



**IACAC Executive Board Meeting
September 11, 2020
Meeting conducted via Zoom**

Board Members Present: Amy Thompson, Tony Minestra, Megan O’Rourke, 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, Erin Updegraff, Paul Welsh, Josephine West, Sharon Williams

Board Members Not Present:

Guests: Andrea Rusk, April Lynch, April Ponte, Betsy Stevens, Brian Albertsen, Becki Bellito, Brad Kain, Christine Grotzke, Dan Miller, Derek Brinkley, Diana Mondragon, Donna Epton, Frank DuBois, Joe Freeman, John Korntheuer, Julie Nelson, Kathryn Hankamp, Kelly Dutmers, Kim Magee Wiley, Lauren Yates, Linda Haffner, Margaret Jones, Melissa Ramirez, Rejeannda Robinson, Sarah Hartman, Scott Carlson, Scott Hillman, Shawn Wochner, Sylvia Hernandez, Traci Flowers,

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

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

*O. Solomon motioned to approve the September board meeting minutes. E. Ruiz seconded.
Discussion.
Motion carried.*

Treasurer’s Report: *(E. Ruiz)*

	September 3, 2020			September 3, 2019		
	Checking 1	Checking 2	Total	Checking 1	Checking 2	Total
Beginning Balance	\$353,036.14	\$33,962.06				
Deposits	\$235.00	\$.72				
Checking Interest						
Expenses	\$1,166.10	\$5.00				
Checking Balance	\$352,105.04	\$33,957.78	\$386,062.82	\$412,247.83	\$33,970.00	\$446,217.83
Total Net Worth			\$770,441.43			\$830,596.44

- **Donated Services** – Board members and committee chairs should log donated services each month [online](#).
- **Bank Transition**- Still in process. We will have 1 Checking Account and 1 Money Market Account that will be used as a 2nd Checking Account.
- **Reserves**- 3 year average, still calculating.
- **Reimbursements**- should be quicker now going forward.
- **Committees**- can still meet with Eric on Calendly link.
- **Conflict of Interest form**- complete if you did not yet.

Membership Report: *(M. Corder)*

MEMBERSHIP CATEGORY	& Change	TOTAL
Category 1 (Post-Secondary)	-3%	991
Category 2 (Secondary)	-5%	553
Category 3 (Related Education Services)	-4.7%	203
NACAC Voting Members		
Total Overall IACAC Membership	-3.9%	1747

- Membership renewal time.
- New members will get more support when joining.
- Will do calling campaign to remind members to renew.
- L. Haffner reminded that there we no longer have a print version of Membership Directory.

Chief Delegate Report *(T. Shorrock)*

- Update on the Virtual Assembly- NACAC will simulate the Town Halls and getting to know the candidates.
- Candidates- 2 candidates for President Elect. 3 NACAC Board Members need to be elected.
- The Ethical guideline to replace the CEPP- make a decision on this. Needs 2/3 to pass.
- They will have a virtual voting process.
- P. Welsh had a question: What is the feedback on NACAC delegate responsibility?
- A. Thompson said it was a tough few years with restriction on what can be shared.
- K. Wiley said “your voice is heard “and take it all in.
- D. Miller shared some feedback on President Elect candidates.

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

Conference Updates:

- Process of building a survey from membership on where we are and looking forward for conference 2021.
- Still ok to possibly cancel at the Westin-Itasca.
- Looking at what other ACAC affiliates are doing for their conferences.
- In 2 weeks at NACAC he will research how other affiliates utilize vendors and sponsors. How will we generate revenue?
- Conference committees are working already to plan.
- Budget will be discussed at the November Board Meeting.
- Logo revealed- **Look for the Good!**

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

- Amy will be reaching out to members for the Credentials committee this week and next. She will reach out to members for the Nominations committee later this month.
- In October, a call will go out to all members to seek nominations for the following positions to be voted upon at the Spring 2020 Membership Meeting:
 - President Elect (Post Secondary)
 - Treasurer
 - Delegate Director (HS)
 - Delegate Director (Post Secondary)
 - Council Team Director (HS)
 - Council Team Director (Post Secondary)
- We will need to elect one person for each role.
- Amy encouraged all Exec Board Members to thoughtfully consider people they feel will be good candidates. All nominations will require the consent of the nominee so please discuss any potential nominations with those people you are considering.
- She is still working on updating the Leadership Manual.

