2011 IACAC Annual Membership Meeting
Thursday, May 5, 2011, 8:30-9:30am

President Carin Smith called the 2011 Annual Membership Meeting of the Illinois Association for College Admission Counseling will to order at 8:37. She asked for the quorum count from the head teller, Stephanie Szczepanski. Szczepanski reported that a quorum was present. Smith began by introducing board members at the head table (Past President Marsha Hubbuch, Treasurer Bart Sinks, Secretary Robert Yerkan, President-Elect Laura Docherty and Parliamentarian Maryanne Kelly)

The IACAC By-Laws require a quorum of 10% of the members who are entitled to vote in order to conduct business at this meeting.

Adoption of Agenda and Ground Rules
It was moved and seconded to adopt the agenda and the ground rules for 2011 Annual Membership Meeting (Julie Nelson/Devon Eurales). There was no discussion of the agenda or the ground rules. Motion carried.

Approval of Minutes of the 2010 Annual Membership Meeting
It was moved and seconded to adopt the minutes of the 2010 Annual Membership Meeting (Ellen Rostker/Carol Lee Barry). There were no additions or corrections brought forward. Minutes approved.

Membership Report
Treasurer Bart Sinks presented membership report. Sinks reported that the 2010-2011 overall membership numbers are down, and have been since the beginning of the year. He shared that the 2010-11 membership numbers are reflective of similar numbers from 7 years ago; our decreased numbers also reflect $14,000 less revenue for the organization than we received from membership dues the previous year. Similarly, NACAC membership and membership numbers in most other state ACAC affiliates are also down. This has a lot to do with the struggling economy and education budget cuts. Many offices are currently not paying IACAC membership dues for their employees. Most affiliate memberships throughout the country are struggling with decreased numbers and NACAC is actually beginning an outreach program (paid for and supported by NACAC with assistance from the affiliates) to work on increasing high school membership in particular.

The membership committee of IACAC has been working extremely hard to increase overall numbers. They are reaching out to graduate school programs in higher education and school counseling to promote IACAC; they have reached out via email as well as by personal phone calls to contact members who did not renew for 2010-2011. These efforts have shown some success. The committee has proposed a change to the membership year that was approved by the Executive Board in March (going forward, membership will now run from October 1 - September 30), and the committee feels this will help individuals renew at a time that is more convenient and follows fiscal and school calendars more closely.

It is believed that as the economy begins to strengthen again, so will membership numbers. Our association remains strong, and would like to recognize the membership chairs: Glenn Hamilton (Dominican University), Eliza Freedman (Lake Park High School), and Stephanie Levenson (Elmhurst College) and the entire membership committee for their hard work this year.
Treasurer's Report
Bart Sinks presented the treasurer’s report, which covered the period of April 1 through April 14th. He thanked Linda Haffner, IACAC Executive Assistant who handles the daily IACAC finances and the preparation of these reports.

The April’s treasurer’s report shows a cash balance of $287,866.32. This is the total of our two cash accounts-a regular checking account and a money market account. I would like to point out at the top; our Spartan Market account (#205) has been making significant progress and is currently at $97,168.09 – almost a $10,000 increase over last year at this time. When you add that to our investment accounts, you will see that the total financial resources available to IACAC currently are $373,636.31.

For IACAC, this year has seen the ICE/Calendar continuing to expand in registration numbers and attendance.

I would remind you that account #104 Annual Conference is misleading at this time, because most expenses for this year’s conference still have to be paid.

Even though the economy continues to be uncertain, the Finance Committee still considers IACAC to be a fiscally healthy organization, and will continue to take a conservative approach in planning for the next year.

Sinks proceeded to review Donated Services. For more than 20 years, IACAC has kept track of services donated by board and committees members. Each individual is asked to calculate what they and their institutions donate to IACAC during the year for: phone calls, postage, photocopying, travel, meals, and supplies. This really helps IACAC show the true cost of running our Association.

As of this time total donated services reported to date are: $14,570.76 (as of 4/14), which is slightly lower than last year, but still shows a very strong commitment from the number of board members and committee chairs who have covered their own expenses to travel to meetings. These donated services are very important to IACAC and the Finance Committee would like to say thank you to each individual/institution that has made these contributions.

