



Executive Board Meeting
Thursday, January 16th 2025
Parkland College
10:00 am - 2:00 pm

Board Members Present: Annette Braden, Chrissy Grotzke, Paul Welsh, Rebecca Johnson, Mike Gavic, Gracie Covarrubias, Kathryn Hankamp, Erin Hoover, Tara Brewer, Evan Wilson, Maira Suerte, Codey Daily, Megan Chrum, Kristina Luster, Lauren Yates, Shawn Wochner, April Lynch, Ashley Brown, Rebecca Johnson, Mike Ford, Rejeannda Robinson

Board Members Not Present: Scott Carlson, Christian Brown, Kate Moody

Guests: Brian Harris, Jacqueline, Julie Nelson, Sarah Daughtery, Sylvia Hernandez, Jean Boeckenhauer

Call to Order Annette Braden, Meeting called to order at 10:09 am

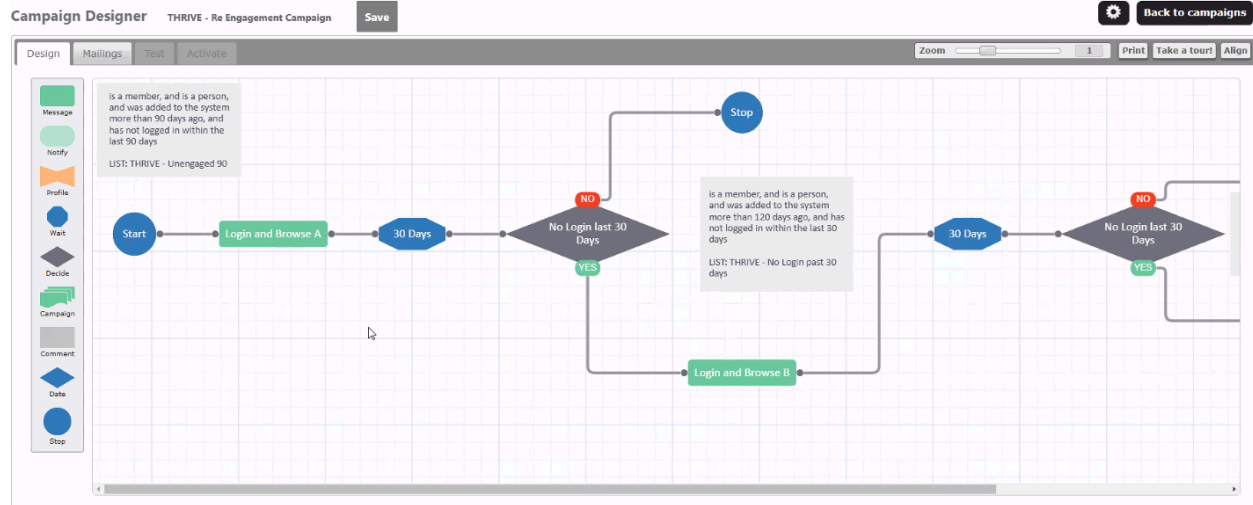
Approval of 11/8/24 Executive Board Meeting Minutes: (Gracie Covarrubias)

E. Wilson motioned to approve the 11/8/24 executive board meeting minutes. S. Wochner seconded. Motion carried.

Executive Director Report (Erin Hoover)

- Updated insurance carriers
 - General Liability = \$2,473 vs. \$425
 - Directors and Officers = \$866 vs. \$2,965
 - Workers Comp (required in IL) = \$505 vs. \$1,086
 - Sexual Abuse (for in-person programs with minors) = N/A vs. \$9,819
 - Total = \$3,844 vs. \$14,295 (*savings of \$10,451*)
 - Total (without factoring in the not needed Abuse policy) = \$3,844 vs. \$4,476 (*savings of \$632*)
 - *Savings realized within 24-25 budget*
 - Budgeted \$13,900 - returning ~\$10,000 to the budget
- Migrated to non-profit Quickbooks (no loss in functionality)
 - We migrated to Quickbooks because it is more cost-effective as a non-profit.

