

**IACAC Board Meeting
September 14th, 2012
Illinois State University**

Board Members Present: Nate Bargar, Todd Burrell, Anita Carpenter, Kevin Coy, Laura Docherty, Mike Dunker, Allegra Giuliatti-Schmitt, Linda Haffner, Julie Marlatt, Lianne Musser, Megan O'Rourke, Eric Ruiz, Dave Shafron, Roberto Suarez, Patrick Walsh, Rob Walton

Guests: Sarah Steinhorst

Call to Order/Introductions: *Meeting called to order at 10:06 a.m. (E. Ruiz, 2nd A. Carpenter)*

Thanks to Illinois State for hosting the September meeting!

Approval of June Board Meeting Minutes: *(A. Schmitt, 2nd A. Carpenter)*
Minutes from 6/15/12 were approved by board.

Notes on changes to committee chairs and papers received:

Doris Groves has taken a new position within ISU and will no longer be the Admission Practices chair. David Bennett is working to find a replacement.

Barb Karpozian will step into an ex-officio member of board, but will not be a part of the board in an official capacity, as she is not an IACAC member.

Summer Institute-Bob and Jill will spearhead Summer Institute at IL-Springfield this year.

Treasurer's Report *(P. Walsh)*

\$150,581 in checking account; \$132,000 as compared to last year

Spartan market \$20,000 more than this time last year

There are unpaid expenses still out there and not represented within budget

In a good place, financially

YTD SI 2012 brought in \$14,000.

Admissions update is generating revenue

Looking at last year's budget-at this point, it appears as though IACAC came in \$10,000 under budget, but conference expenses are still being finalized.

Budget for this year is in a good place.

Finance committee meeting during NACAC, committee will review fiscal policy

Meeting on February 1st to set budget for next year

Patrick plans to give committee chairs budgets from last year-see where they ended but also give an idea of where they are right now

Grant applications opening in beginning of November, decisions will start to be made at end of January and continue through spring

Actually down in Admissions Update-ended at 90 last year, but this year 83 schools completed

Membership Report: (A. Giuliatti-Schmitt)

Every category is down as of this report, but it is still early, and ahead of the deadline for submission.

Two membership chairs are new committee chairs

They will continue to make calls and updates to try to get numbers up

A.S. will continue plugging IACAC to graduate students and grad student organizations

Working to develop membership committee and continue plugging away

Email will go out on September 24th, get something on FB to remind members to renew

Postcard went out to promote membership-picture is fun!

Last year's membership ended at 1760, at this point last year, IACAC total membership was 603 compared to 434 this year

Visiting reps to HS-provide IACAC membership information?

1500 people attend Articulations-another way to reach more potential IACAC members

Discussion of renewal timing-can HS members pay at the end of school year instead of in September?

Possibilities include tapping DIAC group, giving out membership information at District Seminars, offering discounts to grad students and discounted rate for non IACAC members who attend District Seminar

2011-2012 Membership Report

September 10, 2012

		12-13		11-12
		(9/15/11)		
I.	College/University Members			
A.	Illinois Colleges/Universities	93		156
B.	Loc. Reps. of IL Colleges/Univ.	7		9
C.	Out-of-State Colleges/Universities	106		142
D.	Loc. Reps. of Out-of-State Col./Univ.	16		21
	Total Category I Members	222		328
II.	Secondary School Members			
A.	Principal	65	75	
B.	Secondary	96	130	
	Total Category II Members			161
				205
III.	Related Educational Service Members			
A.	School District	0		
B.	Not-for Profit Service Organization	4		2
C.	For-Profit Organ./Indiv.	10		18
D.	Independent Counselor	3		4
E.	Student Member	1	14	
F.	Retired Member	29	29	
G.	Jr. Hi/Elem. School	0	0	
H.	Other	3	3	
	Total Category III Members			51
				70
	Total IACAC Membership			434
	Illinois Members of NACAC			625
	NACAC Voting Members	585		

Membership by Region/District

Region 1		Region 2	
Southern	8	West & North Sub.	124
Western	13	Chic. & South Sub.	56
West Central	28	North Central	18
East Central	12	Northwest	10
Total	61	Total	208

Updated membership emails for the listserv and website have been sent to Dan so that we may keep the timeline below:

