

IACRAO Executive Board Meeting
June 3, 2014
Illinois State University, Normal, IL

Call to Order

President Dan Weber called the meeting to order at 9:37 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), Oshunda Carpenter Williams (East Central District Chair), Angela Lynn (West Central District Chair), Sarah Kocunik (Northwest District Chair), and Jan Ripperda (Southern District Co-Chair)

Members Not Present:

Jason Rotzoll (Archivist), Claire Temmerman (Northeast District Chair), and Cheryl Boehne (Southern District Co-Chair)

OFFICER REPORTS

Secretary

Jennifer Harbaugh presented the minutes from the February 21, 2014 Executive Board meeting at Illinois State University.

Motion: It was moved (Angela Lynn) and seconded (Pam Walden) to approve the minutes as presented. Motion approved.

Jennifer confirmed that the annual report has been submitted to the state. She brought the invoice for Jeremy Bradt and confirmed the fee was \$139. Richard Sevcik, attorney at K&L Gates LLP, would like to meet with IACRAO when we are in Alsip for this year's annual conference. Jennifer is going to inquire with Richard about his availability for a possible meeting on Tuesday evening between 4:30 pm and 6 pm.

Treasurer

Jeremy Bradt confirmed that IACRAO was assessed a late filing penalty fee of \$1,520.00 by the IRS even though all documentation was submitted in March. The accountant confirmed that she missed additional documentation that was not included during the filing process. The accountant recommends that IACRAO files a form 843 and pays the penalty. She will reduce her fee in light of the penalty. Jeremy estimated that this fee is over \$2,000.00. If the IRS removes the penalty fee, then the accountant will invoice IACRAO for this amount. Jeremy confirmed that the invoice from the accountant has not been received. Concerns were expressed about whether the accountant's mistake will count against IACRAO and if we have encountered similar issues in the past. Jeremy confirmed that the accountant will make the IRS

aware of her mistake and that this is the first error we have encountered with the accountant. Moving forward, a signed memo will be created outlining the situation.

Motion: It was moved (Oshunda Carpenter Williams) and seconded (Angela Lynn) to write a check of \$1,520.00 to the IRS for the late filing penalty fee. Motion approved.

Jeremy confirmed that PNC Bank is encouraging IACRAO to opt into a Business Enterprise Checking account as it would be a better fit for our business practices. A minimum balance of \$10,000.00 must be maintained to avoid a monthly maintenance fee of \$25.00. Jeremy confirmed that we will fall below this balance only if we have another annual conference in Bloomington. This account option also includes check order discounts. The current fee for re-ordering checks is \$49.00. The option to move to this account is only available until August 23, 2014. Dan Weber confirmed that Jeremy has the full support of the Executive Board and can move forward.

Jeremy reported that the net assets are \$110,572.43 as of June 1. There is a total of \$43,487.05 in checking, \$3,948.12 in savings, \$41,361.42 in CD #1, and \$21,775.84 in CD #2.

Jeremy confirmed that numerous checks are going out due to reimbursement for the district meetings. It was recommended that a check and balance system needs to be implemented so that no individual pays out of pocket for unexpected expenses. For last year's conference, Dan paid \$800.00 out of pocket due to extra food that was ordered. The year prior to that, Katherine Thompson paid out of pocket for the conference programs as the final cost was higher than expected. It was recommended that a line item including 10% or \$8,000.00 to \$10,000.00 be added to the budget specifically for unexpected expenses. This money only should be used for unexpected expenses and not to offset other costs (i.e. keynote speaker is higher than what is budgeted).

Motion: It was moved (Pam Walden) and seconded (Oshunda Carpenter Williams) to add a contingency line item of up to 10% to the 2014-15 budget for the annual conference for unexpected expenses. Motion approved.

