

**IACAC Executive Board Meeting**

**March 12, 2021**

**Meeting conducted via Zoom**

**Board Members Present:** Megan O’Rourke, Amy Thompson, Tony Minestra, Linda Haffner, Jessica Avila-Cuevas, Will Barefield, Annette Braden, Angie Cooksy, Mike Ford, Brian Hodges, Scott Lily, Eric Ruiz, Stacey Schlaud, Tom Shorrock, Omar Solomon, Paul Welsh, Josephine West, Sharon Williams

**Board Members Not Present:** E. Updegraff

**Guests:** Brian Albertsen, Becki Bellito, J. Blasdel, Christian Brown, Maddie Corder, Brad Kain, Betsy Stevens, Sue Fowler, Scott Hillman, Sarah Espinosa, Jill Diaz, Rachel Georgakis, R. Glombicki, Chrissy Grotzke, Sarah Hartman, S. Hernandez, Kelly Dutmers, Margaret Jones, Kim Magee Wiley, Kathryn Hankamp, Julie Nelson, Jaime Newsom, Maira Rodriguez, Andrea Rusk, Dan Miller, Melissa Ramirez, Lauren Yates, Faye Ikner, A. Ponte, Rejeannda Robinson, Joe Freeman, Donna Epton, Erin Hoover, Pat Walsh, Courtney Wallace, A. Lynch, S. Wochner

**Call to Order/Introductions:** *(M. O’Rourke)* *Meeting called to order at 10:03 a.m.*

**Approval of January Board Meeting Minutes:** *(J. West)*

*A. Thompson motioned to approve the January board meeting minutes; E. Ruiz seconded.*

*Discussion.*

*Motion carried.*

**Treasurer’s Report:** *(E. Ruiz)*

|  |  |  |
| --- | --- | --- |
|  | **03/09/2021** | **03/09/2020** |
| Checking Balance | $ 421,091.68 | $ 511,005.98 |
| Investment Accounts | $ 417,488.28 | $ 366,153.74 |
| Total Net Worth | $ 838,159.72 | $ 877,159.72 |

Showed our template of our new Transparency Report template.

Eric showed what it takes to run IACAC each year. This year we needed to go into the surplus budget balance by $18,985.00.

Budget requests have been made and this ill be send to the Membership Meeting on 4/21/2021 for approval.

Investment accounts went up, but membership went down.

**Membership Report**: *(M. Corder)*

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP CATEGORY** | **% Change** | **TOTAL** |
| Category 1 (Post-Secondary) | -10% | 836 |
| Category 2 (Secondary) | -19.5% | 433 |
| Category 3 (Related Education Services) | -12.4% | 170 |
| NACAC Voting Members |  | 996 |
| Total Overall IACAC Membership | -13.5% | 1439 |

**Chief Delegate Report** *(T. Shorrock)*

Report on the vote that is taking place to have all NACAC members vote for NACAC leadership and to dissolve the Assembly as we know it.  We hosted an information zoom inviting any member to discuss the implications and each member is free to vote as they like.   We just presented the pros and cons.

**President-Elect Report:** *(T. Minestra)*

**Conference update:**

Screen shared and walked through the features of the website and a few schedule tweaks- Planning 31 sessions with 5 groups of 6.

Highlight programming and give details on featured speakers- Steadman Graham (keynote)

Highlight Appreciation Station- Recognize each other during conference

Project Reach Update- 7 candidate schools. We will buy off Amazon Wish Lists.

Updates on registrations- Almost 200 registered to date.

IACAC spirit wear store- Ships to your home

Equity and Access Ad Hoc - team is complete. Sharon Williams and Sylvia Hernandez will head it up.

**Past-President Report:** *(A. Thompson)*

The Nominating Committee met via Zoom on Thursday, January 28th. We had many well-qualified nominees for the open positions and held heartfelt and serious discussions about how to decide the slate of candidates. A few positions will be single-slated, and others will have multiple candidates. Everyone nominated was worthy of slating but in an effort to be fair and not over-slate, some were not slated.