- Previous subscription cost \$2,538, new will be \$170 yearly + monthly cost for Payroll add-on (minimal) *(savings of ~\$1,500)*
- *Some savings realized within 24-25 budget*
 - Budgeted \$5,000 - returning ~\$3,500 to the budget
- Migration is still being fine-tuned, some duplicate transactions prevented the Treasurer's Report from working accurately.
 - Checking balance = \$170,404.97
 - Reserves balance = \$265,064.04
 - Surplus balance = \$144,391.05
 - Fidelity = \$261,039.41
 - Total net worth = \$840,899.47 vs. 2023 @ \$889,180.11
- Event planner refund = *\$13,325.33*
 - Budgeted \$20,670 - returning ~\$18,995.33 to the budget
- Out with Your Membership (YM) and in with HigherLogic! YAY!
 - NACAC uses HigherLogic and this will provide us with a more accessible platform for members.
 - Similar in cost to YM but has incredible functionality, automation, and intuitive engagement
 - Budgeted \$12,000 for YM, HL is \$18,900 this year, \$15,300 locked in 48 months; so adding \$6,900 to this year's budget
 - We are looking into HL being our sole website because of the functionality. IACAC membership renewals will open soon and will have to begin in YM and be migrated over to HL, Erin and the migration team are confident it will be smooth sailing.
 - My sales pitch to the Finance Committee:
 - [Higher Logic](#) is an incredibly **intuitive** software that will constantly **monitor the behavior** and **actions of our members** in order to provide each of them with a **personalized experience**. In a simple example, no one who has already registered for an event will receive a reminder to register automatically; in YM that was a manual process. From a more sophisticated lens, HigherLogic will **know when a member hasn't logged in within 30 days and auto send a 'we miss you' email**. Higher Logic **reduces the number of clicks** it takes a member to get where they want. Their **listserv is straight email to email**, no login needed to respond (but upon login, a depository of exchange is accessible). **Content** from our site is **automatically curated into an AI smart newsletter**. Gamification, mobile app, **99% email delivery rate!**, automated campaigns based on activity and inactivity, engagement scoring to **help identify hyped members** as well as those in danger of falling off our radar.
 - [Sneak peek](#) - initial design by HL, Mike Ford and I have access to edit now
 - Target reveal/rollout will be during Conference, coinciding with new logo rollout.
 - We will be able to test functionality quickly after implementation.
 - Implementation notes [here](#) for your curiosity
 - Fun example of how we can create conditional templates:



- Received IRS refunds for Retained Employee Credit (applied for in 2022) = **\$29,202.20**
 - This credit was because we retained Erin Hoover as an employee.
- Transparent Snapshot at the end of November

Illinois Association for College Admission Counseling—2023-24
Quarterly Report 11/29/2024
 Transparent Snapshot

Account	Amount
Wintrust Checking (Operating Expense Account) - Normal Beg. Bal. should be \$300,000	\$ 136,755.35
Total Operating Expenses	\$ 136,755.35
Wintrust Money Market (Reserve Account) - Normal Beg. Bal. should be 1 year of operation	\$265,064.04
Fidelity Spartan Market (Investment Account) Normal Beg. Bal. should be equal to Beg. Bal. of Reserve)	\$261,039.41
Wintrust Money Market 2 (Surplus Account)	\$144,318.09
Total	\$ 807,176.89

Account	Amount - Actual Surplus Today
Wintrust Checking (Operating Expense Account)	\$ 300,000.00
Surplus Amount to Accommodate Committee Budget Approvals - Approved at Beg. of Fiscal year	\$ 39,270.00
Innovation Funds	
Total Operating Expenses	\$ 339,270.00
Wintrust Money Market (Reserve Account)	\$265,064.04
Fidelity Spartan Market (Investment Accounts) Re-adjust every 5 years (2025)	\$261,039.41
Wintrust Money Market 2 (Surplus Account)	\$ (58,196.56)
Total	\$ 807,176.89

- Surplus = -\$58,196.56 based on approved budget
 - Total returned to budget with recent savings and deposits = \$61,697.63
 - Subtract overage for HL (\$6,900) = \$54,797.53
 - Remaining surplus = -\$3,399.03
- Future Conference site

- Erin is working with Chrissy to pick sites.
- Call for award nominees following this meeting
 - Erin will send out email once criteria for nominees is finalized.
- Finalizing 25-26 IRCF dates, request for other dates after 2/1
 - 24-25 IRCF list is due by 1/31

Digital Marketing Coordinator Report (Mike Ford)

