

IACRAO Executive Board Meeting Minutes  
December 2, 2015  
Illinois State University

Call to Order

President Jennifer McClure called the meeting to order at 9:03 a.m.

Members Present:

Jennifer McClure (President), Pam Walden (President Elect), Jennifer Harbaugh (Secretary), Cody Baggett (Treasurer), Amanda Turner (Equal Educational Opportunities Officer), Christopher Huang (Professional Activities Officer), Tiffani Robertson (*Chronicle* Editor), Robert Kerr (Archivist), Marc Dale (Northwest District Chair), Jason Wickline (East Central District Chair), and Janet Munson (West Central District Chair)

Participating Via Conference Call:

Katherine Thompson (Past President), Carol DiCola (Northeast District Chair), and Tosha Baker (Southern District Co-Chair)

Members Not Present:

Pam Wilkins (Southern District Co-Chair)

REPORTS

**Secretary**

Jennifer Harbaugh presented the minutes from the October 30, 2015 executive board meeting at the Embassy Suites in East Peoria.

*Motion: It was moved (Robert Kerr) and seconded (Christopher Huang) to approve the minutes as presented. Motion approved.*

**Treasurer**

Cody Baggett shared the treasurer and annual conference reports. The only outstanding revenue for the annual conference is payment from OAROSUI. Northern Illinois University confirmed that a check for \$528 is in the mail. This year's conference was slightly more than the prior year in Alsip. The Bloomington – Normal Marriott Hotel and Conference Center remains to be the most expensive conference to date. Revenues from the 2014 Alsip conference came close to covering the increased expense of this year's conference. Cody will itemize the charges for this year's conference and compare directly with the prior year's expenses. Additional fees include technology set-up, internet, and fees for the AACRAO representative. It was recommended to include surcharges in the budget to help prepare for additional expenses. Another contributing factor for the 2015 annual conference expenses is the decrease in attendees.

### **Professional Activities Officer**

Christopher Huang is looking for ways to promote the Bright Ideas session and increase participation. Thoughts include creating a list of past winners with photographs to post on the website, issuing a call out to the membership via the listserv, featuring a Bright Ideas section in the *Chronicle*, and increased outreach to the membership as we continue to identify sessions for next year. Creation of a handout on how to complete a successful poster presentation with contacts for previous poster session presenters as well as a list of topics may encourage interest. Ideally, we would like to have 5 presentations. A goal for the district chairs is to have one poster presentation per district. This would ensure at least 4 poster presentations. We also could revert to regular presentations and pair it with lunch so that all conference attendees have an opportunity to hear the ideas as well as vote. Christopher will create a how to document for future presenters.

All spring meetings are scheduled. The district chairs will share more information. Christopher inquired about whether any of the district chairs planned to charge for this year's meeting. East and west central as well as southern do not charge. Northeast and northwest have charged \$10 in the past, but this was not the case last year. This fee has helped cover various costs for prior programs (i.e. parking, food, room rental, printing, etc.). Given the current budget climate, it was encouraged not to charge if possible.

Christopher sent out an email to the first time conference attendees to introduce himself and inquire about any feedback or ideas. Items that were shared included a mentor to assist new attendees with navigating the conference as well as a conference book that outlines different areas that are represented including specific functions/responsibilities (i.e. registrar, admission processing, etc.).

### **Equal Educational Opportunities Officer**

Amanda Turner has no report.

### **DISTRICT CHAIRS**

#### **Northeast District Chair**

Marc Dale confirmed that northeast and northwest will host a joint spring meeting on March 4 at Kishwaukee Community College.

#### **Northwest District Chair**

Carol DiCola shared that she has promoted the spring meeting date and location in the *Chronicle*.

#### **East Central District Chair**

Jason Wickline confirmed a joint spring meeting with the west central district on March 18 at the Illinois State University Alumni Center. This will be promoted in the *Chronicle*. Specific session topics and presenters are in the process of being decided, but birds of a feather will be part of the program.

### **West Central District Chair**

Janet Munson confirmed that the food for the spring meeting is finalized. She inquired about a tax exempt letter, but it was confirmed that IACRAO is not tax exempt. Cody Baggett is going to research why the organization is not eligible for this status and will report back.

### **Southern District Co-Chairs**

Tosha Baker confirmed a date of April 8 at the Rend Lake College Marketplace in Mt. Vernon. The venue requires a copy of the insurance policy to proceed with the reservation. Cody Baggett will email this document.

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### **Archivist**

Robert Kerr requested conference photographs to be emailed to him so that he can collect them for the archive. There are over 300 pictures that have been burned onto a CD. There are multiple people in the photographs that do not have a name indicated. For historical purposes, it would be helpful to have others review these pictures and identify anyone whose name is not currently listed. Dan Weber, Jess Ray, and Kathie Beaty were mentioned as individuals to assist with this project. We also would like to have a few pictures from various conference events (i.e. business meeting, sessions, costume party, etc.) to include on the website. We have a video of the singers at brunch that also can be utilized. In the future, it is imperative to assign a conference photographer.