Candidate Slate and Statements: https://www.iacac.org/nominating/2021-2022-executive-board-candidate-videos/

**President’s Report:** *(M. O’Rourke)*

Final report/annual reports are due

Relationship with ISAC

Conference contract update- We will do Spring 2022- Westin, Spring 2023- Springfield, Spring 2024- Westin

Membership meeting on 4/14

Fiscal Policy/innovation fund committee- We have a better understanding of where the money is/needed

Thank you!!!

**Unfinished Business**

**Fiscal Policy Eric Ruiz**

*E. Ruiz motioned that the board approves the Fiscal Policy (attached) as written for 2021; B. Hodges seconded.*

*Discussion.*

*Motion Carried.*

**New Business**

**Proposed Bylaw Changes Amy Thompson**

***Block #1: Language which cites the CEPP***

* **Amend the IACAC Purpose Statement**

**Current Language**:
The purposes for which the corporation is organized are: exclusively educational and are to promote high professional standards in guidance and to maintain maximum communication pertaining to postsecondary admissions at primary and secondary and postsecondary levels in order to serve the interests of students, parents and primary, secondary and postsecondary institutions and promote adherence to the Code of Ethics and Professional Practices (CEPP) of the National Association for College Admission Counseling.

**New Language (all changes underlined or crossed out):**The purposes for which this corporation is organized are exclusively educational to promote the highest professional standards in guidance and to maintain maximum communication of best practices pertaining to postsecondary admissions at primary, secondary, and postsecondary levels  empowering members to serve the interests of students, parents and primary, secondary, and postsecondary institutions. These best practices are maintained and promoted through the Guide to Ethical Practice in College Admission (GEPCA) of the National Association for College Admission Counseling.

* **Amend Article X. Code of Ethics**

**Current Language**:
IACAC subscribes to the Code of Ethics and Professional Practices (CEPP) of NACAC.

**New Language:**IACAC subscribes to the Guide to Ethical Practice in College Admission (GEPCA) of NACAC.

***Rationale:****Our by-laws need to match the name of the new NACAC document. Because enforcement is expressly not permitted due to the Department of Justice agreement, the wording must be changed.*

***Block #2: Language regarding meetings.***

* **Amend Article I. Section 5. Meetings.***Add: This meeting may be held in-person or in a virtual environment.*

**Current Language**:
There shall be an annual meeting of the membership of IACAC held in the spring each year at which Officers, Directors and Delegates to the NACAC Assembly shall be elected. The President is empowered to call other general membership meetings, which must be announced in writing to each voting member at least two weeks prior to the date of the meeting. The annual meeting in any event shall be held before June 1 of each year. Except as otherwise provided in Section 4 of Article IV of these By-Laws, each member shall have one vote on each matter presented to the Membership for its consideration.

**New Language:**
There shall be an annual meeting of the membership of IACAC held in the spring each year at which Officers, Directors and Delegates to the NACAC Assembly shall be elected. This meeting may be held in-person or in a virtual environment. The President is empowered to call other general membership meetings, which must be announced in writing to each voting member at least two weeks prior to the date of the meeting. The annual meeting in any event shall be held before June 1 of each year. Except as otherwise provided in Section 4 of Article IV of these By-Laws, each member shall have one vote on each matter presented to the Membership for its consideration.

* **Amend Article II. Section 6. Meetings***Add: This meeting may be held in-person or in a virtual environment.*

**Current Language**:
The Executive Board shall hold a minimum of four meetings per year. The President is empowered to call additional Executive Board meetings and shall call such a meeting at the request of any other four members of the Executive Board. Each member of the Executive Board shall have one vote on each matter presented for its consideration. Each member of the Executive Board shall receive at least one week’s prior written notice of all Executive Board Meetings, which notice shall list the matters to be considered at such meeting.

**New Language:**
The Executive Board shall hold a minimum of four meetings per year. This meeting may be held in-person or in a virtual environment. The President is empowered to call additional Executive Board meetings and shall call such a meeting at the request of any other four members of the Executive Board. Each member of the Executive Board shall have one vote on each matter presented for its consideration. Each member of the Executive Board shall receive at least one week’s prior written notice of all Executive Board Meetings, which notice shall list the matters to be considered at such meeting.

