



Executive Board Meeting
Monday, June 9th 2025
Elmhurst University
10:00 am - 2:00 pm

Board Members Present: S. Williams, C. Grotzke, K. Moody, S. Wochner, A. Braden, S. Carlson, K. Hankamp, G. Covarrubias, M. Chrum, P. Welsh, A. Crowley, R. Johnson, K. Luster, C. Dailey, M. Brown, E. Murphy, A. Rusk, E. Wilson, N. DeFalco, E. Murphy, T. Brewer, R. Robinson,, A. Brown, E. Hoover, M. Ford

Board Members Not Present: A. Lynch, M. Gavic, M. Suerte, C. Brown

Guests: S. Daugherty, A. Campos, E. Ruiz, J. Haley, N. Simon, M. Chukas, J. Haley, A. Hughes, A. Bauer, M. Mitchell, A. Manoucheri, J. West, L. Flores, W. Downey, M. Adams, M. Johnson, M. Connor, R. Moreth, A. Salazar, J. Nelson, N. Noonan, K. White

Call to Order Chrissy Grotzke, Meeting called to order at 10:19 am

[Swearing in of New Board Members](#)

Approval of 3/14/25 Executive Board Meeting Minutes: (Gracie Covarrubias)

G. Covarrubias motioned to approve the 3/14/25 executive board meeting minutes. R. Robinson seconded. Motion carried.

- Board meeting Etiquette
 - All board members are required to attend (in person or virtually)
 - Committee chairs are welcome to attend meetings but it's not necessary
 - Only board members can motion or vote
 - All in attendance can participate in discussion.
 - Committee chairs needing to request something from the board should work with their liaison to bring a motion forward.
 - To bring something to the board the liaison should request to be added to the agenda for the next exec board meeting.
 - Reach out to the President to be added.
 - Proposal/details should be sent to the board in advance of the next meeting.
- Order of the motion.

- Introduction of the topic on the agenda.
- Motion is made by a board member.
- Discussion by all in attendance.
- Vote: only board members can vote.

Membership Report (Erin Hoover)

MEMBER TYPE	5/31/25	4/30/25	3/31/25
TOTAL TEAMS	672	670	669
TOTAL INDIVIDUALS	2343	2336	2324
TOTAL MEMBERSHIPS PURCHASED		2673	2666
TOTAL NON-MEMBERS (may include duplicates)		4559	4493

- [Membership Report](#)
- Membership is slightly down on teams and actual individuals.
- The team/individual structure has garnered us several new members
- The membership year began June 1st, a new snapshot at the next meeting will be reflective of 2025-2026 membership.
- As we move forward, the CPS membership discussion will continue. We are entering the final year of the 3 year commitment from CPS. The ad-hoc committee will continue to address the future of this initiative this year.

Executive Director Report (Erin Hoover)

- Finishing up yearly turnover on committee groups, website, etc.
 - No one has rolled off yet, please take the time to update your committee folder in the Drive. Anticipate not having access to the Drive by the time LDI happens if you are rolling off.
- Finished updating by-laws on the website
- Wrapping up financial items from the past FY
 - Outstanding invoices
 - District Seminars = \$430
 - Conference = \$19,950*
 - Sharing the Dream = \$1,937
- Store opening = revenue
 - In the process of developing affinity based apparel that will generate revenue and allow us to donate a portion of funds to students during months with themes throughout the year, i.e. Pride month. This will help us bring in revenue and find opportunities to donate funds to impact students directly.
- IRCF registration will open soon = revenue
- Participating in a Non-dues revenue course next week
 - The goal is to help us ideate on more opportunities to remain fiscally responsible.
- NACAC Attendees (7)

- The current policy prioritizes members who have official business at NACAC, this does not include board directors. However, anyone interested can apply for a professional grant.
- Emailed NACAC NEXT group to make sure they register and know reimbursement amount allowed
 - Alejandro Campos, April Bauer, Sarah Coleangelo
 - Three Presidents
 - Conference Coordinator - Alex Salas
- Conference
 - Event Planner
 - Reviewing LB's previous scope of work/contract and updating post meeting with Chrissy & Conference Coordinators
 - Will initiate process with Finance Committee
 - Looking for someone to assist leading up to event but not on-site
 - Ideally someone with experience with vendor and catering contracts
 - 2026 Renaissance site visit July 15th
 - Considerations for 2027?
 - Embassy Suites East Peoria is holding space for us in 2028
 - E. Hoover meeting with them the week of 6/16 to discuss options
- IACAC Store: <https://iacac.printful.me/>
 - Open and ready for business!
 - Please buy!
 - Send apparel and item suggestions to E. Hoover
- Event RFP for 2026-2027: <https://form.jotform.com/250855827286166>
 - More conversations forthcoming to help us develop a steady flow of where we will host events throughout the year.


Digital Marketing Coordinator Report (Mike Ford)

- Rebranding
 - Lots going on behind the scenes and being updated as we fully rollout the new logo.
- HigherLogic
 - The new membership platform is preparing for a test group to help us prepare for the full launch.
 - Executive board and committee members will be part of the first group to test the Higher Logic platform.
- Content
 - If you have pictures from any IACAC related event, please email Mike Ford directly.

