

**IACRAO Executive Board
Meeting Minutes
Friday, December 9, 2016
Illinois State University, Normal Illinois**

Call to Order

President Pam Walden called the meeting to order at 9:30 a.m.

Members Present:

Jennifer McClure (Past President), Pam Walden (President), Kristin Smigielski (President Elect), Leslie Betz (Secretary), Christopher Huang (Professional Activities Officer), Amanda Turner (Equal Educational Opportunities Officer), Tiffani Robertson (Communications Manager), Christopher Sayre (Northeast District Chair), Nick Sanders (East Central District Chair), Angela Snow (West Central District Chair), and Danielle Boyd (Southern District Co-Chair).

Members Not Present:

Cody Baggett (Treasurer), Emily Nicholson (Treasurer Elect), Patrick Sears (Technology Chair and Website Manager), Robert Kerr (Archivist), Brooke Johnson (Northwest District Chair) and Rachel Frazier (Southern District Co-Chair).

REPORTS

Secretary

Leslie Betz presented the minutes from the October 25, 2016 meeting at Alsip, Illinois.

Motion: It was moved (Angela Snow) and seconded (Tiffani Robertson) to accept the minutes. Motion passed.

Leslie Betz presented the minutes from the October 28, 2016 meeting at Alsip, Illinois.

Motion: It was moved (Nick Sanders) and seconded (Kristin Smigielski) to accept the minutes. Motion passed.

Treasurer

Pam Walden presented the Treasurer's Report submitted by Cody Baggett in his absence.

Work has begun with the audit team for 2016-2017. The CD was automatically rolled and renewed on November 27, 2016. If the Board would like to do anything other than automatically roll the CD in the future it should be made part of the discussion in the October board meeting. The CD has typically been rolled over.

Jennifer McClure reminded the Board about having enough funds to meet any conference obligations and to set a target for how much there should be in reserves. The information is included in the

Treasurer's Report. The Board decided to request a breakdown of conference expenses for the Board to review.

Pam Walden noted that one difference at this year's conference was the t-shirt sales to raise money for the IACRAO scholarships. More money was raised with the t-shirt sales this year than has been raised in the past.

Professional Activities Officer

Christopher Huang reported that there was a professional development webinar running at the time of the meeting because that was the best time for the membership. The organizers will send a Power point presentation for those who were unable to attend. Christopher and Amanda plan to meet to discuss other professional development opportunities for the membership.

Pam Walden noted that the submission from Harper College won the Bright Idea award at the conference and both Chris Candelas and Brian Collins did a fantastic job. She thanked Christopher for his work on coming up with the poster board presentation.

EEO Officer

Amanda Turner reported that she is working to revise the Diversity Ambassadors Committee. She included a note in the winter 2016 edition of *The Chronicle*. Diversity Ambassadors may be able to help with the goals of the EEO position and with professional development. Two people have volunteered thus far. Amanda will be soliciting ideas for how to get more people involved from IACRAO, as well as looking at NASPA and AACRAO for professional development ideas. Christopher Huang suggested including diversity sessions at district meetings. Amanda noted that she has also had inquiries about undocumented students.

DISTRICT CHAIRS

Northeast District Chair

Christopher Sayre reported that the combined district meeting for the northeast and northwest districts has been set for March 17, 2017. It will take place at Waubensee Community College. Between 70 and 80 people attended last year's meeting.

Pam Walden reminded district chairs that they would have a combined \$1000 to spend. The Board discussed possibilities for affordable lunch options. Tiffani Robertson suggested putting the lunch preference on the registration form to help take into account gluten free and vegetarian preferences.

Northwest District Chair

No report.

East Central District Chair

Nick Sanders reported that the combined East Central District and West Central District meeting will be on Friday, March 31, 2017. Carl Sandburg College is hosting the meeting.

West Central District Chair

Angela Snow reported that she is working on district meeting arrangements. Attendance at last year's meeting was around 30 because there were a number of cancelations. A save the date notice has been put out as well as a notice in the winter 2016 edition of *The Chronicle*. Ideas for presenters were discussed. Angela observed that it would be nice to open up district meetings to the whole membership for those people who couldn't make it to their own meeting.

Southern District Chair

Danielle Boyd reported that the save the date has gone out for the Southern District meeting. The date is March 31st and it will be at the Rend Lake Marketplace in Mt. Vernon. The meeting last year had three sessions and will hopefully have a similar format at the next meeting. Typical attendance has been between 50 and 60 people. There will no charge for the meeting and no charge for parking.

Pam Walden noted that she would like to get t-shirts out to the district chairs for the district meetings.

EX OFFICIO

Archivist

No report.

Communications Manager

Tiffani Robertson reported that *The Chronicle* edition publication date is today. The next call for the edition will be February 14th. Please let Tiffani know if you have theme ideas for the spring edition. The due date will be March 3rd, a week before it goes out to the membership.

Tiffani reported she was brainstorming ideas for the Communications Committee membership. Possible work for the Committee could include helping to review materials or the conference book. The Committee may also help with the Facebook page. She would like to get more involvement from people who don't have a position on the Board.

The Board reviewed the assigned duties of the Communications Manager. It was suggested that we try a booth for committee sign-ups at the IACRAO conference. The Board discussed possibilities for where all information regarding various committees could be kept and promoted to the membership.

Website Manager

Pam Walden presented the Website Manager's report submitted by Patrick Sears in his absence.