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

- **ICF fairs cancelled:** Strive Scan program-translation update and budget change going forward, challenge to everyone to sign up for one facilitation slot, please make sure to advertise to your students. **We still need 20 more facilitators.** Will have the programming translated to Spanish as well, this needs to be budgeted every year.
- Lawyer situation-we need a lawyer to review policies, we are working on creation of policies to put us in safe place and are following proper procedure. Will vote on approval of this in new business.
- HSCPD and scholarship-have had chairs step down, am working on replacements.
- Volunteer email-encouraging members to volunteer.
- New members only site-groups, forums, how to use, encouraging everyone to utilize.
- NACAC conference and IACAC meeting during that time period (9/24, 9-9:45 am)
- NACAC conference grants -Picked and awarded the 9 NACAC Conference grants.
- Collecting feedback about changing membership year-please send to me directly. IACAC Fiscal and Membership months are not the same.
- Planning for the year-making sure to provide events/activities/engagement, even if it's virtual.
- Responding to emails. Please respond to emails or calls, at least acknowledge that you received them and are working on the questions.
- Please take care of yourself!

Unfinished Business

- NONE

New Business

Lawyer review policies *(M. O'Rourke)*

- E. Updegraff discussed reasoning for having a lawyer to review practices and documents. Firm we are considering works with Non-for-Profits. They would not require a retainer.
- Possibly things a law firm would work on for IACAC is a Sexual Harassment Policy or Employee Handbook.
- Researched 3 different firms. Similar fees.

P. Welsh motioned that the Finance Committee enter into a contract to work with the most appropriate law firm as selected by the finance committee; E. Updegraff seconded

Discussion.

Motion Carried.

Transfer Scholarship (*B. Hodges*)

- B. Hodges stated that the Transfer Scholarship committee wants to increase the scholarships.

B. Hodges motioned to increase the fall transfer scholarship awards from one- \$1,000 scholarship and one- \$500 scholarship to a total of five- \$1,000 scholarships and to increase the spring transfer scholarship from one- \$1,000 scholarship to a total of two-\$1,000 scholarships; A. Braden seconded

Discussion.

Motion Carried.

Committee Reports: Online now

Ad Hoc PD

- J. Freeman updated group about the online lunch and learns for professional development. Positive feedback from members. Diverse group of attendees from high school and college side and also members and non-members. 80-100 participants per session.
- They hope to get the special interest groups started soon.
- Committee will reconvene on where profession development should be housed.

Ad-Hoc Membership

- D. Miller and R. Georgakis updated group on the survey results from 600 members with 156 responding.
- 53% college, 34% high school, 10% other.
- 73% said their institution pays for their IACAC membership.
- 70% prefer the tier model for membership fees.
- Majority of membership had multiple IACAC members at their institution but not all employees who could join.
- 2/3 believe their institution will still pay for their memberships.
- Most believe they will still stay engaged with IACAC and that IACAC has helped them during the pandemic.
- Tech deprived students don't have access to most of the virtual events.
- What is keeping people from joining IACAC- budget, numerous professional organizations to choose from, proof of benefit from IACAC and College Counselor only joins and is liaison to other counselors in the office.

Ad-Hoc Strategic Plan

- J. Nelson updated group that this is the year to update the Strategic Plan.
- Send her anything you want to make sure is addressed in the updated plan.

Updates:

- A. Braden brought up the Professional Connections and that C. Smith will work on the Speakers Bureau.
- S. Hillman talked about #IACACReads. Great turnout with participants! Collaboration with IAS committee.
- S. Schlaud spoke about the Counselor Camp with a bigger turnout from Southern Illinois.

O. Solomon motioned to adjourn, E. Ruiz seconded.

Motion carried.

Meeting adjourned at 1:04 p.m.

Respectfully submitted by Josephine West, IACAC Secretary.