



**Executive Board Meeting**  
March, 13th 2023 11:00am-3:00pm  
DePaul University

**Board Members Present:** Brian Hodges, Paul Welsh, Eric Ruiz, Josie Blasdel, Kathryn Hankamp, Erin Hoover, Betsy Stevens, Evan Wilson, Shawn Wochner, Maddie Corder, Christian Brown, Sylvia Hernandez, Kelly Dutmers, Mike Gavic

**Board Members Not Present:** Joe Freeman, Derek Brinkley, Becki Bellito,

**Guests:** Angie Cooksy, Bettie Mattison-Farris, April Lynch, Robyn Moreth, Rejeannda Robinson, Jennifer Sparrow, Ashley Brown, Margaret Jones, Lauren Yates, Sarah Goldman, Sharon Williams, Kenneth Guthrie, Maira Rodriguez.

---

Call to Order (Brian Hodges) Meeting called to order at 11:12am

**Approval of 11/18/2022 Board Meeting Minutes:** *(Kathryn Hankamp)*

*K. Hankamp motioned to approve the 1/13/2023 board meeting minutes. E. Wilson seconded. Motion approved.*

**Membership Report** (Sarah Goldman)

- [Membership Report](#)
- New membership year has officially opened.
- Membership cycle is tied with conference registration
- CPS partnership is moving forward
  - Meeting in 2 weeks with head of CPS
  - Developing a new Ad-Hoc committee so that we have a way to incorporate our new members.

MEMBER TYPE	2/28/23	12/31/22	11/30/22	10/31/2022
Total Teams	576	556	535	522
Total Individuals	1655	1575	1533	1478
TOTAL MEMBERSHIPS PURCHASED	2084	2005	1935	1904
TOTAL EXPIRED INDIVIDUALS	116	239		
TOTAL ARCHIVED INDIVIDUALS	1243	1091		

### Executive Director Report (Erin Hoover)

- Credentials committee did a lot of work regarding By-Laws.
- Strategic plan has a goal of June 1st to be completed
- Membership renewals are underway
  - 2 fields added to the membership
    - Identification for someone who works with unhoused students on the team profile.
    - Code of Conduct and whistleblower checkboxes are in member pages to access and sign.
- Budget
  - Working to organize and be as transparent as possible
  - Identifying new ways of income
    - Full year package for adds
    - Registration tiers for IRCF as well as 2 new fairs
      - National regional fair 4/6 in partnership with Moraine Valley CC
      - Quad Cities college fair: another area that has a hole on the IRCF map.
- Conference
  - Planning is really in full swing just over a month out.

### Treasurer Report (Josie Blasdel)

- [3rd Quarter Treasurer's Report](#)
  - Quarter ended on 2/28
  - We are going to see expenses from conference coming in as we get closer.
- [3rd Quarter Transparent Snapshot](#)
  - Eric created this to show how our money should be arranged in the budget
  - Using data what it takes us to operate is 255,000 annually.
    - Need to make adjustment to be closer to 275,000 per year.

- Money was moved from surplus to operating budget as well as to the innovation fund. We will not set an innovation budget for next year until we see how this year's money was used.
- Our surplus looks high but that is until we move the funds to the budget needed.
- We have roughly 3 years to use our surplus funds to balance the budget.
  - Membership income and fair registration are two areas that can help the organization but not put a stress on members.
  - Money market account is what can use if we lost all income and we could use interest to continue operating.
- Treasury team is looking for feedback on ways to continue to keep the organization moving but ways to use funds.

#### **Treasurer Elect Report (Mike Gavic)**

- [Donated Services Log](#)
  - Continue to enter your donated services when IACAC is not reimbursing you.
  - This helps us know the actual cost of organization.
- [Professional Development Grants](#)
  - Conference are the only grants open
  - Advocacy day in Washington
  - We have \$81,000 available
  - Sharing the Dream will also have grants available

#### **Past Treasurer Report (Eric Ruiz)**

- Innovation fund
  - One request since last meeting
    - Funds for counselors in Springfield to attend conference similar to what Houston NACAC.

