

**IACRAO Executive Board
Meeting Minutes
Friday, February 10, 2017
Go To Meeting**

Call to Order

President Pam Walden called the meeting to order at 9:04 a.m.

Members Present:

Pam Walden (President), Leslie Betz (Secretary), Cody Baggett (Treasurer), Christopher Huang (Professional Activities Officer), Amanda Turner (Equal Educational Opportunities Officer), Christopher Sayre (Northeast District Chair), Angela Snow (West Central District Chair), and Rachel Frazier (Southern District Co-Chair).

Members Not Present:

Kristin Smigielski (President Elect), Jennifer McClure (Past President), Tiffani Robertson (Communications Manager), Emily Nicholson (Treasurer Elect), Patrick Sears (Technology Chair and Website Manager), Robert Kerr (Archivist), Danielle Boyd (Southern District Co-Chair), and Nick Sanders (East Central District Chair).

REPORTS

Secretary

Leslie Betz presented the minutes from the December 9, 2016 meeting at Illinois State University, Normal, Illinois.

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

Treasurer

Cody Baggett presented the Treasurer's Report.

Cody reported that there is currently more in checking because we are still receiving bills from conference last year. Additionally, the 123 Signup checks typically come in arrears by 30 to 60 days, so the amount in checking will fluctuate. Cody will provide a detailed report on conference expenses to the Board and will send it out via email when it is finalized. Money will be going out to pay for the annual audit and tax filings as well.

Conference revenues came in at \$25,200 and expenses will be in the upper \$28,000 range. That will leave a \$3,000 to \$4000 deficit for the conference. The drop in attendance effected the revenues. If attendance continues to be down we will still need to have conversations about conference if we want to break even. Keeping vendors engaged is also important.

The FY 16 audit is in the process of being finalized. That process typically concludes in February.

Pam noted she will be the one contacting the vendors for this year's conference. She has also had some vendors contact her. If others have vendors they use who may be interested in participating in the conference, please let Pam know and she will reach out to them.

Cody reported registration fees from vendors brought in about \$7,700 last year. Overall, assets are down slightly. In the past the Board has discussed where the organization should be to be in a financially healthy state. It would be good to have that discussion again as we go through some difficult financial times. IACRAO is committed to the conference locations two years out. This may be a topic for the next board meeting.

Pam agreed this should be a discussion item. The financial target for the organization will drive the conference discussion. This year's conference attendance should be very telling. Pam will look into resources such as AACRAO that can help determine what a good financial target would be.

Cody will review membership trend numbers. Institutions have not been renewing memberships in the same quantity. In the past we have been able to offset conference expenses with some membership fees. Discussion ensued regarding a slight increase in either conference registration fees or membership fees. Membership is typically opened up in early June. If we want to take action for 2018 membership we should make a decision at the next meeting. It has been many years since IACRAO raised membership fees. Cody will check membership fees in other states for benchmarking. The institutional membership fee is another piece to be considered. There are typically 80 to 105 institutions.

After further discussion it was determined that a survey will be done of the membership to gather feedback about preferences for the conference structure and the membership fees. The survey will be kept short. Angela volunteered to help with the survey.

After the survey is complete the Board may arrange a conference call to discuss the results, plan for future conferences, and discuss membership and conference fees.

Professional Activities Officer

Christopher Huang presented the Volunteer Mentee and Mentor Applications for the mentoring program. A soft launch is planned with the next *Chronicle* edition. The program could potentially lead to committee. It can be promoted at the annual conference. A signature line will be included on the applications. Supplemental information about expectations for both mentors and mentees can be included with the applications. It will be shared on the website as well. Applications will go to Chris for now. Application packets can be distributed to district chairs for the district meetings.

EEO Officer

Amanda Turner reported that she and Chris met last week to look at tools to facilitate conferencing and webinar opportunities on line or remote meetings. The top two were Zoom, the on line conferencing

tool used by NAPSA, and Join.me. Zoom is \$14.99 per month or there is a free account with unlimited one to one meetings, or group meetings of 40 minutes maximum. For \$14.99 per month they provide unlimited meetings of unlimited duration for up to 50 participants. This could work for lunch time meetings and discussion topics. Join.me is \$13.00 per month for non-profits. Zoom is less expensive initially, and if it works well we could revisit the monthly fee. Amanda will send the like to the Board members.

Chris noted that we don't know how many people would call in for lunchtime discussions, but there is a way to record webinars and then post them for those who could not attend.

It was decided to move forward with the free option. Amanda will reach out to the diversity ambassadors to come up with topics for lunchtime nuggets.

DISTRICT CHAIRS

Northeast District Chair

Christopher Sayre reported arrangements are still being put in place for the conference. Mark Dale has stepped into help as there is no one at this time to replace Brooke Johnson. They are still trying to arrange for presenters and Chris will reach out to the chair-elects. The date may need to be pushed back from March 17th. At this time, the neither the save the date, nor the agenda have been sent out. They are not locked into March.