Membership e-mail Communication

e-mail	Once/On-going	Start/Send Date	Population
Membership Invitation	Once	August 20	
Listserv Post – Reminder	Once	September 3	
Reminder	Once	September 17	
Listserv Post – Deadline Approaching	Once	September 27	
Post Deadline reminder	Once	October 8	Incomplete Membership
Post Deadline Non-renewal Survey	Once	October 15	Those who did not renew

Membership Mail Communication

Mail	Once/On-going	Start/Send Date	Population
Postcard	Once	August 20	

Membership Phone Communication

Phone	Once/On-going	Start/Send Date	Population
Non-renewal	On-going	October 8	Those who did not renew

Chief Delegate Report: *(R. Suarez)*

Conference is coming October 4th-6th
Boyd Bradshaw-running for president
Jerry Pope-running for director
Waitlist report
Delegate meeting after IACAC board meeting

President Elect Report: *(M. Dunker)*

First call for conference sessions
Conference committee meeting September 28th at the Westin
Thursday afternoon 5k, coordinating around Mentorship reception--if anyone interested in helping, Anabel Duarte-Menifee is coordinating

Plans for the 2013 IACAC Annual Conference are moving along quite smoothly. The dates of the conference will be May 1, 2, and 3 at the Westin hotel in Itasca. With much help from Sherry Hall, the logo has been developed. The conference committee was assembled over the summer and our first meeting will be Friday September 28th at the Westin. The Program committee met in August and first call for session proposals went out earlier this week. One new and exciting event to be held this year will be a 5K run/walk to benefit Project Reach. The 5K will take place on Wednesday, May 1st, details are being worked out with the hotel. Many thanks to Anabel Duarte for volunteering to head up this venture. Also, many thanks to the people below who have graciously volunteered to serve as chairpersons for the different conference committees.

Conference Coordinator: Donna Epton
Credentials and Nominations: Laura Docherty
Registration and Hospitality: Linda Haffner, Michele Brown, Gina Williams
Programs: Jill Bures, Kathy Major, Quinton Clay
On-Site: Danielle Cargo, Wallace Holder, George Kazlusky
Project Reach: Kris Harding, Lori Greene, Anabel Duarte (5K)
Exhibitors, Sponsors, Advertising: April Hansen, Patricia Grawey-Beeler, Patrick Ryan
Raffle: Aubriex Cason, Katie Trnka, Kari Garcia
Evaluations: Michelle Adams, Stephanie Szczepanski, Lauren O'Connor
Entertainment: DJ Menifee, Susan Sanders, Omar Solomon
Communications & Social Media: Natalie Rubino, Kara Dollaske, Mike Melinder
Tellers: Kathy McSherry, Traci Flowers
1st Timers: Zach George, Courtney Wallace, Shawn Wochner

Past President Report: *(L. Docherty)*

Forming committees for credentials and nominations
Looking for volunteers-wants some new faces included
By-law changes for next year for sure after meeting at LDI with NACAC representative
Board is comprised of 17 positions
2 directors, 4 delegates, treasurer and president elect are up for election in 2013.

Past president's council-very excited former presidents-any tasks they can help accomplish please let Laura know

Time to gather past presidents together to meet and get their thoughts and ideas for moving forward-sometime during conference

President's Report: *(T. Burrell)*

Todd, Mike and Laura attended the LDI over the summer. Sasha Thieme was also in attendance because of NACAC committee involvement.

Laura and Todd both lead sessions

IACAC well represented and well respected within NACAC. We have such a strong support network within the organization

Summer Institute was very successful

MMI went very well

Plane Tour went well, as did Micro Bus tour

Human Relations showed "First Generation" recently. More than 100 people attended and raised money for the IACAC scholarship fund-trying to find ways to take this energy downstate

Over \$700 dollars raised for the IACAC scholarship fund

Articulations Unplugged held on Monday, September 10th –great feedback from event, thanks to ISU for hosting

Coming up:

NACAC conference –more than 260 IACAC members attending, on par with last year

Sending an email to those members for reminders

Membership meeting at NACAC-during affiliate meeting time

Updates shared from committee chairs-more of an update than a business meeting

Todd will meet with alumni group on October 16th at a luncheon in the Chicago area and on October 22nd at a luncheon in Decatur, IL.

For these meetings, we will talk about the scholarship fund and soliciting support and feedback.