#### **President-elect Report (Paul Welsh)**

- Conference Updates
  - Full Conf: 188; Wed only: 5; Thurs only: 8
    - We are 70% of where we need to be with the room bookings.
      - Going to compare hotel list to registration list to increase conference registration from those who have rooms.
  - Historical registration
    - 227 to date in 2019 (Normal)
    - 290 in 2022 (Westin)
  - Register! Book your hotel!
    - Registration outreach
    - [The List](#)
      - Ask of the Exec Board: Assign yourself 5 schools and reach out to the principal at the school.
      - Talking points [principal/administrator](#) and [counselor](#)

- Project reach
  - Will not have beer or wine tasting.
  - Looking for an exclusive sponsor to sponsor a high school about \$1,000 to be the sponsor
- [2023-24 Executive Board dates](#)
  - Add to your calendars now
- IACAC Leadership Development Institute
  - First week August - *Executive Board Meeting + Leadership Development Institute*
  - Coordinate with *New Counselor Institute*
  - Onboarding experience
    - Subcommittee of Board Directors - **call for volunteers**
      - Plan LDI
      - Define role of “Board Director”
      - The most successful ACAC affiliates have a strong onboarding for new members.
    - Chicago Association Management

#### **Past President Report** (Tony Minestra)

- We will dive into the By-laws in the new business.
- Bringing forth the slate for the IACAC executive board for 2023-2024
  - There was a foundation of [essential questions](#) the nominations committee used to base the slate building.
  - Thank you to the committee it was representative of a variety of experience and and a variety of institutions.
- The Slate
  - Angie Cooksy single slatted as President-Elect
  - Secretary will move to a 3 year cycle.
    - Current secretary will be single slatted to be elected into new cycle with 2 years remaining in role
    - Secretary-Elect will be double slatted
    - 3rd year of role will be unfilled until current secretary moves into role in 2 years.
      - 3rd year will be Parliamentary role.
  - Electing 5 Board Directors: 3 year terms
    - 1 ballot
    - Each member will have 5 votes with 12 candidates slatted
    - Voting will be ranked choice voting: 5 pt, 4pt, 3pt, 1pt
    - Top vote getters in regions 1 and 2 will be elected.
    - The next 3 elected their region will not matter.
  - Very diverse institutional slate.

- Voting opens Wed. at conference at 3:45 and closes 5pm through election runner.

### **President Report (Brian Hodges)**

- Appreciative for the work of the board and leadership
- Proud of the vision moving forward.

### **Old Business**

- Equity and Access Ad-hoc
  - The committee's goal was to have a firm request for funds for this meeting but they did not have one.
  - In the process of building out the toolkit and attaching a survey to member schools to collect resources they have used or to assess how much of a need there is for this.
  - The toolkit will be housed on the website for all members to access.
  - Connecting with the Chicago Management Firm to see if they have worked with this toolkit and can provide a facilitator.
  - Looking for both good and bad feedback from every school that has been doing work regarding changes in the climate of an office.
  - Has had a conversation with IAS on if that should be where this work should be housed once the work is in place or do we have another board level committee.
    - IAS is probably a better place to have this information.
    - Maybe a sub committee within IAS
    - IAS feels they can take this on but do we look to increase their budget or does this come out of a different line item.
    - Could this work get lost going to IAS would a committee be able to better do the work so a sub committee.
    - Knowing this is work every board member takes seriously could this be part of the duties of board directors who can have ownership and filter it into the committees they work with.
    - Could this be a part of strategic plan?
    - How do we continually as an association wide and not have it lost within a committee.
    - Strategic plan committee could house this as a sub committee since it is the only committee that is association wide and guides all committees.
    - IAS is executing the work while the Strategic plan is checks and balances.
    - There will be a session at conference to bring forth the toolkit.