To get the budget on the floor in order to discuss it, Sinks moved to adopt the 2011-2012 budget as presented. (Aliza Gilbert seconded). No discussion. Motion carried.

Sinks pointed out the revenue-generating accounts are on one side of the page, and expenditure accounts are on the reverse. Looking at the revenue or income-generating side first.

Sinks pointed out that most items are similar to the budgeted revenue expectations for this year, but addressed a few items in particular.

Item 103C Summer Institute College. The revenue projection for summer institute was decreased from $3,000 last year to $2,000 for next year mainly due to uncertainty with the economy and the number of colleges that potentially could be cutting back on hiring.

Account 114 ICE/Calendar. Is being budgeted at $42,000 in revenue for next year, which is a significant increase over last year’s budget. Registrations for ICE fairs have continued to grow, and, for the first time in 5 years, we will increase registration fees by 25%. The ICE/Calendar Committee has looked at similar programs in surrounding states and has discovered that even with this increase in fees; ICE programs run
on the less expensive end of college fair registration costs. We see this as a strong revenue source for the association.

Our total revenues are budgeted to be $160,950 which is actually lower than what we budgeted for the current fiscal year.

Sinks pointed out a reporting discrepancy that has actually been a discrepancy for several years. The proposed budget is actually not balanced, due to the fact that our assets (CD and Reserve Fund) were added into the revenue; this will be corrected next year. The Executive Board would like to thank Donna Epton for pointing out the inconsistency in reporting and Sinks noted that the Finance Committee WILL correct this method of reporting in subsequent years.

Sinks assured the membership that the finance committee will continue to scrutinize spending each year in order to determine where expenses can be cut in order to match revenues, in an effort to NOT dip into reserves.

Sinks continued the Treasurer’s Report by presenting the proposed expenditures. Again, most line items are similar to those of the current year with a few exceptions, which Sinks proceeded to highlight.

Account 003, CAP, is budgeted at $7,000 for next year, where the current 10/11 budget was $0. This is due to the fact that Camp College (in its second year) was last year a part of the General Board account 005, and since this program is continuing the finance committee felt it needed to be listed where it truly belongs, under CAP. Since we have moved the budgeted amount for Camp College out of Account 005 General Board, we have in turn decreased the General Board budget to $16,000.

The major change to point out applies to the new Media Communications Committee, account 009. IACAC has found it to be increasingly difficult to accurately assign technology budget amounts to individual committees for the work done on a yearly basis by Dan Saavedra, our Webmaster. He does an amazing job preparing information for the annual Conference, Mentorship, Membership, the Executive Board, District Seminars, ICE/Calendar, Grants, and Summer Institute, to name just a few. The Media Communications Committee was formed one year ago and assigned a budget based on research done by the Finance Committee regarding the hours Dan spent doing work for various committees. The Finance Committee budgeted $40,000 for the Media Communications Committee with all technology requests now being directed to this committee. Let me point out that due to this change, the Newsletter-account 002 now has a $0 budget, where we had previously allotted $29,000 in last year’s budget. We also assigned a $0 budget to Communications-account 016. The Finance Committee and Executive Board approved this change to better keep track of hours that technology completed on behalf of these committees and we are now directing all technology requests to go through the Media Communications Committee for work that needs to be done. We believe this will help to avoid requests going to Dan that can adequately be handled by Media Communications and will allow for more opportunity for joint committee work to occur. The budgeted amount for Media Communications is also higher this first year than it will be in future years due to the total website redesign we are undergoing. Also, our contract with the publication specialist will be covered through the budgets of each committee.

I’d also like to point out, in the spirit of transparency, that in order to avoid any conflict of interest on the Executive Board, our current president’s stipend as ICE Coordinator was determined by the Finance Committee without her input prior to her taking office, and her contract is signed by the Treasurer.

The current revenues and expenses for 2011-12 are listed at: $160,950.
The Finance Committee and Executive Board are confident that we have brought to you a budget that is fiscally responsible and will continue to support the work on behalf of our Association and the students we serve, as well as the revenue to support these activities.

Smith called for any discussion. Susan Biemeret asked how the publication specialist payment was being reflected. Sinks explained that payment is reflected in the different line items of the committees. There was no further discussion.

