



Executive Board Meeting
Friday, November 10th, 2023, 9:00am-3:00pm
ISCA Conference, Tinley Park, IL

Board Members Present: Paul Welsh, Brian Hodges, Angie Cooksy, Mike Gavic, Christian Brown, Kathryn Hankamp, Scott Carlson, Betsy Stevens, Derek Brinkley, Maddie Corder, Shawn Wochner, Erin Hoover, Cody Dailey, Ashley Brown, Maira Rodriguez, Rejeanda Robinson

Board Members Not Present: Becki Bellitto, Evan Wilson, Joe Freeman, Meghan Chrum, Josie Blasdel


Guests: Sarah Goldman, Sharon Williams, Alexander Hughes, Mariya Chukas, Josh Stober, MJ Jones, Alex Campos, Lauren Yates, April Lynch

Meeting called to order at 9:27am

Approval of 8/3/23 Executive Board Meeting Minutes: *(Scott Carlson)*

S. Carlson motioned to approve the 8/3/23 Executive Board meeting minutes S. Wochner seconded. Motion approved.

Membership Report (Sarah Goldman)

-  Membership Report

MEMBER TYPE	10/31/23	10/31/22	9/17/21	2020	2019
TOTAL TEAMS	752	522	0	0	0
TOTAL INDIVIDUAL MEMBERS	2246	1478	1593	1680	1784

- The October numbers are higher and reflect the CPS counselors.
- This is the most individual members our organization has ever had.
- Update on CPS membership collaboration
 - In the next few weeks there will be communication going out with instructions on how to activate and utilize your membership in IACAC.
- Institutions with the 5-8 membership bracket will receive communication about fully using their full membership allotment if they have less than 8.

- Are we specific on who are members? Could an administrative assistant be listed as the team account rather than an individual member?
- A list of titles will be run for all team accounts to make sure communication is getting to the right people.

Executive Director Report (Erin Hoover)

- NACAC Compliance Docs
- FY 23 Audit Materials
 - Working on that right now for our accountants
- Presented for StriveScan
 - Discussed how other ACACs can run their organization.
 - Collaborated with other event directors on how to better run our annual conference.
- Year-round Sponsor/Underwriting Packages
 - Close to being ready, need to talk with Finance committee for official approval
 - Should start in December.
- Completed CPS member upload; next steps
 - Discussed in Membership Update
 - Front loaded their accounts with their username and passwords, so they are all set up and ready to go just need to add their own personal information into their account.
 - Asked the CPS counselors what they are looking for in a membership with IACAC to best serve them.
- Wrapping up Fall IRCF Season
 - Committee meeting next Wednesday to discuss Fall and look forward to Spring.
- Strategic Plan
 - Work begins on that today with board directors.
- New Insurance Bids
 - Looking for cost savings with other providers.
- HSCPD CWID - New Event
 - County wide institute day, Coordinating PD for this institute day for all Dupage County. Free programming. No cost to us. ELmhurst University is hosting and providing lunch. Hopefully get more members out of this.
 - Should we take advantage and do this for other county wide institute days?
 - See how this first year goes with Dupage and then expand it following year.
- Scholarship Software Renewed
 - Added direct links at the bottom of every email in case that link is blocked in IACAC email. This way people can copy and paste it so they can still access the link
- Conference Session Proposals, HSCC, Transfer Summit,
 - All opening soon. Emails going out this week.
- Call for Nominations

- Will go out today. We ask all cabinet and board directors to nominate someone. Look for the leaders.
- Virtual Jingle & Mingle
 - Dec. 7th in Elmhurst but will have a virtual component for members who can't make it in-person.
- [INCF Update](#)
 - April 6th, 2024.
 - NACAC is not going to ban us from using the term National College Fair.
 - NACAC is still planning a Fall College Fair on October 5th at Navy Pier.
 - ILNRCF website will be going live.
 - A letter is going out to high school administrators to promote the event
 - Big Thank you to Julie Nelson- ground roots to College/University Recruitment
 - Walked around Fall Chicago NACAC and talked with schools that don't typically attend IACAC fairs and encouraged them to sign up for INCF.
 - NACAC GAINES money will go towards Bus Grants to bus students in from the city and surrounding areas.
 - Maybe pay for a bus to take kids from the Metra Train Stop in Tinley and bus them over to INCF.
 - Have parts of the website and resources translated to Polish, Spanish, etc. and have resources available in Spanish at the fair as well.
- 24-25 IRCF Date Requests
 - Early December that will go out
 - Formed a sub-committee to make sure college fairs that are not IRCF's aren't being scheduled on the same day as IRCF fairs.

