

IACRAO Executive Board Meeting  
February 21, 2014  
Illinois State University, Normal, IL

**Call to Order**

President Dan Weber called the meeting to order at 9:32 a.m.

Members Present:

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

Members Not Present:

Jeremy Bradt (Treasurer), Sarah Kocunik (Northwest District Chair), and Jan Ripperda (Southern District Co-Chair)

**Old Business**

The Facebook item was moved to the beginning of the agenda as guest attendee Jon Choi (Illinois State University) was available to present on this topic.

Dan Weber confirmed that while having a Facebook presence would be very beneficial, we must decide on our purpose and goal.

1. Informational: This purpose would focus on pushing information out to the IACRAO membership regarding a variety of items (i.e. annual conference, district meetings, scholarships, and relevant articles). This is similar to AACRAO's current Facebook page. If we choose this route, our page likely would not be used to engage the membership socially.
2. Social: This purpose would focus on engaging the membership socially (i.e. sharing personal comments and photos).

Dan shared that mirroring the AACRAO page of pushing information would be a better option and discourage the sharing of inappropriate photos. AACRAO currently has a closed page for the State and Regional organizations where only select members are invited to participate. A request must be sent to the moderator and approved before a member can post any communication on the AACRAO page. The issue with a closed list is that only certain members can view all of the information that is posted.

Jon shared the option of having an open page that is accessible to everyone and a closed page for IACRAO members only. Dan recommended that we start small by having a presence on

Facebook similar to AACRAO and growing as needed (i.e. groups specifically for members or the Executive Board). Dan emphasized that having an open page allows all colleges/universities to see what is going on. While this may not increase membership, it is a way to share information with all of our colleagues, members and nonmembers.

Pam Walden asked about the possibility of having an open page with the option of approval for people to post. Jon confirmed that the page can be set up so that a designated administrator must approve any posts before it goes live. Multiple administrators are allowed. In this case, permission requests are sent to the administrator email and the request can be approved or denied. Jon confirmed that once you join the group using your professional account, it will use the contact information for that account (i.e. school email address) rather than personal information. It is possible to adjust privacy settings so that Facebook users can keep information on a personal account private. Jon said that he would be willing to create an information sheet on privacy settings that can be distributed to users.

Jon confirmed that the three options for users to become part of a group page include friending, liking, or being a member. How we create our settings determines access and what users are able to view. Being a group member would require approval of the page administrator. Pam stated that in addition to pushing information, we should encourage members to communicate with one another. Oshunda Carpenter Williams shared the concern of the page being used for questions that currently are directed to the listserv. Dan confirmed that this is not the case for AACRAO. Jon stated that we could have a strictly information page where users would like it and the administrator would post information. In this case, commenting and posting would not be available to users. Katherine Thompson agreed that it would be best to start more restricted and make changes as appropriate. Dan clarified that we want to have a page that users can like where information is shared, but at this time we do not want to grant the availability to post. Jon shared that if we allow posts in the future, we need to decide whether the post should be made public prior to review or requires approval first. Heather Yeager shared that if we choose to allow posting, we should develop a rules posting for using this page and encourage users to refer to the listserv for questions.

Tiffani Robertson logged on to her Facebook account so that we could see the IACRAO page from a user's perspective. Jon confirmed that we are currently set up as a group page. Chris Leopold mentioned that when she clicked on IACRAO, it prompted her to join. Dan stated that if users see add friend, they may not join as they could give up their privacy. Jason Rotzoll also shared that someone must approve all friend requests compared to a like page where this is not required. Jon also confirmed that the page is set so that any member can approve requests, which can be changed. Pam asked if a current member leaves IACRAO and still wants to be part of our Facebook page, should we allow this. Tiffani stated that we should.

Jon shared that we can create a person (IACRAO) page rather than a group page. Heather stated that this would eliminate privacy. It was agreed that a group page is better. In moving forward, the decision was made to start with a like page and restrictions in posting as this is the best fit. Jon confirmed that while users can comment on posts, only administrators can post.

Chris also shared that administrators can remove any inappropriate comments. Dan asked Andy Kindler whether or not a motion to create a Facebook page is necessary. Andy replied that a motion may not be necessary, provided there is overall consensus and agreement by the Executive Board.

