

**IACRAO Executive Board
Meeting Minutes
Tuesday, October 24, 2017
Crowne Plaza Hotel
Springfield, Illinois**

Call to Order

President Pam Walden called the meeting to order at 6:09 p.m.

Members Present:

Pam Walden (President), Kristin Smigielski (President Elect), Leslie Betz (Secretary and Archivist), Cody Baggett (Treasurer), Emily Nicholson (Treasurer Elect), Christopher Huang (Professional Activities Officer), Amanda Turner (Equal Educational Opportunities Officer), Tiffani Robertson (*Chronicle* Editor), Patrick Sears (Technology Chair and Website Manager), Christopher Sayre (Northeast District Chair), Nick Sanders (East Central District Chair), Angela Snow (West Central District Chair), Danielle Boyd (Southern District Co-Chair), and Rachel Frazier (Southern District Co-Chair)

Members Not Present:

Jennifer McClure (Past President)

REPORTS

Secretary

Leslie Betz presented the minutes from the June 10, 2017 meeting at Illinois State University, Normal, Illinois.

Motion: It was moved (Pat Sears) and seconded (Chris Huang) to accept the minutes. Motion passed.

Treasurer

Cody Baggett presented the treasurer report. The report reflects the conference expenses, liability insurance, and scholarship money. There are a few outstanding items for the conference which is normal. The 2017 audit will take place in November and December. Cody will work with Emily to prepare for the audit. The IACRAO CD comes due at end of November. It automatically rolls if the Board does not make a change. The Board would need to make that decision at the Friday meeting if they want to make a change.

Cody suggested that the Board may want to look at the timing of the transition between the treasurer and the treasurer-elect. As soon as the new treasurer is seated they have to begin the audit.

Pam asked if we hit the travel expense reimbursement. Cody shared that it depends on how many face-to-face Board meetings the Board has. If the Board has three or four face-to-face meetings we will come close to the allotted budget. Cody reminded group that we are not tax exempt.

Reporting on expenses, Cody remarked that we try to come close to breaking even and there is a \$1575 surplus this year. The conference is actually less expensive when we are at Alsip. District chairs and chair-elects struggle to keep district meetings at \$1000. If we have a surplus the Board may want to reconsider the \$1000 expenditure limit. Pam noted that the Board had cut the limit for the district meetings in half and we may need to go in the different direction. The Board agreed it is acceptable to have a small surplus and the surplus can be explained.

Professional Activities Officer

Chris Huang reported that the district meetings will take place immediately following the business meeting in the same room. There are two posters for the Bright Idea session and he needs someone to help count the ballots after the voting. There are three people in the mentoring program thus far.

Chris thanked the district chairs for stepping into those roles as it is often difficult to find volunteers. He remarked that it symbolizes the collaborative and collegial nature of IACRAO. Pam thanked Chris for his service as Professional Activities Officer and for being very pro-active with professional development activities.

EEO Officer

Amanda Turner reported on the need for more diversity ambassadors. She will be transitioning out as EEO Officer and it will be an opportunity for the new EEO Officer to figure out ways to get engagement on the topic of diversity.

DISTRICT CHAIRS

Northwest District Chair

No report.

Northeast District Chair

Christopher Sayre reported that the district meeting went well. There is still a need to find someone to fill the district chair elect role for the Northwest District.

West Central District Chair

Angela Snow will present with Jess Ray and IACRAO Board at the conference. The West Central District does not have a chair elect now and needs to find someone for the role.

East Central District Chair

Nick Sanders reported that he knows of someone who would potentially be willing to fill the East Central District position.

Southern District Chair

Danielle Boyd and Rachel Frazier reported they know of someone who is interested in the Southern District position.

EX OFFICIO

Archivist

Leslie Betz reported the need to find someone to serve as Archivist.

Communications Manager

Tiffani Robertson reported that the October *Chronicle* was her last one. There is a need to find someone to fill the Communications Manager role. Tiffani will pass on electronic documents and the timeline to the new person. Pam thanked Tiffani for her service to IACRAO over many years.

Pam noted the position is very important as the person is responsible for helping to maintain the listserv, edit the *Chronicle*, and maintain the Facebook presence. The Communication Manager works closely with the membership chair to maintain the listserv and it is a very manual process.

Cody noted that the list serve is different from 123 Signup and the membership directory. As new members are added they need to also be added to the listserv.

Website Manager

Patrick Sears uploaded the June 2nd meeting minutes and the conference evaluations are also available on the website. Please remind everyone to go to the website to do the conference evaluations. The evaluations are linked under the annual conference.

