

IACRAO Executive Board Meeting Minutes  
April 22, 2016  
Illinois State University

Call to Order

President Jennifer McClure called the meeting to order at 9:01 a.m.

Members Present:

Katherine Thompson (Past President), Jennifer McClure (President), Pam Walden (President Elect), Jennifer Harbaugh (Secretary), Christopher Huang (Professional Activities Officer), Tiffani Robertson (*Chronicle* Editor), Robert Kerr (Archivist), Carol DiCola (Northeast District Chair), and Jason Wickline (East Central District Chair)

Participating Via Conference Call:

Marc Dale (Northwest District Chair) and Pam Wilkins (Southern District Co-Chair)

Members Not Present:

Cody Baggett (Treasurer), Amanda Turner (Equal Educational Opportunities Officer), Patrick Sears (Website Manager), Janet Munson (West Central District Chair), and Tosha Baker (Southern District Co-Chair)

REPORTS

**Secretary**

Jennifer Harbaugh presented the minutes from the February 19, 2016 executive board meeting.

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

Jennifer confirmed that the annual report and fee have been submitted to the Illinois Secretary of State office.

**Treasurer**

Jennifer McClure presented the report (see page 7) on behalf of Cody Baggett.

A friendly reminder was shared to submit travel reimbursement requests including MapQuest directions to Cody. A comparison was completed for travel reimbursement (see page 8) from last year to this year for the executive board. The budget for \$3,000.00 already has been exceeded by \$1,175.52. This is due to a decrease in the number of institutions that are able to cover travel for executive board meetings. Discussion ensued about whether to increase budget for next year. It is preferred that we maintain our current budget and explore other methods of meeting (i.e. video conference or webinars). An engaging

and interactive format was emphasized opposed to conference calling. There are numerous software and companies to explore for options. We may want to consider obtaining a resource for IACRAO or explore options provided by AACRAO.

**Action Item**

- ✓ *Pam Walden and Christopher Huang will explore options.*

**Professional Activities Officer**

Christopher Huang plans to work with Amanda Turner on the creation of online workshops. The hope is to find a free resource that can be utilized with possible screen sharing options. GoToMeeting and WebEx tend to be the most popular options. An inquiry was sent to AACRAO, but a reply was not received.

Jennifer McClure shared that other state associations (i.e. California and Oregon) utilize online platforms for conference, membership, online deposit of documents and forms, and the website. It is important to move our website from an institution (i.e. Illinois State University) to another platform so that the institution does not have to absorb the cost. This also allows the website responsibilities to be more transferable. A technology background is not required to do this. IACRAO is paid for another four years for the existing name space, but ISU pays for hosting.

**Action Item**

- ✓ *Jennifer McClure to share notes from AACRAO about the platforms that other state and regional associations are utilizing.*

Christopher attended the East Central and West Central District Meeting. He enjoyed attending a different district and meeting new people. He would like to create a Flickr slideshow for the district meetings for the website.

Christopher is working on instructions for how to design a posterboard for Bright Ideas. He would like this form displayed on the annual conference website – the same location where session proposals are submitted. It would be beneficial to allow members that cannot attend the annual conference to submit a Bright Ideas posterboard.

**Action Item**

- ✓ *Christopher Huang will have a how-to on designing a Bright Ideas posterboard for the June meeting.*

**EEO Officer**

Amanda Turner was not present.

## DISTRICT CHAIRS

### **Northwest District Chair**

Marc Dale confirmed that this year's district meeting was a success. There was a total of 60 attendees (70 registered) compared to 68 participants last year. The feedback was positive, but there were some comments regarding the box lunch. The total charges were \$1,100.00 for breakfast and lunch, so below the budget. Marc has four pictures of the event and will send to Christopher Huang.

### **Northeast District Chair**

Carol DiCola echoed Marc's report regarding the joint district meeting.

### **West Central District Chair**

Janet Munson was not present.

### **East Central District Chair**

Jason Wickline reported a successful district meeting on March 18. It was well attended and the birds of a feather discussion continues to be a favorite. Lunch was later than usual, so there was concern that this made time tight for the afternoon sessions. The rising district chairs noted a menu for future programs that is Lent friendly.

