

**IACRAO Executive Board Meeting  
October 22, 2013  
Marriott Hotel, Normal, IL**

Call to order:

President Andy Kindler called the meeting to order at 8:04 p.m.

Members present:

Sheree Stilwell, Past-President; Andy Kindler, President; Dan Weber, President-Elect; Heather Yeager, Secretary; Jennifer McClure, Treasurer; Katherine Thompson, Interim Professional Activities Officer; Jeremy Bradt, Treasurer-Elect; Yakeea Daniels, Northeast District Chair; Donna Bettis, West Central District Chair; Kristin Smigielski, East Central District Chair; Pam Wilkins, Southern District Chair, Chris Leopold, *Chronicle* Editor; Pam Walden, Web Site Manager; Jennifer Harbaugh, Local Arrangements Committee; Connie Skerston, Local Arrangements Committee

Members not present:

Mark Grzybowski, Northwest District Chair; Jeff McGoy, EEO Officer

**Secretary:**

No report

**Treasurer:**

Jennifer McClure revised the reporting spreadsheet to make it more efficient to reconcile. She will distribute the Treasurer's report and the fiscal year draft to the membership at the annual business luncheon.

Andy Kindler and Jennifer McClure will work together to make the transition from Treasurer-Elect to Treasurer smooth for Jeremy Bradt.

**Interim Professional Activities Officer:**

No report

**EEO Officer:**

Jeff McGoy not present, no report

**District Chair Reports:**

Northeast District Chair: No report

Northwest District Chair: Not present, no report

West Central District Chair: No report

East Central District Chair: No report

Southern District Chair: No report

Andy Kindler confirmed with the outgoing district chairs that there are incoming district chairs in place, and that district secretaries will be selected on Thursday at the annual business lunch.

**Chronicle Editor:**

The Executive Board thanked Chris Leopold for her outstanding efforts in editing the *Chronicle*.

**Web Site Manager:**

Pam Walden announced that technology support staff will be arriving at the conference tomorrow. There is no WiFi in the conference spaces, so members cannot complete the electronic session evaluations in the meeting rooms. WiFi is available in the lobby, and paper evaluations will be made available. The Marriott has provided login codes for the vendors for WiFi access. The Marriott also authorized certain rooms at very specific times to have access to WiFi for those who need it for presentations.

Jennifer McClure reminded the registration staff that some members will be bringing in checks at registration.

Discussion turned to contracts for upcoming conferences. Andy Kindler will begin researching contract information for the 2015 conference. Andy Kindler is considering Springfield, Joliet, and the St. Louis area for future conferences. The tourism board in Springfield has contacted several board members on multiple times to request that the conference be held in that area again. Pam Wilkins suggested contacting the newly renovated Quality Inn and Suites in Mattoon, IL for a future conference. She will email the hotel information to Andy Kindler. The casino in Joliet will be contacted for information. Jennifer McClure asked that the conference cost and the considerations that are made when choosing a location be shared with the membership at the business luncheon. Katherine Thompson suggested a “Did You Know” section in the newsletter that details how conference sites are chosen. Historically, the conference has always been held during the last full week in October.

**Archivist:**

Dan Weber is compiling a list of conference themes from approximately the last ten years for consultation by future Presidents and President-Elects.

**Membership Committee Chair:**

The online membership site is up and running. Andy Kindler stressed that this was a complete joint effort to establish the project.

**Technology Committee Chair:**

Discussion included the various possibilities of establishing a Facebook page for IACRAO. It was suggested that there be two pages created. One page would be a “fan page,” which would allow students access to information regarding scholarship information. The other page would be a “group page,” which would allow membership to view and post information in regards to IACRAO. The Facebook pages will be discussed at the new member session to encourage new members to assist with the creation and maintenance of the Facebook pages. Dan Weber will also announce at the annual business luncheon that there is discussion about creating Facebook pages, and he will also encourage members to contact Dan or Andy Kindler if anyone is interested in assisting with the Facebook pages.

**Past President:**

Sheree Stilwell announced that six students applied for the scholarships. The two winners applied for both scholarships, and each was selected for one. Each district chair, in conjunction with an assistant, reviewed the scholarship applications to collectively select the recipients.

The Local Arrangements Committee will distribute fliers for the annual business luncheon tables that include biographies and photos of the students selected to receive the scholarships. Authorization to release this information was approved by the students.

Biographies and photos of the incoming Executive Board members will be placed on each table at the business lunch.

**President:**

Andy Kindler sought approval of the Board to approve the cost of airfare and hotel costs for Dan Weber and Katherine Thompson to attend the AACRAO State and Regional Officers meeting in Washington D.C. in early December. The funding requested was an amount up to \$2000 (\$1000 each) for travel expenditures.

*Motion: It was moved (Sheree Stilwell) and seconded (Pam Walden), to approve a budget of \$2000 (\$1000 each) for airfare and hotel expenses for Dan Weber and Katherine Thompson to attend the AACRAO State and Regional Officers meeting in Washington D.C. Motion approved.*

**President-Elect:**

Dan Weber extended a huge thank you to all board members for the help that was received over the past year to plan and coordinate the conference. Dan reinforced his appreciation for all of the help. There are approximately 178 members who will be in attendance over the next three days. This conference will have the largest amount of exhibitors in recent history. There will be a large number of Past-Presidents and retirees in attendance. Dan thanked Connie Skerston and Jennifer Harbaugh for their assistance with the local arrangements and on-site logistics.

**Old Business:**

None

**New Business:**

Jennifer McClure asked to discuss membership following the institution and not the member if a member leaves the IACRAO institution in the bylaws. Dan Weber reviewed the bylaws, and this practice is not a bylaw. The bylaw represents the following: members cannot pass their membership to another person. The Past-President, President, and President-Elect have determined that a bylaw change does not need to be discussed. The bylaw does not address a member who is serving on the Executive Board and leaves to go to an institution that is not an IACRAO school. It was questioned whether that person should be allowed to continue serving on the Executive Board. Since the institution is not an IACRAO school, it was discussed that the person should not be allowed to remain in a position on the board. Consideration of a bylaw change would include verbiage that states if a board member is employed at a non-IACRAO school, the Board can vote (member in question abstaining), to keep the person as a Board member. This bylaw stipulation will be investigated.

**Announcements:**

An invitation was extended to the retirees and all Past-Presidents to the hospitality suite on Thursday between 5 p.m. and 6 p.m.

Dan Weber reminded everyone that dinner and dancing will occur from 6 p.m. to 11 p.m. on Thursday. From 7:00 p.m. to 11:00 p.m., the Beaufort Room will be available for Past-Presidents and retirees.

Dan Weber will make an announcement at the end of the business luncheon to remind the members to change into costumes following dinner.

Joan Ryan from the Veterans Administration is retiring. This conference will be her last. Dan Weber purchased a gift and a card to celebrate her retirement.

Dan Weber announced the open VA Coordinator position at Northeastern Illinois University. The applicant must be a veteran.

Courtney Kohn Sanders will be on the slate for the Nominations and Selection Committee for AACRAO.

Adjournment:

*Motion: It was moved (Andy Kindler) and seconded (Sheree Stilwell) to adjourn the meeting at 9:12 p.m. Motion approved.*

Respectfully submitted,

Heather Yeager  
IACRAO Secretary