It has been moved and seconded to adopt the proposed budget for 2011-2012 as presented. Motion carries. The budget is approved.

**Candidate Slate**

Smith asked Marsha Hubbuch to present the report of the Nominating Committee and to introduce the candidates.

Hubbuch shared that a call for nominations for the 7 open Board Positions was announced in late October 2010 on the IACAC web site, on the IACAC listserve and in the November on-line newsletter. Two additional reminder email blasts were sent in December and early January. 25 nominations were received by the January 15, 2011 deadline, and this year’s nominees were exceptionally talented individuals.

The Nomination Committee met on January 25, 2011 to review the nominees and create the slate. The Committee made every effort to create a diverse slate of candidates with respect to representation throughout the state, the make-up of the continuing Board members and the talents and experience of each candidate.

Before announcing the candidates Hubbuch introduced and thanked the nomination committee. The Nomination Committee included:

Nate Bargar, Illinois State Univ.
Michele Brown, Oakton Community College
Laura Docherty, Fenwick HS
Aliza Gilbert, Highland Park HS
Glenn Hamilton, Dominican University
Lianne Musser, Lyons Township HS
Joe Prieto, Hinsdale Central HS
Carin Smith, Lawrence University
Marsha Hubbuch, Riverside Brookfield High School

The Candidates for the 2011 IACAC Executive Board are as follows:

**Candidates for the IACAC Officer and Directors**

President Elect    Todd Burrell
Treasurer          Patrick Walsh
Professional Development Director (Region I)  Susan Deppe
                      Meghan Cooley

HS Director        Beth Arey
                      Susan Weiss
College Director    Nate Bargar
                      Megan O’Rourke
Next the IACAC Delegates to the NACAC Assembly
HS Delegate     Anita Carpenter
                Amy Thompson
College Delegate Anne Kremer
                Doris Groves

Hubbuch turned the floor back over to Smith to explain the voting instructions. Voting was to be done in two separate ballots.

Voting members of IACAC would vote for the officers and directors. Those who are also voting members of NACAC would vote for the NACAC delegates. Because IACAC is a corporation, voting members who could not attend this meeting had the opportunity to vote by proxy. Marsha Hubbuch and Carin Smith voted 10 proxies.

Smith shared that the By-Laws of the association also allow for nominations from the floor. She reminded those in attendance that both the nominator and the seconder must be voting members of the association, and must have secured the consent of the nominee.

Smith asked if there were any further nominations for any office. Seeing none she declared nominations closed and proceeded to confirm that the tellers were ready.

Voting members were asked to complete their ballots and to make sure the ballots were collected by a teller. Results of the elections will be announced at today’s luncheon.

Smith asked Marsha Hubbuch to present the Credentials Committee report and By-Law amendments.

Hubbuch: Each year, the Credentials Committee reviews the IACAC By-Laws and recommends revisions when deemed appropriate, including revisions required to maintain consistency with the governing documents of NACAC.

There was a lot of additional work, due to a NACAC review. Before beginning she recognized, by asking them to stand, and thanked the Credentials Committee for their hard work and attention to detail.

Tony Bankston: Illinois Wesleyan University
Michele Brown: Oakton Community College
Laura Docherty: Fenwick HS
Linda Haffner: IACAC Executive Assistant
Gwen Kanelos: Concordia University
Maryanne Kelly: Maine Township HS
Ellen Rostker: Chicagoland Jewish HS
Carin Smith, Lawrence University

She asked the audience to thank the outstanding group of professionals!

Hubbuch continued: From time to time, NACAC reviews the By-Laws of its affiliates and makes recommendations to bring us into compliance with NACAC By-Laws. Such a review occurred during this
fiscal year. Most of the proposed changes involve minor language adjustments and will not affect the way that we conduct IACAC business.

The Credentials Committee is proposing 12 changes this year. Most of the changes fall under Article I, Section 1 Voting Membership.

These changes were recommended and approved by the IACAC Executive Board on March 10, 2011.