Northwest District Chair

No report.

East Central District Chair

No report.

West Central District Chair

Angela Snow reported on the East and West Central district meeting. The meeting will be held on Friday, March 31st. Rachel Caracci is chair elect for the East Central district and will send out the invitations via email, the list serve and *The Chronicle*. Options for dietary restrictions will be included. There will be web registration for the conference. Presenters for the conference are being confirmed. There are plans for birds-of-a-feather sessions, and there will be door prize drawing during breaks. Menus have been planned with an estimate of 40 people.

There is no chair elect for the West Central District. Angela has been working with Rachel on the planning. The district meeting had low attendance last year and we have difficulty getting volunteers. Hopefully more people will be involved with the mentoring program.

Angela was also able to report on possible speakers for the October conference. Kip Canfield may be able to do a session at the October conference on active shooter training. Rick Eddy will be presenting

with Rachel, but he can also do a session on Title IX. Dena Lawrence also indicated she could do a new session for IACRAO, and she would like to do a birds-of-a-feather on MyCreditsTransfer. She is also thinking about AACRAO and can present on behalf of Melinda at IBHE or Ashley at ICCB if people have never been to the tech and transfer conference. Lisa Nafziger from Jostens is talking with them to find out if they can be a vendor again. Lisa indicated she would be able to do a presentation, and if she could not be a vendor, may be willing to host a session for food.

Southern District Chair

Rachel Frazier reported the save the date reminder for the district meeting went out on December 2nd. The meeting will be on March 31st at the Rend Lake Market Place from 9:00 – 2:00. Presentations will include core competencies, safe zone training, and birds-of-a-feather.

Pam remarked that chairs can get in touch with Kristin if they need IACRAO t-shirts for the meeting. T-shirt distribution forms should be marked with what is taken and sold to help Cody reconcile the money.

Chris Huang asked if we wanted to donate one shirt to the raffle. Cody indicated this was fine, the money just needs to be reconciled.

Angela asked what happens if someone goes over budget for conference planning since this is first year of the \$1000 budget.

Cody indicated districts haven't generally gone over budget, but we do need to be as conservative as possible. If districts do go over budget changes may need to be made for the following year.

Angela asked what happens if there are more attendees than were budgeted for.

Pam advised paying attention to registration numbers. Catering can usually be adjusted. If you get more people than you planned on, one possibility is to either cut down breakfast or not offer food. We like the idea of having lunch together because that's when people do networking. We would not ask chairs and chair-elects to pay the difference. Everybody does due diligence to stick closely to budget. Food is easy place to do adjustments.

EX OFFICIO

Archivist

No report.

Communications Manager

Tiffani Robertson reported via written report that the next call for article submissions for The Chronicle will go out on Tuesday, February 14th. The submissions will be due on March 3rd with the publication date of March 10th.

Website Manager

Pam Walden presented the website and technology reports in Patrick Sears' absence.

The website was down for a short time last Sunday. The server that hosts the IACRAO website is maintained by Illinois State University. Patrick is the manager, but has John Choy as back-up at ISU. For reliability sake, ISU will be working with Patrick to transfer the IACRAO website to a virtual machine. This means it will be up and running 24/7 and have back-up. Get the website moved to a virtual environment will make it a little more stable.

Chris Huang asked if the Board should have a discussion about a long-term solution for where the website could be hosted. Maintaining a website can be a fulltime job and there are questions about ADA compliance.

Pam indicated that the Board would need to have a future discussion about the website if it is something that would add to the organization's annual expenses.

Membership Committee Chair

Cody Baggett reported that 123 Signup is still being used for membership. When Pam and Kristin looked at apps for the conference they also looked at other software as well. The goal is to have a product that can manage membership and work for the conference all in one. Cody currently updates the membership database through a manual process. He sends the information to Tiffani so she can update the list serve. Work is ongoing on the website to update the membership directory. New members have been added and he is in the final stages of cleaning up deletions.

Technology Committee Chair

No report.

PRESIDENTS

Past President

Pam Walden presented the past-president's report in Jennifer McClure's absence.

House Bill 0298 has been introduced in the Illinois General Assembly to amend the Preventing Sexual Violence in Higher Education Act. The chief student services officers and conduct group is crafting a statement on this legislation and will be circulating it for feedback. Under the amended act public institutions in Illinois would be required to note violations on the transcript. Pam will follow-up by sending an email with the wording of the house bill to everyone, and Jennifer will keep us informed.

Jennifer is working on the scholarship forms and will have them ready next week. Applications will open in early March. There are two scholarships. The deadline is typically near the end of August and the winners are announced at the conference in October.

