

IACRAO Executive Board Meeting
October 25, 2013
Bloomington-Normal Marriott Hotel and Conference Center

Call to Order

President Dan Weber called the meeting to order at 10:59 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), Angela Lynn (West Central District Chair), and Cheryl Boehne (Southern District Co-Chair)

Members Not Present:

Jason Rotzoll (Archivist), Oshunda Carpenter Williams (East Central District Chair), and Jan Ripperda (Southern District Co-Chair)

OFFICER REPORTS

Secretary

Jennifer Harbaugh had no report.

Treasurer

Jeremy Bradt confirmed that a deposit of \$203 from lotto baskets and 50/50 will be made after the meeting. Jennifer McClure and Dan Weber also will go to the bank so that Jennifer's name is removed from the IACRAO account and Jeremy and Dan are added.

Appropriate follow-up will be made with attendees that owe money for the conference as well as members that owe dues.

Professional Activities Officer

Heather Yeager encouraged district chairs to follow-up with her regarding any questions about the spring meetings.

EEO Officer

Tiffani Robertson had no report.

DISTRICT CHAIRS

Northeast District Chair

Claire Temmerman confirmed that the Northeast District and Northwest District will combine to have one spring meeting. This event is scheduled for March 14th at Northern Illinois

University. There are currently three potential speakers. Questions were posed about budget and expenses for this event. Heather Yeager confirmed that each district has \$1,000 for expenses. Since these two districts are combining, they will have \$2,000. Dan Weber confirmed that it is not too early to have details in place. Within the next month and a half the goal should be to have a date, location, and speakers. Chris Huang is the incoming Northwest District Secretary.

Northwest District Chair

Sarah Kocunik confirmed that Jerry Montag is the incoming Northwest District Secretary.

West Central District Chair

Angela Lynn confirmed that the East Central District and West Central District meeting will be held at the Illinois State University Alumni Center at 9 am on March 14th. There are possible topic ideas and presenters, but nothing is set yet. The incoming West Central District Secretary is unknown at this time.

East Central District Chair

Oshunda Carpenter Williams was not present. Jennifer Harbaugh relayed that she spoke with Kristin Smigielski (East Central Past District Chairperson) and she confirmed that Oshunda is planning to serve as district chair. Angela Lynn confirmed that Robert Kerr is the incoming East Central District Secretary.

Southern District Co-Chairs

Jan Ripperda was not present. Cheryl Boehne confirmed that the district meeting is scheduled for March 28th at Rend Lake Marketplace. Shara Kayser and Patrick Sears are the incoming Southern District Co-Secretaries.

EX OFFICIO

Chronicle Editor

Chris Leopold provided a handout to each member that outlined the *Chronicle* submission due dates for every edition, each board members' section including tagline, a page outlining various updates (AACRAO, upcoming events, celebratory news, and employment opportunities), and the listing of board members with contact information. Any updates (contact information, photo, tagline, etc.) should be sent to Chris. In addition to the *Chronicle*, this information also will be included on the IACRAO website. Dan Weber emphasized the importance of meeting the article submission deadline for each edition as the *Chronicle* is a great source of information for our members. Dan also expressed his thankfulness to Chris for overseeing this project.

Web Site Manager

Pam Walden confirmed that very few online evaluations for the conference were received due to limited WiFi access. Also, if an attendee wanted to submit multiple evaluations, it required clearing the browser's cache to do so. Pam confirmed that this issue will be resolved for next year's conference. Dan Weber expressed his appreciation for the development and availability

of the online evaluation. He also mentioned the importance of WiFi access for consideration in future conference planning due to the impact that the limitations had this year.

Archivist

Jason Rotzoll was not present.

Membership Committee Chair

Jeremy Bradt confirmed that 123 Sign Up has a checkbox for the IACRAO listserv, but this does not currently tie into what Pam Walden is doing for listserv access. He proposed including two options where members can either indicate that they want to be on the listserv or provide the opportunity to opt out. Pam Walden mentioned we want to be sure that any members that have asked to be removed from the listserv are not accidentally put back on when they complete 123 Sign Up. Dan Weber emphasized that if the listserv is our main communication source with members, then we need to let people know what messages they will miss by being removed.

Technology Committee Chair

Pam Walden confirmed that the clicker used for the opening speaker is missing. Six were purchased. We will wait to see if the missing clicker surfaces. Everything went well for the conference. There were few changes in technology needs. The same WiFi access code was used for all three days, so great care was taken in utilizing this information throughout the conference. Dan Weber expressed a big thank you to ISU for all their hard work. Pam stated that she, Jon Choi, and Tony Waugh enjoyed serving.