I move to add a blanket statement about the purposes of our association at the beginning of our By-Laws. It would read as follows:

> The purposes for which the corporation is organized are: exclusively educational and are to promote high professional standards in guidance and to maintain maximum communication pertaining to postsecondary admissions at primary and secondary and postsecondary levels in order to serve the interests of students, parents and primary, secondary and postsecondary institutions and promote adherence to the Statement of Principles of Good Practice of the National Association for College Admission Counseling.

(Marsha Hubbuch/Julie Marlatt). Motion carries.

I move to amend Article I, Section 1, A: Voting Membership by eliminating the requirement of members being accredited by any specific agencies. The new language would read:

A. Any two- or four- year college or university or other postsecondary educational institution which is not-for-profit, which is accredited, as approved by the Executive Board, provided that such institution maintains an educational facility in the State of Illinois or that it has an individual performing the majority of their professional duties within the State of Illinois.

(Marsha Hubbuch/Anita Carpenter). Motion carries.

I move to amend Article I, Section 1, B. Voting Membership by deleting redundant language, eliminating reference to specific accrediting agencies and eliminating not-for-profit status for our secondary and primary members. The new language would read:

B. Any individual primary or secondary school in the State of Illinois as approved by the Executive Board.

(Marsha Hubbuch/Michelle Rogers). Motion carries.

I move to amend Article I, Section 1C. to read:

Any organization, agency, or institution which is not-for-profit, maintains an educational facility in the State of Illinois and provides postsecondary counseling, admission and financial aid services.

(Marsha Hubbuch/Ellen Rostker). Motion carries.

I move to amend Article I, Section 1 D by deleting the words “primary or secondary school district or” and the redundant language at the end of this section. The new wording would read:

D. Any not-for-profit college or university system in the State of Illinois
I move to reorder Article I, Section 1 E and F and to amend Article I, Section 1E to read:

E. Any individual employed by voting member institutions or other non-profit organizations whose professional activities consist primarily of counseling, admission, or financial aid services

I move to amend Article I, Section 1F. Voting Membership to read:

Independent educational consultants or counselors who are self employed or employed by a company providing counseling, admission, or financial aid services to students and/or their parents, as approved by the Executive Board.

I move to amend Article I, Section 1G Voting Membership, which deals with retired members by deleting the words, "for an aggregate of at least 10 years and".

Marsha Hubbuch shared that we made it through all of the Membership changes and are now in the Executive Board section!

I move to amend Article II, Section 1, Eligibility and delete the words, “who is actively engaged in guidance pertaining to postsecondary admission.” The new wording would read:

Section 1: Eligibility: Any voting member is eligible to serve as a member of the Executive Board. In addition any such member shall, prior to election as a Delegate to the NACAC Assembly, be the principal representative of a voting NACAC member institution or a voting individual member of NACAC. Only one person employed by an eligible member organization, agency or institution shall serve as a Delegate to the NACAC Assembly at any time.

Discussion: Jenn Paar asked for clarification on voting member. Does voting member mean any voting member living in-state or out-of-state could be voted in as an executive board member? Yes Motion carries.

I move to amend Article II, Section 5: Loss of Eligibility by adding a Section B which would read as follows:

A. In order to remain as an Officer or Director of IACAC an incumbent must continue to provide post-secondary counseling, admission or financial aid services. If an incumbent’s qualifying employment changes, he or she could continue until the one-hundred-eightieth day following such incumbent’s qualifying employment or the date on which such incumbent accepts nonqualifying employment, whichever occurs first.
B. In order to remain a Delegate to the NACAC assembly, an incumbent must continue to provide post-secondary counseling, admission or financial aid services. If a Delegate’s qualifying employment status were to change, he or she could continue as a Delegate until the sixtieth day following such incumbent’s qualifying employment or the date on which such incumbent accepts nonqualifying employment, whichever occurs first.

(Marsha Hubbuch/Pat Walsh). Motion carries.

I move to amend Article IV, Section 4A, Voting and Elections, by deleting the specific reference to the, “Article VI, Section 2 and Section 3, of” in this section of the By-Laws. Since this is a long section, I will read only the sentence we are proposing to change. It would read as follows:

The other ballot shall consist of the candidates for Delegates to the NACAC Assembly to be elected at such meeting and shall be distributed only to those eligible to vote for Delegates to the NACAC Assembly as determined by the By-Laws of NACAC.