A conversation about what to do with the numerous photographs that currently exist is needed. We can scan them, but a decision needs to be made about what to do with the original. Books with plastic slip covers may be an option, but digital copies are probably best in case we want to utilize them in the future. This also will make it easier to transport as well as preserve. Robert is going to explore possibilities to share at a later meeting.

District chairs are asked to provide copies of agendas and minutes for the spring meetings so that this information can be included in the archives.

### **Chronicle Editor**

Tiffani Robertson shared a friendly reminder that *Chronicle* submissions are due Friday. It was confirmed that the district chair submits articles for the *Chronicle* and not the district chair elect/secretary. Courtney Kohn Sanders will continue to share quotes. This edition also will include a DREAMers article. Any news (i.e. new hires, promotions, etc.) are also welcome.

If anyone does not have a photo on the website, either have one taken today or submit a picture as soon as possible. This will be included in the *Chronicle* in addition to the website.

### **Website Manager**

Pam Walden previously served as the website manager and technology committee chair as well as maintained the IACRAO listserv. Tiffani Robertson has graciously agreed to take on listserv maintenance, which works closely with the membership committee chair. Since the website manager and technology committee chair roles overlap, it is best to have one person in these positions. Patrick Sears from Southern Illinois University Edwardsville has agreed to step in. Pam has spoken with Patrick about the details of both roles. Jon Choi, Illinois State University, had developed a list of skills needed for programming in these positions and he is going to follow-up with Patrick in January to discuss these details. The biggest responsibility of the technology committee chair is to ensure that all technology utilized for the annual conference runs smoothly. Many of the projectors from this year's conference came from Illinois State University. These resources will continue to be housed on campus and available for future conferences. Pam will work with Patrick as he transitions into these roles.

Janet Munson inquired about the possibility of searching topics that have been discussed on the listserv rather than having repetitive discussions. It was confirmed that individuals who pose questions are encouraged to develop a survey that includes the answers that were provided and to share this information, but this does not consistently occur. ICCAROO worked directly with the Illinois Community College Board to develop an archive listserv. Another option is for the person responsible for collecting the data to provide information to the IACRAO president for posting.

### **Membership Committee Chair**

Cody Baggett shared the membership report. The spreadsheet will be sent to Tiffani Robertson for the IACRAO listserv. He is currently conducting a thorough review to ensure all information is accurate.

Two conference attendees expressed an interest in serving on the membership committee.

Cody is preparing an inventory list that will be shared at the February meeting. He requested that all executive board members submit a list of any IACRAO items that we currently have in our possession.

### **Technology Committee Chair**

Patrick Sears will serve in this role moving forward.

PRESIDENTS

### **Past President**

Katherine Thompson plans to work on scholarship awards. It was shared that we need to discuss the future of these programs at a later meeting. The revenue currently does not cover the awards, so we need to determine how we should proceed moving forward.

### **President**

Jennifer McClure urged all members to review the position descriptions on the website in order to gain an understanding of what each role is responsible for. Detailed descriptions are currently needed for the local arrangements chair/co-chair.

Electronic conference surveys provided positive feedback. It is important to plan earlier this year, especially for meals so that the cost can be kept to a minimum. The hotel suggested a buffet opposed to plated meals as the total number is more flexible thus positively impacting the service charge and tax. Due to budget, we need to be creative and consider possibilities that will help reduce cost. One item to ponder includes what we can provide instead of utilizing resources from the hotel (i.e. easels for signage). If large schools offer a conference center, perhaps we can use this space for sessions and have an offsite hotel that hosts overnight guests. Partnering with other organizations also provides a unique perspective and can help with costs. The reality is that shrinking budgets and enrollment are will make it challenging for people to attend conference.

Dan Weber forwarded an email from AACRAO stating that they are seeking nominations from state and regional organizations for the best of the best programs that have been held at annual conferences. AACRAO will review all nominees and select 3 to 4 for the March meeting. All members are asked to submit nominations from the October conference by the end of next week.

Strategic planning, especially in light of finances, is critical. We need to seriously consider who we are as an organization and what we want to focus on. Jennifer is going to share the SWOT analysis that was conducted earlier to gather feedback from the group. This information will be utilized to help identify goals and develop a plan of action in February.

### **President Elect**

Pam Walden has no report.

### **Old Business**

A search for new membership software is important. This would be for both conference registration and membership. The current process requires quite a bit of manual manipulation, especially for members that request removal from the listserv. A question was posed about providing a link at the bottom of every listserv email that can be clicked on to unsubscribe, but there is concern about making this process too easy. On the membership application, there is a box that can be checked if an individual does not want to be on the listserv. The issue is that many members do not fill out the membership forms as this typically is completed by support staff. It also is difficult to determine in 123Signup those members that checked this box. Since the membership database and listserv are completely separate, there is no communication between the two systems. Thus requiring manual manipulation.

### **New Business**

No new business.

**Adjournment**

*Motion: It was moved (Cody Baggett) and seconded (Robert Kerr) to close the meeting. Motion approved at 10:37 a.m.*

Respectfully submitted,

Jennifer Harbaugh  
IACRAO Secretary