- Logo Design/Branding
 - Primary and secondary logos
 - Social media templates
 - Branded communications (newsletter, email templates)
 - Gear/Swag
- Higher Logic - Online community/events/communication platform
 - Migration and platform build out will be completed by April 15, 2025
- Website - Audit, possible redesign
 - Mike is working on auditing the current site to ensure that the migration to HL captures all relevant content.
- Social Media - Ongoing
 - Holiday postings
 - Membership/Committee highlights
 - If you are working with a committee directly please take the time to draft a highlight of what your committee does and what you have accomplished and forward to Mike so that we can spotlight on social media channels and showcase our work.
 - Engagement with key contributors and other organizations

Membership (Sylvia Hernandez)

- [Membership Report](#)
- INCLUDE SCREENSHOT OF MEMBERSHIP
- Sarah Goldman is on maternity leave
- We did not meet in December or January due to the holidays and a family emergency for Sylvia
- After the January executive board meeting the Membership group will be moving forward with a February meeting to outline priorities for this year
- Marketing/Social Media Plan meeting with Mike Ford happened and we will revisit
 - Working to create a highlight of what the membership benefits are to post to social media channels in tandem with Mike's social media effort.
- Looking at December numbers we are down a little in various categories.

Treasurer-elect Report (Rebecca Johnson)

- [Donated Services Year Progress Snapshot](#) - \$8,640.57 donated to date
- Record Donated Services at <https://www.iacac.org/donated/>
- We had a significant increase in donated services this month. Please submit mileage for board meetings and additional costs incurred that your organization is covering; this counts as a donated service.

Treasurer Report (Christian Brown)

- Once Quickbook migration is finished we will send out a full report for review.

Past Treasurer Report (Mike Gavic)

- No report, there is currently no innovation fund.

President-elect Report (Chrissy Grotzke)

- Full list of hotels we went out with RFP can be found here:
[X IACAC Annual Conference 2026 .xlsx](#)
- There has been significant discussion about our ability to financially afford a conference in the City of Chicago. As of right now, we do not meet the room minimum for Chicago proper host sites, so we will remain focused on Chicago suburban sites for conference.
- **This Year's Proposal and Dates:** One-year contract for April 23 - 25, 2026
 - A survey was conducted to determine if the April timeframe is an appropriate time to host our conference. The consensus was that these dates are a neutral medium that works for both counselors and admission professionals within the cycle.
- Current conference location options
 - Westin Itasca
 - With every 50 rooms booked, we get one comped.
 - Schaumburg Conference Center/Renaissance
 - Sleeping rooms \$184/night updated from big spreadsheet
 - Lowered F&B to \$65,000 updated from big spreadsheet
 - Do not actually need the conference center, it will be solely in the hotel.
 - Comparison can be found here: [X IACAC Hotel Concessions Comparison.xlsx](#)
 - **Other Hotels in Chicago-area:**
 - Tinley Park Convention Center/Even Hotel
 - Although cheaper from a bid standpoint, can be cost-prohibitive because we must pay for everything individually and more challenging to budget around.
 - ISCA has not had good experiences here and has since moved to the Westin in Itasca.
 - Crowne Plaza O'Hare - responded that the dates were not available; per Helms-Briscoe could be another option in the future.
 - Note that the Downtown Chicago Locations turned us down - Space needs do not match how many hotel rooms we need or dates unavailable.
 - **Hotels Outside the Chicago-area:**
 - Bloomington Normal Marriott
 - Crowne Plaza Springfield
 - Helms-Briscoe does not recommend based on having past clients.
 - Potential performance clause if we decide to be here could help.
 - Embassy Suites Peoria
 - St. Louis turned us down due to size mostly.
 - Could look at suburban St. Louis instead.
- **Helms-Briscoe Support**

