

IACRAO Executive Board Meeting Minutes

October 31, 2014

Double Tree Hotel, Alsip, IL

Call to Order

President Katherine Thompson called the meeting to order at 11:30 a.m.

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), Pam Walden (Web Site Manager), Christopher Huang (Northeast District Chair), and Jerry Montag (Northwest District Chair)

Members Not Present:

Heather Yeager (Professional Activities Officer), Chris Leopold (*Chronicle* Editor), Jason Rotzoll (Archivist), Robert 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 October 29, 2014 executive board meeting at the Double Tree Hotel.

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

President

Katherine Thompson handed out the *Chronicle* packets that includes the deadlines for article submissions for each edition this next year. The importance of meeting the deadline was emphasized as this impacts the time line for sharing this resource with the membership. It was shared that Chris Leopold provides ideas for topics to consider, but that district chairs typically focus on the spring district meeting as this is an opportunity to promote that event.

Headshot photographs will be taken at the next meeting for any member that does not have an existing photo or would like to update what is currently on the website. If members have a

professional photograph that they would like to use, this can be emailed to Pam Walden and she will add it to the website.

The executive board meetings will occur 3 to 4 times over the next year at Illinois State University. The goal is to meet on a Friday and Katherine will follow-up ahead of time with an agenda. It was asked that all members be thinking about sessions for next year's annual conference. Katherine will share the evaluation results from this year's annual conference, which will serve as a tremendous help in planning for 2015.

President Elect

Jennifer McClure encouraged everyone to think about a theme for the 2015 annual conference so that a discussion and decision can be made at the November/December meeting. Items to consider for planning include how to stay relevant when student technology is passing us by, utilizing retirees' expertise and skills for mentoring, and crucial topics (i.e. financial aid and PARCC).

The first part of every meeting will be the executive board portion and the second part will focus strictly on conference planning. Katherine Thompson confirmed that she will reach out to the district chairs that are not present so they know what to expect.

Past President

Dan Weber encouraged thinking about the format of the annual conference and possible changes for the future. The 2015 contract is locked in, but it is possible to make changes for 2016. However, this will need to be determined soon as the contract will need to be signed shortly. Items to consider include a formal structured event for Wednesday evening, offering vendors the opportunity to come for one full day, the number of meals that are provided, and the length of the conference. It was shared that since we have incorporated a structured activity with dinner for Wednesday night, more attendees are registering for the full conference. It was advocated that having this event ensures an opportunity for relationship building and connecting amongst the attendees. The new attendee tables at dinner were full and the IACRAO booth garnered interest in volunteer opportunities, so these are initiatives that we may want to repeat in the future. It also was mentioned that attending the AACRAO annual conference would provide the possibility of asking other state and regional organizations what they do to gain a different perspective. The AACRAO Facebook page may be another option for outreach to these groups.

A few concerns to keep in mind for future planning include the lengthy breaks in between sessions as this may encourage attendees to disengage from the conference. It also is

important to provide opportunities for connection amongst colleagues (i.e. badge buddy was a method that was used this year).

Adjournment

Motion: It was moved (Jennifer McClure) and seconded (Christopher Huang) to close the meeting. Motion approved at 11:15 a.m.

Respectfully submitted,

Jennifer Harbaugh
IACRAO Secretary