

*January 27, 2017
10:00 – 3:00*

*Northern Illinois University
Rm 506 Holmes Student Center*

ILACADA Executive Board Meeting

Attendees:

Theford Jackson
Holly Herrera
Aaron Surratt
Eliza Callahan
Elaine Atwood
Valerie Brooks-Whalen
Moises Orozco
Angjie Almeda
Stuart Robinson
Melissa Franzen prof dev (skype)
Dawn Huckleberry webmaster (skype)
Michelle Pickett, NIU, Conference Committee Chair

Mark Vegter communication not in attendance

- I. Welcome and updates: Theford/Holly
- II. Call for New Business – No New Business
- III. Approval of Previous Meeting Minutes – Anjie moves, Aaron seconds, minutes approved
- IV. Review Strategic Plan: Theford and Holly
At last conference talked about developing website more and more information for members at their fingertips. Other parts of the plan were:
 - a. Formalization of committee structure: Open positions have been filled and soliciting participation from members generally when appropriate. Still a few open positions.
 - b. Webmaster/update on website: Filled webmaster position, need to have updated current information. Will link to other relevant organizations (i.e. IBHE, ICCB, Higher Ed articles, IAI, Transferology, NACADA website, Mentor journal). Aim to have more and more timely conference information. Developing a partnership between webmaster/membership/communication to have value for membership (those 3 chairs meet/talk regularly to ensure information is timely and intentional).
 1. Timeline for website updates: Estimating March 1 at the latest for a bigger website update.
 - c. Membership/Election Committee position: Filled now and have the vice president to be of assistance or as backup. May look at adding more at-large members to the board and they can help fill the gaps (see Constitution Committee notes below). Originally we aimed for two committee members for memberships since it's a big job.
 1. Old elections cycle: conference in May, nominations just prior, voting in June, term starts August 1. Need to confirm term dates for new cycle.

2. Committee members can be any ILACADA members so option of utilizing graduate assistant help and also opens pathways to executive board membership.
3. Will not do a second special election to fill additional Membership Committee spot. Will wait until election cycle.

V. NACADA updates: Moises

- a. 2016 National Conference in Atlanta – October 5-8
 1. At regional meeting had 14-17 IL in attendance. Hosted a social after region meeting (15 attended) and NACADA President & Charlie Nutt attended social.
 2. 2017 National Conference will be in St. Louis – October 11-14, 2017
- b. 2017 Region V conference in Rosemont – March 15-17
 1. Conducted a site visit in December. Accepted 54 out of 112 proposals. We have made the ILACADA donation to Region V. Discussion of the IL social at the conference. More research will be done into possible locations/options.
 2. There are still low application numbers for grants/awards at the Region level so we should continue to advertise to members.
 3. 2018 regional conference will be in Columbus (there is already a committee and they will be shadowing at this conference). 2019 regional will be in Detroit.

VI. 2017 ILACADA Annual Conference – Updates NIU: Michelle

- a. Logistics: All aspects of conference will be held in the student center. Visitor parking on campus is \$5 for the day. Will budget for attendance of 200. Inviting President and/or Provost to do a welcome. Student Center is also a hotel (there is a Hampton Inn nearby as well). Goal to work with a bus company to do shuttle from the train station.
- b. Working to build up planning committee is next week and then committee will meet in two weeks.
- c. Proposals: Will have the call for proposals due after Region V so we can promote. Will also ask if presenters are willing to repeat a session on the application to help fill schedule and allow more flexibility for attendees.
- d. Vendors: Not sure how to deal with vendors. Possibly contact sponsor from last year again.
- e. Budget: Last year cut registration cost to \$90 (\$25 goes to membership, leaves up to \$65pp). Aim to spend \$50 pp max. Stu will send Michelle last year's budget again. In first round of planning just doing meals (social, breakfast, lunch) the costs were in the \$40+ range.
- f. Keynote: Looking to Jenny Bloom or someone who knows about advising or IL issues.
- g. PreCon Session: Had the same precon (Wendy) at ISU and UIUC. May look to do a precon related to administration but if nothing comes together it is ok not to have a precon. Will definitely have a social.

VII. Officer, Committee and Member Reports

- a. Treasurer: Stuart
 1. Below all spending projections due to low cost of last conference; other than NACADA donation haven't spent money on scholarship/grants/awards. Online application isn't automatically directing to paypal for online payment (Dawn looking to fix). Setting a lofty goal of 80-90 renewals at regional. We may lose some money this year but still ok.
 2. What about paying ahead before the membership year? Since making adjustment and to increase membership will say that if join now then your membership is good to September 2018.
- b. Membership and Elections: Valerie & Open. Currently have approximately 250 members.
 1. Recruitment Plan: Have old membership brochures as promotional. At Region V will collect business cards and do membership giveaways (traditionally given them at the state meeting portion, could do at other times), tentatively planning to give away four (two

Thursday night, two on Friday). Membership will then do a follow up communication to all cards re: didn't win and info about joining. Will also send something to membership list re: who won.

- c. Secretary: Eliza is creating public minutes to display on the website.
- d. Constitution: Looking to dissolve constitution committee. Will create ad hoc committee (Elaine, Holly and Eliza) to look at wording and include process for amending constitution. Also possibly increase size of board with a total of four at-large members instead of two. Any proposed changes will be voted on by membership.
- e. Communications: Will add access to communication chair to send email blasts (had been webmaster only).
 - 1. Will need to communicate with members with reminder of change of cycle, timeline in elections, put in a newsletter!
 - 2. Do something in the summer to try to build interest/recruitment, give away of membership on Facebook/website to kick off membership drive
- f. Professional Development: Melissa is still developing this position. Aiming to have information on website monthly (maybe related to National stuff).
 - 1. Highlight achievements/awards and previous best-of winners.
 - 2. More about advising as a profession/theories/CAS standards.
 - 3. Will NOT host a drive in for 2017 and will bring it back in May 2018. Already need to start thinking of hosts so will look west or central.
 - 4. Will try to get an article on the website by the end of February.
- g. Awards, Scholarships, & Grants: Shelley has some goals including:
 - 1. Reinvestment of graduate student membership into more awards.
 - 2. Change deadline from April 1 to June 1.
 - 3. Potentially reduce the award for outstanding advisor from cash to membership & conference registration, consider 3 outstanding advisor awards to be presented at conferences, looked at history/border states/comparable
- h. Webmaster: Dawn will be revamping the website over next month and looking forward to working with everyone.
- i. CAAN: Corban & Paris, CAAN listserv's sent information about COD's transfer summit,
- j. SIRAAN: This group was never able to form and meet. We will keep southern Illinois in our minds when planning going forward.
- k. At Large Members: Ann & Aaron, no updates

VIII. New Business

- a. Upcoming changes to Constitution Committee
- b. Creating new linkages between website, membership, and communications.

Next Meeting: May at ISU or UIUC then again in September before the social

We will need to staff the ILACADA table/area at Region V but there will be no formal meeting at the conference.