IACAC Scholarship fund-create to give to a student/students for this year

Would love to recognize students at the conference

Minnesota has a donate now button, other affiliates have scholarship funds

Would love to create scholarship fund but still have donations to Imagine Fund

IACAC gives to Imagine Fund in addition to member donations

Consider Project REACH a full year standing committee

Give back throughout the year; this is something we do year round, not just at conference

Good to see board in action-create more buzz on Facebook and twitter

Unfinished business:

Summer Institute 2014 location

George Williams College/Aurora University-very excited for potential of 2014 host

Received email of concerns to choose 2014 host already-exclusionary instead of allowing other schools to present for next year

We, as a board, owe to our membership to open the proposal time back up

Could move deadline up from June to March

Discussion followed

What's in our best interest? Financially speaking, relationship building

Want to be competitive with costs

George Williams happy to be considered, understands consideration and knows going forward they might have to present another proposal

Information to get school should be sent out as soon as possible
November newsletter will have information for school proposals
March 1 will be deadline to submit to be host school

New business:

Scholarship fund-More details at November meeting after discussion with alumni. Would like to award scholarships this year

Term limits for committee chairs? Long standing committee chairs limits new people getting involved.

By-laws state there should be consistency from year to year.

Information is passed along, turned to next person, can work with more veteran person until they roll off and newer person becomes veteran person

Carry over from year to year is good to keep up with information sharing

Would like to turn over, especially when given new responsibilities or take on new role

Three year plan-always have a new person, middle and transitioning person

Point of restructure was to get more IACAC members involved

Can still be a member of committee, but no longer do the bulk of the work

Won't volunteer because people think the committee is closed

Large commitments

Could be a disadvantage to only have three year term

Would have to be determined by credentials

Possibility for renewal of term

Credentials-reach out to committee and chairs to get feedback about term limit issue, report back by November meeting

Contacted by ILACADA about a transfer conference in May; Todd will provide more details at November meeting-thought is to advertise

Conflict of interest-November meeting, was brought up by NACAC at LDI-was told to consider creating this statement

Methods to conduct meetings online-ways to do so, especially in consideration of last year's meeting in January

Discussion of conference call idea or web-x meeting

Committees to use conference call idea for meetings as well

Future conferences-will discuss meetings in November

Booked at Westin through 2014, want to discuss **2015 and 2016**-options and look into those years-other locations and times

Getting new people involved-what to do to make sure people who volunteer are responded to and followed up with

Chicago Teacher's strike

Helping the students affected by CPS strike with application process

Suggestion of doing something in correlation with National Fair

We as association can offer to help/tie in with C.A.P. committee

Reach out to retired members to help with this

As association take stand to help schools review procedure for late arrival paperwork from students in CPS

IACAC ICE College Fairs

Adding more schools and discussion of Restructure fees

-add Glenbrooks, NIU and Kishwaukee

Figure out what to do with Moraine Valley in correlation with St. Xavier

Because we added two new fairs-Western/Maine schools/214

National College Fair

Coming up on September 29th

Sessions are getting finalized

Beth and Mike have finished 1st walkthrough; will do final walkthrough on September 28th

Still looking for volunteers! Please advertise

Student registration link on IACAC site not working-contacting Dan to update website

HS Visit Guide (N. Bargar)

- Online product debuted August 1, 2012
- 115 sold to date
- Continue to update visit information as we receive updates from the Membership

COMMITTEE REPORTS:

Admission Practices (D. Bennett)

Currently trying to find a co-chair for AP, as Doris Groves has taken a new position at ISU within Alumni/Advancement. We wish her well!

First meeting is taking place after 9/14. Will have update for November 2nd board meeting.

C.A.P. (Z. Blackwell)

Camp college try to increase numbers for following summer

WIU potential new location for next year

Create new initiatives to increase outreach

Conference for young men to give knowledge of college options

Day to incorporate a mini college tour. Also due to the increase in applications we are looking into increasing Camp College to 45-50 students.

Lastly, we would like to have a CAP event in winter/spring 2013. Though that event hasn't been finalized, we are exploring a Young Men's Conference targeting sophomore and junior males.

CAP Co-Chairs will have a preliminary meeting September 7, 2012 to discuss goals of the CAP Committee and set the planning dates. On November 16 we have scheduled a tentative meeting with the entire CAP Committee to brief members on goals and discuss duties.

Camp College is tentatively scheduled for – July 8-10

Work in progress/upcoming activities:

We are in the process of finalizing a quote with Western Illinois University, which will likely be the next Camp College site.

