



Illinois Association for College Admission Counseling  
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**IACAC Annual Membership Meeting**  
**Thursday, May 2, 2019**  
**Marriott Hotel and Conference Center, Normal, IL**

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**Call to Order:** Meeting called to order by P. Walsh at 8:32 a.m.  
Introductions of head table.

**Motion to adopt agenda and special rules for meeting** (*J. Parr, E. Ruiz*) **Motion carried.**

**Approval of 2018 Annual Membership Meeting Minutes:** (*C. Grotzke, K. Wiley*) **Motion carried.**

**Membership Report** (*A. Lynch*)

Our membership numbers are looking strong, as a committee, we are quite pleased with the results.  
Category I - College & University Members have 943 members for slight decrease of about 1% since 2017.  
Category II - Secondary School Members have 563 members for a decrease of nearly 7.24% since 2017.  
Category III - Related Educational Service Members has 196 members, a modest decrease of 1 member since last year.

Overall, we are down 52 members versus last year. Our total membership is 1702. Our current numbers are like the membership numbers in 2016-2017. Our committee, with the help from the Executive Board, conducted a successful calling campaign to stress the *value* of being an IACAC member. The committee also reached out to potential members at various District Seminars working with the Professional Connections Committee to educate and attract future members. The committee believes that these are *all* worthy efforts and will continue them in the future. We have also begun having a member spotlight section in the Admission Essay newsletter. Here we highlight IACAC members from across the state.

**Treasurer's Report** (*S. Szczepanski*)

Stephanie Szczepanski shared the ending numbers of last fiscal year compared to the prior year, providing a better perspective of overall financial health than a mid-fiscal year snapshot.

We'd like to continue what we started last year. We shared with you where we ended last fiscal year compared to the prior year. The numbers you see on this slide are generated from our yearly audit and can give you a better perspective of our overall financial health because they reflect where we are at the end of the year instead of the treasurer's report which is just a snapshot in the middle of a fiscal year.

The report shows that we ended the 2017-2018 fiscal year with net assets totaling \$665,911 compared to \$590,097 for the 2016-2017 fiscal year. Our investments are meant to be invested to ensure the long-term health of our organization. In our cash balance, we need to keep a one-year of operating expenses, which if you take a three-year average is about \$173,800. Thus, at the end of the 2017-2018 fiscal year, we had a surplus of approximately \$179,065 that has accrued over the years. That is what the surplus ad hoc committee has been looking at and will report on later.

At the top of the Treasurer's report, you will see our cash balance of 609,743. 25 cents. This is the total of our two cash accounts: a regular checking account and a money market account. At the bottom of the page, you will see our total net worth is 936 thousand 250 dollars and 6 cents, which is the total of our two cash accounts, our spartan market account and three certificates of deposit.

This Treasurer's Report reflects the strong revenue streams that exist within IACAC. Our spartan market account (#205) has been rebounding. It is up just under 8 thousand dollars from this time last year. This is just a snapshot in time. We still have quite a few outstanding bills for this fiscal year. Some of the largest include the annual conference, regional

college fairs that are still submitting reimbursements, and our scholarships that will be awarded shortly. After our bills have been paid for the 2018-2019 fiscal year, we expect our cash balance to be around 300-350 thousand dollars. All Treasurer Reports for this current fiscal year are available in the Members Only section of the IACAC website under Financial Documents.

If you turn the page over, we will now look at the Donated Services.

For more than 20 years, IACAC has kept track of services donated by IACAC executive board and committee members. Each member is asked to calculate what they and their institutions donate to IACAC during the year for: phone calls, postage, photocopying, travel, meals, and supplies. These services are calculated and included by our accountants in IACAC's yearly audit to show the true cost of running our Association. These donated services are very important to IACAC and the Finance Committee would like to say thank you to every individual and institution that has made these contributions.

Total donated services for this current fiscal year reported as of April 1st are 10,407.75 cents. This year's total donated services are down so if you are a committee member or executive board member and you have not submitted your donated services to IACAC for this fiscal year, it is not too late. Please submit your donated services by May 31st on the IACAC website. To access the donated services log please go to [iacac.org/donated](http://iacac.org/donated).

