

IACRAO Executive Board Meeting  
October 28, 2014  
Double Tree Hotel, Alsip, IL

**Call to Order**

President Dan Weber called the meeting to order at 6:08 p.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), Jason Rotzoll (Archivist), Claire Temmerman (Northeast District Chair), Angela Lynn (West Central District Chair), Cheryl Boehne (Southern District Co-Chair), and Jan Ripperda (Southern District Co-Chair)

Members Not Present:

Sarah Kocunik (Northwest District Chair) and Oshunda Carpenter Williams (East Central District Chair)

OFFICER REPORTS

**Secretary**

Jennifer Harbaugh presented the minutes from the September 26, 2014 Executive Board meeting at Illinois State University.

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

Jennifer confirmed that Richard Sevcik, Perkins Coie LLP, has been contacted and he provided documents (i.e. letter requesting transfer) that require a signature in order for the IACRAO files to be transferred from K&L Gates LLP to Perkins Coie LLP. Dan Weber, Katherine Thompson, and Jennifer met with Richard at 4:30 pm today to discuss potential services for moving forward. Some important items to consider include the following:

1. Richard is very interested in serving as a presenter for the entire association. He would consider this client development and could provide important insight for topics that are relevant to our membership (i.e. Illinois employment laws for managers). This may be something to consider for next year's conference.

2. Richard mentioned the Illinois Non-Profit Law ((805 ILCS 105/) General Not For Profit Corporation Act of 1986) and the importance of ensuring that we are in compliance, especially as we consider adapting new practices (i.e. e-voting) into IACRAO. Richard recommended reviewing the statute along with the IACRAO bylaws. This is a service he can provide. Dan is going to follow-up with Richard about a cost estimate.
3. Richard confirmed that the annual report of executive board members should clearly identify the officers of the association. This list can include all executive board members, but the officers should be listed separately since they have specific privileges (i.e. signing contracts) that other members do not possess. Jennifer will ensure that this is reflected in the next report.

### **Treasurer**

Jeremy Bradt confirmed that the address on file with The Hartford (insurance) has been updated to Highland Community College with his name.

Jeremy stated that he provided the annual financial statements report (year end of June 30, 2013) to Jason Rotzoll. He brought additional copies and it was suggested that these should go to Pam Walden for the website, Jennifer Harbaugh, and Jennifer McClure (incoming president elect nominee).

Jeremy shared the proposed budget for 2014-15 and 2015-16. Since the fiscal year begins on July 1 and the annual conference is held in October, we are seeking approval from the membership for both this year's and next year's budget. The latter is particularly important as not only are we well into the fiscal year by October, but the annual conference is IACRAO's largest expense and it would be beneficial to obtain membership approval prior to this event. Some important notes regarding the budget include the following:

1. Travel for AACRAO is over budgeted as this amount should be \$1,000.00. This past year both the president and president elect received approval to attend the leadership meeting. In the future, only the president elect will go to this meeting.
2. Travel reimbursement for the executive board meetings has been increased due to the impact on budgets for state universities in Illinois. Some schools are unable to provide reimbursement to executive board members. Since this is a volunteer organization, it is critical to provide reimbursement for travel.

3. The 2015-16 proposed budget includes a \$1,000.00 decrease for the annual conference opening and closing speakers. This is due to our ability to obtain speakers that will not charge in the past (i.e. presidents or vice presidents of institutions that are IACRAO members). Therefore, we typically have paid for only one of these speakers for previous conferences. It was noted that we are not limited to this amount and we can pull from other line items for the annual conference if the fee for a speaker is higher.

*Motion: It was moved (Cheryl Boehne) and seconded (Tiffani Robertson) to approve the 2014-15 and 2015-16 proposed budgets. This will be left as a seconded motion as both budgets will go before the membership for discussion and final approval.*

### **Professional Activities Officer**

Heather Yeager confirmed that there are four poster presentations for Bright Ideas. Ballot boxes have been made and will sit at each presenters table so that the conference attendees can vote for their favorite presentation.