***Rationale:****Our current by-laws do not explicitly forbid or allow virtual meetings of membership or the executive board. This will correct that to ensure it is clear that virtual meetings are acceptable.*

***Block #3: Language that defines roles.***

* **Amend Article III. Section 1. Duties of Cabinet Officers***Remove last sentence.*

**Current Language**:
*Secretary*.
The Secretary shall record the minutes of the annual membership meeting, all other general membership meetings, the Executive Board meetings and the Finance Committee meetings. The Secretary shall be responsible for correspondence as referred by the President. The Secretary will serve as a member of the Media Team.

**New Language:**
*Secretary*.
The Secretary shall record the minutes of the annual membership meeting, all other general membership meetings, the Executive Board meetings and the Finance Committee meetings. The Secretary shall be responsible for correspondence as referred by the President.

* **Remove Article V. Section 1. Council Teams, Letter D.**

**Current Language**:
D. The Admission Practices Committee shall review annually the Code of Ethics and Professional Practices (CEPP) of NACAC, the NACAC Monitoring Procedures for the Code of Ethics and Professional Practices (CEPP), 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.

**New Language:**

***Rationale:****Committee work is not typically detailed in the by-laws. Likewise, beyond the explicit role of the Secretary in maintaining records, any additional tasks do not belong in the by-laws. This information is better placed in the Leadership Manual.*

***Block #4: Language regarding Financial Policies***

* **Amend Article VI. Section 3. Investments and Indebtedness.**

**Current Language**:
Monies in excess of the current year’s expenses may be invested by the Treasurer in the name of IACAC with the advice and consent of the Executive Board. Any expenditure not provided for within the budget shall be approved by the Executive Board.

**New Language:**Monies in excess of the current year’s expenses may be  utilized as outlined in the IACAC Fiscal Policy. Any expenditure not provided for within the budget shall be approved by the Executive Board.

***Rationale:****The Fiscal Policy is approved by the Finance Committee and the Executive Board. The details regarding surplus funding are contained in the Fiscal Policy.*

*O. Solomon motioned that the approved Bylaw changes as written be presented at the Spring 2021 Membership Meeting to be voted on; A. Braden seconded.*

*Discussion.*

*Motion Carried.*

**2021-2022 Budget Discussion Eric Ruiz**

*E. Ruiz motioned that the board approves to present this budget(attached) for 2021-2022 fiscal year to the General Membership Meeting in April 2021; M. Ford seconded.*

*Discussion.*

*Motion Carried.*

**Membership Year Change Membership Co-Chairs**

**Proposal**: Change membership year to start June 1 and end May 31. This will be effective for the 2022-23 year, such that the 2021-2022 membership cycle will run October 1- May

**Reasoning**:

1. To coincide with the fiscal year
2. Timing of membership renewal/sign up is an issue:
	1. High School
		1. Many can only sign up for a membership when attending a conference and are missing the opportunity to utilize their membership throughout the year. Changing the date will allow us to add the option to include the next year’s membership as a bundled option when registering for the annual conference.
		2. We know the biggest concern with the change is that memberships will lapse over summer before school districts are willing to renew. This can be addressed by allowing a longer window to renew before access to the portal is cut off.
	2. College

i. Many join to register for college fairs in June, but then their membership lapses in October.

ii.This would allow our members to get a full year out of their registration.

1. Being able to promote membership over the summer and with the start of the school year is better timewise than mid-October when college deadlines and other more pressing matters are at hand.
2. The timing of the roll out for next year is because we want people to be able to budget accordingly.

*P. Welsh,* *motioned that the board approves the Membership Year Change as presented; S. Schlaud seconded.*

*Discussion.*

*Motion Carried.*

**Committee updates**

ICF- 6X6 Strive Scan will start the first week of April 2021

IAS- White Supremacy Series April 17, May 7 and Nov 2

Mentorship- #IACAC READS at conference

District Seminars- Start next week

*A. Thompson motioned to adjourn; E. Ruiz seconded.*

*Motion carried.*

*Meeting adjourned at 1:05 p.m.*

*Respectfully submitted by Josephine West, IACAC Secretary.*