

IACRAO Executive Board Meeting Minutes  
June 11, 2015  
Illinois State University

Call to Order

President Katherine Thompson called the meeting to order at 9:11 a.m.

Members Present:

Katherine Thompson (President), Dan Weber (Past President), Jennifer McClure (President Elect), Jennifer Harbaugh (Secretary), Cody Baggett (Treasurer Elect and West Central District Chair), Jason Rotzoll (Archivist), Pam Walden (Web Site Manager), Chris Leopold (*Chronicle* Editor), and Jerry Montag (Northwest District Chair)

Members Not Present:

Jeremy Bradt (Treasurer), Tiffani Robertson (Equal Education Opportunities Officer), Heather Yeager (Professional Activities Officer), Christopher Huang (Northeast District Chair), Rob Kerr (East Central District Chair), Shara Kayser (Southern District Co-Chair), and Patrick Sears (Southern District Co-Chair)

REPORTS

**Secretary**

Jennifer Harbaugh presented the minutes from the February 20, 2015 (webinar) and April 17, 2015 (Illinois State University) executive board meetings.

*Motion: It was moved (Pam Walden) and seconded (Jennifer McClure) to approve the minutes as presented. Motion approved.*

Jennifer confirmed that the annual report has been submitted to the state of Illinois.

**Treasurer**

Katherine Thompson shared the Treasurer Report in Jeremy Bradt's absence (included on page 7). As decided in the April meeting, IACRAO now has one CD. A deposit also has been made to the Crown Plaza in Springfield as this will be our location site for the 2017 Annual Conference.

All board members present that need to be reimbursed for mileage should email their mileage with a copy of MapQuest directions directly to Jeremy.

The search for a new CPA is ongoing. The primary purpose of this service is to provide an annual review of IACRAO's financial statements. A list of required services will be developed and shared with the executive board as members are encouraged to research potential firms. Proposals should be submitted by the end of July.

A contract has been signed with the Crown Plaza in Springfield for the 2017 annual conference. Another large event will be held at the same time, but the facility is large enough to accommodate both groups. The Crown Plaza is currently undergoing a renovation that will be finished prior to October 2017. The need to plan earlier for the conference was discussed. The DoubleTree in Alsip has made minimal changes to the contract. Bloomington-Normal's Visitors Center has reached out to Dan Weber encouraging IACRAO to return to the area. There may be several viable hotel options and the Visitors Center contracts with a majority of them. Other locations to consider for a downstate conference include Champaign-Urbana and the Metro East. Northern institutions typically have a budget to travel and may come downstate. However, the consensus was that hosting a conference in southern Illinois may be risky from an attendance standpoint, especially given budget limitations.

### Action Items

- ✓ Katherine Thompson will email the executive board a list of services needed for CPA

### DISTRICT CHAIRS

#### West Central District Chair

Cody Baggett and Rob Kerr are striving to recruit over the summer for the district chair elect position so that a decision is made prior to the annual conference.

### EX OFFICIO

#### Chronicle Editor

Chris Leopold is going to send out a call for article submissions on Monday. The deadline is July 13 with a publish date of July 20. A potential theme may be motivation and favorite ways to rejuvenate in anticipation of the upcoming year. It was asked if the IACRAO newsletter has been shared with other institutions. It was confirmed that it has not, but Chris has researched other organizational newsletters. Chris will be rotating off the executive board, so discussion ensued about a successor. Tiffani Robertson was mentioned as well as Pam Medema from Sauk Valley Community College. Succession planning is a critical component of organizational success, so it is important to make it a priority and tap into individuals that have expressed interest in serving. The listserv is a great recruitment tool that can be utilized. Chris offered to share quotes about the position and how it is a good way to serve. Jerry Montag and Chris are going to write an ad to be included in the next *Chronicle*.

### **Website Manager**

Pam Walden confirmed that the conference video has been added to the IACRAO homepage. Most changes on the website have included updates related to the conference and adding the conference logo on the conference page.

### **Archivist**

Jason Rotzoll created an instruction manual with a contact list as he will be stepping down in October.