Dan confirmed that Jon will continue to build a like page and the Technology Committee will maintain it. In the future, we can discuss possible changes to the page and lift restrictions as appropriate. Pam confirmed that all board members can post to the page. Dan asked if everyone is in agreement. All members confirmed that they are.

## **OFFICER REPORTS**

### **Secretary**

Jennifer Harbaugh presented the minutes from the November 22, 2013 Executive Board meeting at Illinois State University.

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

### **Treasurer**

Dan Weber provided an update on behalf of Jeremy Bradt. Dan confirmed that all reimbursements for the annual conference that have been received are processed. The invoices for ICCAROO and OAROSUI went out the end of January/early February. We have not received a check for the food at OAROSUI at this time.

Dan, Jeremy, Andy Kindler, and Katherine Thompson decided to forgo the \$75 fee for Herff Jones, Inc. as Reid Olson agreed to present a session on Friday morning due to an emergency cancellation.

Dan emailed the Treasurer Report to Jennifer Harbaugh on February 23. The net assets are \$114,467.53 as of February 21. There is a total of \$47,423.78 in checking, \$3,947.99 in savings, \$41,334.23 in CD #1, and \$21,761.53 in CD #2. This includes a transfer of \$2,000.00 from checking to CD #1 in November 2013 and two deposits of \$960.00 on December 23 and \$3,055.60 on February 12.

### **Professional Activities Officer**

Heather Yeager had no report. She confirmed that district meetings are well underway. Dan Weber encouraged the district chairs to consider presentation topics that would be good for the Bright Ideas session at the annual conference and to share any recommendations with Heather. He confirmed that the winner of this session receives a free conference fee for following year.

### EEO Officer

Tiffani Robertson spoke about her intention for diversity ambassadors to assist in recruiting a diverse group to be active in IACRAO. Tiffany shared the following purpose and goals for the ambassador group:

Purpose: IACRAO is committed to having a diverse member community. The Diversity Ambassadors will work closely with the Equal Education Opportunities Officer (EEOO) to promote the growth and diversity of IACRAO.

Goals:

1. Encourage the participation of underrepresented groups in the organization
  - a. District workshop participation
  - b. Annual conference participation
2. Collaborate on session ideas for district workshops and annual conference that relate to and discuss diversity
3. Promote IACRAO as an equal opportunities organization

Dan Weber asked about the term minority versus underrepresented. Tiffani confirmed that she referred to her position description on the IACRAO page and it states minority. Dan asked as an EEO if minority or underrepresented speaks better to this initiative and group. Tiffani prefers underrepresented as it is more inclusive. Dan recommended using underrepresented and updating the IACRAO website as well as Tiffani's position description.

Dan stated that any issues related to discrimination should be brought to the current president. Andy Kindler confirmed that he has not experienced any past issues. Dan encouraged the development of a clear outline on how to handle any issues that may surface. This document should include a statement on ethical principles or guidelines and behavior. Angela Lynn encouraged utilizing AACRAO's documentation or at least stating that we abide by AACRAO's guidelines. Dan asked if an ad hoc diversity committee should be created and over time it could develop into a permanent committee, especially as Tiffani plans to address these items in the next *Chronicle* issue. The Executive Board agreed that this committee should exist.

In terms of recruitment of committee members, Tiffani wants to use opportunities at workshops (district seminars), recommendations, and personal outreach. Oshunda Carpenter Williams mentioned that this opportunity might be appealing to the Chicago City Colleges. Andy also shared the *Chronicle*, Facebook, and annual business meeting as several options. From experience, Andy shared that a personal approach is best. Oshunda clarified that we need to make sure a person is an IACRAO member. Dan asked if support staff should be encouraged to join without being an IACRAO member. Funding could be an issue if ambassadors are required to attend conference and the additional \$15 membership fee may be an issue for some schools. Tiffani encouraged that a personalized conversation should occur with anyone who wants to be an ambassador and is not an IACRAO member. Oshunda asked if we have a document outlining the steps to becoming a member and highlighting the benefits.

Dan confirmed that we do not have this, but it is an excellent idea. He is going to work with Jeremy Bradt on creating a document.

Andy Kindler added that we need to establish a comprehensive committee sheet so members are aware of all IACRAO committees. This also would help keep track of what is in existence. For example, several years ago a “new” committee was created, but it actually was already in existence prior to that. Dan mentioned that we should have a comprehensive list of people that have served in different positions. Historical information is crucial and important to share.