*S. Szczepanski moved to adopt the 2019-2020 proposed budget, E. Updegraff seconded.*

Total income is budgeted at \$191,700 compared to total operating expenses of \$202,940. We are proposing a budget that requires an investment of \$11,240. \$6000 of the investment is due to continuing the additional 5 scholarships voted on last year for 5 first-year students, plus an additional award this year for transfer students. Another \$5000 of the investment is for our Annual Conference to break even in 2019 instead of expecting it to earn \$5000. The Finance Committee is not concerned about operating at a deficit when it means investing in our mission and our programs. This budget was presented to and approved by the Executive Board at the March meeting.

Let's look at the expenditures side first. You will notice that most line items are like the current year with a few exceptions that I'd like to highlight. Please know that most changes were the removal of the media communication funds. We have hired a communication specialist and all those funds have been removed from the individual budgets to pay our specialist.

Account # 001, Membership. This is an example of the removal of the media communications.

Account #009, Media Communications, the increase of over 13500 hundred dollars includes the hiring of our communication specialist, the purchase of webinar subscription to zoom, as well as an increase we are experiencing with the cost of our website and other databases. We also plan to create ads on social media platforms.

Account #018, Travel we have increased by 11000. The board approved a fiscal policy change to the amount we reimburse delegates and members of the finance committee to attend NACAC. The amount has been changed to \$1200. This increase in the amount of this budget also reflects the change in the NACAC policy on payment for LDI's. We now cover the costs for the Presidents to attend the 2 LDIs.

Account #032, Scholarship has become a standing committee, and this reflects the approved scholarships being offered.

Account #034, High School Counselor Professional Development Committee (HSCPD), has become a standing committee and has been removed from the general board breakdown. They have received an increase of \$2,000 to help fund their counselor camps throughout the state.

At the bottom of the page, you will see that our total operating expenses for 2019-2020 are budgeted to be 2 hundred 25 thousand 2 hundred and 20 dollars. The finance committee and the Executive Board takes its fiduciary responsibilities seriously and will continue to scrutinize our spending each year to aim for a balanced budget while continuing to invest in our programs and services.

If you turn the page over and look at the proposed revenue, you will see most line items remained consistent with those of the current year. However, there are a few exceptions that I'd like to highlight.

Account #101 Membership Dues: Proposed \$74,000, which is an increase of \$2,000 to reflect the increase we have seen over the last two years.

Account #104 Conference: We budgeted last year for conference to break even. We have gone back to having it bring in \$5,000.

Account #114 ICRF/Calendar: We increased the expected income to \$113,000, which more closely reflects what we consistently earn. We have also increased the number of college fairs and attendance at the fair has increased. We have also removed media communication fees and the college fair committee is now co-chaired by three members which is consistent with our other committees.

Account #116 IAS: We are funding them 6500 hundred dollars which reflects the funding for their LEAD program.

Account #117 Transfer Advisory: This committee has been operating under the General Board as an Ad-Hoc committee, so this is the first year that it is a stand-alone. They shared a detailed estimate of their costs and needs for this year based on past events, and we anticipate investing \$2400 in their initiatives with a large amount designated for Transfer Summit.

At the bottom of this page, you will see that our total income is budgeted to be 219,900.00 dollars compared to our total operating expenses of 225,220.00. Thus, we are proposing a budget this year that requires and investment of 5320.00. This investment reflects continuing the additional 5 scholarships that were added last year for first year students plus an additional award this year for transfer students.

The Finance Committee is not concerned about operating at a deficit when it means investing in our mission and our programs. We are financially strong, and we continue to work through many financial decisions to remain fiscally responsible. I would like to thank the Committee Chairs, Committees, and Council Team Members for providing their thoughts and feedback to help the Finance Committee develop this budget.

Discussion:

D. Bennett – can you explain income from ICF – still receiving reimbursements from hosts

S. Goldman – Income item 103 – SI – why the increase in \$2,000. When we looked at the prior years income they have decreased the profits – no school counselor track.

Approval of the 2019-2020 budget as presented.

