



Illinois Association for College Admission Counseling  
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**IACAC Annual Membership Meeting**  
**Thursday, April 23, 2020**  
**Meeting conducted virtually via Zoom Webinar**

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**Call to Order:** Meeting called to order by A. Thompson at 1:45 p.m.

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. Quorum is established by counting the number of voting members who cast ballots. The required number of voting members submitting ballots for quorum is 149. The participant count for this meeting is 187 in attendance. However, the number of voting members who cast ballots must be at least 149 to achieve our final quorum.

According to the laws in the State of Illinois and our own IACAC by-laws, there is no provision preventing our Membership Meeting from being held virtually as long as members are able to vote on business matters and be heard either through speaking or by writing your questions and/or concerns via Q & A. When you registered for this meeting, your consent for the special meeting rules of order was implied. Our special rules simply allow us to forgo business items that might usually be covered in our Annual Membership Meeting and focus only on the items which require action and/or voting. We appreciate your attendance and future votes and can declare that we have a quorum. We will now proceed with the business of this meeting.

Minutes from the 2019 Annual Membership Meeting will be approved at our next official IACAC membership meeting where quorum is established. We anticipate that will be at the IACAC Conference in 2021. We will also not have all of our standard reports from Membership, the Chief Delegate, the Past President, the President, or the Annual Conference Report. These items will be covered via the Admission Essay, a special Conference Newsletter, and/or posted to our website. As always, if you have any questions about these reports, please contact the person who submitted the report.

As mentioned at the very beginning, all IACAC Voting Members will receive electronic ballots at the conclusion of today's Membership Meeting to approve the budget and bylaw amendments as well as vote on the slate of candidates. The emails will be sent to the email address associated with your IACAC membership.

- All voting IACAC members will receive two emails from Election Runner. One containing the by-law changes/proposed budget and another including the IACAC Executive Board candidates.
- If you are a NACAC member as of March 17, 2020 you will receive a third email that contains the ballot for NACAC delegate positions.
- Please remember to check your email and contact [ehoover@iacac.org](mailto:ehoover@iacac.org) if you do not receive your ballots.

**Treasurer's Report** (*E. Updegraff*)

The Treasurer's Report was pre-recorded which included the proposed 2020-2021 budget as well as a clarification of the financial impact that COVID-19 has had on our organization.

- At the time of the pre-recorded Treasurer's Report, IACAC's net worth had decreased by \$75,108.41 since March 2019. This decrease is due to a combination of regular variances in cash flow, losses incurred in our investment accounts due to stock market performance, and some additional negative cash flow we have incurred due to refunding registrations for cancelled programming in light of COVID-19. We refunded \$3,210.00 in District Seminar registrations, \$44,708.78 in annual conference registrations, and \$15,577.50 in IRCF registrations between March 6th and April 19th.
- We have been fortunate that we didn't incur many expenses for programs that got cancelled, so although we've seen negative cash flows over the past six weeks, we are still operating with a positive net income for the current fiscal year. Most expenses that were paid for the annual conference will be credited or used for next year's conference, and we have only had to pay full host site expenses on one IRCF that was cancelled.

- We are proposing a deficit of \$2,670.00 for the 2020-2021 budget. This is a smaller deficit than what was proposed for the current fiscal year budget, and is largely due to funding the new “Elevate” program out of our surplus. Please note that this budget was approved by the board to bring to the membership on March 13th. Since that time, there have been some changes to programming that falls in the upcoming fiscal year that may impact this budget. The Finance committee is keeping an eye on these changes and will update the budget as needed. We continue to be in a good financial position to weather the impacts of COVID-19, so that is some good news.

