

IACRAO Executive Board Meeting Minutes
October 27, 2015
Embassy Suites, East Peoria, IL

Call to Order

President Katherine Thompson called the meeting to order at 6:54 pm.

Members Present:

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

Members Not Present:

Rob Kerr (East Central District Chair)

REPORTS

Secretary

Jennifer Harbaugh thanked Tiffani Robertson for taking minutes for the September meeting.

Jennifer presented the minutes from the September 18, 2015 executive board meeting.

Motion: It was moved (Heather Yeager) and seconded (Cody Baggett) to approve the minutes as presented. Motion approved.

Treasurer

Jeremy Bradt presented the treasurer report.

IACRAO officially has made the change to the new accounting firm. The prior accountant never acknowledged the letter indicating that IACRAO was terminating our relationship.

Jeremy thanked the executive board for reviewing and submitting revisions to the proposed 2016-17 budget. A deposit of \$800 was submitted today. This document will be shared at Thursday's annual business meeting.

Jeremy will confirm last year's membership number. Attendance for this year's conference is slightly lower compared to last year. This year we have 112 while last year was 128.

Katherine Thompson shared that one of the vendors approached her if there was an option to sponsor something for this year's conference. Upon receiving this question, Katherine followed-up with all vendors to inquire about whether this is something they would like to do. Several came forward and are donating anywhere from \$150 to \$500. This one email from Katherine brought in over \$1,000 from vendors that wanted to participate. In the past, vendors have contributed items that are distributed at check-in (i.e. tote bags). This year, the only item we are providing at registration is the conference program. If we choose to provide tote bags for certain groups (i.e. first time attendees), there are plenty. These also have been utilized for the spring district meetings.

Professional Activities Officer

Heather Yeager confirmed that there are two bright idea posters for the conference. This year's winner will receive one free conference registration for the future. In the future, we may want to have a packet that explains the poster presentation and tips for putting it together. This may help members grasp what is involved and encourage participation.

Packets have been put together for the district chairs to pass on to their successor.

Equal Educational Opportunities Officer

Tiffani Robertson reported her enthusiasm about the number of diversity sessions at this year's conference.

DISTRICT CHAIRS

Northeast District Chair

Christopher Huang confirmed that an email has gone out to encourage participation. There was some interest expressed. It is likely that Northeast and Northwest will have a combined meeting this next year. A tentative agenda has been sent to the incoming district chairs to provide an idea for planning the 2016 program. Christopher expressed his thankfulness for serving with Jerry Montag and on the executive board.

Northwest District Chair

Jerry Montag shared that it has been great serving with Christopher Huang and his genuine appreciate for all he has done. Jerry complimented Katherine Thompson and Jennifer McClure for having separate rooms for Thursday's district meetings opposed to everyone being in one room.

West Central District Chair

Cody Bagget plans to meet with the incoming district chair for 10 to 15 minutes at the conference to cover critical items for planning the March meeting.

Southern District Co-Chairs

Shara Kayser and Patrick Sears expressed their appreciation for the list of names and contacts for their district. An email went out regarding the district chair-elect position, but no one stepped forward. They also plan to meeting with the incoming district chair during the conference.

EX OFFICIO

Chronicle Editor

Chris Leopold confirmed that her last newsletter was sent via the listserv prior to conference. She has started sending templates to Tiffani Robertson as she will be her successor.

Web Site Manager

Pam Walden confirmed updates are being made for the conference as needed. There are two schools that require a correction in regards to the district that they fall in. This will be reviewed and completed.

Jerry Montag inquired about whether IACRAO would be able to hold data for other organizations (i.e. OARSUI) on their website. Jennifer McClure shared that ICCAROO worked with the Illinois Community College Board to host a website and archive listserv questions and data. It was suggested that OARSUI may want to work directly with the Illinois Board of Higher Education.

Archivist

Jason Rotzoll has all pictures and a guide sheet on what needs to be done as well as what information to collect. He will hand this off to Robb Kerr as he will be the new archivist.

Membership Committee Chair

Jeremy Bradt confirmed that approximately 12 schools have not renewed their membership and these are typical institutions that hold off for a final budget.

Technology Committee Chair

Pam Walden confirmed tomorrow's technology team will consist of Tracy Morris and Andy Kindler. They will set up prior to the sessions and ensure all presenters have what they need. Everything will remain in the rooms through Thursday and we will have a student assisting for Thursday's sessions. We have one spare laptop and projector if needed. There is one extra room that is set up identical to a session room, which will allow presenters the opportunity to practice or make any changes to their presentations.

Pam has worked with Jeremy Bradt in the past regarding the listserv and updating any member requests. This likely needs to be assumed by another individual moving forward. While the listserv is housing at Illinois State University, Pam can create a guest account that will last up to one year. This will allow the individual to make any necessary changes.

PRESIDENTS

Past President

Dan Weber confirmed that we are being considered for an AACRAO award for IACRAO's recruitment video. Everything has been submitted and we should know by next month the outcome.

It is recommended that the executive board takes a deeper look into the bylaws over the next year from a voting perspective. The Non For Profit Act has changes in 2010 that certainly impact IACRAO and this should result in some gains for the organization. It would be beneficial to incorporate a practice similar to other state and regional organizations where if a conference is canceled, we have a way to approve the budget and elect officers. This may require discussion with a lawyer.

The scholarship process needs to be reviewed and revised. The application is daunting and there may be opportunities to make the process easier. We may want to consider having one award opposed to two scholarships as is the current practice. It was great to see the diversity of applicants coming across the state this year.

The new slate of offices is set for Thursday's annual business meeting. Dan conveyed his gratefulness for serving and is very excited about the new executive board.

President

Katherine Thompson expressed her thankfulness to everyone and for their work on this year's conference.

President Elect

Jennifer McClure did not have a report.

Old Business

Items will be tabled for next meeting.

New Business

Items will be tabled for next meeting.

Adjournment

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

Motion approved at 7:54 pm.

Respectfully submitted,

Jennifer Harbaugh
IACRAO Secretary