

**IACRAO Executive Board
Meeting Minutes
Friday, June 10, 2017
Illinois State University, Normal, Illinois**

Call to Order

President Pam Walden called the meeting to order at 9:35 a.m.

Members Present:

Pam Walden (President), Kristin Smigielski (President Elect), Jennifer McClure (Past President), Leslie Betz (Secretary), Tiffani Robertson (Communications Manager), Patrick Sears (Technology Chair and Website Manager), Emily Nicholson (Treasurer Elect), Christopher Huang (Professional Activities Officer), Christopher Sayre (Northeast District Chair), Angela Snow (West Central District Chair), Nick Sanders (East Central District Chair), and Rachel Frazier (Southern District Co-Chair), and Danielle Boyd (Southern District Co-Chair).

Members Not Present:

Cody Baggett (Treasurer), Amanda Turner (Equal Educational Opportunities Officer), and Robert Kerr (Archivist).

REPORTS

Secretary

Leslie Betz presented the minutes from the February 10, 2017 meeting.

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

Leslie reported that the 2017 IACRAO Annual Report has been submitted to the Secretary of State. This action is required for our non-profit corporation status. The fee is \$10.00 annually. IACRAO engages Mr. Richard Sevcik of PerkinsCoie to facilitate the submission.

Treasurer

Emily Nicholson shared the financial statements and reported that there are no outstanding bills from the 2016 annual conference.

IACRAO is currently designated as a charitable organization with the State of Illinois. Work is ongoing to determine how to end that designation and whether or not we must file an Illinois 990 form, the Return of Organization Exempt from Income Tax form.

Professional Activities Officer

Christopher Huang reported that all districts held their district meetings this spring. District Chairs should send meeting agendas and pictures to Rob Kerr for the archives.

We have not received formal bright idea submissions for conference yet this year. No mentor applications have been submitted at this time but there are a few people in the pipeline. Another message will be sent out to the list serve.

EEO Officer

No report.

DISTRICT CHAIRS

Northeast District Chair

Christopher Sayre reported there were around 55 attendees at the district meeting. The presentations garnered good feedback, particularly the presentation on “Mindfulness.” It may be a presentation we want to try to repeat at the annual conference. Box lunches were provided and people indicated their preferences ahead of time. Chris plans to continue reach out to the Northwest district for the annual conference as they do not have a current district chair.

Northwest District Chair

No report.

East Central District Chair

Nick Sanders and Angela Snow jointly presented the report on the East and West Central District Meeting.

The district meeting was held at Carl Sandburg College. There were a wide array of presentations. Attendance was good and the overall response was very positive. The presentation on customer service was very popular and this is another presentation we may want to try to repeat at the annual conference. A taco bar was provided for lunch and was very cost effective. The cost for the joint meeting was kept under \$1000. The leftover food was donated to a shelter in town.

West Central District Chair

Angela Snow presented a joint report on the East and West Central District Meeting (see above).

Southern District Chair

Rachel Frazier and Danielle Boyd reported a good turnout at the Southern District meeting, although attendance was down slightly from last year. Safe zone training was a popular session. Other session topics included, Birds –of-a –Feather, adult learners, preferred name, and credit by exam laws.

Pam reminded the district chairs to bring unsold IACRAO t-shirts to the conference if they have them.

EX OFFICIO

Archivist

Pam Walden reminded everyone to give their materials to the archivist.

Communications Manager

Tiffani Robertson announced that the call for submissions of articles for the next *Chronicle* will go out on June 12th. The due date for articles will be July 14th.

Website Manager

Patrick Sears reported on improvements being made to the website. Meeting minutes are being updated and organized. The mentorship forms are now fillable forms. He is looking at how things are categorized on the website and trying to make things easier to find. Pam noted that we don't currently have a test environment. Pat suggested that as we work with coding for the membership database we may want to have a test environment. Please let Pat know if something is missing from the website or if anything needs to be reordered.

Membership Committee Chair

Pam Walden reported in Cody Baggett's absence that membership renewals will open soon. Emily reported that we were wanting until the 12th or the 19th of June to open renewals. Jennifer suggested the 12th as institutions sometimes cut off fiscal year spending. Pam will send a message to membership giving heads-up for date renewals will open and Kristin will contact admissions people.

Technology Committee Chair

Patrick Sears has laptops and Pam has projectors to use for the conference.

PRESIDENTS

Past President

Jennifer McClure discussed the possibility of adding on-line voting as an option in the bylaws. This could be a voting option if there aren't enough people attending to take a vote.