*E. Updegraff motioned that the membership adopt the proposed budget for fiscal year 2020-2021 as presented, P. Walsh seconded.*

*Motion carried.*

**Nominating Committee Report:** *(P. Walsh)*

A call for nominations for seven open positions on the IACAC Executive Board was sent to the IACAC membership on Friday, October 25, 2019. Several reminders followed and nominations were closed on Wednesday, January 15, 2020. The Nominating Committee met on Friday, January 31, 2020 to review nominations for open positions on the Executive Board. Presentation of 2020-2021 Slate of Candidates:

President-elect, Secondary (1)	<b>Tony Minestra, Loyola Academy</b>
Treasurer-elect (1)	Brian Albertsen, Illinois State University <b>Mike Ford, Woodlands Academy</b>
Secretary (1)	Chelsea Pflug, Arizona State University <b>Josephine West, The Ohio State University</b>
Postsecondary Delegate (1)	<b>Will Barefield, DePaul University</b> Christine Grotzke, Michigan Technological University Rachel O’Connell, Augustana College Shawn Wochner, Western Illinois University
Secondary Delegate (1)	Jillian Diaz, My College Summit Dan Miller, Adlai E. Stevenson High School <b>Sharon Williams, University of Chicago Lab School</b>
Secondary Council Team Director (2)	Keith Hebert, CICS-Northtown Academy <b>Scott Lilly, Glenbard East High School</b> <b>Stacey Schlaud, West Leyden High School</b>

Tony Minestra, candidate for president-elect, pre-recorded a video which was shared with the membership. Nomination results will be announced at the May 4th meeting. Names in bold were the selected candidates voted in by membership.

**Approval of By-Law Revisions** *(P. Walsh)*

By direction of the Credentials Committee and Executive Board and in consultation with the IACAC Parliamentarian, Past President Patrick Walsh presents the following amendments and for these by-law amendments to take effect on June 1, 2020. These updates continue to address the changes within our association as we move forward. As in years previous, the Credentials Committee also makes sure that Illinois Association for College Admission Counseling (IACAC) adheres to guiding principles of the National Association for College Admission Counseling (NACAC).

The by-laws of the association also allow for nominations from the floor. Both the “Nominator” and the “Seconded” must be voting members of the association, and must have secured the consent of the nominee. If you have a nomination from the floor, please provide the name of the nominee, your name and the name of the seconder through the Q & A function of the webinar. In accordance with by-law Article XI, two weeks prior notice has been provided to each voting member. The proposed changes are listed on the IACAC website and will also be displayed on the screen.

Please note this will be an up/down vote. Per consultation with NACAC’s Governance Staff and legal counsel, the proposed amendments will be voted on as is. Additional changes to the by-laws will be considered by the Credentials Committee and brought to the membership next year where debate can be held.

*P. Walsh moved to amend ARTICLE I. Membership. Section 1. Voting Membership. A. Individuals to add number 4 and move subsequent categories one number forward to maintain numerical order; E. Updegraff seconded.*

The new language would read:

4. Persons who serve as school district administrators or university system administrators.

**Rationale:** NACAC by-laws and affiliate policy require affiliates to offer the same voting categories as NACAC. This change brings us into compliance with NACAC.

*Motion carried.*

*P. Walsh moved to amend ARTICLE I. Membership. Section 4. Termination of Membership to remove language not in compliance with NACAC; E. Updegraff seconded.*

Old Language: Membership in IACAC shall be terminated if a member fails to pay annual dues, fails to comply with the Code of Ethics and Professional Practices (CEPP) of NACAC or the Statement of IACAC Practices and Courtesies, or fails to satisfy membership eligibility requirements.

New Language: Membership in IACAC shall be terminated if a member fails to pay annual dues or fails to satisfy membership eligibility requirements.

**Rationale:** NACAC is requesting that affiliates remove references to compliance to and enforcement of the Code of Ethics and Professional Practice from by-laws and supporting documents as part of the consent decree. Affiliates may ask members to support the CEPP but should not make compliance a condition of membership.

