

IACRAO Executive Board Meeting Minutes  
October 30, 2015  
Embassy Suites, East Peoria, IL

Call to Order

President Jennifer McClure called the meeting to order at 11:16 a.m.

Members Present:

Katherine Thompson (Past President), 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), Tosha Baker (Southern District Co-Chair), and Pam Wilkins (Southern District Co-Chair)

Members Not Present:

Carol DiCola (Northeast District Chair) and Janet Munson (West Central District Chair)

REPORT

**Secretary**

Jennifer Harbaugh presented the minutes from the October 27, 2015 executive board meeting.

*Motion: It was moved (Pam Wilkins) and seconded (Cody Baggett) to approve the minutes as presented. Motion approved.*

**New Business**

A brief introduction of present members was shared. Jennifer McClure expressed her enthusiasm to serve with the group.

The executive board will meet four times throughout the year at Illinois State University. Due to the importance of these meetings, it is expected for members to be present. Jennifer and Pam Walden will identify specific meeting dates as soon as possible for the months of December, February, April, and June. If members are not reimbursed mileage by their institution, IACRAO will cover the cost. All meetings will include business items and conference planning.

Expectations for district chairs include planning the spring meetings and securing presenters as well as sessions for the 2016 annual conference. In the past, presenters from the spring meetings also have been invited to host a session at the October conference. Jennifer shared that a conference attendee expressed interest in serving on the local arrangements committee for the 2016 conference.

Pam Wilkins suggested a murder mystery dinner for entertainment at the 2016 annual conference. She is going to research possibilities and obtain a ballpark price.

While attendance at this year's conference was lower, we will be in Alsip in 2016 and many members may commute in. It was encouraged to consider other organizations and events IACRAO can partner with for the conference (i.e. Institutional Research and Indiana ACRAO).

Christopher Huang encouraged all district chairs to have a date and location for the spring meeting by the December executive board meeting. This will allow us to inform the membership of these programs early and encourage attendance.

All executive board members are listed on the website. Pam Walden requested that a photograph from each member be sent to her so that it can be included online or a photo can be taken at the December meeting. Tiffani Robertson also will need a photo for each member's section in the *Chronicle*.

Pam Walden stated that we are in need of a Website Manager and Technology Committee Chair. It was encouraged to share any recommendations with her.

**Adjournment**

*Motion: It was moved (Katherine Thompson) and seconded (Pam Walden) to close the meeting. Motion approved at 11:54 a.m.*

Respectfully submitted,

Jennifer Harbaugh  
IACRAO Secretary