

IITRA Board Meeting

August 5th, 2022

Call to Order at 9:08am

Roll Call: Name and something exciting happening

Present: Katie, Ashley, Whitney, Nicole, Gabby, Kody, Sydney, Adria, Colleen, Barb

Absent: Christine, Ellie, Emily, Adrienne

Approval of Meeting Minutes

June Meeting Minutes

Motion to approve: Ashley

2nd motion to approve: Whitney

No discussion

Motion passes

Open Issues

Committee Updates

Financial-Nicole

Checking: \$12,550.27

Savings: \$2,493.74

Scholarship: \$1105.29

Media- Colleen

- Committee is working on Call for Presenters form to post
- There are some speakers interested in presenting
- Any updates for the newsletter can be sent to Colleen
- Colleen is working on updating the internship opportunities on the website—she will reach out to Adrienne and UNI to update this
- As presenters are confirmed, Colleen will post on social media and the website to start getting interest in the conference

Scholarship- Adria

- Committee has not met yet, probably will start this fall
- We are still short one U of I representative
 - Colleen will post on social media

Nominations- Barb

- Positions open
 - President Elect (3 years)
 - Secretary (3 years)

- 2 Year Member at Large (2 years)
- West Regional Representative (3 years)
- 2 UNI students (1 year)
- 2 U of I students (1 year)

Conference Committee- Whitney

- The budget was sent out last night—Whitney went over the numbers and explained some key points to the budget
 - Keynotes—Brent (presenting Thursday, Friday and the resource fair), Mike (Thursday workshop and Friday), and Tom (Friday)
 - Catering
 - Discussed using Google Forms for digital check-in
 - It is free
 - If this does not work, there is money budgeted to use for a service
 - Attendees could preregister for each session, so we know who should be in each session
 - This could also be used for voting
 - There would be a QR code for people to scan and do it on their phone. There will also be a link people could use. There will also be paper copies just in case.
 - This could also be used for voting
 - We will have to pay for registration
 - The total budget is \$12,500—we only have \$12,500 in our account
 - We could move money from savings to checking if needed
 - Money was added to the budget during meeting to allow money for breakout session speakers (\$300)
 - Discussed increasing costs for participants
 - Can put a note that prices were increased due to inflation and rising costs
 - Increased fees as follows
 - Early bird admission \$150 \$175
 - Regular admission \$175 \$200
 - Early bird admission students, board members, speakers \$65 75\$
 - Regular admission students, board members, speakers \$75 \$100

Motion to change the costs of conference admission

Motion to approve: Kody

2nd motion to approve: Adria

No discussion

Motion passes

Motion to approve conference budget of \$12,500

Motion to approve: Ashley
2nd motion to approve: Adria
No discussion
Motion passes

- Secured the dates 4/13/23- 4/14/23 at the Courtyard by Marriott in Ankeny, IA

Motion to approve dates for conference

Motion to approve: Colleen
2nd motion to approve: Gabby
No discussion
Motion passes

- All keynotes are set
- Whitney has some breakout sessions confirmed
- Whitney she shared other ideas of breakout topics and asked board members to think about those things when looking for breakout speakers
- Asked that all board members would come up with 2 ideas of presenters, present themselves, or be a backup if needed
- Whitney will pick theme—doesn't need to be voted on

New Business

- None

Next Meeting Date

September 2nd, 2022

Adjournment

Meeting adjourned at 10:04am

Meeting minutes submitted by Katie Stephany, IITRA Secretary