- Helms-Briscoe supports us in the heavy lifting of the RFP/venue selection for our conference. We don't pay for their help outright, they receive payment once the venues/hotels are booked. They are the Walmart of hotel rooms and they serve as advocates and offer leverage in negotiating sites, hotels, and venues for our conference.
- Our connection with Helms-Briscoe also helps us keep tabs on sites by offering feedback from other clients who have more recently hosted events at the venues we are considering.
- **Proposal Discussion**
 - Guiding question posed by Chrissy: What is the benefit of remaining at the Westin versus taking the opportunity to try something new since we have the opportunity with only a one year contract?
 - We are one of the only groups that fits within the Westin's space and this is helpful in the negotiation space for keeping costs low.
 - A new location would be perceived as exciting for folks who are traveling a far distance to attend our conference.
 - There is continued interest in pursuing the Tinley Park location in future years to shift conference further south instead of remaining in the Northwest suburbs.
 - Comparing the Westin and Renaissance, the Renaissance is more elevated, refreshing and literally bright space and would be attractive to conference attendees. Folks might be dissuaded by the same location as years past.
 - As a collective, we remain too small for Chicago city proper sites and too large for some suburban sites in the Chicagoland area which makes the site selection process challenging.
 - Parking is an additional consideration that Chrissy is factoring into the site selection as many counselors institutions may cover everything other than parking. Across several days, we don't want parking to become cost-prohibitive.
- **Future Proposal Considerations:**
 - What should the rotation between Chicago and non-Chicago be?
 - Should we go to a two-day conference and what would that look like?
 - Does the timing of the conference still work?

S. Wochner motioned to host the 2026 IACAC annual conference at the Renaissance Schaumburg. L. Yates seconded. Motion carried.

- **Upcoming conference**
 - We are in need of more sessions for the April 2024 conference in Peoria.
 - The session proposal form has been expanded due to an ISBE audit and we recognize that this may be a barrier. Connect with Chrissy directly if you are interested but unable to complete the form at this time.

Past President Report (Paul Welsh)

- Reminder that our work and commitment to this organization is fulfilling and energizing. On that note, let's pass on that sense of fulfillment onto the next generation of IACAC leaders.

- Nominating Committee
 - Membership of nominating committee is as follows: Brian Hodges, Kara Dolaske, Megan O'Rourke, Joel Johnson, Scott Lilly, Evan Wilson, Brad Kain, Bettie Mattison, Kim Magee, Brian Harris, Merle Wilder, Omar Solomon
 - Call for nominations has been sent out to our membership via email.
 - Timeline
 - First call for nominations: 11/6/24
 - Nominations due: 1/17/25
 - In person cte mtg: 1/31/25
 - Present to Exec Board: 3/14/25
 - Nominations:
 - President Elect: 1
 - Single slate Chrissy Grotzke
 - Treasurer: 1
 - Secretary: 1
 - Board Director: 9 (5 college, 4 HS)
 - Expectation of Exec Board: Cultivate and nominate members within the next 24 hours.
- Credentials Committee
 - Ad Hoc Committee to Explore For-Profit Voting Membership
 - [Instructions](#)
 - [Report and recommendation](#) shared with Exec Board *for information only*
 - Bylaws to be reviewed/updated
 - Filling vacancies
 - Presidential succession
 - [Bylaws markup document](#)
 - Erin and Paul are combing through the current bylaws and proposed changes.
 - Our biggest ask is to add clarity surrounding vacancies on the board.
 - First meeting: 1/24/25
 - Membership: Pat Walsh, Shawn Wochner, Brian Hodges, Stephanie Dugo, Alan Lentino, Maddie Corder, Michelle Rogers, Jennifer Sloan, Tony Minestra

President Report (Annette Braden)

Committee work

- Highlighting and promoting committees and IACAC work
 - We must be more proactive in showcasing our impact, outreach and committee work to our membership and other external stakeholders to showcase the benefits of IACAC and build strong pipelines for involvement for our members.
 - Fun videos to highlight our work should be a priority, please connect with Mike to help create social media content.
 - Importance of committee reports - Please continue to compile reports in the agenda and we are brainstorming ideas for how to better share these reports with the membership so that our work remains accessible.
 - Our new HL system will allow us to have an assessment/intake form that will better match members with committees that align with their skills.
 - We should make an effort to be intentional about saying thank you to our partners that host us for various seminar sites and events.