Treasurer Report (incl. Finance) (Mike Gavic)

- [Donated Services Log Year Progress](#) (As of 11/8/23)
- [Sept 1, 2023 Transparent Snapshot](#)
 - IRCF difference from 2022 and 2023 is because in 2023 we allowed registration for just Fall or Spring and did not make them register for the whole year in August
 - Annual Conference from 2022 and 2023 has a big difference since we hit our hotel room quota in 2023 in Springfield
- [Policy Sign Offs](#)
 - All board members and committee chairs complete the conflict of interest form
- Budgets
 - 23-24 Updates
 - Will be good to go next week
 - 24-25 Requests going out in December
 - No exact date yet, sometime in Mid-December

Past President Report (Brian Hodges)

- Sending email out today with Call for Nominations for Executive Board
 - Mid-January is deadline
 - 4 Board positions to fill

- 1 board positions that would be appointed by Paul and single slated in April
- Paul would like every Exec Board member to nominate 1 person
- Nominations Committee is meeting in January to discuss voting
- At the January Executive Board Meeting we need time for the Equity Ad-Hoc Committee; they are almost done with their report.

Committee Chair Reports

- Brian Harris (NCI)
 - February 6th and 7th at DePaul University (Lincoln Park)
 - Would love a presenter to discuss Self-Care
 - Help with brainstorming a Happy Hour at IACAC Conference
 - Black SIG meet up during Black History Month
 - Add a 4th chair to NCI for this growing committee
- Mentorship
 - Jingle and Mingle Dec. 7 Elmhurst Brewing company

*P. Welsh Motioned to recess. B. Hodges seconded. Meeting Recessed at 10:57am
Meeting called back to order at 12:50pm*

President-elect Report (Angie Cooksy)

- Report in New Business

President Report (Paul Welsh)

- Donation to Cradles to Crayons \$100
 - Paul is making a donation for their support with hosting our meeting.
- GAIN decision
 - We are no longer taking revenue from NACAC for the fair.
- INCF conversation with NACAC 10/23/23
 - Angie, Brian, Paul and NACAC staff and Board member Cate Taylor.
 - [Notes](#)
 - Conclusion: NACAC agreed to collaborate by using GAIN program funds. NACAC raised no objection to using the term “national college fair” or any other potential intellectual prop[erty]/Copyright issue.
 - INCF attendance expectation for Board members: we should all support in some way, by our institution attending or getting students there or working the fair.
- RMACAC conflict with Summer Tours resolved.
 - Western ACAC asked us how we are doing our own National College Fair.
 - They are going to do one in Orange County.
 - RMACAC had some issues with our Summer Tour as there was a misunderstanding about the event we would be hosting there.
 - Paul smoothed it over with their president and we are all set to go.
- Fiscal Policy Ad-Hoc: Seeking members and chairs
 - Change drink tickets from 1 to 2
 - Looking to create this Ad-Hoc
- Exofficio seat on board?

- Add [ex-officio](#) seat to Exec Board
 - ISAC used to have a seat on our Exec Board, they would like to have this once again
- Should we add an ex-officio seat or change the by-laws to allow them to be on the board?
 - What is ISAC reasoning to be the board? Do they think we are lacking something?
 - What if we add an ex-officio seat and rotate it with different organizations on the board?
 - Should be a non-voting member since they will rotate on-and-off.
 - Should presidents select the ex-officio member or should that go to a greater IACAC group (exec board, special ad-hoc group, all members, etc.)
 - Should the term be 1yr, 2yrs, 3yrs, etc.? 1yr may not be effective as it takes awhile to get used to the structure and way IACAC functions
 - a) All of these terms above can be written into the by-laws
 - Should we have more than 1 ex-officio seat?
 - Should we add to the strategic plan to decide or should we make the decision now?

