



### **Executive Board Meeting**

January, 13th 2023 10:00 am-2:00 pm

University of St. Francis

**Board Members Present:** Brian Hodges, Paul Welsh, Tony Minestra, Eric Ruiz, Josie Blasdel, Kathryn Hankamp, Erin Hoover, Joe Freeman, Betsy Stevens, Evan Wilson, Shawn Wochner, Maddie Corder, Christian Brown, Derek Brinkley, Sylvia Hernandez, Kelly Dutmers, Becki Bellito, Mike Gavic, Sharon Williams

**Board Members Not Present:**

**Guests:** Angie Cooksy, Cody Dailey, Christine Grotzke, Margaret Jones, Kristina Luster, Alex Campos, Amy Thompson

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Call to Order (Brian Hodges) Meeting called to order at 10:11am

**Approval of 11/18/2022 Board Meeting Minutes:** *(Kathryn Hankamp)*

*K. Hankamp motioned to approve the 11/18/2022 board meeting minutes. J. Freeman seconded. Motion approved.*

**Membership Report** (Erin Hoover for Josh Stober)

- [Membership Report](#)
- Moving into the new membership model December will be our highest number of members.
- January membership sign up is closed. This will be our final yearly report because of the new cycle.
- Slowly increasing in teams and clearing up those who have memberships and haven't set them up.
- New initiatives for the new cycle meetings in spring for new members and a push to renew before summer break.

MEMBER TYPE	12/31/22	11/30/22	10/31/2022	9/30/2022
Total Teams	556	535	522	493
Total Individuals	1575	1533	1478	1365
<b>TOTAL MEMBERSHIPS PURCHASED</b>	2005	1935	1904	1833
<b>TOTAL EXPIRED INDIVIDUALS</b>	239			472
<b>TOTAL ARCHIVED INDIVIDUALS</b>	1091			1097

**Executive Director Report (Erin Hoover)**

- DEIB follow-up
  - From November on we were encouraged to review the document from our personal lens.
  - Next step is to have committees come together to review the document from the lens of the committee's work.
- Audit
  - Still in progress. Looking into a hold up on a bank statement that we do not have access to.
  - Insurance just renewed and doing an audit on new brokers or carriers but the current offer we have is still the best. Finance committee will look into this in the future to make sure we are not overpaying.
- Strategic Plan
  - Work on this will begin in the new year.
  - Looking to develop a leadership matrix where we can collect names of potential future leaders and what they can bring to the table.
- Summer Programs Directory
  - Crowdsourced programs that can be added to now.
- Media Ads
  - There are now options for advertisements available
    - Leaderboard on the homepage.
    - Email content.
    - Can add social media to this in the future using ISCA and NACAC as models.
- New Membership Year/CPS Model
  - Confirming we are set up for the new membership
- Project Management for Conference w/ Chrissy
- SIGs
  - Meeting on the calendar to make SIGs a full committee.
- 23-24 IRCF Calendar

- Dates have been requested and the calendar will be set in Feb.
- Spring registration is open to fill spring fairs.
- 2024 Spring “National” College Fair
  - Since NACAC did not move forward with a spring fair we feel we can pick this up for revenue and for reach in an underserved area.
  - Working to partner with Moraine Valley hosted at Tinley Park Convention center and make it a national reach.
- Whistleblower and Code of Conduct Policies
  - Reviewing and hopefully approving today.
- By-laws/Voting
- Conference 2025
  - Need to start thinking ahead on a location and plan.

### **Treasurer Report (Josie Blasdel)**

- [Transparent Snapshot – Quarter 2](#)
  - This is the first year we have moved into the quarter reports.
- [Treasurer’s Report – Quarter 2](#)
  - We will continue to see a large expense on Dec. 1 from last year to this year. It was moving funds from bank to bank.
  - Starting to see movement with the Conference 2023 budget line.
- [2023-24 Budget Request](#)
- Access the 2023-24 Budget Request
- Find the worksheet (or tab) for you committee
  - The current budget tracker (which tells you exactly where your committee stands today) is linked on each worksheet. Use this as a guide for creating the budget for next year.
- Add the budget items and estimates to the 2023-24 request sheet
  - Be as detailed as possible.
- Have Questions? [Request a meeting!](#)

### **Treasurer Elect Report (Mike Gavic)**

- Continue to add to the Donated Services.
- Always working to clean up the form to make it easier to fill out.
- Liaisons remind committees to add donations like nametags, bags, whatever items so we can track the true cost of the event.
- Professional Development grants are open and we have money to give away!

### **Past Treasurer Report (Eric Ruiz)**

- No innovation requests since the last board meeting.
- Think of the future, think of things that don’t have a line item in a budget.

### **President-elect Report (Paul Welsh)**

- Conference Updates
  - Save the Date mailing: Last week January
    - All high schools counseling offices and college/Universities in state public and private schools.
    - Registration live Wed 2/1/23
  - Program committee met we have 50+ session proposals
  - Next planning meeting is 2/21 at Moraine Valley CC
  - Operationalizing DEIB goals
    - Mainstage Event-Thursday morning
    - Dr. John Hollemon, NACAC DEI Director for the mainstage
    - GWI now “DEIB” track
- 2023-24 Executive Board dates - tentative
  - First week of June (Fri 6/2 or Fri 6/9)- Transition meeting
  - First week August - Executive Board Meeting + Leadership Development Institute
    - Coordinate with New Counselor Institute.
      - Will allow new members to meet the board and learn about the leadership opportunities available.
    - Overnight on a college campus outside of the Chicago area.
  - November, January, March- Goal is to have meeting dates by March meeting.