- District Seminars
 - There may be room for a mindset shift in how we view the value of these seminars. It was suggested that these district seminars could be viewed as mini conferences across different regions of the state to offer more professional development across the state and for members who cannot attend the IACAC annual conference.
 - There is a need to better advertise what happens at district seminars, the purpose, who is invited, the target population, etc. to be more appealing for members.
 - The timing of district seminars may be more effective in the Fall.
- Vacancies
 - Meeting with remaining chairs to develop a plan to fill these committee vacancies.
- Leadership presence at all events should be a priority for our executive leadership.
 - Executive leadership should make a concerted effort to have a presence at committee events as a show of support. Annette would like for every exec member to review the calendar of events and District Seminars to show support for our members volunteering to put on these events.
 - A note on financial accessibility: the fiscal policy allows for designees of the President to be reimbursed for attending events. Connect with Erin if cost is a barrier to attend these events on behalf of the board.
- Elevating Equity: Illinois Convening Report
 - Thanks to everyone who attended and assisted with this NACAC event
 - Kristina's summary statement
 - Partnering with NACAC to plan the Illinois Convening was a great opportunity to elevate the voices of Illinois Educators. Thanks to both the Joyce and Crown foundations we were able to have critical conversations around advocacy and equity issues in access to higher education in Illinois. Discussions around effective practices, challenges and opportunity are crucial to laying the foundation for new and better policies around access to higher education.
 - Annette's summary statement
 - IACAC was pleased to be involved in bringing admissions professionals from across the state together for the NACAC Elevating Equity: Illinois Convening. Our state is diverse in many ways, and so are our students and the professionals who serve them. No matter how different we are, we share the same passion for bringing educational awareness and access to ALL Illinois students. It has been said, "the only thing that never changes is nothing stays the same". No matter the changes we experience, our great work of equipping and elevating all students will continue. Our reward is watching as their dreams are fulfilled and knowing we are not alone in our work. Thank you all for coming together. We look forward to the NACAC report and summary of the day's conversations.
 - Link to [NACAC Article](#)
 - Emily Goldman from the Joyce Foundation offered positive feedback of our membership attendance and support in the development of an agenda.
- GAIN Funding
 - Applying for NACAC grant to help cover cost of conference and NACAC attendees/
 - It is a \$10k grant that has the potential to be used for several IACAC initiatives.
- Next Board Meeting
 - March 14 @ Rend Lake College

- Night before and/or evening after plans at Annette's home is an option!
- [RSVP](#) here

Old Business

- [Courtney Wallace Memorial Initiative](#)
 - At the last meeting we discussed combining option 2 and 3 together and creating a final proposal for the scholarship.
 - A revised proposal can be found in the link above at the bottom of the page.
 - The criteria outlined for the award are in an intentional order that prioritizes nominees who have IACAC/NACAC experience and service to the organization across several years.

S. Wochner motioned to move forward with the award. T. Brewer seconded. Motion carried.

- NACAC 2025 - Lauren/Tara/Rejeannnda/Evan/April
 - Why do we send leaders/who do we send?
 - [Board Directors Policy approved November 2023](#)
 - New proposal from Board Directors
 -  NACAC Conference Exec Board
 - IACAC should always pay for the 3 presidents and 2 Employees (Erin Hoover & Mike Ford) to attend NACAC every year.
 - Other considerations for sending board members to NACAC should be given to years of service to the IACAC Board, where they are in their service cycle, and the location of the conference. It would be beneficial if the budget for IACAC's NACAC funding to be preset based on an overall financial commitment IACAC is willing to make as opposed to having a preset number of people that we send.
 - The person we would typically be sending is the person that is in charge of fundraising to aid in the recruitment of vendors for our own IACAC conference.
 - NACAC NEXT - GAIN funding is utilized to send folks. We decide three people for NACAC NEXT each year.
 - Funding a Government Relations chair to attend each year would be beneficial because of the partnerships and work that this committee does on a larger scale with NACAC as a whole.
 - Important to note that the NACAC meeting does not count as an official board meeting that needs quorum.
 - Current proposal after discussion
 - Set amount determined and earmarked by finance committee
 - Distance consideration LA vs Midwest Cost
 - Cover the 3 presidents
 - Criteria/Stages:
 - Institution pay 1st
 - Application just like PD grants
 - Priority: Secretary, Treasurer, Conference Fundraising Chair, Board Director
 - IACAC pays for NACAC during 1 year of service
 - The group will make edits to the proposal and we will table the vote for after lunch after additional revisions.

New Business (Add additional agenda items not covered in the sections above here)

- [Fiscal Policy Revision](#)

- Surplus Fund: The surplus fund serves as a way for unused funds to be accounted for and be repurposed in an intentional way by the Association in alliance with its mission.
 - a. Once the Association appropriates funds into the operating fund and reserve fund, any remaining money becomes the surplus fund.
 - b. Monies in excess will be calculated following the close of the fiscal year and reported to the Executive Board no later than August 31st.
 - c. 10% of the surplus funds will immediately be earmarked for the innovation fund.
 - d. The remaining 90% may be invested by the Finance Committee in the name of the Association with the advice and consent of the Executive Board insomuch that each year enough funds are liquid to replenish the innovation fund.
 - e. If and when the surplus fund reaches an amount less than or equal to \$100,000, this policy should be updated and reviewed by the Finance Committee.