*Motion carried.*

*P. Walsh moved to amend ARTICLE V. Council Teams and Committees. Section 1. Council Teams A.-C. to add Professional Connections, Scholarship, High School Counselor Professional Development and Transfer Advisory committees under the appropriate council team; E. Updegraff seconded.*

**Rationale:** this change is needed to reflect all of our current standing committees under their appropriate council team and reorders the committees in alphabetical order.

*Motion carried.*

*P. Walsh moved to amend ARTICLE V. Council Teams and Committees. Section 2. Standing Committees to remove descriptions from the bylaws and add them to the Leadership Manual; E. Updegraff seconded*

**Rationale:** By-laws should represent only the items that are foundational to the organization and should be difficult to amend. Items such as these descriptions would be better addressed in a policy document, the Leadership Manual, which can be revised and amended by the Executive Board. The standing committees will remain listed in the bylaws

*Motion carried.*

*P. Walsh moved to amend ARTICLE V. Council Teams and Committees. Section 3. Other Duties by removing the following language: The Executive Board may assign other duties to any of the standing committees. The authority granted standing committees by these By-Laws and the Executive Board shall not be exercised in a manner which is inconsistent with Executive Board actions previously taken; E. Updegraff seconded.*

**Rationale:** With the removal of duties/descriptions from Section 2, there is no need for other duties to be outlined. Other duties will be added to the Leadership Manual. With this removal, the subsequent items will be renumbered accordingly.

*Motion carried.*

*P. Walsh moved to amend ARTICLE XII. Executive Assistant by removing Article XII. entirely as outlined below. The Executive Assistant shall be employed by the Executive Board to conduct the business of IACAC and to administer its headquarters office in accordance with policies and procedures established by the Executive Board and the general membership. The Executive Assistant shall serve as ex-officio (without vote) member of the Executive Board and of selected standing committees as determined by the Executive Board. The Executive Assistant shall maintain the historical records of IACAC; E. Updegraff seconded.*

**Rationale:** By-laws should represent only the items that are foundational to the organization. The organization has added two additional employees without changes to the by-laws. All employees and their duties should be part of the Leadership Manual, not in bylaws.

*Motion carried.*

P. Walsh thanked the Credentials Committee for their work in a year that has been anything but ordinary. There were more changes to bylaws that Credentials wanted to propose, however, these items require an in person meeting with the ability to debate. The committee will be in great hands next year as the bylaw feedback from NACAC will be reviewed and evaluated.

**President's Report:** *(A. Thompson)*

President Amy Thompson's report is available on the IACAC website.

The Past President's Report, Committee Announcements, Recognitions, Awards, and the formal "passing of the gavel" will occur at our Celebration Meeting on Monday, May 4th at 3pm. **Registration for that meeting will be sent early next week.** As was the case with this meeting, only those who register will receive the Zoom Webinar link.

*A. Thompson entertained a motion for the meeting to recess until May 4<sup>th</sup>; P. Walsh so moved; E. Updegraff seconded. Motion Carried.*

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### **Reconvening of the Annual Membership Meeting on Monday, May 4, 2020, via Zoom webinar.**

A. Thompson called the meeting to order at 3:02 p.m.

P. Walsh presented the results of the budget proposal, by-law changes, and election for the 2020-2021 Executive Board.

M. O'Rourke presented the recipients of the annual Project Reach award (Manley Career Academy High School and Gage Park High School), the annual Scholarships, and Mentorship Match of the Year.

**Past President Report:** *(P. Walsh)*

Past President, Patrick Walsh, presented his report.

Amy Thompson presented the recipients of the annual IACAC Conference Awards, acknowledged outgoing board members, and made a few remarks about Patrick Walsh as outgoing Past President.

The presidential gavel was passed from Amy Thompson to Megan O'Rourke.

*M. O'Rourke entertained a motion to adjourn the annual membership meeting at 4:18 p.m.*

*M. O'Rourke called for a vote on the motion to adjourn. Motion carried.*

*Respectfully submitted by Renee Koziol, IACAC Secretary.*