## **DISTRICT CHAIRS**

### **Northeast District Chair**

Claire Temmerman confirmed a date of March 28 for the Northeast and Northwest combined district meeting. There are currently 31 attendees registered. The fee is not required at the time of registration. Claire asked how this number compares to previous registration periods. Andy Kindler confirmed that while it sounds low to keep in mind that people register at the last minute. He highly encouraged sending reminders between now and the registration deadline. Claire asked about sending notification every other week. Dan Weber agreed that sounded good. He also confirmed that the payment structure was a good idea as some people have to submit payment requests and may not have the money at the time of registration. Katherine Thompson confirmed that she submitted five registrations the other day. Tiffani also confirmed that about 10 from Governors State University will attend, but they have not registered yet. She also stated that the week before the deadline is flooded with requests. Dan shared that more advanced announcements with complete information had been made in the past and that budget also could be impacting registration. Andy asked about previous numbers in comparison to where we are at this time. Dan confirmed that numbers are around 60. Claire stated that they can accommodate 100 to 150. She will continue to work with Jerry Montag.

### **Northwest District Chair**

Sarah Kocunik not present.

### **West Central District Chair**

Angela Lynn confirmed a date of March 14 for the East Central and West Central combined district meeting with 42 registrations as of today. Last year there were about 65 attendees. The check-in list from last year has been modified and is being utilized. Angela shared that someone from the Northeast district registered and Katherine Thompson confirmed that it was her. Angela mentioned that some people may not realize what district they are in and therefore, register for a different district meeting. She is monitoring this as registrations are coming in. Angela confirmed that all presenters are on board and they are all set. Dan stated the importance of having a back-up plan for presenters, especially after his experience with the annual conference when several presenters were unable to attend.

### **East Central District Chair**

Oshunda Carpenter Williams echoed Angela Lynn's report. She confirmed that the registration deadline is February 28.

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

Cheryl Boehne confirmed a date of March 28 with 22 registrations so far. There are usually 40 to 50 attendees. She confirmed that the registration deadline is March 15 and that everything is ready to go.

Dan Weber conveyed his gratitude to everyone for their hard work, especially as these meetings are looked forward to by many support staff given that they do not attend conference. He feels the topic on veterans is great and would not be surprised if people chose to attend meetings in other districts.

Andy Kindler stated that this year has been very impressive. He expressed the importance of getting everything done early and Dan agreed. Dan asked the district chairs for recommendations from an organizational perspective on how they work together with the Professional Activities Officer to help guide them and maintain the momentum that was gained this year moving forward. A question was asked about which position (chair or secretary) is the primary planner for this event. Andy confirmed that it should be the secretary and the chair should serve as a mentor to the secretary. Dan agreed as the chairs have the responsibility of planning the annual conference, so placing the district meeting on their shoulders puts a lot on their plate. Tiffani Robertson recommended a different name for the secretary position as the current title gives the impression that this role assists the chair. Heather Yeager suggested chair elect. Heather will create a packet with guidelines that includes a list of responsibilities and details for district chairs and chair elects. Chris Leopold recommended including milestones. Angela Lynn is going to send her lists to Heather. Katherine said it was interesting as she thinks the chair's description refers to a chair elect. Dan confirmed that this is exactly why we need to thoroughly review our position descriptions and the website for possible updates. If information is referenced in the bylaws, then we must work with Andy regarding the position title change from secretary to chair elect. This would require information being sent to the membership 30 days in advance so that the bylaws can be changed at the annual business meeting. If there is no reference in the bylaws, then the Executive Board can make any modifications. Dan emphasized the importance of reviewing position descriptions so that clear and concise feedback can be provided on what needs to be changed. He recommends printing off the current descriptions and noting proposed changes. The bylaws also must be checked to see if specific references regarding the positions are made as that will determine how we can proceed with updates. Angela shared that it may be more challenging to recruit for a chair elect if this position is responsible for planning the meeting.

Oshunda Carpenter Williams asked about donation items for the district meeting. Angela confirmed that Western Illinois University Admissions is donating folders. Katherine confirmed that she has notepads available. She can mail or bring them to the district meeting.

## **EX OFFICIO**

### **Chronicle Editor**

Chris Leopold conveyed that the next submission deadline is March 7. She suggested a topic focusing on a mentor who has impacted your professional career. The next *Chronicle* will be distributed on March 14. She also encouraged district chairs to provide any additional information about their upcoming meeting.