Reporting on the conference set-up, Pat reported that a third party vendor for the hotel is supplying all of the tech needs. They will be responsible for all of their equipment and the set-up should be easier.

Membership Committee Chair

Cody Baggett and Emily Nicholson will work to update the membership directory.

Technology Committee Chair

No report aside from the conference details.

PRESIDENTS

Past President

Pam Walden reported in Jennifer McClure's absence. Jennifer will continue to work on having Google Docs set up for IACRAO so the Board is able to share documents easily. Pam will give Jennifer's report at the business meeting and will announce the scholarship winners.

President

Pam Walden discussed the possibility of combining the IACRAO conference with the ILAFSAA conference. ILAFSAA holds a conference similar to IACRAO and also holds fall and spring workshops. After discussion with ILAFSAA officers it seemed it may be feasible to merge the ILAFSAA fall workshop

and the IACRAO conference. This would be a decision to make for the 2019 conference. The space will need to be secured soon for the 2019 conference, so this will be a consideration. The Board agreed to continue conversations with ILAFSAA.

Pam requested a volunteer to act as photographer for the conference. We particularly want pictures of the awards on Thursday and the Distinguished Service Award. Rachel Frazier volunteered to act as conference photographer.

The Board continued the discussion about reorganizing districts from five to three. After additional discussion of the benefits and challenges the Board decided the topic is worth consideration. The conversation was tabled to be address by the incoming Board.

President Elect

Kristin Smigielski reported that there were 101 total registrants for the conference. There are 22 first-time attendees, 8 retirees and 4 spouses, 13 exhibitors, and 56 registered for the lockbox showdown on Thursday night.

Different sponsorship levels were offered to exhibitors for the first time this year. One exhibitor, Courseleaf, paid for the platinum level and is sponsoring lunch. Most of the vendors signed up for the silver sponsorship level. Pam asked people to stop by and talk to vendors and thank them for their sponsorship.

Kristin reported that five facilitators are still needed to cover the conference sessions. Facilitators should introduce the speaker and make sure they stay on track for time. Also please promote the online conference evaluations.

There will be signs outside the breakout room and Kristin may need people to help put up signs.

There are packets prepared to sell 50/50 raffle tickets and t-shirts. The raffle drawing will be Friday. People don't need to be present to win. All the money we raise goes to support the two \$500 scholarships that are awarded annually.

The Lockbox Showdown is Thursday night. The company is doing the whole thing. After the Lockbox Showdown we will meet in the Capital View room on 12th floor. Pam invited and encouraged all Board members to attend the President's Reception on Thursday.

The contact people for the conference will be Pam, Kristin, and Pat. They all have pineapple pins to help identify them to the staff.

District chairs and elects have reserved tables at business lunch. Other board members are at the head table.

Pat asked that presenters send their presentations to him for the website after the conference, preferably in PDF format.

Pam will have nominations with picture and bios on tables at business lunch for open positions.

There are two Bright Idea tables and one IACRAO table. Board members should dedicate some time to the IACRAO table if possible to answer questions and sell t-shirts. The green sheets will be there where people can indicate an interest in IACRAO.

Pam asked that Board members attend the first-time attendees' lunch and spread out at the tables.

Old Business

Pam reported on the request from OAROSUI to archive minutes from their meetings. Per Dan Weber, at OAROSUI this Wednesday they will discuss if they want to post their minutes to the IACRAO website. If that's good for them they will designate a person to get their minutes and agendas to our archivist. Dan also mentioned about taking paper minutes for the physical archives.

New Business

Pam Walden reported that she, Kristin, Cody, and Emily were at PNC bank earlier today and asked questions about getting an IACRAO debit or credit card and about an electronic method to take payments.

Cody noted that a debit or credit card would help with purchasing as vendors are used to being paid at the time of service. There would be a need to set up procedures for managing electronic purchases. The credit limit on a credit card would also need to be considered because the organization needs to show assets to cover debt and a credit line for the auditors.

There are a variety of solutions on payment side. The purchase price for the payments system would be \$350 or it could be leased for \$34.50 per month for a four year contract, plus there are different amounts charged per item. There is also a payment app for phones available for a monthly charge. PNC will put all of the information together in a report and send it to Emily. Emily noted the need to research other options as well as the bank might not be the best option.

Adjournment

Motion: It was moved (Chris Huang) and seconded (Emily Nicholson) to close the meeting. Motion approved at 7:57 p.m.

Respectfully submitted,
Leslie M. Betz, Ph.D.
IACRAO Secretary