Oshunda stated that the Executive Board needs to address out of pocket expenses previously paid by Dan and Katherine. It was determined that the decision needs to be consistent and justified in both cases. Katherine confirmed that the total amount for the conference programs in 2012 was \$2,400.00 and she paid \$1,200.00. It was determined that Dan should be reimbursed \$400.00 as we have set a precedent that should be followed until a new policy is in place. Oshunda moved to follow the previous precedent where IACRAO reimburses half the cost. The entire Executive Board was in agreement. Dan abstained from voting. It was approved that Dan needs to be reimbursed \$400.00.

Jeremy confirmed that requests for travel reimbursement need to include driving directions with the reimbursement form. Dan clarified that reimbursement for the fees and travel to the annual conference are not reimbursed.

EEO Officer

Tiffani Robertson is working on outreach efforts to recruit diversity ambassadors. She wants this to be a personalized approach and plans to recruit members at the October conference. Dan Weber confirmed that the committee needs to include two Executive Board members. This may not be an ex officio role and he believes the bylaws do not indicate specific positions, but he is going to double check.

Professional Activities Officer

Heather Yeager proposed changing the format of Bright Ideas for this year's conference from a session of presentations to a poster presentation either in the hallway or a conference room. This approach is more inclusive of membership and may encourage additional participants if a formal presentation is not required. The Double Tree confirmed that there is a room that can be used for the poster presentation format. The idea is to have posters displayed on Thursday and the participants can be available at the 2:30 pm breakout to answer questions or provide further details on their idea. It was suggested that having the posters displayed all day so that attendees can view them at their convenience would be helpful and we can specify when the participants are expected to be with their poster. Developing guidelines for participants is important and this year we will have complimentary WiFi, but power at each table is questionable. Heather is going to follow-up on this.

Dan Weber asked about the existence of a manual for the district seminars. Katherine Thompson has provided some great information including a timeline, which will be incorporated into the manual.

DISTRICT CHAIRS**Northeast District Chair**

Claire Temmerman not present.

Northwest District Chair

Sarah Kocunik reported that this year's district meeting was held at Northern Illinois University on March 28. The exact number of attendees was not available, but there was a good turnout. Evaluations included positive feedback and the presenters were very good. Tiffani Robertson shared that it was the best district meeting she has attended.

West Central District Chair

Angela Lynn reported that this year's district meeting was held at Illinois State University on March 15 and there were 55 attendees. All of the sessions were rated very highly on the evaluation forms. She invited the presenters to host a session at the annual conference, but none were available. Jennifer Harbaugh shared that it was a tremendous district meeting and that several attendees commented that it was the best meeting they have attended.

East Central District Chair

Oshunda Carpenter Williams added that WiFi access for the district meeting be added to the checklist items.

Dan Weber confirmed that this has been one of the best years for the district meetings. All chairs and secretaries have taken responsibility to a level that has not been present in past years.

Southern District Co-Chairs

Jan Ripperda reported that this year's district meeting was held on March 28 and included the DISC presenters that were at the annual conference. This session was very well received. There were approximately 45 attendees. Jan confirmed that Kaskaskia College is planning to host ICCAROO for the summer meeting on June 19. Dan Weber conveyed his thank you to Cheryl Boehne and Jan.

EX OFFICIO

Chronicle Editor

Chris Leopold conveyed that she will send a friendly reminder about the upcoming deadline of July 11 for articles. She plans to have the newsletter finalized by July 18. It was recommended to share district meeting photos for this edition. Suggested topics include summer reading that relates directly or indirectly to leadership, in service activities, or other ideas related to professional development and leadership.

Dan Weber requested everyone to review their position description on the website for updates. As long as proposed revisions do not affect the bylaws, these changes can be brought to the Executive Board. Chris provided two major changes for the *Chronicle* Editor position:

1. It currently indicates that this position reports to the *Chronicle* Editor. Chris recommends that this is changed to the President.
2. It currently states that the *Chronicle* Editor prepares the budget for the publication of the *Chronicle* for submission to the Treasurer for the annual budget. This is not a responsibility that falls under this position, so it should be removed.