### **Past President Report (Tony Minestra)**

- General call for nominations is out.
  - Communicating to membership the “re-imagined” Executive Board structure after the meeting.
  - Trying to find the talent in our membership.
- By-law re-writes
  - Erin has already gotten a headstart on this work.
  - The credentials committee has seen the document and has been asked for early feedback.
  - We will have an online vote to approve by-law changes
  - February: the goal is to set the potential slate for the March meeting. Those who have agreed to be on the ballot will attend the the March meeting.
  - President-elect, Treasurer-elect, Secretary-elect, and 5 board members on the ballot.

### **President Report (Brian Hodges)**

- March executive board meeting is Monday March 13th and will be at DePaul College Prep.

- Call for nominations for awards at conference went out today. Nominate those who you believe deserve to be honored at conference for their IACAC service.

### Old Business

- [Delegates/By-laws](#)
- The credentials committee identified these by-law changes that we need. The board does not vote on these but reviews to give back to the credentials committee and membership votes.
- Major changes revolve around striking NACAC Delegate and assembly from the by-laws. Changing the name of Delegate and Council team Director to Board Director.
- NACAC doing away with delegates now allows the members to vote on its board. Every member gets to vote for every position available.
- Approval for changes in informal vote approved
- [Board of Directors Proposal](#)
  - They want to be intentional about how candidates are slated especially in proposal #2 to bring more voices that represent the entire organization.
  - We don't want more than half secondary or postsecondary to balance and open space for members who don't fit those criteria.
  - Shifting away from where you represent secondary or postsecondary and now into a position you represent your region.
  - Home region vs institution location.
  - How would we select who is slated against who?
  - Could be handled like scholarships. Nomination by area and place the top candidates in "at large" positions.
  - We need to build the architecture in a way that is designed around representation and then popular vote can work.
  - Current board members would follow the same term structure. We would replace those rolling off and add new positions.
  - Do we need to add language about running for a new position on the board once you've rolled off? Do we have a waiting period? Can you be on the board and when you roll off run again?
  - How to do all this will live in a Policy and procedure manual. The by-laws are the structure so we can slate candidates.
  - Informal poll of board members of proposals
    - Proposal #1 0
    - Proposal #2 majority in favor of proposal #2. 1 abstained

### New Business

- [Code of Conduct/Whistleblower Policies](#)

- These policies come as a recommendation from our management firm stating this is industry standard to have these policies.
- Whistleblower: If there is an incident between members at an IACAC event there is a policy for members to report said incident.
- Code of conduct: Looked at NACAC's code of conduct to create our own. This will be reviewed yearly.
  - In the last bullet point of the code of conduct we would need to provide a clearer picture of what the management company is and how they serve us.

*E. Wilson motioned to approve the Whistleblower and Code of Conduct policies. C. Brown seconded. Motion approved.*

- Board Position - Secretary-elect (new name)
  - Secretary-elect (first year) takes meeting minutes.
  - Secretary (Second year) Reviews minutes and would serve with Media and communications to create a better newsletter.
  - Past Secretary (third year) serves as the parliamentarian. Allows for back ups if other secretaries are not able to attend a meeting.
  - Potential name change to: Parlamaterinal-elect, Associate Parliamentarian, lead Parliamentarian.
- Equity and Access Ad Hoc
  - Committee researched different assessment tools and spoke with leaders and committees in IACAC where they partner on this work.
  - [IACAC Equity and Access Ad Hoc Update](#)
    - 3 roles: facilitator connected to the organization, a trainer that guides through the tool with the organization and an evaluator working with the facilitator to look at data to see where they should move forward (pre and post assessment).
    - These roles will be time consuming and compensation may be required. IACAC would pay for the tool and the workshop trainer who works with the institution.
      - Curriculum purchase would need to take place this fiscal year, but the training would take place in the next fiscal year. Looking at the cost for the tool itself is around \$400-\$500 for IACAC to have a license.
      - Cannot have an IACAC member perform the role of facilitator because IACAC member cannot be compensated. Erin will work with the management firm to find a facilitator.

- Hope is by conference this would be rolled out at conference that would allow us to get volunteers to go through these training and assessment.
  - Talking to IAS as a potential home for this work once the Ad-Hoc committee is complete.
  - Would there be some hesitation for an institution to participate knowing their results would be shared with membership.
    - Initial sharing would just be the board and if it worked data remained internal but what they took from it would be shared.
  - Will be brought back in March with more information.
- [2025 Conference](#)
  - 2024 will be at the Westin in Itasca. We have a contract through that year.
  - Chrissy and Erin visited Peoria as a potential location for the Conference in 2025.
  - After reviewing a number of locations the Embassy suites seems to be the best option to host a conference of our size. We would need blocks at one to two other area hotels.
  - This year will allow us to see how many rooms we would need given it will be a “normal” year where we don’t have space limits.
  - This opens the conversation of moving the locations more frequently to represent the whole membership.
  - What about partnering with other ACAC’s.
  - Looking at a different time of year for conference that might have a better time.
  - We need to survey membership again on time and location.

*P. Welsh motioned to approve pursuing a contract with Embassy suites in Peoria for the 2025 Conference. J. Freeman seconded. Motion approved.*

#### **Committee Report**

- Nothing added during the meeting.

#### **Call for Adjournment (Brian Hodges)**

*K. Hankamp motioned to adjourn. S. Hernandez seconded. Motion carried. Meeting adjourned at 1:27pm.*

*Respectfully submitted by Kathryn Hankamp IACAC Secretary.*