(Marsha Hubbuch/Julie Nelson). Motion carries.

I move that we amend Article VI, Section 2 Dues to reflect the changed dates of our membership year. The new wording would be:

Section 2: Dues Annual dues shall be determined by the Executive Board with the approval of the membership. Dues may vary between and within different categories of members. Participation in IACAC is dependent upon the payment of dues. Dues shall cover the membership year. Dues may be prorated by action of the Executive Board.

(Marsha Hubbuch/Mike Melinder). Motion carries.

Past President’s Report
When I stood before this distinguished group in May of 2008 to accept the nomination as President Elect, I talked about the many shoulders on which I stood. Many of the amazingly talented and generous professionals who mentored me along the way are present today in this audience. These past 3 three years have been the most gratifying, and sometimes challenging of my career.

I have had the opportunity to witness up close and personal, how creative, energetic and dedicated people committed to serving students can do amazing things. There are really too many to mention, so I only will highlight a few recent accomplishments:

• The launch of Project Reach which provides needed college reference materials and school supplies to deserving students
• The secure establishment of Articulation Unplugged, which brings together private schools and IL public universities in order to give counselors an opportunity to learn about many institutions in a single day
• A thorough examination of our budget and publications priorities, which has resulted in a reordering of services in order to better serve our mission and members at the lowest possible price
• The publication of the College Advising Guide for Undocumented Students which was spearheaded by our Human Relations Committee
• The establishment of Camp College, which will provide a college transition “boot camp” for underrepresented and first generation IL students for the 2nd year

All of these accomplishments and many more happened because of the enthusiastic participation of our members. It is no wonder that IL ACAC is so well respected nationally and is the only affiliate to earn 3 national awards at the 2010 National ACAC Conference. IACAC members readily share their time and talents with others, and let me hasten to say, much of that sharing and creative growth comes from our younger members.

We all need to stand on the shoulders of others to serve our mission. I would like to thank a few of those whose shoulders I have stood on during the last few years.

First, I would like to ask that the past-presidents of IACAC who are present to stand as I call your name and remain standing until all the names are called and you can be recognized with a round of applause:


I also want to thank:
• Linda Haflner, who does so much for all of us behind the scenes.
• Dan Saavedra, our Webmaster, who always responded promptly to my questions and requests without even once snickering at them.
• Michele Brown, who has been a constant source of support over the last 3 years
• Carin Smith and Laura Docherty who complete the presidential team and have worked tirelessly on behalf of this association.
• Todd Burrell, who stepped up and agreed to take the challenge to become your new President Elect.

All of these professionals and colleagues have found a way in their busy lives to serve this association with excellence. You are in good hands! Let’s thank them all now.

And finally, I want to thank all of you, the members of IACAC, for allowing me the extraordinary opportunity to serve as a leader of this association. It has truly been the highlight of my career. Now please, for all that each and every one of you do daily in the service of students, to those of you who volunteer your time to do our work and to provide shoulders of support for colleagues, give yourselves a round of applause. IACAC ROCKS!

Now I would like invite Carin Smith to the podium to present the President’s Report.

President’s Report:

IACAC has been a busy, robust organization this year – both the Executive Board and Standing Committees have launched several new initiatives, while maintaining (and strengthening) some of the activities and programming that have always been central to who we are as an organization.

These activities have been highlighted in the President’s Annual Report – available on the IACAC website. I’m not going to stand up here and go through the laundry list of accomplishments, but rather, I have chosen to highlight one very significant accomplishment – spearheaded by the new Media Communications Committee – and something that will impact every committee, the Executive Board and most importantly, our members and the students and families that we serve.
Without further adieu, I would like to yield the podium to Julia Marlatt, one of the 4 chairs of the Media Communications Committee, who will take us all on a brief stroll through the new IACAC website!!

While Julie makes her way to the podium, I’d like to introduce her “partners in crime” – the remaining Media Communications Committee Chairs:

Please stand:

Megan O’Rourke, Butler University
Kevin Coy, Lincoln-Way Central H.S.
Dave Shafron, Lincoln Park H.S.

And – our humble and very talented Webmaster – Dan Saavedra.