### **Southern District Chair**

Pam Wilkins indicated that the district meeting was a great success. A variety of sessions were offered including active shooter training, motivating staff with a minimal budget, and the AS redesign. There were 30 attendees (45 submitted an RSVP). Believe the current budget situation impacted attendance. Overall event cost was under the allotted budget. Pam plans to approach several presenters about submitting session proposals for the annual conference in October.

## EX OFFICIO

### **Archivist**

Robert Kerr asked that information on the district seminars (i.e. agenda, notes, survey, general summary of what occurred, etc.) be emailed to [iacraoarchive@gmx.com](mailto:iacraoarchive@gmx.com). This is a free email with ample storage. This will be used to hold items and burn on a disc after a year.

Robert went to the University of Illinois at Urbana-Champaign as this is where the archive files are held. They requested a visit no more than one time per year. A Flickr account would be great as it would allow storage of pictures and specific notes (i.e. event name, participants, etc.).

### **Chronicle Editor**

Tiffani confirmed that the next call for *Chronicle* submissions will be in June with a publication date of mid to late July. This will be the last time to promote the annual conference in the newsletter. Another

announcement should be issued via the listserv. Pam Walden confirmed her plan to send another call for session proposals to the listserv.

Tiffani will collaborate with Pam on highlighting the Bright Ideas session in the *Chronicle*. This is to promote the session, but also encourage members to consider presenting.

Flipbook was the latest version that was used for the *Chronicle* last time. The plan is to continue with this version for future newsletters.

### **Website Manager**

Patrick Sears was not present.

### **Membership Committee Chair**

Jennifer McClure presented two surveys on behalf of Cody Baggett. The first survey was in regards to a joint conference with Indiana in 2018. The results were as follows: 54% yes, 7% no, and 38% maybe. Reasons for the last two answers included out of state travel (52%), cost (84%), and days of the week proposed (15%). Discussion confirmed that while we are interested in a joint conference with Indiana (location will be South Bend), we are not interested in replacing our conference with a joint conference. On primary reason for the commitment to host an Illinois annual conference is the business meeting. We will continue to research this option and consider for the future.

The second survey assessed whether institutions plan to renew their membership. All but one participant indicated yes. The one negative was due to budget cuts. There were 19 participants that indicated they would attend this year's annual conference in Alsip while 10 indicated a no. Time of year and budget were two primary reasons deterring attendance.

### **Technology Committee Chair**

Patrick Sears was not present.

## PRESIDENTS

### **Past President**

Katherine Thompson updated the scholarship form. The first two pages were almost identical and the application was lengthy due to the supplemental forms. Those will be made as separate PDF documents on the website. The original document also included an outdated list of members, which has been removed and language added referencing the website. The application is now one page for both scholarships in addition to the supplemental forms. A focus on college activities and involvement will be stipulated given that these are transfer scholarships and high school involvement is no longer the most recent. The deadline to submit the application is August 31. There is no FAFSA requirement, so F1 visa holders can be considered. The underrepresented scholarship also is ideal for undocumented students. The scholarship is awarded in the spring, so there is a 5 to 6 week time frame to make a final decision. The goal is to have a final decision made by October 1. The past president and district chairs serve as

the scholarship committee and will review potential candidates for each award. It is important that this opportunity is shared on every campus so that students are aware and can apply.

We would like to work together with other state organizations (i.e. City of Chicago Group, IACAC, PICU, ILASFAA, etc.) especially in light of budget issues. This is an opportunity to share more about what we do (i.e. our missions) and providing professional development opportunities (i.e. presenting at different conferences and have representatives at our conference). A group of individuals from every organization including ICCAROO and OAROSUI will continue to meet. Katherine will obtain a list of the groups and constituents to share with the executive board.

### **President**

Jennifer McClure discussed how other regional and state organizations generate revenue. Oregon posts jobs for other states for a yearly/monthly fee and allows the post to remain active for 30 days.

Discussion ensued about how this can be done in IACRAO. We can post on the website and/or listserv.

Another idea is to have a t-shirt that can be purchased at conference. It would need to have a fun quote or statement that relates to everyone. The quantity would be limited.