Dan asked Chris to work with Pam Walden on updating the website. Andy Kindler also confirmed that he is reviewing the bylaws to compare position descriptions with what is listed on the website.

Web Site Manager

Pam Walden asked that updates for the website are shared as they arise so that revisions can be made. It was relayed that Kathie Beaty asked if all *Chronicle* editions can be included on the website (there are some from the late 80's/early 90's). These have been added. Pam also confirmed that in the last *Chronicle* she requested presentations from the 2013 annual

conference. At this time, nothing has been submitted, so she will follow-up with the presenters individually. Dan Weber recommended that we coordinate future outreach with the sending of session evaluations to the presenters.

Archivist

Jason Rotzoll not present.

Membership Committee Chair

Jeremy Bradt confirmed that about 40 institutions have been removed from 123Sign Up. Any institution that did not renew their membership for 2013-14 has been eliminated. The vendors are still included. Pam Walden confirmed that we still have three databases: 123Sign Up, IACRAO database, and Illinois State University database. All of these databases are caught up and reflect what Jeremy has reported.

Jeremy will send emails regarding membership renewal for 2014-15 and plans to include schools that are AACRAO members, but not IACRAO members. It was confirmed that quite a bit of outreach already has occurred with the Chicago City Colleges. For the email outreach, a question will be added to make sure members also want to be included on the IACRAO listserv.

Technology Committee Chair

Pam Walden confirmed that IACRAO's Facebook presence is up and running. As decided at the last meeting, Executive Board members can post to the IACRAO page. To do so, you must like the page and send Jon Choi a Facebook email so that administrator (editor) status is granted. Photos from the past conference have been posted.

Pam asked if another institution located near Alsip is able to provide technology support for the upcoming annual conference as Illinois State University is in the midst of changing campus wide systems and have limited staff. Serving in this capacity requires bringing laptops and projectors, being visible between presentations, being on call for assistance, and helping to provide general support. Pam confirmed that she would be willing to work with another institution so that they are prepared and understand the expectations. It was suggested that IACRAO can rent equipment if an institution is not available. College of Dupage, Governors State University, and South Suburban College were mentioned as possibilities.

PRESIDENTS

Past President

Andy Kindler shared a friendly reminder that the local arrangements co-chairs are not always local and at one time this team was responsible for the conference program opposed to the president elect, which is the current practice. These are important items to note because this proves that we do not always have to stick with current practices.

Andy confirmed that we are close to securing individuals for the treasurer elect and president elect positions. An official announcement is not available at this time, but this will be made by the annual conference.

Andy asked district chairs about outreach regarding scholarships. It was confirmed that contact has been made with various community colleges including financial aid and registrar offices, but a response has not been received. August 1 is the current deadline, but it can be extended to September if needed. It was confirmed that the scholarship is for students transferring from an IACRAO affiliated two year institution to an IACRAO affiliated four year institution. Angela Lynn shared that she knows good students that could use the scholarship, but they do not meet the specific criteria. Andy encouraged that any examples of good students that do not qualify based on the current criteria to be shared. Dan Weber recommended that everyone review the scholarship criteria on the website and we can continue this discussion at the Executive Board meeting on the last day of the annual conference or at the November/December meeting.

Andy has started reviewing the bylaws. There are two amendments that need to be moved into the bylaws. A decision also needs to be made regarding bylaws with or without a dash and whether position titles should be upper or lower case. Either decision is fine, but we need to make a decision and be consistent. The district secretary position on the website also is listed as district chairperson elect/secretary. In the past, the district secretary took minutes at the district meeting and provided this information to the district chair so that it could be reported to the Executive Board. However, this practice is no longer current as the district meeting has developed into a mini conference and we have made significant advancements in technology making information more accessible (i.e. posting presentations on the IACRAO website). It also was suggested that we change the term district meeting to seminar or workshop as this accurately reflects what occurs at these events. It was agreed that we need to make appropriate updates so that position titles and written processes accurately reflects our current practice. Dan conveyed that we should move forward with making changes and prepare an explanation for the annual conference business meeting to make the membership aware.