Media Communications Committee Report: (Julie Marlatt)

On behalf of the Media Communications committee I am proud to present the new IACAC.org website. By visiting the website you will find that it is now easier to navigate and provides up-to-date information with the many new features. The headers of the website host some of the following:

- About: Annual Reports, By-laws, Membership Reports, and SPGP
- Committees: Listing of all committees within the association
- Programs and Events: Listing of all activities within the association
- Publications: College Admission Update, College Day/Night Calendars, and Newsletters
- Volunteer: Options to get involved on a standing committee, at the annual conference or at the National College Fair
- Join IACAC: Membership Application and benefits of membership
- Members Only: College Advising Guide for Undocumented Students, financial documents, job board, membership directory, and listserv subscription

In addition to the new headers with drop down listings, the upper right hand corner features all of the social networks that IACAC is involved in. The main area of the home page features a slider which highlights upcoming programs, events, and important messages. The lower portion of the website provides quick links to frequently visited pages, recent newsletter articles, and job board postings. We hope that you find the new website user friendly and informational.

Annual Conference Report: (Laura Docherty)

Thank you, as I have stated before it has been an honor and a privilege to be the chair of the IACAC conference this year. I obviously couldn’t have pulled this off without the help of Linda and Donna. They are truly amazing. I am also grateful to Dan for his creativity and help with all of the visuals, photo booth, and emails for this conference.
I am also extremely grateful to the conference chairs for their tireless work and willingness to volunteer their energy and enthusiasm to IACAC and the work that we do to truly help students “go the extra mile” in their college pursuits.

Now for the numbers. 765 people registered. I must admit, I was worried especially with the amount of people who told me that their administrations were not letting them leave the building this year and with budget cuts throughout the state and the country.

Exhibitors --- please take advantage to learn from them.

Sponsors – wow, I will be honest we were a bit worried about this, but due to their generosity we have $13,000 in sponsorships this year – thank you!

Elmhurst College --- thank you for the scanners.

We continued to go green and I want to remind you to check your emails and complete the online evaluation coming to you after the conference.

Grant money, $8,280.71. Thanks to Bart Sinks for spearheading this. The amount left over will be utilized to sponsor attendees for NACAC’s Guiding the Way to Inclusion July 31 - August 2 in Chicago.

Thank you again to all of the volunteers, conference chairs and Dan, Linda & Donna.

Carin Smith thanked Laura and asked if there was any old business? None being brought forward she then asked is there any new business? None being brought forward Smith reminded everyone to remember to sign their voting cards and bring them when they come on Friday morning. The quorum count will be taken as members enter the room for brunch and signed cards will be collected by the tellers at the end of the Friday meeting at brunch. Brunch and the final portion of our business meeting will follow directly after Allison Rosati’s closing session.

Smith entertained a motion to recess until Friday, May 6, 2011, at 11:10 am, at which time the remaining business of this meeting will be concluded. (Stacey Ramsey/Joe Prieto). Motion carries.

**Continuation of Business Meeting Friday, May 6, 2010, 11:10 am – 12:30 pm**

Carin Smith: The Annual Membership Meeting of the Illinois Association for College Admission Counseling will please come to order. The Tellers were taking a quorum count as you arrived. Stephanie, do we have a quorum? A quorum was established and the meeting continued with the following business:

Smith recognized the Board Members and Committee Chairs. She recognized Marsha Hubbuch, outgoing past president by highlighting her career serving IACAC.

Smith invited Laura Docherty to the podium and passed the gavel.

Docherty then called Marsha up again to thank her and give her a gift (frames for her granddaughters’ pictures). Laura expressed her appreciation to Evelyn Boyd-White and called her up to the podium to present her with a lunch bag and goodies. Evelyn shared her story of how she had been taking her lunch in a Walmart bag because her lunch bag died.
Docherty then acknowledged Carin and highlighted her role as a leader, mentor and friend. With help from Carin’s husband, Mark, she researched what to get Carin as a gift. Since Carin often admired Laura’s jewelry she gave her a charm bracelet with one of the charms symbolizing the Magic Garden – her conference theme.

She continued and shared her Missouri IACAC experience: work hard, play hard and go the extra mile.

Docherty entertained a motion to adjourn. (Jenn Paar/ Joe Prieto). Motion carried.