C.Brown motioned to propose to the credentials committee an ex-officio seat(s) to the executive board. M.Suerte Seconds. Motion approved.

- Should we create a group/ad-hoc to explore potential entities that could benefit us to have as an ex-officio seat on the board?
- Let ISAC know ahead of time that this Ex-Officio seat is not just for them, don't want to ruin our existing relationship with them (want to be open to other entities to have the opportunity for a seat)
 - a) It could be great to utilize the seat for when we are working on a certain project, ex: having a brand ambassador in the seat as we are looking to rebrand IACAC, get free expertise on the board.
- Working group: Presidents cycle of ILASFAA, ISCA, and IACAC to discuss collaboration among the three organizations - potential working group, build partnership
- How does all of this fit in the strategic plan?
- February 20th will be Springfield Advocacy day
 - Counselor gift ban conversation.
- Working with NACAC April 28th and 29th going to DC to legislate on the hill partnering with RMACAC for this event.
 - RMACAC might have potentially agreed to work on getting a hotel block.

Strategic Planning (Erin Hoover)

- [2018-2021 Strategic Plan](#)
The meeting will recess for 1 hour so Erin and the Board Directors can begin the process of writing the updated strategic plan.
- Strategic Planning meeting [Agenda](#)

Lunch provided by [NextGrad](#) (Melissa Miller Kincart)

Old Business

- [NACAC NEXT Proposed plan for next year](#) Maddie Corder
 - NACAC will not pay for registrations for NEXT members to attend NACAC Conference.
 - NACAC had programming set up quarterly for the NACAC Next. Our members liked it a lot while at conference especially with the leaders who presented, but their session was just a little too early in the morning and didn't have as much time to mingle with other NEXT members
 - Maybe have them have a special ribbon so they can identify one another throughout the conference duration
 - Is NACAC taking in all of this feedback?

M. Corder motioned to approve the NACAC NEXT program as presented. R. Robinson Seconds. Friendly amendment language to make it more general and not specific to 2024 (M. Corder approves amendment). Motion approved.

- [Board Directors to NACAC - formalized plan](#)
 - [Actuals for 2023](#)
 - *Guarantee that each board director will have the opportunity to be funded to attend NACAC during one of their three years on board, with the priority given to board directors who are in year one of their term. We recommend that \$10,000 be budgeted yearly to fund up to 5 board directors up to \$2,000 each. Board directors should inquire with their institutions first to see if funding is available before seeking IACAC funding.*
 - Will vote on at the January Executive Board Meeting.

New Business

- [2024 Proposed Conference Budget](#) Angie Cooksy
 - We looked at 2018 as a year to model the budget off since it was the last year to be at the Westin pre-Covid.
 - We have a contract with Westin and it gives us the previous years pricing
 - We do not have a Contract in place for after 2025 (Peoria)
 - Do not have to budget as much for printing as we have the printing from previous years since we have a new mobile application.
 - No budget this year for folders or badges or tote bags.
 - Additional \$1,000 for signage (NACAC did an amazing job at conference)
 - Want it to feel like you are at conference everywhere
 - Mobile App will be a little bit different this year due to different funding
 - Expecting a bigger return on revenue this year with the conference being back in Itasca.
 - Strivescan will be doing the conference name tags again.
 - Est. Cost - \$205,250; Est. Expense - \$179,349; Est. Revenue - \$25,901
 - Will CPS pay full price for conference? Yes, no discount in part with membership
- Mentorship Match Award Mike Gavic
 - Review [Fiscal Policy](#) IV.C.1 p.6-7

D. Brinkley motioned that we add the mentorship match award to the fiscal policy. M. Corder Seconded. Motion approved

- The number of matches is down. We only have 4 HS matches and 9 college matches
- There is overlap between NCI and Mentorship. There needs to be a conversation to make sure the committees are doing the right work.
- How can HSPD fit in this space?
- Assign new CPS counselors a Buddy who is a more senior IACAC member and can help show them the ropes.

Khankamp motioned to adjourn. B.Hodges seconded. Meeting adjourned at 2:00pm

Respectfully submitted by Kathryn Hankamp IACAC Secretary