Treasurer-elect Report (Mikaela Brown)

- [Donated Services Year Progress Snapshot](#) - \$14,002.75 donated to date
- Record Donated Services at <https://www.iacac.org/donated/>

Treasurer Report (Rebecca Johnson)

-  Full History of Treasurer's Report - IACAC owned
- [Treasurer Report](#)
 - Transparent Snapshot
 - [2024-2025 Budget Status](#)
 - Finance Committee Report

- The financial situation this year is a little bit different from the past, but this is not cause for panic.
 - We have made cuts this year to maintain our financial solvency and strength.
 - Some committees have lost some of their funding.
 - Transparent Budget Snapshot
 - At the end of the fiscal year, numbers are lower because we have paid out all of our expenses for our larger events.
 - Our goal is to not withdraw from our Wintrust Money Market account.
 - There are revenue generating verticals of our work that will begin to bring in revenue in the coming weeks (i.e. apparel, membership, IRCF registrations).
 - Treasurers are meeting soon to update our fiscal policy and show changes regarding how we move money between accounts.
 - Finance committee will meet and prepare a report for our August meeting.

President-elect Report (Sharon Williams)

- Conference Committee Update
 - We are in the early stages of conference planning; the theme is forthcoming.
 - We will focus on centering students in the work that we do.
 - We would love to see committee representation in the workshops at conference to showcase the work of our collective.
 - Still building out the conference committee, please tap members who would be helpful to volunteer or co-chair at conference.

President Report (Chrissy Grotzke)

- Working on filling committee chair vacancies and liaison assignments:
 - ✚ Committee Chairs & Data 25-26
 - Liaisons to connect with Chrissy over lunch.
- Working on dates/locations for our meetings: 📅 2025-2026 Board Meetings
 - LDI & August Board Meeting
 - LDI will be on August 26th, followed by the Exec dinner and Board Meeting on August 27th
 - Please prioritize being in person for LDI
 - Hosted by Monmouth and Knox College
 - Ideation and Goals for LDI
 - Exec and committees should think about the following:
 - Fiscal planning
 - The impact of Higher Logic on our work
 - Innovation
 - Identifying what is working / what is not working
 - Conference Feedback Action Items
 - Feedback was collected during the last session of conference. That feedback has been compiled and we will utilize it to take action and inform our goals for the 2025-2026 cycle.
 - Committees & Succession Planning

- Engage intentionally with membership to grow committee membership
 - Chairs should be actively succession planning through their membership recruitment so that transitions and future co-chair nominations can be more seamless.
- January Board Meeting
 - January 15th - virtual
 - The January meeting consistently faces inclement weather, moving to virtual will help us meet quorum
- Annual Membership Meeting
 - April 16th - Trying this online one more time
 - If you have any serious conflicts, please let Chrissy know immediately.
 - Hosting the membership meeting online, frees space at conference and helps us prioritize accessibility of the information shared with as many members of our membership as possible.
- NACAC 2025
 - Instead of having a full board meeting at NACAC we will instead be off site in Columbus at Galla Park Social since the cost of being off site is significantly cheaper than having room for our group at conference
- Committee Reports
 - All the committees' reports (year in review style reports) are due by 6/30/25.
 - All committees should be full by 6/30/25.
 - All committee reports will be accessible here: [Annual Report Submissions](#)
- Tellers
 - Transition of Tellers from Conference to Parliamentarian (head teller), Secretaries (other chairs), and Credentials (committee as needed)
 - Tellers are not a conference function, they are a board function.
 - We think it makes sense to transition the tellers from being part of the evaluations committee to the Secretaries cohort.
 - If there was ever a situation where we needed a hand vote, the members of the credentials committee could step in to assist us with the vote.
 - There is nothing that needs to be done to make this change officially, the leadership manual will reflect these changes.

Past President's Report (Annette Braden)

- Thank yous & Challenges
 - Thank you to everyone who has served this organization! Please don't go anywhere, we still need you and hope to see you involved with our organization in other ways.
 - Huge shoutout to Chrissy, Paul and Erin for the guidance and support offered.
 - Challenges:
 - In this year that we are beginning, as you kick off this work A. Braden challenges:

- All exec and committee chairs to attend LDI in person! If you do not attend, you can expect a 1:1 meeting with Erin Hoover to walk you through what you missed.
 - Liaisons to connect with committees and communicate updates and needs often and effectively.
 - Shoutouts:
 - Shawn - NACAC Nominating Committee 2 year term
 - Kristina - Government Relations Award
- Membership Social
 - NACAC Columbus - Off site, no space charge, only food and beverage consumption.
 - There are 93 IL members who have expressed interest in attending the social
- Membership meeting
 - Annual membership meeting in April will be virtual for the second year in a row
 - This allows us to celebrate at conference and use the virtual meeting for official business.
- Nominations Committee
- Credentials Committee bylaws review/updates for 2026 membership meeting

Old Business

- No old business

New Business

- [Strategic Plan](#)
 - This plan was developed at LDI August 2024 by board directors.

E. Wilson motioned to adopt the strategic plan for 2025-2030 as proposed in the draft. S. Wochner seconded. Motion carried.

Committee Reports

- **Illinois National College fair**
 - Reminder, the NACAC fair will be on September 13th at Navy Pier. The host hotel is on the pier this year.
 - We are seeking for committee members to help the chairs and serve as volunteers the day of in the High School Counselor booth. You do not have to stay all day, there will be shifts throughout the 11:00 AM - 3:00 PM fair.
- **Government Relations**
 - E. Willson provided additional context on Kristina's NACAC Government Relations work and award from NACAC
 - K. Luster led the charge on the gift ban amendment and helped resurrect the NACAC government relations effort.
 - IL remains a leader in Government Relations work.
- **Shoutouts**
 - Gratitude from A. Braden to S. Williams about grounding ourselves in gratitude for our work and the students we serve. The conference theme of being rooted in our students is a step in a great direction.
 - The story of our new brand will be shared on the website soon.

K. Hankamp motioned to adjourn. T. Brewer seconded. Motion carried. Meeting adjourned at 11:30 am.

Respectfully submitted by Gracie Covarrubias IACAC Secretary