PRESIDENTS

Past President

Andy Kindler stated that Dan Weber did an awesome job organizing this year's conference. Andy shared a friendly reminder that all board position descriptions are available on the IACRAO website and that all district chairs received the blue folder including resources to assist with planning the spring meetings.

Andy has several items that he would like to accomplish. He is looking for a candidate for Treasurer Elect and President Elect. Andy encourages any suggestions to be sent via email. He also will lead the scholarship committee as they review applicants for two \$500 nonrenewable scholarships to be selected for 2014. Andy will review the bylaws for any possible changes and share this information at our next meeting.

Andy also will be selecting a site for the 2015 conference. This will need to be downstate as we are in Alsip for 2014. Andy is open to any suggestions as all options are currently on the table. Andy also encouraged all board members to touch base with any needs or questions that we may have.

President

Dan Weber expressed his appreciation for Andy Kindler's leadership and support. Throughout the year the President and President Elect are in constant contact, especially for conference planning. Dan stated that he felt it was a good conference. He expressed his thankfulness to the board members and local arrangements committee. Dan looks forward to receiving feedback from the evaluations. Parkland College staff are in the process of calculating evaluation results and they will be available for the next board meeting. Dan provided an opportunity for feedback regarding the conference, but none was volunteered. It seems the WiFi access was the worst scenario. Dan stated it was a great conference to plan and he looks forward to discussing other initiatives for the organization.

Dan encouraged everyone to review the position descriptions on the IACRAO website as well as the meeting minutes. Heather Yeager confirmed that these go back several years.

President Elect

Katherine Thompson stated that she is honored and very excited to serve in this role. She is interested in any feedback and suggestions as she prepares for planning the 2014 conference. Katherine is interested in ideas for costume themes and session topics (repeats or topics with a different spin), especially what was not here this year or even sessions from the 2012 conference. Katherine encouraged everyone to share their ideas. Dan Weber also mentioned that the sessions the district chairs have for their spring meetings can be incorporated into the conference.

Old Business

Facebook: We have several great resources in Tiffani Robertson and Nancy Walsh (University of Illinois at Urbana-Champaign) if we want to proceed with developing a Facebook page. Jon Choi (Illinois State University) also can help build a site. However, we need to determine the purpose of the page (scholarships, messaging others, formal face of IACRAO) before we proceed. More will be reported in November for further discussion.

Cheryl Boehne suggested surveying the membership to see if people have a Facebook page and what would they like to see on an IACRAO Facebook page. Andy Kindler suggested that a Facebook page should not be the primary source of communication as some people do not have a Facebook page. He recommended that the website and listserv should remain as our primary sources. Dan Weber also shared that we would need to be sensitive to the information posted on Facebook (i.e. photos). Some people may not want certain information posted online. Pam Walden shared that Facebook would be a great way to chat up the conference and build enthusiasm. We would want to be sure that we are not overloading members on information. We can do this by defining the purpose of the communication resources we utilize. We may even want to consider a communications committee that could oversee this. Dan Weber suggested that the *Chronicle* may fall into this group. Chris Leopold shared that a communications and publications committee could oversee all communication resources. Tiffani Robertson also mentioned a mobile app. Dan commented that there often are fees for these types of services. Pam also mentioned that John may not be able to build a mobile app,

so that would be an additional cost to consider. Dan confirmed that he and Katherine are attending a leadership meeting where things such as mobile apps will be discussed. They will report back on the information they are provided.

New Business

No items were discussed.

Announcements

The next Executive Board meeting is Friday, November 22nd at 9:30 am. It will be held at Illinois State University in Office of the Registrar. The meeting will last until noon and from noon to 1 pm will be conference planning (this will include everyone). Dan will send the agenda and details (location, parking, etc.) for the meeting ahead of time.

We will meet three times – November, late February, and early June.

Jeremy Bradt shared a friendly reminder that IACRAO will provide travel reimbursement for the meetings. Be sure to bring driving directions that include mileage (MapQuest, Yahoo, Google, etc.) and put Normal as the location. Executive board members can be reimbursed for mileage (if their college/university does not reimburse them) for each of the executive board meetings throughout the year. However, mileage to/from the annual conference is not an expense that IACRAO will reimburse.

Adjournment

Motion: It was moved (Angela Lynn) and seconded (Andy Kindler) to close the meeting. Motion approved at 11:40 a.m.

Respectfully submitted,

Jennifer Harbaugh
IACRAO Secretary