E. Wilson motioned to approve the fiscal policy as presented. R. Robinson seconded. Motion carried.

- IACAC NACAC Conference Attendance Policy

- The Finance Committee will set forth a budget for NACAC Conference attendance by the IACAC Executive Board. Those in the President Cycle will have their attendance covered annually by the budget first. Those in the Secretary, Treasurer, and Board Director cycles will have their attendance covered (this may include partial funding) by the remaining budget money by the following priorities:
 - Those who have business to conduct at NACAC Conference
 - Those who couldn't attend NACAC Conference in prior years
- These IACAC members should inquire with their institutions first to see if funding is available before seeking IACAC funding. IACAC will pay for NACAC Conference during one year of these members' term of service if funding is available from the budget set forth by the Finance Committee.

M. Chrum motioned to accept this proposal as written. M. Suerte seconded. Motion carried.

- [Rebranding](#)

- Based on survey data and several conversations with members, Mike and Erin began the conceptualization of a new IACAC brand that is reflective of our organizational strategic plan.
 - Our brand is thoughtfully and intentionally designed to reflect our mission, our state and the core values our membership embodies.
 - To Honor IACAC history, we kept our original IACAC blue in our new brand logo.
 - The new logo will be revealed at conference. Along with new apparel options.
 - The new logo is moving in the correct direction. The new brand will be presented before NCI in a focus group capacity as a feedback mechanism prior to a vote.

P. Welsh motioned to affirm the direction of the work pending a final vote mid-February. S. Wochner seconded. Motion carried.

Committee Reports

- **National College fair**

- 75 colleges registered another email going out to have schools register.
- Requests for bus grants have come in.
- Booths with the following topics: Greek life, athletics, scholarships, transfer, first gen, college essay, general college questions.
- Media kit is ready to get out to students
- NextGrad is going to promote the fair at all schools with a NextGrad screen.

- **District Seminars**

- Working on finalizing all district seminar dates. In Region 1 - Western District set for March 21, 2025 at Monmouth College. Here is the latest on East Central and Central Districts Here is the list of institutions that I have contacted to host.

CENTRAL DISTRICT SEMINAR

- **ISU** – not interested this year
- **Heartland Community College** – Did not respond at all (2 emails sent)
- **Bradley University** – Still waiting to receive a response if interested. (2 emails sent)

EAST CENTRAL DISTRICT SEMINAR

- **Eastern Illinois University** – Not interested this year
- **Parkland Community College** – Jen Harbaugh stated they would get back with me. I have yet to hear back.
- **Lake Land College** – Pam Hartke said she would talk to her administration but they are concerned about hosting. I have emailed her a few times in conversation and reached back out on 1-8-25.
- Lewis University District Seminar - March 21st
- DePaul District Seminar - March 28th

- **Education and Ethics**

- Next NACAC AP Affiliate meeting is scheduled for February 5th at 10:00am via Zoom. Chairs will attend.
- Next full Education & Ethics committee meeting is scheduled for February 7th at 9:30am via Zoom. Breakout sessions for new sub-committees (Education/Events, Publications, and Research & Development) will take place.
- Bi-weekly meetings between chairs and April Lynch, Exec Board Liaison, continue to take place.

- **Government Relations**

- Working with GPACAC, NEACAC, PACAC on National Advocacy Day
 - Dates currently at is May 5th through 9th
- Advocacy Day Springfield is set:
 - Feb 17th: would be arrival for those who would like to stay the night
 - Feb 18th: Day on the Hill
 - More information to come about attendance.

- **High School Counselor Professional Development**

- November 19 - Successful virtual IACAC Reads crossover event with Mentorship committee; Beth and Kelly Dutmers (from Mentorship committee) co-facilitated. Around 20 attendees.

