



**IACAC Executive Board Meeting**  
**Friday, March 13, 2020**  
**Meeting conducted virtually via Zoom**

**Board Members Present:** Amy Thompson, Patrick Walsh, Megan O’Rourke, Jessica Avila-Cuevas, Ziggy Blackwell, Annette Braden, Angie Cooksy, Brian Hodges, Carlene Klaas, Renee Koziol, Dan Miller, April Ponte, Eric Ruiz, Omar Solomon, Stephanie Szczepanski, Erin Updegraff, Paul Welsh

**Board Members Not Present:** Linda Haffner, Tom Shorrock

**Guests:** Brian Albertson, Becki Bellito, Donna Epton, Joe Freeman, Sarah Goldman, Scott Hillman, Erin Hoover, Scott Lily, April Lynch, Tony Minestra, Julie Nelson, Chelsea Pflug, Stacey Schlaud, Josephine West, Sharon Williams, Lisa Winker

**Call to Order/Introductions:** (A. Thompson) Meeting called to order at 10:02 a.m.

**Approval of January Board Meeting Minutes:** (A. Thompson)  
*E. Updegraff motioned to approve the January board meeting minutes. E. Ruiz seconded Discussion. Motion carried.*

**Treasurer’s Report:** (E. Updegraff)

	<b>3/9/2020</b>	<b>3/11/2019</b>
Checking Balance	\$623,980.41	\$569,358.36
Investment Accounts	\$341,456.29	\$320,153.74
Total Net Worth	\$965,436.70	\$890,303.71

- Since the January board meeting we have lost a significant amount in our investment accounts. There may be some extreme financial implications in the coming weeks/months.
- **Donated Services** – Board members and committee chairs should log donated services each month [online](#).

**2020–2021 Fiscal Year Budget Proposal**

- Currently, we are proposing a deficit of \$2,670, partly because we are funding new initiatives from the surplus including the Women in Leadership program (Elevate).
- ***Due to the uncertainty of COVID-19 pandemic, several programs over the next few months will be affected including the cancellation of the Plane O’ Fun, therefore the budget will need to be altered before the next membership meeting.***

**Expense Account Update**

- Account 004 (Directory) – we are proposing \$0 since we will stop creating the printed directory (it has typically cost us \$8,000 to print) – will provide resources to members on how to access the online directory.
- Account 005 (General Board) – proposing a great deal more because we are moving the payroll taxes that we pay our staff (from account 19 office operations) into legal fees & taxes which falls under General Board. Also, adding Women in Leadership program to General Board.
- Account 009 (Media Communications) – proposing a budget of \$40,000 to purchase new software to manage membership and nonmembers – will provide far more capabilities than Wild Apricot.
- Account 032 (Scholarship) – up from the past since all scholarships have been combined (CAP, Transfer, etc.)

**Income Account Update**

- Account 110 (Advertising) – Since there will be no printed directory this will be \$0 for advertisements

**Total Support & Net Incomes**     \$233,300.00  
**Total Operating Expense**        \$235,970.00

*E. Updegraff motioned for an unofficial vote from the Executive Board to propose a budget for the 2020–2021 fiscal year pending changes due to the current events, S. Szczepanski seconded.*

**Discussion**

*What are the repercussions should we decide to wait for 30 days to vote on this proposed budget?*

*Income generating issues will impact the 2019–2020 budget rather than 2020–2021 fiscal year budget.*

*Although we have approved a budget deficit in previous years we have brought in more in net assets each year.*

*P. Walsh made a friendly amendment that the budget as presented by Erin be moved to the next membership meeting for approval recognizing that edits may be necessary given the uncertainty due to the coronavirus. E. Updegraff and S. Szczepanski accepted the friendly amendment.*

*Unofficial vote passed.*

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

MEMBERSHIP CATEGORY	% Change	TOTAL
Category 1 (Post-Secondary)	+2.6%	932 members
Category 2 (Secondary)	-.60%	538 members
Category 3 (Related Educational Services)	+4.9	194 members
Total Overall IACAC Membership	+1.8%	1,664 members

**President-Elect Report: (M. O'Rourke)**

a. Conference

1. Right now events over 1,000 are required to cancel and events over 250 are recommended to cancel.
2. If we decided to cancel we will lose \$72,484, which does not include money spent on entertainment or Factuality which would bring it closer to \$75,000. If we reschedule within the calendar year we would lose half \$36,242. The Presidents will continue to closely monitor the situation and will make a decision soon.

b. Transition & LDI

1. Transition Meeting – (tentative) – June 12, 2020 at Augustana Lombard office
2. LDI – (tentative) overnight last week in July 27–28, 2020 in Springfield, IL.