### **Membership Committee Chair**

Katherine Thompson conveyed 2015/2016 membership is ready to be turned on. Jeremy Bradt has drafted a list of membership benefits including professional interaction with colleagues, enrollment in the listserv, access to the online newsletter with critical updates, and scholarship opportunities as a way to recruit members. In the past, Jennifer McClure confirmed that she focused on institutions that are members rather than individual names as those change. An effort to mail letters to institutions may be more beneficial. Drafting a letter for nonmembers was discussed, especially to institutions and/or individuals that we would like to have as members. The district meetings may be a great place for outreach given that not all attendees are members. Sharing the newsletter with nonmembers was an idea as this may help communicate the value of membership. Rather than having a one-time outreach initiative, this also may be more engaging. Jennifer recommended sending a letter to directors and registrars.

It was agreed to have an IACRAO booth at that annual conference as this is a great way to provide more information about the organization and can help with succession planning. Several inquiry cards were submitted last year, so this definitely needs to be a repeat for the upcoming annual conference.

In moving forward, we need to have a structured and targeted approach for membership recruitment. Connecting directly with contacts at institutions may be helpful. It was suggested to have an expectation of district chairs to form key relationships with members in their district as this can serve as a pipeline and contribute to succession planning as well as ensure representation across the state. Jennifer has created a list of comprehensive schools that can be utilized for outreach. Katherine confirmed that she has the membership list as of February 24 and is sending it to Dan Weber for review.

### **Action Items**

- ✓ **Katherine Thompson will send membership list to Dan Weber for review**

### **Technology Committee Chair**

Pam Walden shared that a technology manager on campus at Illinois State University has several older projectors that work and are available, but they do not have a warranty. She asked for seven and is keeping them in the storage room with an IACRAO identification tag. They are being tested to ensure that they have complete functionality. Pam confirmed that she is checking to see if Illinois State University has any recycled equipment that can be utilized for conference. Anyone at any institution can do this. Hotels will not work with technology that does not belong to them and they charge for every resource that is utilized. If we choose to rent laptops, projectors, and other items, this certainly will result in an increase of the current conference rate as costs are high and frequent.

### **PRESIDENTS**

#### **Past President**

Dan Weber is recreating the scholarship forms as the Word files that exist on the website and in his possession keep crashing the computer. Based on the February 20 webinar meeting, there will be no changes this year. Dan was able to confirm with one of the scholarship founders that it was originally designed to target students transferring from a two year school to a four year college as four year institutions typically offer more scholarships to native students opposed to transfers. The program has been in place since 2007 and it has never been self-sustaining. While there are possibilities for changing the current criteria, this will not happen this year. Dan feels there is a great opportunity to condense the application and doing so may make the scholarship more appealing. Requirements include a minimum of 45 credit hours with a cumulative 3.5 GPA. The registrar either confirms the criteria are met or the student sends a transcript. Dan is going to follow-up with district chairs to ensure that they have alerted financial aid departments about this opportunity. It was suggested that we change the requirements from transferring from a two year institution to a four year institution to transferring from one IACRAO affiliate to another IACRAO affiliate. Katherine Thompson confirmed that there is no reference to the scholarship program in the bylaws.

*Motion: Dan Weber makes a motion to change scholarship transfer criteria from two year IACRAO affiliate to four year IACRAO affiliate to transferring from one IACRAO affiliate to another IACRAO affiliate. Cody Baggett moves. All in favor. Motion carried.*

In relation to the bylaws, Dan would like to add electronic voting. Andy Kindler completed a thorough review of the bylaws in his position as Past President, so Dan does not expect many changes. Any changes must be submitted to the membership 30 days prior to the annual business meeting. It was considered whether the scholarship program should be added to the

bylaws. If we cannot make the program self-sustaining, then it should not be in the bylaws. Katherine reviewed the bylaws for language regarding webinar meetings and electronic voting, but nothing is specifically noted. It would be beneficial to add this to the bylaws so that if an annual business meeting is canceled, business can continue. Dan is going to review other state and regional organizations as well as AACRAO to determine their wording for online voting.