Google Docs and other storage recourses were discussed as a way to house documents for transition between successors. If we are seriously considering web based meetings for the future, it would be helpful to have a web space where documents can be housed and easily accessible.

Jennifer drafted an advocacy letter to address the impact on institutions as a result of the current budget crisis. We would like this to be from the student perspective and how these challenges are affecting them.

### ***Action Item***

- ✓ ***Jennifer McClure to send advocacy letter to the executive board for review.***

### **President Elect**

Pam Walden did not have a report.

### **Old Business**

Tiffani Robertson shared a proposal (see page 9) to change the title and responsibilities of the *Chronicle* Editor. This position is appointed by president and these changes can be implemented by an executive board vote.

*Motion: It was moved (Robert Kerr) and seconded (Pam Walden) to update the title of the Chronicle Editor position to Communications Manager and expand responsibilities to encompass all communication initiatives as outlined in the proposal. All members voted yes. Motion passed.*

Jennifer McClure will share a document that outlines ideas for strategic planning at the next executive board meeting. Some items that were discussed included:

- Creating orientation packets for new members and board members.
- Consideration of expanding district chair term to two years. This would allow for mentorship of the district chair elect. This may require a vote of the membership.
- Establish a membership chair position that can focus on outreach and membership relations.

**Action Item**

- ✓ *Marc Dale and Jason Wickline will develop a proposal for expanding the district chair term for the next executive board meeting.*

**New Business**

The possibility of developing a mentorship program was discussed. The goal of this program is to get to know our new members as well as provide opportunities to develop a connection with IACRAO through involvement. The best place to start may be to send out a survey via the listerserv to gauge interest in a potential program.

**Adjournment**

*Motion: It was moved (Pam Walden) and seconded (Christopher Huang) to close the meeting. Motion approved at 11:06 a.m.*

Respectfully submitted,

Jennifer Harbaugh  
IACRAO Secretary



## April 22, 2016 Treasurer Report

Respectfully Submitted by:

Cody Baggett, Treasurer

February 19, 2016

1. As of February 19, 2016, net assets are **\$93,922.92**.
  - **\$26,677.09** in checking
  - **\$15,748.94** in savings
  - **\$51,496.89** for CD
  
2. Outstanding Items – None
  
3. Expenses Since 2-9-16 Board Meeting
  - a. District Meetings (various amounts)
  - b. Benning Group – 2<sup>nd</sup> payment (\$1200) - \$600 already paid earlier in year.

\*\*\* Please send travel reimbursement requests and MapQuest directions (if you haven't already) to [cbaggett@jwcc.edu](mailto:cbaggett@jwcc.edu) or:

John Wood Community College  
Attn: Cody Baggett  
1301 S. 48<sup>th</sup> Street  
Quincy, IL 62305

## E-Board Travel Comparison(s)

### FY2016

As of 4-20-16	\$4,175.52
Budgeted	\$3,000.00
Deficit	(\$1,175.52)

### FY2015

Actual	\$2,730.97
Budgeted	\$3,000.00
Surplus	\$269.03

### Notable Differences

1. General number of travel requests – institutions are not reimbursing for e-board travel like they have in previous years.
2. AACRAO Leadership reimbursement was up from when Adrienne went.
3. In FY2015, we did the one conference call instead of traveling to Bloomington. Without that, we would have been over budget by a couple hundred dollars.

There has been a steady incline from what I can see over the last three or four years.

**Proposal:** Change Title and Responsibilities of the Chronical Editor Position

**Title:** *Proposed Change* – Communications Manager

**Election/Term of Office:** *No Proposed Change*

**Reports to:** *No Proposed Change*

**Primary Function:** *Proposed Change* - To manage all communications within IACRAO.

**Major Responsibilities:** *Proposed Additions* -

1. To act as Editor and Chief for the *Chronicle* newsletter; edit and produce four editions of the Chronicle. Approximate dates of the issues are: December, March, June, and September (this issue to announce those nominated to fill vacancies for officers within IACRAO).
2. To act as the Chair of the Communications & Publications Committee.
3. To monitor and keep record of IACRAO listserv communications.
4. To manage the IACRAO social media sites.
5. To work with the Web Site Manager to ensure consistent information is on the IACRAO website.
6. To review and proofread the conference program and other related materials prior to distribution.