**Past-President Report: (P. Walsh)**

**Credentials Update**

Credentials met on Jan. 31<sup>st</sup> to thoroughly review the IACAC bylaws and recommend changes for the membership to consider at the Annual Conference. Proposed changes to the IACAC bylaws for 2020 have been sent to NACAC for approval. Once NACAC reviews these changes, the proposed bylaws will be sent to membership in time to be voted on at the 2020 Annual Conference. Below is a summary of the changes.

**NACAC required changes**

- Add a category under voting individual membership to include persons who serve as school district administrators, or university administrators for voting member institutions (Article I. Section 1.).
- Remove language regarding the review of alleged infractions of the CEPP and NACAC Bylaws by Admissions Practices.

**Other Changes**

- Remove detailed descriptions and duties of standing committees as they are better reflected in a policy document like the Leadership Manual. Standing committees are still listed.
- Cleaned up the duties of the secretary position removing the role of serving on Media Team.
- Eliminated Article XII. Executive Assistant and added to the Leadership Manual.
- Changed language under Article VI. Finance, Section 3 – to make process of identifying surplus clearer and reflect recommendations from the financial surplus ad-hoc committee.
- There were a few standing committees not assigned to a council team in the bylaws although they were assigned to the Media Team, Student and Family Outreach team or Professional Development Team on the IACAC website. Updated the bylaws to reflect current practice.

NACAC is in the process of fully reviewing each affiliate's bylaws and providing in-depth feedback. Two weeks ago we received a marked up copy of the IACAC bylaws with changes to consider for 2021. NACAC's feedback will provide the Credentials Committee a good start for changes for next year. Also, the presidential team received training on bylaws and policy manual during our time at Winter LDI. After much discussion with the Credentials Committee, it was decided to not move forward with two NACAC recommendations. 1. Move the approval of the annual budget from a membership approval to executive board approval. 2. Add a clause that would allow the Executive Board to amend bylaws in cases of emergency or extreme threat to the financial well-being of IACAC. Thank you to the Credentials Committee for their hard work and attention to detail.

#### Credentials Committee

Todd Burrell, Southern Illinois University Edwardsville  
Angie Cooksy, Bradley University  
Linda Haffner, IACAC Executive Assistant  
Sylvia Hernandez, Michigan State University  
Julie Nelson, Xavier University  
Megan O'Rourke, Providence College  
Chelsea Pflug, Arizona State University

Michelle Rogers, Saint Louis University  
Ellen Rostker, Rochelle Zell Jewish High School  
Roberto Suarez, Homewood Flossmoor High School  
Amy Thompson, York Community High School  
Courtney Wallace, Augustana College  
Shawn Wochner, Western Illinois University

#### Nominations Update

The Nominations Committee met on Jan. 31, 2020 to review nominations for open positions on the Executive Board. In total, fifteen members are slated for the seven open positions. The slate of candidates does not need a formal motion or approval of the Executive Board. The slate of candidates includes:

President-elect, Secondary (1)	Tony Minestra, Loyola Academy
Treasurer-elect (1)	Brian Albertsen, Illinois State University Mike Ford, Woodlands Academy
Secretary (1)	Chelsea Pflug, Arizona State University Josephine West, The Ohio State University
Postsecondary Delegate (1)	Will Barefield, DePaul University Christine Grotzke, Michigan Technological University Rachel O'Connell, Augustana College Shawn Wochner, Western Illinois University
Secondary Delegate (1)	Jill Diaz, My College Summit Dan Miller, Adlai E. Stevenson High School Sharon Williams, University of Chicago Lab School
Secondary Council Team Director (2)	Keith Hebert, CICS-Northtown Academy Scott Lilly, Glenbard East High School Stacey Schlaud, West Leyden High School

I met with the candidates prior to this meeting to review the attached agenda and answer any questions they had about the election process and responsibilities during conference. Thank you for saying yes and best of luck to all the candidates! Also, thank you to the Nominations Committees for their thoughtful consideration of all who were nominated.

#### Nominations Committee

Todd Burrell, Southern Illinois University Edwardsville  
Nate Bargar, Carmel Catholic High School  
Angie Cooksy, Bradley University  
Kara Dollaske, York Community High School  
Mike Dunker, Retired Crustal Lake South High School/Western Illinois University  
Traci Flowers, Deerfield High School

Sylvia Hernandez, Michigan State University  
Brian Hodges, University of Illinois at Urbana-Champaign  
Julie Nelson, Xavier University  
April Ponte, Oswego East High School  
Roberto Suarez, Homewood Flossmoor High School  
Courtney Wallace, Augustana College  
Kim Wiley, Deerfield High School

## Reminders

- Review the Leadership Manual for your committee/position. Send all updates directly to me by Fri., May 15, 2020.
- Past President's Luncheon was Feb. 11<sup>th</sup> from 10:30 am–1:00 pm @ Augustana College, Lombard. The presidential team provided updates on Conference, the work of the Executive Board, bylaw revisions and nominations.
- Past President's Conference Dinner is on Wed, April 22, 2020 from 6:00 pm – 7:30 pm at the Westin.