### **Web Site Manager**

Pam Walden updated the annual conference webpage. She included basic information (location and date) for the upcoming conference. The 2013 agenda (clearly identified) is still posted as a reference. The links to the evaluation have been removed. She also touched base with Courtney Kohn-Sanders about conference photos as none are displayed at this time. Pam encouraged anyone that has photos to share for the website. Tiffani Robertson will follow-up with Courtney. Pam is going to ask in the *Chronicle* for presenters to share their presentations so that this information can be added to the website. Pam also is going to directly email the presenters. She encouraged everyone to provide any feedback on the website, especially in regards to the changes. As requests are received, the website will be updated. Andy Kindler asked about updates regarding financial reports. He suggested that we either be consistent and put information on the website or take it down. Right now partial information is posted. Dan Weber confirmed that the financial statements were posted once the accountant was hired. He asked if we need to have a time limit for how long information is posted. Dan is going to touch base with Jeremy Bradt for further discussion. A suggestion was made to ask the accountant how long this information should be available to the membership. The short term goal is to get the most recent information posted to the website.

### **Archivist**

Jason Rotzoll confirmed that he has a huge tub of photos. He asked if these would be appropriate for the new Facebook page. Dan Weber stated that if it is going to be a like page, we can push more information out there including some photos. Jason also mentioned that he has old conference programs and these may be helpful to see what topics have been previously covered. Katherine Thompson said that she would love to have access to this information for conference planning. Dan asked about the possibility of a shared drive or drop box where this information could be uploaded. This would not have to be on the website. Katherine mentioned a cloud or drop box that would allow us to store documents for relevant files. She asked who actually has the original document of position descriptions. Jason mentioned with rotating officers, you usually have a three ring binder with a flash drive. Dan asked Pam Walden to talk with Jon Choi (Illinois State University) for a recommendation on a cloud or drop box. Oshunda Carpenter Williams asked about cost. Pam confirmed that it would be housed by Illinois State University, so there is not charge.

### **Membership Committee Chair**

Dan Weber provided an update on behalf of Jeremy Bradt. Jeremy has done a lot of outreach to members that have not renewed and he has cleaned up records. Jeremy sent a Membership

Report, but Dan was unable to open it. Dan will send the report to Jennifer Harbaugh after the meeting.

Pam Walden confirmed that she is working closely with Jeremy regarding the new member report and 123 Sign Up. It runs every Monday and can upload to the listserv, but it has not worked. Pam and Jeremy are working together to ensure that new members are added to the listserv. Currently new institution members show up, but existing institutions with new members are not pulling. Pam confirmed that work is in progress with 123 Sign Up to get a report that pulls all new members. The company is currently making some changes and hope to have this available in June. Pam shared that the database on the IACRAO website is separate from 123 Sign Up. She hopes to have a process where 123 Sign Up can be asked for members that want to be on the listserv rather than manually updating the listerv. The data dump currently puts everyone on the listserv and some have asked to be excluded, so the data dump cannot be used. Hopefully, starting in June a report can be generated for members that want to be on the listserv and a data dump can occur afterwards.

### **Technology Committee Chair**

Pam confirmed that with the combination of a Facebook page and a cloud or drop box, more responsibilities cannot be placed on Jon Choi (Illinois State University). Rather the committee will need to absorb additional duties, which is good.

## **PRESIDENTS**

### **Past President**

Andy Kindler shared the importance of how changes are suggested and approved. It is critical to preserve all documentation so that future past presidents are informed about what has occurred and what still needs to be completed. It is critical that we are thoughtful and sensitive to any changes that are made, especially regarding IACRAO's financial structure. Oshunda Carpenter Williams asked for clarification on when a term begins and ends. Dan Weber confirmed that a term begins at the annual meeting once the new officers are announced and ends at the next annual meeting (the length of terms served varies by position). Dan mentioned that as changes are approved, we have struggled to keep the website current. Therefore, it is critical that the website is updated as changes are made. This responsibility currently falls to the past president, but this position rotates off the Executive Board after the annual business meeting. Dan suggested that another position oversee this process and he recommended it best fit under the role of secretary. The secretary would need to work with the incoming president and website manager to make appropriate changes. Oshunda agreed stating that the secretary serves as the official records keeper. The Executive Board also agreed, so initiating updates to the website is a new responsibility under the secretary.

