

IACRAO Executive Board Minutes  
October 23, 2013  
Bloomington-Normal Marriott Hotel

**Call To Order**

President Andy Kindler called the meeting to order at 11:49 a.m.

Andy thanked all of the board members for attending.

Members present: Andy Kindler, President; Sheree Stilwell, Past-President; Dan Weber, President-Elect; Heather Yeager, Secretary; Jennifer McClure, Treasurer; Jeremy Bradt, Treasurer-Elect; Jason Rotzoll, Archivist; Katherine Thompson, Interim Professional Activities Officer; Jeff McGoy, EEO Officer; Chris Leopold, *Chronicle* Editor; Pam Walden, Web Site Manager; Yakeea Daniels, Northeast District Chair; Mark Grzybowski, Northwest District Chair; Donna Bettis, West Central District Chair; Kristin Smigielski, East Central District Chair; Pam Wilkins, Southern District Chair

**Secretary Report:**

Heather Yeager presented the minutes from the May 31, 2013 Executive Board meeting at Illinois State University.

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

Heather presented the minutes from the October 22, 2013 Executive Board meeting at Bloomington-Normal Marriott Hotel. Dan Weber corrected wording in the minutes from “Dan Weber will research contracts for the 2015 annual conference” to “Andy Kindler will research contracts for the 2015 annual conference.” Yakeea Daniels suggested alternate wording from “Andy Kindler confirmed that there are incoming district chairs in place” to “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.”

*Motion: It was moved (Jennifer McClure) and seconded (Jason Rotzoll) to approve the minutes as amended. Motion approved.*

Dan Weber announced that the incoming district chairs will conduct the district meeting after the annual business lunch on Thursday.

The West Central and East Central districts will combine their annual workshop. The two districts will meet as one group on Thursday. Dan will announce that the districts will meet together following the close of the business meeting.

**Treasurer Report:**

Jennifer McClure reported that as of September 30, the net assets are \$129,536.96. There is a total of \$64,534.83 in the checking account, \$3947.86 in the savings account, \$39,370.28 in CD #1, and \$21,746.99 in CD #2.

Jennifer will send the Treasurer information to the accountant. Jeremy Bradt will transition in as the Treasurer at the next Executive Board meeting.

Jennifer will offer the membership to view the FY13 spreadsheet, but will not provide paper copies on the tables at the business lunch.

This year's conference budget was modeled after the 2011 conference budget, as they were both held at the same hotel.

Jennifer reported that online membership is up and running.

IACRAO currently has 54 institutions with a total of 434 members. Institutions that have not yet renewed membership will be contacted.

Some attendees have arrived at the conference without registering or paying the conference fee. Jennifer will work to reconcile the new registrations.

Jeremy Bradt, Dan Weber, and Jennifer McClure will visit PNC on Friday following the conference to change the names on the accounts. Jennifer will remain on the account through November to allow for all transactions to clear.

Jennifer thanked the board.

Andy Kindler questioned if the bank account should be considered as a one year rotation for the Treasurer-Elect and the President and the following year for the Treasurer and the President-Elect, or a two year rotation for the Treasurer-Elect and the President-Elect.

Jennifer reported that all of the accounts have been moved to online statements. Jennifer will release the password information to Jeremy Bradt and Dan Weber.

**Treasurer-Elect:**

Jeremy Bradt asked that if consideration of two signatures on checks should be explored. Currently, the Treasurer is the only person to sign checks. Jeremy will research the practices of other institutions and checks and balances procedures. AACRAO should be consulted with this question.

Jeremy asked if a Survey Monkey should be sent out to the membership for feedback regarding any issues that were encountered during online registration using 123 SignUp. Jennifer McClure suggested a FAQ page on the website instead of a survey. Andy Kindler wants questions to be answered via email and answered by the Membership Committee. If the same questions continue to arise, a Survey Monkey can be created at a later date.

**Interim Professional Activities Officer:**

Katherine Thompson sent a Survey Monkey to the membership over the summer seeking input regarding pre-conference sessions next year. While the results were good, she is still hoping for more information. Katherine will send the survey out again after the conference.