People are encouraged to spread the word about scholarship submissions. We have only one submission so far. At Elgin, for example, information about the scholarship is included with the diplomas for the transfer students. The minimum GPA requirement is 3.5/4.0.

Jennifer is working on filling the Board positions that will become vacant. These include professional activities officer, EEO officer, communications manager, archivist, and president-elect. Chris Huang has indicated his willingness to fill the president-elect position and Jennifer is reaching out to others to help fill the other positions.

President

Pam Walden thanked the district chairs for the t-shirt updates and reminded them to reach out to people in their districts and on campus to be presenters at the conference.

Pam discussed using Google Docs to share information among Board members. When people rotate in and out of Board positions we don't have a way to pass information on to the next person in the position. Pam found the conference to-do list very helpful when she was president-elect. We could set up folders in Google Docs by position.

A recent AACRAO email talked about NSLDS rosters falling behind. There will be a Clearinghouse webinar on how to be in compliance on Wednesday, June 14th.

President Elect

Kristin Smigielski reported on preparations for the conference. Emails have been sent about the various sponsorship levels for exhibitors. The bronze level includes a booth at \$370; the silver level includes a booth and presentation at \$500; three levels of gold include a) booth, presentation, and add in the booklet at \$1000, b) adds on a sponsor for a break at \$1500, c) adds on a sponsor for internet at \$1500; and platinum level sponsors a meal at \$2000.

Conference registration is nearly ready to go. We have 16 proposals currently and need 35-40 presentations. Some proposals are presenters and some are round tables. Kristin will send list of presenters to the Board. Please send additional ideas for presentations to Kristin. Pam has a list of exhibitors and she will email them once we have registration ready.

Pam noted that we can send out a call for nominations for the Distinguished Service award. We can put the call for nominations in the Chronicle. Pam will look for the nomination form.

Old Business

Pam Walden discussed listserv postings from outside the state. Pam reached out to people from the leadership conference and their recommendation was to politely decline. It was suggested that job openings in-state may be posted on the IACRAO web page. Members should go through Pat to post openings on the website.

This also brought up the need to work on the electronic payment system. After discussion it was decided that there is a significant logistical challenge to setting up electronic payments at this time; however, because there is an interest in such a system the Board may return to this discussion at a later time.

Angela Snow will help design an online survey regarding the conference structure and membership fees. The 2018 conference dates are already set; however, the information could be used to inform a decision regarding the 2019 conference dates.

Jennifer McClure discussed the possibility of a combined IACRAO and financial aid conference. She has talked with the ILAFSA president and with the IAIR president. The financial aid conference is typically in the spring. If one group was willing to compromise on time of year the other would compromise on location. ILAFSA will take the idea to their board and the keep lines of communication open.

New Business

Pam Walden discussed the possibility of reorganizing the districts from five to three, North, Central, and Southern districts. It has been difficult at the annual meeting to get people to step into the role of district chair. Pam distributed Article VIII of the IACRAO Bylaws. The bylaws would need to be changed if districts are combined. The discussion turned to recruiting district chairs. The chair elect and the past chair help plan the district meeting. It would be possible to more actively recruit for district chair positions during the spring including placing information in the Chronicle, doing a presentation at the conference about the organization, history, mentoring program and position descriptions, and presenting information at the first-time attendees luncheon. It was decided to try recruiting for the five districts for the fall and the issue can be revisited in the future. Jennifer will look into what is necessary to change the bylaws.

Pam shared that IACRAO has received a request to archive the minutes for OAROSUI. IACRAO has done this in the past. There are OAROSUI archives in the University of Illinois Archives Holding Database. We are only being asked to archive the minutes. OAROSUI meets twice per year. It would be up to the IACRAO archivist to determine format and frequency. Rob Kerr might be able to contact OAROSUI to find out what their needs are. IACRAO could possibly add a link to the OAROSUI minutes on the website.

Pam reported that Betsy Richmond had emailed and asked about add links to website. The links she is asking for are student links, but our site is not the correct place because students are not our audience.

Pam raise the issue of disciplinary notations on transcripts. Chris Huang noted that there has been a survey from AACRAO and they are preparing to make recommendations.

Adjournment

Motion: It was moved (Chris Huang) and seconded (Tiffani Robertson) to close the meeting. Motion approved at 12:01 p.m.

Respectfully submitted,
Leslie M. Betz
IACRAO Secretary