

IACRAO Executive Board Meeting Minutes

April 17, 2015

Webinar

Call to Order

President Katherine Thompson called the meeting to order at 11:03 a.m.

Members Present:

Katherine Thompson (President), Jennifer McClure (President Elect), Dan Weber (Past President), Jennifer Harbaugh (Secretary), Jeremy Bradt (Treasurer), Tiffani Robertson (Equal Education Opportunities Officer), Heather Yeager (Professional Activities Officer), Chris Leopold (*Chronicle* Editor), Pam Walden (Web Site Manager), Jerry Montag (Northwest District Chair), Christopher Huang (Northeast District Chair), Shara Kayser (Southern District Co-Chair), and Patrick Sears (Southern District Co-Chair) via conference call

Members Not Present:

Jason Rotzoll (Archivist), Cody Baggett (Treasurer Elect and West Central District Chair), and Rob Kerr (East Central District Chair)

Discussion Items

IACRAO Video on the Website: Pam Walden will confirm when this will be posted. Katherine Thompson met several potential IACRAO members at the Illinois state dinner at AACRAO and would like to share this with them.

Distinguished Service Award: We are seeking nominations for this award. To nominate a potential candidate, the following must be submitted: name of nominee, biography including how nominee has been involved, brief description for nomination, name of nominator, and length of time the nominator has known the nominee. Nominations are due June 1. The award's recipient will be decided on by the executive board and presented at the annual conference in October. The focus will be on the nominee's contribution including roles held on committees and positions within IACRAO and AACRAO. A consensus of 5 years in IACRAO was reached for all nominees. A brief description on each year's winners will be added to the website. It was agreed that current executive board members should not be eligible for consideration given that this group makes the decision on the recipient. Dan Weber is going to write up a document including the criteria and submit to the executive board for review.

IACRAO Scholarship Criteria: Jennifer Harbaugh spoke with Claire Temmerman (Lewis University) and she confirmed that the late awarding time frame causes issues with the

financial aid cycle. Last year the deadline was September 15, 2014. This year the website indicates a deadline of August 1. Jeremy Bradt shared that this is a spring award. Based on this information, the current deadline is appropriate. The scholarship deadline will remain as August 1 and Dan Weber will send updates to Pam Walden so that the website can reflect that this is a spring award. A post also will be added to Facebook and information will be sent to the district chairs as they serve on the scholarship committee. A question arose about current criteria and whether we should expand this to include additional students. Dan Weber is going to research the background information on this award so that we can have insight to help make decisions moving forward. Initially, these scholarships were supposed to be self-supporting, but this has never been the case. A discussion on how to achieve this goal is needed for the future.

Alumni Dinner: We are not raising the cost since the annual conference fees will remain the same.

Vendor Charges: The standard rate is \$350 for a booth plus \$175 for a second person and \$75 to present. Last year we intended to raise the presentation fee from \$75 to \$100, so that will occur this year. This increases the total cost for a booth plus a presentation to \$450. We would like to build in the presentation option with the additional fee at the time of registration. Several vendors have expressed that they would prefer this method. It was asked what day the vendors should participate. The vendor evaluations have conveyed that they would prefer Thursday only. Consensus was reached that this would be the best day given that this is the only full day of the conference. Therefore, presentations and exhibits for vendors will occur solely on Thursday. If a vendor would like to stay longer, this option will be available. Jennifer McClure will be working on getting the registration module set up.

Motion: It was moved (Jerry Montag) and seconded (Jerry Bradt) to approve a new payment structure for vendors of \$340 for exhibit, \$100 for presentation, and \$175 for second person with all fees including meals. Motion approved.

Conference Registration Structure: Jeremy Bradt confirmed that in order to register for the conference, individuals either have to be a member or their institution must be active. There is no flexibility with 123SignUp regarding non-members. Alumni that are non-members can register, but they have a different payment structure. Retirees are considered alumni and are labeled in this fashion. The member link and alumni link both are shared via the listserv and the vendor link is sent directly to this group. If an employee is from a non-member institution, then that school must complete membership before the staff member can join. Due to the issues with registration for non-members, Jennifer McClure is going to create a not a member yet link

with instructions for becoming a member. Since 123SignUp kicks out an individual that is not a member, individuals must become a member first and register for the conference second. A question was asked about presenters and Jeremy confirmed that this group can be registered without requiring IACRAO membership. It was emphasized that we do not want to charge presenters as this could hinder IACRAO's ability to obtain speakers for the annual conference. It was clarified that we will not charge presenters for their sessions, but they will need to pay the conference registration fee if they are going to partake throughout the event. The task of tracking presenters falls primarily with the president elect. The fee for alumni is \$25. Types of members can include institutional, individual, affiliate, and honorary. We need language for lifetime membership. Courtney Kohn-Sanders would be an example of an honorary member and ACT would be an affiliate. Dan Weber proposed that distinguished service award recipient be made an honorary member. The bylaws do not mention a fee for honorary membership and affiliates pay a \$50 fee. At the next campus based meeting we need to determine the meaning of honorary membership and how we want to move forward. Dan also suggested possible student members.

CPA Information: Jeremy Bradt asked if we should continue with the current certified public accountant. There was consensus that the service is not strong, but the fees are high. Jennifer McClure suggested that Jeremy share a draft of services that we require and each member can research options for consideration. Jeremy confirmed that we primarily need a review of financial statements as well as preparation for federal and Illinois income tax returns. Jeremy provided the document we normally receive from Sulaski and Webb to another certified public accountant and they provided a 3 year proposal with the option to terminate the contract after one year if we are not pleased with the service that we receive. To move forward, we need additional quotes and services that can be provided. Jeremy confirmation that location is irrelevant.

Annual Conference Presentation Proposals: We currently have three with two possibilities. There are quite a few in the process of development. It was confirmed that the bulk of proposals are received in late May/early June. The previous year half were received in February. Jennifer McClure encouraged the district chairs to reach out to individuals in their area. Katherine Thompson also recommended another email via the listserv with the session proposal form. A post will be made to Facebook.

Annual Conference Registration: Target date for is Monday, May 4. Launching on this date will allow schools facing budget cuts in the next fiscal year to utilize money from the current fiscal year. Jeremy Bradt proposed launching membership renewal sooner and having 123SignUp available at the same time as conference registration.

AACRAO Representative: Tina Falkner will be this year's representative at IACRAO. She is the closing speaker, but we may ask if she would be willing to present on FERPA. Succession planning and staff development were suggested as closing topics as we can leave attendees with this information to take back to their campuses. Jennifer McClure is hoping an institution may be available to discuss data sharing. Jennifer is going to connect with Tina to see what she is most comfortable with for the closing session.

Costume Theme and Contest Awards: Yakeea Daniels (Governors State University) confirmed this year will be favorite childhood memory. In memory of Connie Skerston, we would like to name the senior award the Connie Skerston Costume Award. We will develop formal criteria and ask the vendors to serve as judges. We also could invite those attendees that do not dress up to be judges.

Illinois Central College Jazz Vocal Group: This is an option for entertainment that was shared by Tracy Morris. This could be a possibility for Friday morning breakfast. Wednesday evening entertainment options include bowling, go karts, and Peoria Rivermen Hockey.

Hotel Reservations: The Embassy Suites is currently accepting reservations. All executive board members were encouraged to submit their reservation. This year's deadline is October 6 at midnight. The group rate code is available on the IACRAO website.

Adjournment

Motion: It was moved (Jennifer McClure) and seconded (Dan Weber) to close the meeting.

Motion approved at 1:03 p.m.

Respectfully submitted,

Jennifer Harbaugh
IACRAO Secretary