Heather conveyed that folders have been made for the incoming district chairs and district chair elects (formerly district secretary). This information will be distributed after the business lunch.

### **EEO Officer**

Tiffani Robertson has information to be shared at the IACRAO booth regarding the diversity committee and serving as a diversity ambassador.

### **DISTRICT CHAIRS**

#### **Northeast District Chair**

Claire Temmerman had no report.

#### **Northwest District Chair**

Sara Kocunik not present.

#### **West Central District Chair**

Angela Lynn confirmed that she contacted Cody Baggett about serving as IACRAO district chair and treasurer elect as well as president of ICCAROO. He is aware of the commitment of each role and would like to serve in this capacity for both organizations.

**East Central District Chair**

Oshunda Carpenter Williams not present.

**Southern District Co-Chairs**

Cheryl Boehne and Jan Ripperda had no report.

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**Chronicle Editor**

Chris Leopold confirmed that she has Chronicle editions to be shared at the IACRAO booth with the poster board that Oshunda Carpenter Williams created.

**Web Site Manager**

Pam Walden had no report.

**Archivist**

Jason Rotzoll had no report.

**Membership Committee Chair**

Jeremy Bradt confirmed that there are two institutions that need to pay and they have been contacted, so they are aware that payment is due. He hopes that the Chicago City Colleges and Oakton Community College will sign up. However, 123Signup is scheduled to come down on November 1. It was asked if we should leave this open for addition schools that want to become members, but it is important to note that a monthly fee is assessed for this service. It was recommended to have any additional schools complete a paper application and we can manually add them to the membership. Before we re-open online registration for membership and the 2015-16 annual conference, a decision will be made on whether we will utilize 123Signup or go with AACRAO's product. Dan Weber encouraged anyone that is interested to participate in this discussion. It was confirmed that the cost for 123Signup is a membership line item as Credentials covers the registration fees for conference. We currently pay 4% for membership. This fee will be noted when the proposed budgets are discussed with the membership, but for the future a line item will be added under general/miscellaneous. A contingency line item also will be added for the annual conference.

**Technology Committee Chair**

Pam Walden expressed a big thank you to Katherine Thompson for lining up technology support for this conference as she could not bring staff from Illinois State University due to the campus-wide system conversion.

## PRESIDENTS

### **Past President**

Andy Kindler confirmed that the bylaw changes were shared with the membership via the listserv 31 days prior to the annual conference.

### **President**

Dan Weber shared that he learned about concerns expressed by vendors regarding the IACRAO annual conference. It seems that vendors are disappointed with the amount of traffic received at their tables and lack of attendance in sessions. We are open to making changes, but also want to strike a good balance between accommodating the requests of vendors and meeting the expectations of the membership. Vendors receive an evaluation and we are encouraging them to provide candid feedback so that improvements can be made. Last year we hosted the largest number of vendors and this year we have seven participating. Dan encouraged that if anyone receives comments to share this information with Katherine Thompson, Brian Clevenger, Diana Alferez, or Andy Kindler. This year we are providing a prime session time for a vendor presentation. Other strategies that we may want to utilize include coupling institutions that are clients with vendors for presentations so that two perspectives are provided and hosting the vendors in a room opposed to the hallway where snacks can be placed as that will drive attendees to visit the room.

### **President Elect**

Katherine Thompson introduced Diana Alferez as the Local Arrangements Co-Chair for this conference. Diana is from College of DuPage and has previously assisted with past conferences when Katherine served in this same role.

### **Old Business**

Dan Weber confirmed that items will be tabled for the first meeting post conference.

### **New Business**

Dan Weber confirmed that items will be tabled for the first meeting post conference.

### **Announcements**

No announcements.

### **Adjournment**

*Motion: It was moved (Andy Kindler) and seconded (Pam Walden) to close the meeting. Motion approved at 7:21 pm.*

Respectfully submitted,

Jennifer Harbaugh  
IACRAO Secretary