we can do moving forward. He encouraged everyone to review this information and bring ideas to the next meeting.

### **New Business**

IACRAO Scholarship Data: Andy Kindler shared that Kathy Beaty (Bradley University) asked about information related to the success of previous IACRAO scholarship recipients. Dan Weber confirmed that degree completion is considered public directory information, so this is something that we can share. Claire Temmerman recommended that we create a release form for future scholarship recipients where students can provide permission or confirm their understanding that we will ask for this information. She also emphasized that we want to work directly with the financial aid department at the four year institution for this process. If we make arrangements on the front end, it will make it easier to obtain this information. Claire also recommended that we link with our own institution's financial aid office. Brian Clevenger (University of Illinois at Springfield) shared the possibility of using degree tracker as this would be an easy way to determine if a degree was earned.

Dan received an agreement from the members that this is something we should do moving forward. In Andy's role of scholarship committee chair, Dan recommended that he create a release form that notifies the student about this process. This also will be helpful if a student is attending an institution that is not part of student tracker, which would require us to follow-up with the institution. Brian also shared the idea of submitting a formal request to the National Student Clearinghouse. There is a minimal cost associated with this process, but it is another option to consider.

Andy asked if this is something we want to start with this year's scholarship recipients or do we want to obtain this information for previous recipients. The Archivist will need to review where past students have transferred if we want information from the past. Angela Lynn stated that we need to determine our purpose for gathering this information. This information would be beneficial for future decision making and a good way to confirm that the money is being used for its intended purpose. It could help us gauge what changes we might need to make if

recipients are not successful in completing their degree. Katherine Thompson suggested that we may want to follow-up with the recipients if they stop out and do not return. We could reach out to determine how we can assist in their goal of obtaining their degree. Dan stated that if we do that, then it is imperative that we have a signed release form. Claire also shared that we are limited in formal checks because these are not renewable scholarships. Dan mentioned that we have struggled to find candidates to apply for the scholarships since its inception, so there often are not many applicants to select from. Dan proposed obtaining more information from Kathy on her request. Andy agreed to follow-up with Kathy.

2014 Conference Local Arrangements Committee: Brian Clevenger (University of Illinois at Springfield) and Pam Medema (Sauk Valley Community College) have been nominated to serve as co-chairs for the local arrangement committee. Dan accepted the nominations.

123 Sign Up for District Meetings: Some of the districts are interested in using 123 Sign Up (specifically Northeastern and Northwestern) for the spring meetings. Dan confirmed that IACRAO gets charged a percentage of the credit card fees, so we need to determine if this is a feasible option. Jeremy agreed to research this possibility. Oshunda shared that the East Central and West Central districts ask attendees to submit a form either via email or fax for registration. Tiffani Robertson shared that Robert Morris University is willing to provide a link on their website for the Northeastern and Northwestern registrations with the option to pay online. Andy confirmed that the district chairs should not wait on confirmation of 123 Sign Up for this year's meetings as this would be an option for future district meetings if it is feasible.

### **Announcements**

Courtney Kohn Sanders (Governors State University) put together a proposal for IACRAO to be considered for a state and regional award. Dan Weber provided additional information and he is listed as the contact, so he will update us on whether this award is received. Dan expressed his gratitude to Courtney, Sheree Stilwell (Lewis University), and Andy for their time and assistance on this project.

Dan is planning to send an email to the listserv encouraging members to cast their votes for the upcoming AACRAO leadership positions. Courtney Kohn Sanders is running for a position on the 2014-15 Nominations and Elections Committee, so he wants to encourage IACRAO to support our fellow members as this is a great opportunity to have representation from the state of Illinois.

### **Adjournment**

*Motion: It was moved (Angela Lynn) and seconded (Cheryl Boehne) to close the meeting.  
Motion approved at 11:41 a.m.*

Respectfully submitted,

Jennifer Harbaugh  
IACRAO Secretary