- December 18 - Successful webinar “Family Engagement in the Postsecondary Process” - around 20 attendees.
- **Illinois College Fair**
 - Fall IRCFs are completed including expense reports.
 - Meeting in March to finalize the 25/26 College Fair Calendar.
 - Collaborating with Erin to plan for the Spring IRCF Luncheon at IACAC Conference.
 - Working to revamp the Host Event Registration to require scanning information and local high school participation. This will help our college side friends with better planning.
 - Sharing that Moises has relocated to California. We wish him all the very best and miss him terribly. We currently have 3 co-chairs, Moises had arranged that before his relocation.
- **Inclusion, Access and Success**
 - Waiting to hear back on session proposal for IACAC Conference
 - Committee Meeting on January 30th
 - Sharing the Dream Conference Planning - Save the date May 15th, 2025 at Malcolm X Conference Center
 - Spring LGBTQIA Fair
 - Building out the college databases for LGBTQIA+, Undocumented Students, etc
- **Mentorship**
 - Matched 8 Mentees with Mentors
 - Working on a push for more High School side participants
 - Working on set up a Spring event
 - Booking into adding a mentorship opt in for the new membership registration
- **Middle Management Institute**
 - We had our first committee meeting of the year on 01/07/25. We are looking to host MMI in June or July of this year; we have 3 dates chosen and have begun the process of getting in touch with schools that may be interested in hosting. It is our hope that we can host in the City of Chicago this year, as last year it was hosted in Indiana.
- **New Counselor Institute**
 - NCI Session #2 - February 5th, 2025 at Oakton Community College
 - Sessions include: Financial aid conversations, Wellness & Self-Advocacy, perspective of high school counselors during yield season, connecting with others in the field, and more.
 - We are currently looking for volunteers to present as speakers for our February session. We are always looking forward to the next year as well, so if you would like to participate on the committee or a session presenter please reach out to us!
- **Professional Connections**
 - Winners were recently selected for the High School Counselor Challenge Scholarship!
 - Brooke Deppe - Galena High School
 - Staci Garzolini-Skelton - Paris High School
 - Megan Sims - Rantoul Township High School
 - We are currently exploring ways to include CBO representatives in the High School Counselor Scholarship Challenge while still holding true to the title of the “High School Counselor” challenge.
- **Scholarship**
 - On the permissions side of things committee members need full permissions on the site.
 - I'm able to email the small group of readers that we used last year (plus any new readers that come aboard), so we're all good there.

- Scholarship group directory on the website is out of date. Should we be contacting this group?
- **Special Interest Groups**
 - SIGs are proposing Conference meeting sessions. This is preferred to the larger all-SIG social. Rural SIG meeting at Peoria
 - Not specifically SIG related, but some have expressed lack of communication from IACAC overall and confusion about points-of-contact and leadership
- **Summer Tours**
 - [Bus O'Fun PDF](#) for event
 - Registration opened in mid-December. Registration has been slow so far, though we are hoping that we will see a bit of a surge with our Early Bird Pricing time period ending on January 19. The normal rate is \$450, though the early-bird rate is \$425.
- **Transfer Advisory**
 - Winners were recently selected for the Spring 2025 Transfer Scholarships
 - \$1000 - Jonathan Ruiz who is transferring from Harold Washington to NEIU
 - \$500 - Kate Thompson who is transferring from Harper to ISU
 - Transfer Summit is February 7th and planning is in full swing
 - 9 sessions for attendees to choose from, a keynote address on the transfer landscape in higher education and time for networking
 - As of 1/10/25 there are 70 registrants and a registration push went out to IACAC members on 1/3/25 and will continue to go out as reminders alongside our committee members sending invites to groups such as PICU, AACRAO, transfer coordinators, etc.
 - Holly is currently on maternity leave and upon her return will reconvene the Networking Subcommittee.
 - Ashley Berlett has elected to step down as co-chair and thus, the committee will be looking for two new chairpersons this summer.
 - When choosing platforms that impact the scholarship application and review process, the Transfer Advisory Committee would like to be included. In addition, the switching of platforms needs to be timed according to transfer scholarships being available twice a year, not just for the fall terms.
 - Does the option exist to add to the transfer knowledge base on the IACAC website to make it more robust and updated?
 - When proposals are being submitted for the Transfer Summit, we need to create another field for all possible co-presenters to be identified by name, title, institution/organization and email to increase efficiency in planning for the event.

E.Wislon motioned to adjourn. M.Suerte seconded. Motion carried. Meeting adjourned at 2:09 pm.

Respectfully submitted by Scott Carlson IACAC Secretary