**Motion carried.**

**Nominating Committee Report:** *(R. Saurez)*

**Presentation of 2019-2020 Slate of Candidates**

**President-Elect (elect one)**

Megan O'Rourke, Marquette University

**Treasurer-Elect (elect one)**

Eric Ruiz, University of St. Francis

**Secondary Delegate Director (elect one)**

Becki Bellito, Vernon Hills High School

Annette Braden, Norris City-Omaha-Enfield High School

Tom Shorrock, New Trier High School (Two-year term)

Paul Welsh, Fenton High School

**Post-Secondary Delegate Director (elect one)**

Christine Groztko, Michigan Technological University

Sylvia Hernandez, Michigan State University

Brian Hodges, University of Illinois at Urbana-Champaign

**Post-secondary Council Team Director (elect one)**

Jessica Avila–Cuevas, University of Illinois at Urbana – Champaign

Tara Brewer, Michigan Technological University

Steve Landgraff, Michigan State University

Omar Solomon, Eastern Illinois University

**There were 3 proxy votes for the IACAC ballot, and 1 proxy votes for the NACAC ballot.**

**Approval of By-Law Revisions (R. Suarez)**

By direction of the Credentials Committee and Executive Board and in consultation with the IACAC Parliamentarian, Past President Roberto Suarez presents the following amendments and for these by-law amendments to take effect on June 1, 2019. 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).

Roberto moved to amend the IACAC By-Laws by changing all references to the Statement of Principles of Good Practice (SPGP) to the Code of Ethics and Professional Practices (CEPP).

*A. Borst seconded.*

**Rationale:** this properly reflect the name of NACAC’s current ethics statement.

***Motion carried.***

Roberto moved to amend Article V. Council Teams and Committees. Section 2. Standing Committees. H. Illinois College Fair Committee.

Old Language:

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.

New Language:

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.

*B. Bellito seconded*

**Rationale:** aligns with all IACAC’s By-Laws and policies. The sections impacting IACAC committees will also be updated. IACAC no longer has an Illinois College Fair Committee Coordinator and has instead appointed co-chairs. The inclusion of the Treasurer-Elect on the IRCF Committee is established in the Leadership Manual and does not need to be duplicated here.

***Motion carried.***

Roberto moved to amend Article V. Council Teams and Committees. Section 2. Standing Committees to add letter H and move subsequent standing committees one letter forward to maintain alphabetical order.

New Language:

H. High School Counselor Professional Development (HSCPD) Committee

The purpose of the High School Counselor Professional Development (HSCPD) Committee is to provide free professional development opportunities for counselors and college counselors throughout the state. This committee shall work to increase access and develop a network of professionals throughout the state by using video conferencing as an alternate to attending in person.

*D. Eurales seconded.*

**Roberto:** On March 15, 2019 the Executive Board approved HSCPD to become a standing committee after 3 years of Ad-hoc committee status. This by-law change updates this addition to the standing IACAC committee list.

D. Bennett – can we assume that

It would reflect what is in the bylaws

J. Parr – if it does say free, does that mean everything will be free – just for this particular committee

***Motion carried.***

Roberto moved to amend the IACAC By-Laws by changing all references to “he/she” to “they” and “his/hers” to “their”.

*D. Eder seconded.*

**Rationale:** The rationale for this by-law change is to properly reflect current NACAC policy.

***Motion carried.***

**President’s Report:** *(P. Walsh)*

President Patrick Walsh presented his report.

**Past President Report:** *(R. Suarez)*

Past President Roberto Suarez presented his report.

**Annual Conference Report:** *(A. Thompson)*

President Elect Amy Thompson presented her report.

**Old Business:** *(P. Walsh)*

**New Business:** *(P. Walsh)*

### **Reconvening of Annual Membership Meeting, Friday, May 3, 2019**

P. Walsh called the meeting to order a

Patrick Walsh recognized the board members for their hard work this year and acknowledged Michelle Rogers as outgoing Past President. The presidential gavel was passed from Patrick Walsh to Amy Thompson. Roberto and Patrick honored Amy as IACAC President.

R. Suarez offered remarks.

A. Thompson entertained a motion to adjourn the annual membership meeting at 12:38 p.m. (S. Wochner, J. Sloan).

A. Thompson called for a vote on the motion to adjourn. **Motion carried.**

*Respectfully submitted by Renee Koziol, IACAC Secretary.*