



**IACAC Annual Membership Meeting**  
**May 5, 2016**  
**Westin Hotel, Itasca**

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**Call to Order:** *Meeting called to order by B. Gilfillan at 8:35 am.*

Introductions of head table.

*Motion to adopt agenda and special rules for meeting (E. Hoover, S. Szczepanski). **Motion carried.***

**Approval of 2015 Annual Membership Meeting Minutes:** *(M. O'Rourke, C. Grotzke). **Motion carried.***

**Membership Report:** *(K. Wiley)*

Overall we are down in membership. Secondary members have increased partially due to 39 free memberships but even without these, we'd still be up. Decrease in college/university members. Both public and private schools have indicated budget concerns which has led to this decrease.

New initiatives this year: new video to encourage membership, worked to change the opt-in policy for the listserv to ensure that new members are receiving important information, continuing work on possible fee restructuring

**Treasurer's Report** *(C. Wallace)*

The Report shows a cash balance of \$489,421.58. This is the sum total of our two cash accounts: a regular cash account (\$455,347.82) and a money market account (\$34,073.76). Our Spartan Market Index Account (#205) is currently at \$165,443.13 – a small increase over last year at this time and after being down all year. When you add that to our cash account and certificates of deposit, a total of the three CD's, the total financial resources available to IACAC are currently \$743,771.55. Please note: large Annual Conference and Illinois College Fair Committee bills have not yet been paid. Total donated services for this current fiscal year reported as of 4/11/2016 are \$25,825.89. Turn in remaining year's donated services by May 31<sup>st</sup>.

*C. Wallace moved to adopt the 2016-2017 proposed budget, C. Smith seconds.*

Both revenues and expenses are budgeted (and balanced) at \$173,465 for the upcoming year. This budget was presented to and approved by the Executive Board at the March meeting.

*Discussion*

Questions and comments about the Membership budget/initiatives, decreased NACAC Imagine Grant and credit card fees.

**Motion carried.**

**Past President Report:** *(M. Dunker)*

**Presentation of 2016-2017 slate of candidates**

**President-Elect (elect one):**

Roberto Suarez, Homewood Flossmoor High School

**Treasurer-Elect (elect one):**

Christine Grotzke, Michigan Technological University

Ben Wetherbee, Lake Forest Academy

**Post-Secondary Delegate Director (elect two):**

Andy Borst, Western Illinois University

Mike Ford, Michigan State University

Erin Hoover, Augustana College

Eric Ruiz, University of St. Francis

**Secondary Delegate Director (elect two):**

Traci Flowers, Loyola Academy

Renee Koziol, Plainfield North High School

Kim Wiley, Deerfield High School

**Post-Secondary Council Team Director (elect one):**

Brian Hodges, University of Illinois Springfield

Omar Solomon, Eastern Illinois University

**Secondary Council Team Director (elect one):**

David Bennett, Legal Prep Charter Academy

Jamie Simon, Loyola Academy

**Secretary (elect one):**

Sarah Daugherty, Bradley University

Rachel O'Connell, Missouri University of Science & Technology

There were 24 proxy votes.

*Mike presented the following motions for adoption:*

Mike moved to amend IACAC's Mission Statement. This statement is not a part of the IACAC by-laws, however is something the Credentials Committee feels strongly the membership should vote on. The old language can be seen on the screen.

*S. Daugherty seconded.*

The new language is:

The purpose or mission of the association is to support and advance the work of counseling professionals as they educate students, with particular emphasis on the transition from secondary schools to colleges, universities, and other post-secondary options. In all activities, attention to access and equity for all students is paramount.

**Rationale:** As we put together the new strategic plan we took a closer look at our mission statement. The previous statement emphasizes that we serve both counselors and students equally, however, our organization is one for professionals within the counseling profession. We first serve this population and as a by-product, directly and indirectly impact students. We felt it necessary to clarify this as our mission and purpose by refreshing the statement.

***Motion carried.***

Mike moved to amend Article I. Membership, Section 1. Voting Membership.