## New Business

- [Proposed by-law changes](#)
  - Vote went out to membership so we could present our nominations slate.
  - Credentials committee combed the by-laws for all language
    - Guidance struck out.
    - Added guardians to be more inclusive
    - Cabinets to Board Directors.
    - Remove Admission Practices as a committee to rebuild a committee with a new title (Education and Ethics)
      - Are we eliminating a committee before something new is rolled out are we doing what NACAC has done?
      - CPS has asked AP to present if the committee goes away the work still needs to happen
      - We should propose a name change and not an elimination and work with committees to keep the education piece around. With onboarding for new members and refresh for old members.
      - A name change allows IACAC to take ownership of the work within our organization. We still need the experts to present
      - Should this fall with board directors to do these presentations to NCI and conference.
      - We don't want all this work with Board Directors and all of it labeled important work.
      - *Informal poll of board to change name from Admission Practices to Education and Ethics: informal vote in favor of name change.*
    - Elevate and Special Interest Groups as standing committees.
    - Previously votes only counted unless you attended a conference or mailed in ballot. We now need language to allow a vote of all members without being in attendance.
      - Outline a way to special votes during different times of the year.
      - Goal is to change the language to be more in line with how we vote now.
  - These will be brought up to membership for a vote at conference. It will be sent out ahead of time by April 1st along with the slate of candidates.
- Candidates / [23-24 Board Structure Draft](#)
  - Secretary-elect added to the structure, will add parliamentarian next year.
  - Board Directors will complete the executive board. 5 will be added of the 12 on the slate making a total of 12 board members.
  - SIG and Elevate will live under the Professional Development Team.

- Secretary to update the structure annually.
- With the change of AP they are longer member relations and are more Professional Development. This would require a by-law change to change name and what team.
  - Changing name first vote second vote would be on moving it.
- 2023-2024 Budget Proposal (& Discussion)
  - [Proposed Expense Budget](#)
    - This links to what was requested by each committee for the upcoming year.
    - Shows where we are at ¾ of the way through the year.
    - Membership is an expense and an income shows how much money we bring in through pure dues. Do re remove from the Expenses to clean up the report.
    - CAP allotted for a \$300 expense to allow meeting time to reimagine what CAP could be.
      - The pandemic has changed the work that has done.
      - These programs work directly with students which is the that purpose of our work as of our organization.
      - We have to have a tough conversation on who are we serving and what are we doing.
    - Increase in professional development grants. We have seen an increase in members applying this year.
    - Elevate will be in the income from the general board budget.
    - Finance committee budget will have to increase with the addition of secretary elect
  - [Proposed Income Budget](#)
    - NACAC funds around 11K we have 2 more years including this year we receive this funding. We will have to apply for GAIN grants from NACAC to receive funds.
    - Summer tours will bring in money this year where last year they did not.
    - District Seminars registration expectations has been lowered as well as an increase in registration cost.
    - IRCF Proposed income doesn't match the income we saw pre-pandemic
      - Need to look at the cost structure and tiers.
      - 2017 was the last time changes have been made.
      - Looking at how many schools sign up at each tier level
      - Average reimbursement look to change

- Are all fairs that are IRCF should they be and are there fairs that are not IRCF but should be.
- Elevate moves to it's own line item and proposed an increase in registration.
- Membership dues CPS expenses
  - Each year we just expect to make \$75,000 per year on membership
  - While we have more members they are funding less of our budget each year. We need to look at the cost structure.
- Advertising is blank. We are looking to increase sponsorship and advertising opportunities that would be year long and on our website.
- There is still work to be done before this goes in front of membership.
  - We have areas we will see funds be brought in like a National fair in the spring, advertising, sponsorship. We have not announced pricing of college fairs. This is an area to increase income. Not paying for strivescan.
- [Overall Budget](#)

### **Committee Report**

- [Committee Chair report](#)
- Elevate is going to need recommendations to take the lead
- District 61 south 32 low in Chicago with 9 attendees.
- Government relations: Christina and Alejandro and Brian are headed to Washington today. And organized a National Hill day.
  - School counselor gift band work being done. Offering an amendment for this upcoming session.
  - Changes in the FAFSA relates to the implementation of state and federal aid. It's not ready and sounds like Jan 1 FAFSA will be released and schools won't have the technology in place to package offers until a month after it opens.
- Transfer Advisory hosted a transfer summit with 197 attendees one day PD sessions
  - Looking to move the transfer summit to move from Morraine to ISU to partner with the Illinois transfer coordinators group.
- Scholarship: Applications were released to be reviewed. Looking at making changes to the rating scale to be more equitable for students applying.

### **Call for Adjournment (Brian Hodges)**

*S. Wohner motion adjourned. S. Hernandez seconded. Motion approved. 2:41pm*

*Respectfully submitted by Kathryn Hankamp IACAC Secretary.*