Andy confirmed that information regarding the 2014 IACRAO Transfer Scholarship has been added to the website. He will send guidelines, time frames, and expectations to the committee soon. In the past, scholarship applications have been sent to the community colleges over the summer and the application deadline has been August 1. Andy confirmed that he would like to

be more proactive in moving forward by getting information out as early as March or April and also allow a few weeks after the start of the fall semester for additional applications. Claire Temmerman asked when the scholarships are awarded and Andy confirmed in the fall as well as spring. Claire confirmed that the scholarships should be awarded prior to the fall semester as it impacts students' financial aid award. Andy is going to research the final date for when scholarships are allowed to be applied. Claire encouraged Andy to contact her as she used to work in financial aid. Andy confirmed that last year's deadline was extended to September. Andy stated that he will complete some additional research and work with Claire in moving forward. He also encouraged all members to submit their input. After obtaining additional information, he will compile all of the facts and submit them to Dan.

Andy is still looking for candidates for the positions of president elect and treasurer elect. He will include an announcement in both the spring and summer editions of the *Chronicle*. He asked that any suggestions for possible nominees be sent to him.

Andy is working on finalizing the 2015 annual conference site. He has looked at nine hotels in central and southern Illinois. He has narrowed the choices down to six possible sites including Peoria and Springfield. Andy's goal is to have a contract in place prior to the June meeting. He confirmed that one hotel had to pull out because another group already signed with them, so contracts are going quickly. Andy shared that he has received feedback from the hotels that some organizations alternate locations between Chicago and down state Illinois, so it would be beneficial to plan on opposite years as hotels may be able to provide better deals. Andy asked for documentation to be shared regarding this as while the hotels may experience this flux, it may not be the case state wide. Andy is working to negotiate the best deal possible (i.e. complimentary Wi-Fi access, main room and breakouts, technology, etc.). Dan confirmed that he has not reviewed 2016 contracts yet, but he will be doing so as soon as possible.

### **President**

Dan Weber spoke with Jeremy Bradt regarding the best practice sessions on handling the financial aspects of IACRAO that he and Katherine Thompson attended in December at the AACRAO state and regional meeting. Dan confirmed that other organizations also pay more in larger cities and make money in smaller locations when planning the annual conference, but that IACRAO is the only organization that is not breaking even or making money. While the conference site location and contract is a responsibility of the past president, it does not allow the time needed for planning early and obtaining the best hotel costs possible. Dan recommends that all three presidents should work together on this process and that a multi-year budget needs to be developed. While we do not have to make money on the conference, we should at least break even. Dan confirmed that we want to provide an affordable conference for our members, but we also must balance the cost to the organization. Another item that was discussed at the AACRAO meeting was the steps that nonprofit organizations are putting in place for protection against fraud. For example, presidents are reviewing and signing off on treasurers writing their own checks for reimbursement. This is currently required based on the amount. Dan conveyed that we should consider the amount IACRAO is concerned about if there is fraud and we lose that money. Dan and Jeremy are going to discuss this topic in

further detail. Dan suggests that policy statements and proposals are developed for review at the June meeting. If a check is being written for the treasurer by the treasurer, then a check and balance system should be in place that requires the president's signature. Hotel contracts also should be signed by the appropriate parties. For example, last year's contract was signed by the president elect and local arrangements co-chairs. There needs to be policy statements regarding how this should be handled (i.e. the president should be responsible for signing contracts). Dan confirmed that in many circumstances, we are ahead of other organizations (i.e. we have had an accountant while other state and regional organizations are just now considering this). Dan stated that the session was very helpful and well worth the money. Andy Kindler echoed that this information is very helpful. The session he attended in 2011 was very beneficial and this is why he is a stickler on contracts. This is a tremendous benefit of serving in a key leadership position. Katherine shared that the conference was very interesting, especially regarding membership initiatives (i.e. pricing) and there is a lot of room for opportunity.

Dan shared that due to weather, he and Katherine had to go over the \$1,000 allotted amount for the AACRAO meeting. Flights were canceled, so they had to stay in Washington D.C. Andy asked that the amount is increased from \$1,000 to \$1,200 each for reimbursement.