College Tours (*M. Dunker/N. Rubino*)

Plane O'Fun

On Sunday, July 22nd, 38 counselors set out for a week of intense learning, great professional development and even a little bit of fun. The tour started at Elmhurst College. We toured the campus, had a very nice presentation and a great lunch, including Bloody Marys and Mimosas. That afternoon we boarded the plane and headed to New York. After getting completely lost on our way to the hotel (We couldn't believe the driver had no GPS) we arrived at our hotel in New Jersey around midnight.

The next few days were quite busy. We saw 8 more schools in 4 days. We visited some outstanding schools on this trip, including: Elmhurst, Seton Hall, Rutgers, NYU, Fordham, Juilliard, Columbia, Hofstra, and St. John's. Marist University also hosted us for hor d'oeuvres, drinks and a brief admissions presentation at a local hotel. Special thanks go out to Rutgers University for picking up the entire cost of our night's stay in Piscataway. New York University also allowed us to stay in their residence hall for three nights to help keep our cost down. Although the weather was hot all week, the schools did a nice job of keeping us inside and in the shade as much as possible. The schools were all very beautiful and treated us extremely well.

We had a free day on Wednesday and people took advantage of many different opportunities available in NYC. Some people went to a Mets game, some to the theater, and many went to various fine restaurants in the city. In continuing a tradition started in 2009, we took up a collection on the bus to be donated to a charity chosen by the committee. This year we chose The Susan G. Komen Walk for the Cure, in honor of Kathy Faber, longtime Bus O'Fun committee member and cancer survivor, who participates in the walk every year. Kathy retired at the end of the 2012 school year.

Overall the trip went very well. The schools were great, the weather cooperated, new friendships were made, and many old friendships were strengthened. We even made a profit of \$676.49. Plans for next year's Bus O'Fun trip are already underway. Since Summer Institute will be at the University of Illinois at Springfield, the trip will start there. Right now plans include visiting schools in Michigan. Natalie Rubino and Bart Sinks will be taking over the trip.

Bus Trip

Committee Goals: To prepare for the upcoming Bus Tour – July 14-19, 2013. The tour will begin at University of Illinois – Springfield with the IACAC Summer Institute. We plan to visit schools in Michigan.

Committee Timeline:

Work in progress/upcoming activities:

- Reaching out to prospective host colleges
- Updating registration form
- Finalize committee members and organize first meeting
- Begin reserving bus, hotels, meals, etc.

District Seminar Report (*M. Cooley*)

Putting together questionnaire for district seminar planners, especially in regards to financial aspect

Getting dates together, two are locked in for spring

- Connect with District Seminar Chairs
 - introduce yourself
 - discuss need for committee; also committee members registered IACAC members
 - Remind them of the plan to provide session topics and descriptions by early December.
- Request District Seminar details
 - committee names, institutions, titles
 - location
 - dates
- Discuss any changes to the process: committee formation, district seminar format, pricing, registration, evaluation
- Discuss plan for fundraising/donations
- Provide Board contact with update by September board meeting

October

- Send “Save the Date” to IACAC list serve
- Work on mailing list for non-IACAC members for each seminar
- Provide Board contact with update by early November board meeting

November

- Get updates from committees.
- Attend Exec Board meeting – update on cadre and seminar development
- Touch base with committee about seminar text being completed. By now, you will have a specific date. That date needs to be respected in order to get the brochure out on time.

December

- Receive seminar text and review carefully
- Provide to past-president, president and president-elect for changes
- Submit final write ups to publisher
- Submit final text to Webmaster
- Verify and tweak registration process
- Verify and tweak confirmation process
- Contact sponsors (ACT usually sponsors each year)

January

- Review website
- Review proof of brochure. Review very carefully; this will go out to 2500 people.
- Verify District Seminar Coordinators are prepared to send confirmations
- Contact Media Relations to post to Facebook and also in the newsletter
- Discuss Project Reach outreach
- Discuss Membership outreach at Seminars
- Discuss budgets and reimbursement plan

February

- Registrations start to arrive. Enter into spreadsheet, save hard copy and store checks in safe and secure location.
- Send registration lists to seminar chairs once/week, or as requested.

- I recommend sending confirmation via email only – Attach agenda, map and parking pass if needed.
- Send project reach reminders

March

- Registrations continue to arrive, but slow down significantly.
- Send final lists
- Numerous correspondence with district chairs and participants who have questions about the program
- Consider evaluations
- Attend programs, seek input from chairs as to what time to arrive and what to bring
- Send Thank you notes to all District Seminar Coordinators

April

- Submit Annual Report
- Wrap up any loose ends
- Plan District Seminar Coordinator get-together at IACAC Conference?

