

## IACRAO Annual Business Meeting Minutes

October 29, 2015

Embassy Suites

East Peoria, Illinois

### **Call to Order**

President Katherine Thompson called the meeting to order at 12:41 pm.

Katherine recognized first time attendees, Past Presidents, exhibitors, and Executive Board members. A thank you was extended to Jostens, Leapfrog Technologies, and Lexicon Networks for sponsoring the breaks and to Lexicon Networks for sponsoring transportation for Wednesday evening's event.

This year we hosted a luncheon for first time attendees with the Executive Board. There were 27 new attendees that participated.

### **Secretary Report**

Jennifer Harbaugh presented the minutes from the 2014 IACRAO Annual Business Meeting.

*Motion: It was moved (Andy Kindler, Bradley University) and seconded (Carol DiCola, Oakton Community College) to accept the minutes. Motion passed.*

### **Treasurer Report**

Jeremy Bradt shared the net assets and proposed budget. He confirmed IACRAO's strong fiscal health. The audited FY 2014 and unaudited FY 2015 documents were submitted two weeks ago

Membership numbers have increased to 573 members. The Executive Board is always looking for ways to help reduce cost, especially given the financial challenges we face in Illinois.

IACRAO now has a new accounting firm that we will work with in the future. The cost of services is significantly less and the experience working with them thus far has been positive.

The Executive Board moved to approve FY 2016 budget.

### **Professional Activities Officer Report**

Heather Yeager encouraged everyone to check out the Bright Ideas poster submission. Kristin Smigielski and Nancy Walsh, University of Illinois at Urbana-Champaign, are this year's winners and will receive one free annual conference registration for 2016. Heather encouraged submissions for poster presentation at next year's conference. Ideas for 2016 can be submitted to Christopher Huang (incoming Professional Activities Officer).

Heather asked all attendees to participate in the district meeting after the luncheon. Incoming district chairs and chair elects will engage in a discussion about possibilities for the spring district meetings.

### **Equal Educational Opportunities Officer Report**

Tiffani Robertson expressed her gratitude to the members that served on the Diversity Ambassador Committee and for the diversity related sessions submitted for this year's annual conference. She shared that diversity related sessions can encompass a variety of topics – it does not have to be ethnicity related.

### **Archivist Report**

Jason Rotzoll shared that this will be his last report and Robert Kerr is the incoming archivist. One box of items has been sent to the archives and all other items have been provided to Robert.

### **Past President Report**

Dan Weber proposed changes to the current bylaws, which was provided to the IACRAO listserv 30 days in advance of this meeting.

*Motion: It was moved (Pam Wilkins, Southern Illinois University Carbondale) and seconded (Andy Kindler, Bradley University) to approve the bylaw changes. Motion passed.*

Dan shared his gratitude to the scholarship committee for their efforts to select two recipients for this year's awards. Andrew Lopez from Elgin Community College and Anna Gatson from Lincoln College each will receive \$500. Dan shared that the application for these programs is available on the IACRAO website and encouraged the members to think about potential students for next year's awards.

Dan shared this year's slate of officers. Two of the five positions are appointed and do not require approval as they are ex officio members. This includes Robert Kerr, Richland Community College, for Archivist and Tiffanie Robertson, Governors State University, for *Chronicle* Editor. The remaining three positions include the following:

- Christopher Huang, Governors State University, Professional Activities Officer
- Amanda Turner, Triton College, Equal Educational Opportunities Officer
- Pam Walden, Illinois State University, President-Elect

*Motion: It was moved (Dan Weber, Northeastern Illinois University) and seconded (Yakeea Daniels, Governors State University) to close nomination. Motion passed.*

*Motion: It was moved (Kristy Goodwin, Governors State University) and seconded (Carol DiCola, Oakton Community College) to accept the new slate of officers. Motion carried.*

### **President-Elect Report**

Jennifer McClure confirmed that 109 members are in attendance at this year's conference with 15 retirees joining us this evening. She thanked the conference committee for taking tasks to ensure a successful program and to Illinois State University for addressing all technology needs.

### **President Report**

Katherine Thompson highlighted the 2016 annual conference in Alsip scheduled for October 26 – 28. The AACRAO annual conference will be held in Phoenix March 20 – 23.

### **AACRAO Representative**

Tina Falkner, University of Minnesota – Twin Cities, recognized IACRAO members involved at the national level. She shared that one of her most favorite aspects of her role in AACRAO is the opportunity to attend and speak at state and regional conferences.

AACRAO resources include online courses on enrollment management designed for admission counselors and recruiters, a Registrar 101 course with a Registrar 201 class in development, and four upcoming free webinars. These are archived for future use. A new transfer book came out last year and a transfer/record guide is underway. AACRAO also is working on a FERPA training that can be completed on campus. Go live date is set for spring.

AACRAO received a grant from the Lumina Foundation to work with eight institutions on a comprehensive academic record.

### **Old Business**

None

### **New Business**

None

### **Passing of the Gavel**

Katherine Thompson expressed her gratitude for the opportunity to serve and her enthusiasm to pass the gavel to Jennifer McClure.

Jennifer McClure emphasized the importance of attending the district meetings immediately following the business meeting.

### **Adjournment**

President Jennifer McClure adjourned the meeting at 1:28 p.m.

*Motion: It was moved (Pam Walden, Illinois State University) and seconded (Kristy Goodwin, Governors State University) to adjourn the meeting. Motion passed.*

Respectfully submitted,

Jennifer Harbaugh  
IACRAO Secretary