*Motion: It was moved (Cheryl Boehne) and seconded (Angela Lynn) to approve the increase. Motion approved.*

Dan conveyed a friendly reminder about AACRAO Connect as this is an opportunity to share unique updates and news for Illinois. He asked for any ideas that we can highlight for recognition at the national level. Dan encouraged members to think about possibilities on our own campuses and other campuses. Tiffani Robertson mentioned that Governors State University is accepting freshman students for the first time in fall 2014 and they are building the first residence hall. Oshunda Carpenter Williams mentioned automatic award process for degrees at Kankakee Community College, which will positively impact completion rates. Katherine and Jason Rotzoll confirmed that their colleges also are looking into this process.

Dan shared that he would love to see an Executive Board photo every year moving forward. This can be used for Facebook and tracking history.

### **President Elect**

Katherine Thompson stated that the Local Arrangements Committee job description is a task she is working on. She hopes it will make it easier to recruit future co-chairs.

### **Old Business**

IACRAO Scholarship Data: Andy Kindler spoke with Kathie Beaty (Bradley University) about what prompted her to ask about this information. Kathie confirmed that coming from a registrar's perspective, knowing if the scholarship recipients were successful and completed their degree would be helpful. Andy stated that if we decide to track this information, it should be done as we move forward. We could include language in the application so students would

know this is information that we will track. This could be a project for future past presidents. Oshunda Carpenter Williams asked if the individuals serving in the past president position would have access to the National Student Clearinghouse in order to verify this information. Andy confirmed that he does have access. Dan Weber conveyed that there is a fee associated with this service. Katherine Thompson mentioned that while the individual in the position may have this access, this falls under the realm of FERPA. Angela Lynn agreed as degree verification is considered public directory information, but determining success rate is not. It also was emphasized that the scholarship is \$500 and nonrenewable. Therefore, would this research be beneficial? Angela also pointed out that the students may not graduate from the institution they were attending at the time the scholarship was awarded, but they may transfer and graduate from another school. Oshunda and Claire Temmerman stated that confirmation of degree verification can help decide if this scholarship is having a positive impact or if it is an expense that should be cut. Dan confirmed that based on this discussion it appears that we appreciate the suggestion about tracking the success of scholarship recipients, we do not believe as an Executive Board that it is a path we will pursue at this time. The members agreed with this statement.

123 Sign Up for District Meetings: Dan asked that this item be tabled for when the contract comes up.

### **New Business**

Karen Helmers, former Western Illinois University Admissions Director, has been in contact about recognition for Dale Wolf, former Eastern Illinois University Admissions Director and IACRAO Past President as he spearheads the retiree group and was recently recognized as Charleston's Citizen of the Year. Dan Weber said we do not currently have such an award, but one question to ask is whether we have enough active members where such recognition could be given each year. Jason Rotzoll suggested that this may not need to be an annual award. If we give out an award for Dale, we need to have criteria for future possibilities. Dan stated that it could be an executive board or past presidents award. Items that need to be established include: when the award is given, criteria, and who selects the recipient. Dan agreed to research other organizations on their practices.

### **Announcements**

Dan Weber emphasized the importance of having a complete profile, biography, and photo for all past presidents. Past President Donn B. Stansbury recently passed away and this generated this topic. Dan confirmed that he never met Donn, but he learned more about him from AACRAO and his obituary than the IACRAO website. Dan encouraged everyone to think about ways we can enhance that portion of the website.

Dan mentioned the upcoming retirement of Past President Sheree Stilwell.

Dan is working on arrangements for the Illinois dinner at the AACRAO annual conference in Denver. He contacted many restaurants, but was not able to gather a lot of information. It seems that the better option is to do a fixed menu. Separate checks are possible and a fixed

menu would include an appetizer, main course, and desert for \$40 or \$50. The consensus was that the \$40 option is best. Dan confirmed that 60 individuals from Illinois have registered. All may not come to dinner, but Dan will reach out to everyone.

Andy Kindler asked about the next meeting time frame. Dan conveyed either late May or early June. Dan's goal is to meet before schools launch into four day work weeks for the summer.

Dan asked that any items for the next meeting be sent via email.

**Adjournment**

*Motion: It was moved (Jason Rotzoll) and seconded (Chris Leopold) to close the meeting.*

*Motion approved at 12:03 p.m.*

Respectfully submitted,

Jennifer Harbaugh  
IACRAO Secretary