May

- Submit newsletter article.
- Continue wrapping up loose ends, etc.

District Seminar Meeting – Sept 7 @ 2:30pm

Present: Erin & Meghan

Goal: Discuss new format and plan moving forward

What is the district seminar committee?

- 2 chairs and committee members are the district seminar coordinators
- 1 meeting/month – via phone
- Future meeting topics:
 - Dates, coordinators, institution names, and locations due to Linda by Oct 20
 - Discuss timing/dates (is March the right time for this?)
 - Discount for IACAC membership and/or conference attendance for first timers that attend a seminar?
 - Sponsors/fund-raising
 - Registration process & update registration form
 - Budget
 - Statistical record of attendees

To do:

1. Send an email to all district coordinators and respective host colleges
 - Confirm Coordinators
 - Explain plan for District Seminar Committee
 - Meghan will draft this to send no later than Sept 21
2. Find coordinators for North Central District
3. Write Board Report

Other topics to address

Is there a need for differentiating Region 1 & Region 2?

There are some notes on “old” planning timelines about a “Cadre”? Um...what is that?

What is the expected chair turnover?

Government Relations *(B. Zigmund)*

Throughout the fall, the Government Relations Committee plans to inform and update IACAC membership about National, Regional, and Local political candidates. Our goal is to offer an unbiased snapshot on many candidates so that IACAC members may have a clearer understanding of the voting and policy backgrounds of these individuals as it pertains to education and IACAC goals.

Also, the Government Relations Co-Chairs plan to establish a communications point-person for the committee who can become more involved through keeping tabs on related articles and stories. Ideally, this member will also work closely with the general IACAC Communications Committee to coordinate Newsletter articles, Facebook updates, tweets, and other messages for the benefit of IACAC membership.

The first Government Relations Committee Meeting of the year will be on Wednesday, November 7th, 2012 at Saint Ignatius College Prep in Chicago at 12:00pm. This date is one day after Election Day so there will be plenty to discuss and plan! At this November meeting we will also determine the date and location for our January committee meeting.

The Illinois Advocacy Day will coincide with the March 20-21 IACAC Board Meeting in Springfield, IL.

If the board hears of any new members that would like to participate in GRC, we welcome them! As you all know, one of the best ways to support the committee is attending the Advocacy Day so we would certainly encourage participation at this event even if they cannot attend meetings. Otherwise, we should be set to begin the year.

Human Relations *(A. Gilbert)*

Committee Goals:

1. Sponsor a screening of film First Generation (DONE!)
2. Expand FCCT/Step by Step outreach to areas outside of the greater Chicago-land area (DONE!), including potentially sponsoring a session at a Region I District Seminar
3. Continue to update and expand College Advising Guide for Undocumented Students
4. Change committee name to Inclusion, Access and Success
5. Spotlight on LGBT population and related issues (will be focus of IACAC conference session and reception)
6. TBD at upcoming meeting on September 7.

Committee Timeline: We have our first meeting on Friday, September 7 at Oakton Community College at 1 pm. Meeting schedule for the year is as follows: January 11, March 15, May 17

Work in progress/upcoming activities:

- 1) Over the summer, Kari Garcia (NMU) trained 9 more admissions counselors on using and presenting the Step by Step Guide (thank you Elmhurst College for hosting!) the following institutions were represented:

- Hope College (Holland, MI)
 - Elmhurst College
 - Western Illinois University
 - Ashford University (Clinton, IA)
 - DePauw University (Greencastle, IN)
 - Truman State University (Kirksville, MO)
- 2) Also over the summer, Annabel Meniffee (U of Cincinnati) and Emily Johnson (Augustana College) hosted 13 counseling professionals for a 2.5-hour Step by Step training at Augustana. Professionals from both the high school and college sides (including local Iowa schools) were invited, and the following institutions were represented:
- Ashford University (Clinton, IA)
 - Augustana College (Rock Island)
 - Black Hawk College (Moline)
 - Eastern Iowa Community College System (including Clinton, Muscatine, and Scott Community Colleges)
 - Knox College (Galesburg)
 - Rockridge High School (Taylor Ridge)
 - Trinity College of Nursing & Health Sciences (Moline)
- 3) HRC hosted a screening of the film First Generation on Wed, Sept 5th at Niles North High School at 7 pm. Rick Bischoff from Case Western Reserve University led a Q & A after the screening. 113 people were in attendance (including teachers, counselors, school board members, college admission professionals, parents and students) and \$780 was raised for the IACAC Scholarship. It was AMAZING!!!!!!