The new language is:

A2. Persons whose primary recruitment territory is in Illinois and provide counseling, admission or financial aid services to students and/or their parents and who are employed by an out-of-state institution or organization as approved by the Illinois Association for College Admission Counseling.

*C. Smith seconded.*

**Rationale:** Work is done in Illinois even though the person might not spend the majority of time in Illinois. Because their work consists of recruiting Illinois students, we want to clarify that statement.

*Discussion*

***Motion carried.***

Mike moved to amend Article I. Membership, Section 1. Voting Membership, A. Individuals

The new language is:

A3. Regional representatives of two or four-year colleges, universities, or postsecondary institutions located outside of Illinois whose primary recruitment territory is in Illinois.

*K. Major seconded.*

**Rationale:** Work is done in Illinois even though the person might not spend the majority of time in Illinois. Because their work consists of recruiting Illinois students, we want to clarify that statement. (Same as above for A2.)

*Discussion*

**Motion carried.**

Mike moved to amend Article I. Membership, Section 2. Nonvoting Membership.

The new language is:

A member institution shall be represented by a person or persons charged with the responsibility for admitting students or for guiding students in planning for postsecondary education. Nonvoting membership in IACAC shall be extended to the following:

*K. Major seconded.*

**Rationale:** This statement should be required of all groups listed below.

*Discussion*

**Motion carried.**

Mike moved to amend Article I. Membership, Section 2. Nonvoting Membership.

The new language is:

B2. Any not-for-profit two- or four-year college or university, or primary or secondary school in the State of Illinois, which is degree-granting or which awards a diploma, which is newly established or has not attained accreditation, which meets the professional criteria that shall be established by the Executive Board from time to time, and which is in agreement with the purposes of IACAC.

*M. Melinder seconded.*

**Rationale:** Same as Article 1, Section 2. Moving this language from Article I, Section 2, B2 to cover all components of Article I, Section 2.

*Discussion*

**Motion carried.**

Mike moved to amend Article III. Cabinet and Council, Section 1. Duties of Cabinet Officers.

The new language is:

A. *Treasurer.*

The Treasurer shall be responsible for maintaining the official financial records of IACAC, performing other financial transactions, and monitoring fund development. The Treasurer shall be chairperson of the Finance Committee and shall submit an annual report to the general membership at the Annual Membership Meeting.

B. *Treasurer-Elect.*

The Treasurer-Elect shall be the chairperson of the Professional Development Grants Committee and will serve on the Finance Committee and the Illinois College Fair Committee.

*K. Major seconded.*

**Rationale:** When the position was created, the Treasurer-Elect was given the duty of chairing the Professional Development Grants Committee. This reflects the work already occurring within this position.

*Discussion*

***Motion carried.***

Mike moved to amend Article V. Council Teams and Committees, Section 2. Standing Committees.

For the following amendments we are proposing removal of the same language regarding committee membership for all of the committees below. We will vote on these changes as a block.

The new language is:

*A. Admission Practices Committee.*

The Admission Practices Committee shall review annually the Statement of Principles of Good Practice of NACAC, the NACAC Monitoring Procedures for the Statement of Principles of Good Practice, IACAC Monitoring Procedures, and the IACAC Statement of Practices and Courtesies, and shall formulate and recommend changes to the IACAC Executive Board which shall determine whether to submit such recommendations to the NACAC Executive Board. This committee shall also be responsible for dealing with alleged infractions as defined by NACAC guidelines.

*B. College Awareness and Preparation Committee (CAP).*

The College Awareness and Preparation Committee shall be responsible for planning, coordinating, implementing, and staffing association-sponsored activities to offer the expertise of IACAC to individuals throughout the State of Illinois who are seeking counseling and information regarding postsecondary admission and financial aid.