Thanks to all who helped at the conference. Patrick is working to update the website with all the changes. We are currently missing some meeting minutes and he is working to get those posted. Please e-mail Patrick directly if you see that something missing. He will be getting presentations from the

conference to post. Also, if you have pictures from the conference to share, please sent those to Patrick to post. IACRAO does have a number of photos on Shutterfly.

Tiffani reminded Board members to check their contact information for board members on website and on the back of *The Chronicle*.

Membership Committee Chair

No report.

Technology Committee Chair

Pam Walden presented the Technology Committee Chair's report submitted by Patrick Sears in his absence.

Patrick has had a couple of people contact him who are interested in serving on the technology committee. He is planning on organizing a phone call soon for the group.

PRESIDENTS

Past President

Jennifer McClure reported on the conference. We missed our sleeping room minimum, but the staff in Alsip worked with us and did not charge us for meeting rooms. The 2018 conference has been booked in Alsip and the contract signed, keeping the 2016 pricing.

Peter Hood was honored with the Distinguished Service Award at the conference. He will ask his fellow retirees if they would like to reengage with the organization. It is possible they may be a part of the mentoring program.

Discussion ensued regarding attendees booking alternate hotels due to budget issues. Facilitating a room sharing option may be a possibility, but it will affect how we are charged. Jennifer noted that we are a long-time customer in Alsip, they are very easy to work with and we have been able to keep the prices down.

Pam suggested we have a place, possibly Google Docs, to help the Board with succession planning. We currently don't have a schedule of tasks and it may help with recruiting.

Jennifer observed we also need a more thorough orientation packet for new members. It could also be distributed at the new member luncheon, which has been very successful.

President

Pam Walden reported on the conference. There were 93 attendees and a record 17 exhibitors. There were no session cancelations this year and most exhibitors gave a session which helped. The conference remained on budget with a few minor adjustments. The Treasurer's Report on the conference now

includes taxes and gratuity, so it now shows the true expenses. She reminded district chairs to reach out to people in their district as possible presenters for the next IACRAO conference and share those with Kristin. Pam thanked everyone who helped with the conference.

2016 conference evaluations were distributed. Pam thanked Jennifer McClure for putting together the evaluation results. Overall there were 22 evaluations and the comments were very positive. Two vendors filled out the survey. There was a brief discussion of the location for vendors at the Crowne Plaza and how to draw people into the vendor area.

The Board briefly discussed the length of the conference. Budget is a factor for people's attendance. Many people could not commit because they were waiting on their budget. The Crowne Plaza is booked for 2017, but the Board will return to the question once there are registration numbers for next October.

Pam reported that we have not received solicitation yet for AACRAO's Best of the Best – didn't get email about it yet. AACRAO asks the membership to submit sessions for the national conference and they pick three sessions for the national conference. Pam will check with Jerry Montag and Greg Brady for permission to submit their presentation on FERPA vs. FOIA.

AACRAO leadership up on date. Pam, Kristin, Tiffani attended the AACRAO leadership conference in early December. At the conference Mike Riley noted that AACRAO wants to provide professional development opportunities in different regions and wants to send representatives. They are also preparing FERPA for the membership. Small groups at the conference had discussions on three topics, 1) access and equity, 2) state and formal relations, and 3) student success.

Pam reported that we will be looking into conference apps. Pam and Kristin have discussed this and will gather more information. Whova is one possible option that would cost \$399 for one event for one year. The app could include the agenda, presentations, a venue map linked to the sessions, and personal agendas for users. There is a messaging feature and an administrator review feature before an event is live.

There was further discussion of tiered pricing for vendors and vendors sponsoring breaks and events. Jennifer reported that sponsorship has been an informal process. Pricing for vendors has been \$450 for both a booth and presentation, \$175 for an additional person, \$50 for a spot in the program, and \$30 for dinner on Wednesday. In past years there have also been conference bags sponsored by a vendor.

President Elect

Kristin Smigielski reported on the preparations for the 2017 conference. The date of the conference will be October 25-27, 2017. The local arrangements team is set. Ideas were discussed for possible themes. There was a brief discussion of possibilities for Wednesday night entertainment. Thursday will continue to be the costume party. There is a possibility that some vendors may sponsor some events. Pam has had inquiries about happy hours.

There was a discussion of potential speakers. Ideas are needed from the district chairs for both the admissions and the registrar side. The deadline for proposals is typically in May, but Pam had to work throughout the summer to get speakers as many people were waiting on their budgets. The call for speakers typically goes out after the February meeting.

Kristin reported that the visit to the hotel typically happens in February and she will get a date. Pam will contact potential vendors.

Old Business

Documentation for the mentorship program was shared with the Board. Pam Walden thanked Tiffani Robertson and Christopher Huang for their work on the document. Christopher suggested that if there is a committee formed it could fall under the professional activities office and the list serve could be used to solicit mentors. The process for solicitation of mentors was discussed. Questions about the document should be directed to Tiffani and Christopher.

New Business

Pam Walden will distribute t-shirts to the district chairs to sell at the district meetings. We can track the number and sizes each chair has and collect money at the next board meeting, or district chairs may send a check to Cody Baggett. Remind everyone that these are sold to sponsor the scholarship. Pam will investigate making the t-shirts available for purchase on line.

Adjournment

Motion: It was moved (Christopher Huang) and seconded (Nick Sanders) to close the meeting. Motion approved at 12:23 p.m.

Respectfully submitted,
Leslie M. Betz
IACRAO Secretary