**EEO Officer:**

Jeff McGoy had no report. Andy Kindler thanked Jeff for his work on the board, and he also thanked him for his contributions of his sessions last year and this year. He also thanked Jeff for his closing speech at last year's conference. Dan Weber offered his appreciation, and he let Jeff know that his closing speech inspired the theme for this year's conference.

*Motion: It was moved (Jason Rotzoll) and seconded (Chris Leopold) that the conference fee of \$200 be waived as a special circumstance due to Jeff presenting two sessions at this year's conference, and his presentation and closing keynote at last year's conference. Motion approved.*

**District Chair Reports:**

Northeast District Chair: Yakeea Daniels reported that the incoming chair is Claire Temmerman. She thanked everyone on the Board.

Northwest District Chair: Mark Grzybowski thanked everyone on the board and reported that the incoming chair is Sarah Kocunik.

West Central District Chair: Donna Bettis reported that the incoming chair is Angela Lynn. Donna thanked everyone.

East Central District Chair: Kristin Smigielski reported that Oshunda Carpenter is the incoming district chair. Kristin thanked the board.

Southern District Chair: Pam Wilkins reported that the co-chairs are Jan Ripperda and Cheryl Boehne. She thanked everyone.

**Chronicle Editor:**

Chris Leopold had no report, but she has created a publication schedule for the board members for the next year. The schedule will be distributed on Friday.

**Web Site Manager:**

Pam Walden reported that the scholarship recipients have been posted to the website.

**Archivist:**

Jason Rotzoll is working to provide past conference themes to Dan Weber.

Ron Gregoire will be delivering two to three tubs of documents to Jason and the conference to begin sorting.

Jason is researching electronic documentation companies to move the archives from paper to electronic format as much as possible.

**Membership Committee Chair:**

Jennifer McClure reported that City Colleges have rejoined IACRAO. There are approximately 6 members within City Colleges.

**Technology Committee Chair:**

Pam Walden reported that her staff from ISU are working to set up all of the technology needs in each conference room. She has asked that everything be set up 15 minutes prior to each session. Pam also instructed her staff to remain present in the room for a few minutes if a presenter has requested WiFi. Her staff will provide the code to the presenter. They are also available for assistance in between sessions during the breaks for any technology needs.

**Past President:**

Sheree Stilwell thanked everyone, and reported that she is having a great time at the conference so far.

**President-Elect:**

Dan Weber reported that the conference is going well so far. The one main complaint has been access to the WiFi within different areas of the hotel. IACRAO is charged for every WiFi connection outside of the public areas where it is available. It is cost prohibitive to provide all of the guest rooms with WiFi. If a presenter requests WiFi, one of the technology or local arrangements committee members can provide a code to gain access. WiFi connectivity is an issue that may need to be considered for future contracts.

IACRAO purchased the food for the OAROSUI and ICCAROO sessions on Wednesday morning. Both organizations will reimburse IACRAO for the expense. The hotel preferred working with one account.

This practice may want to be considered as standard for future contracts, as the purchases by IACRAO for these meetings will be counted toward the hotel food and beverages minimum.

**President:**

Andy Kindler thanked the Membership Committee for all of their hard work for online registration setup. He presented certificates of recognition to Jennifer McClure, Pam Walden, and Jeremy Bradt. Online registration has been an ongoing process for 6-7 years.

Andy thanked the Technology Committee for their work at the conference. He presented certificates of recognition to Pam Walden and her staff members from ISU.

Andy thanked Dave Gasparic for his work as the Professional Activities Officer last year. A certificate of recognition will be sent to him for his work with last year's conference.

**Old Business:**

None

**New Business:**

None

**Announcements:**

None

**Adjournment:**

*Motion: It was moved (Jennifer McClure) and seconded (Sheree Stilwell) to adjourn the meeting at 12:45 p.m. Motion approved.*

Respectfully submitted,

Heather Yeager  
IACRAO Secretary