*D. Credentials Committee.*

The Credentials Committee shall determine eligibility as outlined in these By-Laws for membership in IACAC; make recommendations to the Executive Board regarding criteria for membership in IACAC; investigate membership eligibility questions referred to it by the Executive Board; and review these By-Laws and recommend revisions when deemed appropriate, including revisions required to maintain their consistency with the governing documents of NACAC. The chairperson shall be the Most Recent Active Past President.

*G. District Seminars Committee.*

The District Seminars Committee shall be responsible for creating, coordinating, and implementing IACAC District Seminars in Region 1 and Region 2. These seminars will address guidance and admission concerns for high schools, community colleges, four-year colleges and universities.

*I. Inclusion, Access and Success Committee.*

The Inclusion, Access and Success Committee shall develop and recommend goals which promote sensitivity to human differences and guide the expansion of equal access for all students to postsecondary educational opportunities. The committee shall plan and recommend strategies for implementing a multicultural agenda for the association.

*J. Media Communications Committee.*

The Media Communications Committee shall be responsible for increasing the visibility of IACAC and promoting its college transition programs and services through media and marketing strategies. This committee shall also be responsible for promoting use of technology within the association.

*K. Membership Committee.*

The Membership Committee shall be responsible for reviewing, developing, and recommending promotional activities for membership in IACAC. The chair/s of this committee shall oversee production of the membership directory.

*L. Mentorship Committee*

The Mentorship Committee shall function as an outreach of IACAC to provide new and veteran members with an opportunity to form partnerships for professional development.

*M. Middle Management Committee (MMI).*

The Middle Management Institute Committee shall be responsible for planning, coordinating, implementing and staffing summer middle management training for post-secondary college admission professionals with three or more years of experience.

*N. National College Fair Committee.*

The National College Fair Committee shall be responsible for assisting the National Association for College Admission Counseling (NACAC) in planning, coordinating, implementing and staffing the NACAC College Fair(s) in Illinois. The membership of this committee shall be diverse and embrace secondary, postsecondary and community-based organizations.

*Q. Professional Liaison Committee*

The Professional Liaison Committee shall be responsible for communicating and coordinating IACAC services with like organizations, who offer expertise to individuals throughout the State of Illinois seeking counseling and information regarding postsecondary admission and financial aid. Examples of such organizations would be ISAC, ISCA, CPS, etc.

*R. Summer Institute Committee*

The Summer Institute Committee shall be responsible for planning, coordinating, implementing and staffing summer training institute(s) for secondary and postsecondary college admission counselors.

*S. Summer Tours Committee*

The Summer Tours Committee shall be responsible for planning, coordinating and implementing tours to colleges for counselors involved in the college transition process.

*S. Wochner seconded.*

**Rationale:** Details about committee membership and carryover have been moved into the Leadership Manual.

*Discussion*

***Motion carried.***

Mike moved to amend Article V. Council Teams and Committees, Section 2. Standing Committees.

The new language is:

*H. Illinois College Fair Committee.*

The Illinois College Fair Committee shall be responsible for establishing the Illinois College Fair schedule, overseeing policy and procedures, promoting the Illinois Regional College Fairs, and overseeing the planning and implementation of the Articulation

Unplugged program held each fall. The Illinois College Fair Coordinator shall be the chairperson and the committee shall include the Treasurer-Elect.

*E. Rostker seconded.*

**Rationale:** Details about committee membership and carryover have been moved into the Leadership Manual.

*Discussion*

**Motion carried.**

Mike moved to amend Article V. Council Teams and Committees, Section 2. Standing Committees

The new language is:

*O. Nominating Committee*

The Nominating Committee shall nominate a candidate or candidates for each office to be voted on by the membership at each Annual Membership Meeting. The membership of this committee shall be as provided in Section 1 of Article IV. This committee shall be chaired by the Most Recent Active Past President.

*S. Szczepanski seconded.*

**Rationale:** This addition denotes the chairperson of the committee and should be included in the by- laws.

*Discussion*

**Motion carried.**

Mike moved to amend Article V. Council Teams and Committees, Section 2. Other Duties.