I.C.E. (C. Smith)

Committee update:

*look at reimbursement schedule and see if changes should be made

*look at registration fee structure and see if changes should be made in light of the fact that we have added 2 new ICE programs for 2012-13.

*have spoken with NIU, the Glenbrooks and Kishwaukee College about becoming new ICE sites.

Committee Timeline:

*we hope to accomplish the above during this fiscal year, and in preparation for the 2013-14 IACAC budget discussions by the Finance Committee

ISAC (A. Montoya) Professional Liaison – report from Dave

College application week-in line with 35 HS~ high percentage of first gen/low income students
Week of November 12th

In correlation with national college application week

College IL transcript exchange

Webinars at September 26th 9am Wednesdays biweekly

266 HS send transcripts electronically

84 MAP approved to receive

Financial aid workshops start

MAP eligibility task force new rules for MAP program with goal of improving the outcome for students who receive this grant

Media Communications (M. O'Rourke)

Newsletter publication and article submission deadlines:

- Monday, November 26th newsletter goes out, November 12th deadline to submit
- Monday, January 28th newsletter goes out, January 14th deadline to submit
- Monday, March 25th newsletter goes out, March 11th deadline to submit
- Wednesday, May 29th newsletter goes out, May 13th deadline to submit

Member Spotlights will be continued in The Admission Essay newsletter. Submit your Member Spotlight nominations to Megan O'Rourke at megan.orourke@marquette.edu.

Upcoming Committee Work:

Creating a centralized summer programs online publication to highlight and promote the various opportunities for students to attend.

Other items to share with the Board/Questions:

Job Postings

Please be sure to delete job postings on the IACAC website that have been filled.

Website Updates

Please send committee updates and revisions to Mike Melinder at mrmelind@iupui.edu.

Admission Essay Newsletter

Please submit requests for event publications to Megan O'Rourke.

Photography

Remember to take photos at your events for the webpage and newsletter. Let the committee know that you have photos and we will provide you with a link to upload your photos vs. emailing them to save you time and space in your inbox.

Mentorship: (S. Wochner)

Committee Timeline:

September 6th, 2012 – First committee meeting
November 20th, 2012 – Second committee meeting
Spring Meeting – TBD
May 1st, 2013 – Mentee/Mentor Reception

M&M's at College Fairs

- Articulation Unplugged – September 10th
- Parkland College – September 19th
- Macomb Area (WIU) – September 20th
- Maine Township – September 27th
- Rock Valley College – October 3rd
- College of DuPage – October 16th
- Whitney Young – October 25th

T-Shirt Exchange

- Parkland College – September 19th
- D214 Fair – April 2nd

Social Activities

- Happy Hour – September 28th – Rock Bottom Brewery, Chicago, IL (night before NACAC)

Work in progress/upcoming activities:

At our first meeting, we set the dates for items listed above. We also made the following mentee-mentor matches:

- 6 High School
- 12 Middle Management
- 29 College Admissions

We do not need any more volunteers to serve on the committee, but are always looking for people who desire to have a mentor or want to serve as a mentor. We will also be looking for volunteers to serve as table hosts for the First Timers Luncheon at the Annual Conference!

National College Fair (B. Gilfillan)

Committee Timeline: Our committee met in early August to go over a task list & brainstorm new ideas. We split up some of the work & have been in regular email with each other since then! Mike & Beth did a walk-thru of Navy Pier the first week in Sept. and are excited about the set-up. Another walk-thru on Sept. 28. Stuffing bags for the fair on 9/28 at Navy Pier.

Work in progress/upcoming activities:

In addition, please do share minutes from your last meeting if available.

- Securing session presenters
- Preparing for set-up at the fair
- Recruiting volunteers
- Assigning volunteers to tasks
- Minutes from our meeting are attached

VOLUNTEERS for the fair please!!! We also got a list of people interested in the committee, and we hope that they will join us at the fair this year and in planning for next year.

R. Suarez motion to adjourn, J. Marlatt seconded
Meeting adjourned at 1:24 pm.