

## IACRAO Executive Board Meeting Minutes

October 25, 2016

Doubletree Hotel

Alsip, IL

### Call to Order

President Jennifer McClure called the meeting to order at 6:01 pm

### Members Present:

Katherine Thompson (Past President), Jennifer McClure (President), Pam Walden (President Elect), Jennifer Harbaugh (Secretary), Cody Baggett (Treasurer), Christopher Huang (Professional Activities Officer), Tiffani Robertson (*Chronicle* Editor), Amanda Turner (Equal Educational Opportunities Officer), Patrick Sears (Website Manager), Janet Munson (West Central District Chair), Marc Dale (Northwest District Chair), Pam Wilkins (Southern District Co-Chair), Carol DiCola (Northeast District Chair), and Jason Wickline (East Central District Chair)

### Members Not Present:

Robert Kerr (Archivist) and Tosha Baker (Southern District Co-Chair),

### REPORTS

#### **Secretary**

Jennifer Harbaugh presented the minutes from the June 9 meeting at Illinois State University.

*Motion: It was moved (Cody Baggett) and seconded (Katherine Thompson) to accept the minutes.*

*Motion passed.*

#### **Treasurer**

Cody Baggett presented the treasurer report.

Proposed FY 2017-18 budget includes the entire annual conference expenditures. Sales tax and gratuity has been added as this can represent 30% of the entire bill. The revenue includes current membership and conference attendees as of today. A future discussion about revenue generation needs to take place. Vendors have helped us achieve a balance. We may want to consider a potential increase in cost for vendors as other state and regional organizations have a higher price. This year, we are very close between conference cost and attendees.

Each district will receive \$500 for the spring meetings. For those districts that combine, they will have \$1,000. A majority of the cost for the district meetings is food. We may want to consider how we can cut back on this. The location of the district meeting also can be a factor.

**Professional Activities Officer**

Christopher Huang confirmed that there are two poster presentations that have been submitted for this year's Bright Ideas. Harper College and Southern Illinois University Carbondale are the participants.

**EEO Officer**

Amanda Turner plans to continue working on webinars for professional development.

DISTRICT CHAIRS

**Northwest District Chair**

Marc Dale has no report.

**Northeast District Chair**

Carol DiCola has no report.

**West Central District Chair**

Janet Munson has no report.

**East Central District Chair**

Jason Wickline shared the proposed changes for the district positions – past chair, chair, and chair-elect. The past chair will mentor and support the chair-elect as this position plans the spring meeting. The chair also will serve as a resource and attend the executive board meetings. These changes will be shared at the business meeting with the membership.

**Southern District Chair**

Pam Wilkins has no report.

EX OFFICIO

**Archivist**

Robert Kerr was not present.

**Chronicle Editor**

Tiffani Robertson has no report.

**Website Manager**

Patrick Sears confirmed that annual conference session evaluations will be available on the website. Technology set-up for the conference will begin after the meeting.

### **Membership Committee Chair**

Cody Baggett confirmed that all add and delete requests for the listserv are being checked. The plan moving forward is to complete the check at the end of each month to help manage the list. We have received more IACRAO membership renewal requests in the last 3 weeks that in the past 2 months.

### **Technology Committee Chair**

Patrick Sears has no report.

## PRESIDENTS

### **Past President**

Katherine Thompson confirmed that two scholarship winners have been selected. Both are transferring to Southern Illinois University Carbondale. She confirmed the importance of working with the registrar to verify that the minimum criteria are met as one student that applied this year did not qualify. A flyer including a photo and short biography for each student will be distributed at the business meeting.

### **President**

Jennifer McClure confirmed that we have over 90 attendees registered for this year's conference. She expressed her gratitude to everyone for their support and assistance.

The plan is to move documents to Google Docs. This will make the transition process much easier and items will be easily accessible. We also need to think about alternative meeting options for the future, especially in the winter. Travel reimbursement has become a large expense now that colleges/universities are unable to cover this cost. Options for virtual meetings will be explored.

### **President Elect**

Pam Walden provided updates for the annual conference.

### **Old Business**

Cody Baggett is going to discuss the possibility with the new Treasurer Elect of having this position serve as the organization's Membership Chair.

Advocacy is a role that we would like to explore for IACRAO. Other associations have a group dedicated to this purpose, which is required should we move in this direction. This is a time sensitive role that requires immediate follow-up due to changes in the legislature. This item will be discussed with the membership at the business meeting.

A contract has not yet been signed for the 2018 annual conference. The 2017 contract is all set and we will be at the Crowne Plaza in Springfield. In 2018 we will return to Chicago. The possibility of returning to the Doubletree in Alsip will be explored.

**Adjournment**

*Motion: It was moved (Tiffani Robertson) and seconded (Pam Wilkins) to close the meeting. Motion approved at 7:03 p.m.*

Respectfully submitted,

Jennifer Harbaugh  
IACRAO Secretary