Q: If there is a change to the typical in-person conference schedule, would voting take place during the conference days, possibly virtually?

## **President's Report: (A. Thompson)**

- A. Cancellations and their impact on our association
  - a. Plane-O-Fun: Plane tickets, Hotels, Busses
    - Plane tickets – already purchased through Southwest (~\$14,000) – will get credit
    - Will lose \$915 owed to Silver Cloud hotel – payment due 120 days ahead of event
    - We do want to take this trip in the future
    - We are currently still planning on doing the Micro Tour in July
- B. College Fairs: NACAC National, CLC, D214, Niles 219
  - Our contract states that there is no refund for college registration fees, but we are contractually obligated to reimburse our sites.
  - Lose a total of \$42,220 if all college fairs were cancelled based on tiered system.
  - Amy will send a survey out to the Executive Board and the finance committee will gather information and vote on how to proceed with the following choices:
    - Do not reimburse
    - Since this is unprecedented, Reimburse 100%
    - Since this is unprecedented (shared pain theory), Reimburse 50%
  - NACAC is still navigating how to handle reimbursements (credit for future fairs)
  - We still have some expenses that have been already been paid that we can't recoup – postcards, posters, bags.
- C. District Seminars: NIU and Dominican (March 13, 2020)
  - NIU and Dominican cancelled; No policy written for refund if an event is cancelled
  - Full reimbursement for the 2 cancelled District seminars is \$2,200
  - We have the financial capacity to weather the storm
- D. Sharing the Dream
  - Speaker has not yet signed a contract (coming from California)
- E. MMI, Motivate Me, Camp College, Summer Institute, Micro Tour – Since these are happening later this summer we will tackle these at a later date.
  - Currently a hold on all surplus requests
  - Need to consider having clear refund policies for all events in the future
  - Need to consider event insurance for revenue events or high expense events

## Unfinished Business

### **Ad Hoc Committee Action: Conference 2023 (J. Nelson)**

- The optimal dates would be April 26 – 28, 2023.
- Donna Epton did preliminary research and provided three venues options: Peoria Convention Center (hotels not available in 2023), Marriott Bloomington, Crowne Plaza (Springfield) – we were there last in 2002.

	<b>Crown Plaza Springfield</b>	<b>Marriott Bloomington</b>
Room Rates	\$119/day	\$136/day
Wi-Fi	\$100/day	\$2,500/day
Opening Session Capacity	500	380
Lunch Capacity	580	360
Parking	Free	Free

- Better options for spacing (exhibitors, Counselor College fair, etc.) and hotel accommodations at Crowne Plaza.
- Contract needs to be signed by March 31, 2020.
- Conference 2027 – the committee recommends to look at places in the Quad cities.
- Possible super conference in 2024 in Des Moines, IA with Indiana, Iowa, Minnesota, Indiana, Wisconsin, Great Plains, and Missouri.
- General consensus from the board to book conference in Springfield in 2023.

**Ad Hoc Committee Action: Membership Model Review (D. Miller)**

The committee wanted to review other affiliate models that were of interest to potential changes in the IACAC membership model. The models that were most interesting were Indiana (tiered model, most and only similar to NACAC for 2021 membership) along with New England, which offers unlimited high school and district staff on secondary side AND regional rep costs for membership.

NEW ENGLAND	
College Side (\$50 for primary vs. \$55 for IL) & \$5 for additional members vs. \$40 for additional members	HS Side (Institutional Unlimited = \$25) & District Unlimited=\$100 vs. IACAC Model: Primary (\$45) and Additional (\$35)
Overall revenue = \$40,205 for current IACAC vs. \$17,575 for New England	Overall revenue = \$20,695 for current IACAC vs. \$13,225 for New England
<b>OVERALL TOTAL INCOME: IACAC = \$66,960 vs NE MODEL = \$38,700 (Estimated decrease of \$28,260 annually)</b>	