The new language is:

Section 3. Other Duties

*K. Major seconded.*

**Rationale:** Correct numeration.

*Discussion*

**Motion carried.**

Mike moved to amend Article V. Council Teams and Committees, Section 3. Other Committees.

The new language is:

Section 4. Other Committees.

Any committee deemed necessary to implement the activities and purposes of IACAC may be appointed as an ad-hoc committee by the President, with approval of the Executive Board.

*R. Reiber seconded.*

**Rationale:** As described in Roberts' Rules of Order, committees are appointed by the presiding officer. In the case of IACAC, this would be the president. For transparency sake we are adding that the by-laws take this one step further and seek approval of the Executive Board.

*Discussion*

**Motion carried.**

Mike moved to amend Article V. Council Teams and Committees, Section 4. Committee Membership

The new language is:

Section 5. Committee Chairpersons and Membership

Except as otherwise specifically provided in these By-Laws, the President shall appoint committee chairpersons and such appointments shall be subject to the approval of the Executive Board. Each committee chairperson, except as otherwise specifically provided in these By-Laws, shall appoint the members of his or her committee from the membership of IACAC.

*Z. George seconded.*

**Rationale:** This provides correct numeration and clarification.

*Discussion*

**Motion carried.**

Mike moved to amend Article VIII. Rules of Order.

The new language is:

Article VIII. Rules of Operation

The latest edition of Robert's *Rules of Order* shall govern all procedures for IACAC not covered by the Illinois General Not-For-Profit Corporation Act and these By-Laws. The association is also governed by the IACAC Leadership Manual and the IACAC Fiscal Policy Manual.

*K. Wiley seconded.*

**Rationale:** More complete description of governance and to be transparent with the membership.

*Discussion*

**Motion carried.**

J. Gross moved to extend the meeting an extra ten minutes to get through the meeting's agenda. S. Wochner seconded.

*Discussion*

**Motion carried.**

**President's Report:** *(B. Gilfillan)*

*Beth Gilfillan presented her report.*

*Motion to recess until Friday, May 6, 2016, at 11:30 am, at which time the remaining business of this meeting will be concluded. (M. O'Rourke, C. Wallace)*

**Motion carried.**

### **Reconvening of Annual Membership Meeting, Friday, May 6, 2016**

B. Gilfillan called the meeting to order. Beth recognized Paul Welsh for receiving the Molly K. Arnold award as he wasn't able to attend last night's dinner.

**Past President's Report: (D. Boyle)**

*Former Past President David Boyle presented a report on behalf of Anne Kremer.*

**Annual Conference Report: (M. Rogers)**

*President Elect Michelle Rogers presented her report.*

**Old Business: (B. Gilfillan)**

**New Business: (B. Gilfillan)**

J. Gross moved to transfer \$900 from our reserve funds into the NACAC Imagine Grants (Budget Expense Account #029) to increase our donation to a total of \$1,500.

*S. Gilbert seconded.*

**Rationale:** IACAC is a fiscally healthy organization. Our organization, its members and more importantly the students we serve have benefitted directly and indirectly from the NACAC Imagine Grants we have been awarded over the years. We are a leader among the state and regional affiliate and we should lead by example and not decrease the funding we provide to NACAC for the Imagine Grants.

Discussion

***Motion carried.***

Mike Ford commented on the determination of the Credentials Committee that Beth's new membership category no longer qualifies her to serve as Past-President. Mike asked the Credentials Committee to look into new possibilities for addressing this in the future. Michelle Rogers and Ellen Rostker further clarified the duty of the Credentials Committee and indicated that the committee will look into this in the future.

Beth recognized the board members for their hard work this year. The presidential gavel was passed from B. Gilfillan to M. Rogers.

M. Rogers offered remarks.

*M. Rogers entertained a motion to adjourn the annual membership meeting at 12:07 p.m. (S. Szczepanski, J. Gross)*

M. Rogers called for a vote on the motion to adjourn. ***Motion carried.***

*Respectfully submitted by Erin Hoover, IACAC Secretary.*