In the past, a group was founded for Chicago city registrars by individuals from DePaul University and the University of Illinois at Chicago since there are a multitude of institutions in the city. However, the group currently lacks representation from Chicago institutions and encompasses out-of-state individuals with offices in the Chicago area. At a recent meeting, it was proposed that bylaws should be established for this group. Some members are advocating for official positions for this group (similar to executive board positions). There is concern about the future of this group and what it means for IACRAO. How can IACRAO welcome this group and make connections with these individuals? Should a session be held at the annual conference for this group similar to OAROSUI and ICCAROO? In the past, members have been very involved with IACRA, but several individuals are not involved or affiliated with IACRAO. The group also had a discussion at one point about disbanding and feeding into the northeast district. There is going to be a meeting on July 20 to discuss the direction of this group and its future. While there are concerns about the direction this group is headed, it was emphasized that this group needs to determine what they want and communicate that to IACRAO as this will help us best work together.

Dan confirmed that Pam Walden is the nominee for President Elect. She is a tenured servant on the executive board and has providing strong leadership for both membership and technology committees. Given her role on the technology committee, she is very familiar with the details involved in program planning from start to finish. Other positions where we are seeking nominees include Professional Activities Officer, Equal Education Opportunities Officer, *Chronicle* Editor, and Archivist.

### **Old Business**

Dan is going to bring back the nomination form for the Distinguished Service Award for review. If this document is approved, it will be shared with the listserv. The executive board will make a decision Thursday evening about the recipient and winners will be included on the website. Katherine Thompson will share nominees and an electronic vote will be made. We will need to obtain the winner's biography and the award should remain a surprise, so the name should not be published in the program. An inquire about whether we may ever nominate or select an individual that has passed away surfaced and it was agreed that would be possible. This likely would be recent. It is up to the executive board to create a definition.

In the bylaws there are five classes of members: institutional, individual, affiliate, honorary, and retiree. There is no mention about annual or lifetime membership and criteria. The only membership category that has a reference to a fee is affiliate and this is \$50.00. The type of membership directly reflects the dues that are charged. The bylaws indicate that honorary and retiree members are not required to pay dues. Past affiliates of IACRAO include ACT, VA, ICCB, and IBHB. This also may include current members that move into other roles (i.e. student services) and/or have been Past President, but still wish to be part of IACRAO. This individual is still attached to an institution where as an honorary member is not. Lifetime membership is granted after serving so many years and obtaining a certain level of involvement. It was discussed that honorary membership may be the best fit for the distinguished service award recipient. At this point, more research needs to be conducted into the different membership types. It also would be helpful to see what other organizations have in place. Specific and simple definitions should be developed. It was recommended that this is tabled for a later discussion.

### **New Business**

For succession planning, we need a detailed list of IACRAO involvement that includes the who, what, and when. If this does not currently exist, we need to compile a comprehensive overview of committee chairs, district chairs, executive board members, and individuals that have been involved. Jason Rotzoll has old conference programs in storage that may be helpful.

It was agreed that all executive board members will work on a SWOT analysis of IACRAO and submit individually over the summer.

### **Adjournment**

*Motion: It was moved (Jason Rotzoll) and seconded (Dan Weber) to close the meeting. Motion approved at 12:11 p.m.*

Respectfully submitted,

Jennifer Harbaugh  
IACRAO Secretary



## June 11, 2015 Treasurer/Membership Report

Respectfully Submitted by:

Jeremy Bradt, Treasurer

June 11, 2015

1) Those that have expense vouchers and map/directions print outs, please e-mail them to me or mail those to my attention

2) As of June 11, 2015

- **\$40,348.90** in checking
- **\$15,747.18** savings
- **\$51,439.86** for CD( there is only one CD now)

4) Big items - \$2,752 was paid to Crowne Plaza for 2017 Conference Deposit

5) CPA firm search – Need to type something up to send to folks to solicit other accounting firms – will try to do that over the next week.

### 6) Membership Items

1) Ready for 2015-2016 membership to turn on.

2) Also will type up a rough draft of membership benefits of IACRAO so that folks can edit/revise so we can send that to new folks who sign up for IACRAO or post to our website (FYI- I am not a graphic designer)