OHIO	
College Side (\$55 for primary vs. \$55 for IL) & Additional Members = \$25 vs. \$40 in IACAC	HS Side (\$20 for primary & \$20 for additional) vs. IACAC Model: \$45 and \$35, respectively
Overall revenue = \$31,130 for Ohio vs. \$40,205 for IACAC	Overall revenue = \$20,695 for current IACAC vs. \$10,580 for Ohio
<b>OVERALL TOTAL INCOME: IACAC = \$66,960 for current IACAC vs. \$45,370 using Ohio model (Estimate decrease of \$21,590 annually)</b>	

INDIANA	
College Side 1-3 staff=\$110 4-6 staff=\$140 7-10 staff=\$200 11+ staff=\$250	HS Side 1-3 staff=\$50 4-6 staff=\$70 7-10 staff=\$95 11+ staff=\$105
College side overall revenue: \$125,440 vs. 40,205 for IACAC	HS side overall revenue: \$26,450 vs. 20,695 for IACAC
<b>OVERALL TOTAL INCOME: IACAC = \$66,960 vs. \$157,280 (Estimate INCREASE of \$90,320 annually)</b>	

**ANALYSIS**

- It seems that Indiana is the way to go but it does significantly increase prices for HS and College Sides - would that lead to decreased members per institution OR more members for a better value?
- It does seem that way, of course only taking into account the same group and taking your suggested average of 4-6 staff on the college side and 1-3 staff on the high school side. On the high school side it would be as if membership dues went up \$5 and on the college side, dues would go down \$35 for 4 staff members, down \$75 for 5 staff members, and down \$115 for institutions with 6 staff members. The question would be how many of those primary memberships are from institutions with only 1 staff member (regionals).

- There are still a few things that need to be defined, what constitutes as a University System or District (New England Model), and for the Ohio model, it would seem because prices pretty much go down, using this model would strictly be to try to increase membership numbers.

### **NEXT STEPS**

Solicit thoughts/reactions/feedback from the board. Ad Hoc Committee looking at following potential steps moving forward:

- 1.) Membership Committee chairs will update the script with the new inquiry questions about ROI, etc.
- 2.) Additional committee chairs/board members will volunteer with calling campaign.
- 3.) We start with the Indiana and New England membership models (since that seemed to be of high interest during Friday's Ad Hoc Meeting), use their structure with Erin to price out membership model implications.
- 4.) With that financial information, work with Linda to assess what is most to least feasible, along with other models if Indiana/New England provide less than ideal results. It might be good to add a third financial model, just because I like the rule of 3's :)
- 5.) Connect with Erin (hopefully incorporate the Ad Hoc Committee) to develop a model assessment survey tool (perhaps to be given out at Conference?) for members and non-members.
- 6.) Ideally, present the board with a summary of potential models along with survey questions (seeking input from the board) at the March board meeting.
- 7.) Send out and/or refine survey in anticipation of the Conference.
- 8.) Provide a summary of work at the conference - would you do this during your President's Report and/or would April (or another chair?) share our ongoing work during the business meeting?

### **TO DO/ACTION STEPS MOVING FORWARD:**

- 9.) Solicit interest across IACAC to develop a new updated infographic to identify benefits across our categories of membership (i.e., similar to NACAC's - I'm thinking summer with hopes of completion for delivery at CPS kick-off meetings in August (dates TBD) along with state articulation meetings)
- 10.) Throughout 20-21 year, work to refine all of these efforts for the board/membership to vote on new structure for October 2021 membership renewal.

### **New Business**

#### **ISCA Conference Attendee – who would benefit & represent IACAC? (M. O'Rourke)**

- The upcoming conference is April 16–17, 2020. We want to continue a strong partnership (especially since we need their support for legislation) and would like to have a high school representative from the IACAC board or GRC to attend the conference. Annette and Joe might attend if it's not cancelled.

#### **Summer Institute Idea (S. Goldman)**

- Proposal to change the current structure so that the site is selected two years in advance to give the host institution and leadership of that institution the opportunity to plan.
- Call for proposals goes out in April usually.
- Important for an institution to foresee the expenses if more than a year out.
- Concern that an admissions office might not have a budget and it might be difficult to get pricing (meal, housing costs, etc.) two years out, but how often do those prices change? Another concern is that the job turnover in college admissions and sometimes the admissions rep who puts forward the proposal sometimes moves on and the carryover with co-chairs can be a problem.

### **Committee Reports:**

**Government Relations:** Senate voted and passed Senate Joint Resolution 76 Congressional Review Act (Senator Durbin's bill) with good bipartisan support.

**Mentorship:** Planning a picnic/kickball with CARR in the summer. Planning a day of service (putting on hold for late summer/early fall).

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

*Motion carried.*

*Meeting adjourned at 1:54 p.m.*

*Respectfully submitted by Renee Koziol, IACAC Secretary.*