President

Pam Walden presented the president's report.

Pam first discussed the vendor payment structure for the conference. Vendors at past conferences have selected and paid for each item separately. Pam suggested packaging some items together with bronze, silver, and gold packages. For example, at the bronze level for \$500 a vendor would get a booth all day on Thursday, a presentation, and a meal on Thursday. At the silver level a logo in the booklet and Wednesday's entertainment could be added. A gold package may include highlighted sponsorship for an event or meal and Thursday night's activities. There is also the possibility that vendors would sponsor breaks. A gold package might be \$1000.

There was some concern about increasing prices beyond what exhibitors are willing to pay. Pam noted that the majority of vendors did presentations at the conference and about half paid extra for a logo in the booklet. It would be possible to have two companies sponsor one event and split the cost.

Cody suggested also asking for sponsors for the new members' luncheon. If vendors don't have a preference for what event they are sponsoring we would have latitude to assign them to what fits the conference agenda. A list can be created of all sponsorship opportunities and vendors could choose and fill up the slots.

Pam reported that at last year's conference two vendors asked if they could get their customers together for half an hour in the evening. There was not enough time in the schedule to allow for that last year; however, vendors may be willing to sponsor something for everyone and not only their customers.

Pam discussed the posting out-of-state jobs on IACRAO list serve. She has gotten requests and refused. Pam will gather more information about how other state organizations handle these requests. Issues to consider include whether or not to charge a fee, and if so, how much. Also, there are several ways to manage the postings and communicate with the membership. The invoicing and receipt of payment also needs consideration.

Pam went on to address the vacancy in the Northwest district chair position. Brooke Johnson has moved out of state. Marc Dale has stepped in to work on the district meeting. Pam sent an email out to the members of the Northwest district asking for volunteers; however, no one has volunteered. Therefore the rest of the year will be completed with no Northwest district chair. Chris Sayre volunteered to reach out to the schools in the Northwest district to join IACRAO or attend the district meeting.

The FERPA vs. FOIA presentation which was presented by Jerry Montag and Greg Brady at the IACRAO conference in October was submitted to AACRAO for the "Best of the Best" presentations. AACRAO selected their presentation for the national conference and Jerry and Greg agreed to present at AACRAO. Submissions are made from around the country and only a few are chosen. For those who are going to AACRAO, Pam is organizing dinner Tuesday, April 4th for Illinois attendees.

President Elect

Pam Walden presented the president-elect's report in Kristin Smigielski's absence.

The conference theme has been set. It is *Back 2 Basics, Capital Ideas for Improvement*. A logo is being developed that will include the capital building. Jeff McCoy will present the opening session. AACRAO representative Jack Minor will present the closing session. There are many topics he can speak about. It will be decided based on what the hot topics are in September and October.

The local arrangements committee is working on the entertainment. Wednesday night will be dinner and a pajama party with movies and snacks. There will also be games in another rooms. Vendors may be asked to sponsor beer and wine for the evening.

The Board discussed Thursday night's entertainment which will include dinner. The arrangements committee asked for feedback about Lock Box Showdown (<https://www.escapeteambuilding.us/lockbox-showdown-puzzle.html>) as entertainment for Thursday. It would be a break from tradition to not have the costume party and DJ. It was decided to include a question on the survey about the idea of substituting something else for the traditional costume party.

The Board discussed the cost of Lock Box Showdown and the overall cost for entertainment. Wednesday night's entertainment would be less than is typical, so it may be possible to spend more on Thursday night. They cost will also change depending on the amount of sponsorship money that is committed to the conference. Registrations for the conference are usually made available in May. The budget for Thursday night is typically the cost for the DJ and the awards for the costumes. The overall cost of the entertainment should stay within budget. It was decided to send it back to Kristin and the local arrangements committee with a request for more information about the organization and length of the activity. Additionally, request information about the cost if less people participate. It was also suggested that the committee come up with a plan B as an alternative.

Kristin will be visiting the hotel on March 3rd with a small team. She is also working on the IACRAO session proposal forms to be sent out. These are typically sent out in early May.

Kristin had a phone call with CVENT, an event management and registration software for conferences. There is no price quote yet. The functionality is very similar to WHOVA.

Old Business

Pam reported that Jennifer is working on finding an online space for our documents, including those that describe the positions. Having the documents available could help recruit people to serve. Pam will follow up with Jennifer on this project.

New Business

Chris Huang asked if, given the difficulty of finding district chairs, we should consider reorganizing the districts. Pam agreed this is a topic worth discussion and will put it on the agenda for the next meeting.

Adjournment

Motion: It was moved (Chris Huang) and seconded (Chris Sayre) to close the meeting. Motion approved at 12:15 p.m.

Respectfully submitted,
Leslie M. Betz
IACRAO Secretary