Andy confirmed that the 2015 annual conference will be held at the Embassy Suites in East Peoria, October 28 – 30. This hotel is rated number one in the Peoria area and it is located right off I-74 along the river near shopping. All rooms are suites with a balcony and includes free WiFi. There is a \$500 flat fee for WiFi access in the conference center. A complimentary breakfast buffet is available as well as shuttle service to the casino. Andy confirmed that a one year contract has been signed and he has thoroughly reviewed the document for any hidden costs. Management has been very accommodating, but Andy stated it is best to experience a year with the hotel prior to signing a multi-year contract. If we choose to sign such a contract in the future, it will lock in the rate.

President

Dan Weber's report relates to old business.

President Elect

Katherine Thompson's update relates to the annual conference planning meeting.

Old Business

Dan Weber confirmed that AACRAO in Denver went well and there were 60 Illinois members in attendance. At the IACRAO dinner there were 30 attendees. While dinner was enjoyable, the restaurant claimed they did not receive the contract for IACRAO even though this information was provided directly to them. The restaurant served the group, but confused IACRAO with the Ohio group. The restaurant manager was difficult, but Dan had a copy of the contract to confirm the agreement that was made in advance.

Dan confirmed that our Facebook page has launched and had a lot of likes. Tiffani Robertson stated that she has been sending invites. Dan encouraged becoming an editor for the page, especially for those positions that have a role in sharing information with the membership. When you post to the IACRAO page, you post as IACRAO opposed to yourself. Chris Leopold had asked about posting Facebook rules via email and Dan shared that general guidelines have been set. If we need to set more specific guidelines in the future, we can do so. Dan plans to send an email about the IACRAO page in the future to the listserv.

Dan conveyed that the reimbursement form is being modified. He confirmed that mileage to meetings throughout the year (except at the annual conference) and food that is provided for meetings are the only items that are eligible for reimbursement.

Dan shared best practice items that were discussed at the AACRAO State and Regional Leadership meeting in December. The question is whether these items should be guidelines or policies:

1. The handling of hotel contracts for the annual conference. The current process is that the past president makes arrangements for the future and the president elect oversees details for the current conference. The president also assists with this process.
2. Check and balance process for reimbursements that are being made to an individual that also signs the IACRAO check.
3. Ensuring there is one year of operating expenses in reserve.
4. Liability issues and reimbursement for alcohol served in the president's suite at the annual conference. Is it appropriate to reimburse for alcohol if it is being provided for a specific event (i.e. past presidents social)? Should there be a line item in the budget for this? What is an appropriate amount (\$200 was suggested)?

Dan stated that these are items we need to review and continue discussing either at the annual conference or the meeting that follows. It was recommended that we write a procedure

manual that includes these details. Dan is going to reach out to the AACRAO listserv to see what other associations have in place. The possibility of developing a standing committee that could implement and oversee the process was mentioned, especially given the rotation of board member positions.

New Business

Dan Weber shared that he as well as Andy Kindler and Katherine Thompson had a conference call with the AACRAO office as they have purchased new software that can assist state associations with membership management and conference registration. Jeremy Bradt and Pam Walden were included in a discussion after the call as this directly impacts their positions. There is no additional cost to use AACRAO's software. There is an option to have AACRAO host our website, but we can still have it designed to our liking. Oregon has moved in this direction with their website and Ohio plans to pursue the membership option. Dan has asked if IACRAO can be a pilot. The hope is that we can move our website to AACRAO later this year and early next year pursue the option for membership, which is ideal timing given that the 123Sign Up contract ends in late March. Further research will be conducted, but the conference call was very positive. Andy emphasized that it would be great to have support from our national organization.

Announcements

No announcements.

Adjournment

Motion: It was moved (Angela Lynn) and seconded (Pam Walden) to close the meeting. Motion approved at 12:06 p.m.

Respectfully submitted,

Jennifer Harbaugh
IACRAO Secretary