



ILLINOIS CORRECTIONAL ASSOCIATION

PO Box 4737

Chicago, IL 60680-4737

www.Illinois-Correctional-Association.com

info@illinois-correctional-association.com

Illinois Correctional Association / Board of Directors Meeting

Teleconference: Tuesday, 15 November 2016: 11:00 Hours

- I. Roll Call:** Joanne Kurt-Hilditch (President), Daniel Sheline (Vice-President) Richard Hart (Treasurer), Mike Lukas (Secretary), Jerry Butler (Immediate Past President), Jim Edwards (Director)
- II. Call to Order:** 11:04 Hours by President Kurt-Hilditch
- III. Approval of Minutes**
 - a. Annual Board / Membership Meeting Minutes – 07 October 2016
 - i. Motion to Accept/Approve: Immediate Past President Bulter
 - ii. Motion seconded: President Kurt-Hilditch
 - iii. Unanimous Consent
- IV. Reports:**
 - a. President (Joanne Kurt-Hilditch): Survey Monkey up and going. Will be sending out a survey about the Fall Forum to get feedback from attendees. It should be going out this week and we will also be getting feedback on what attendees want to see next year at the conference.
 - b. Treasurer (Richard Hart): As of 14 November 2016 there is currently \$10,961.76 in the ICA accounts. Chase has \$10,481.66 and PayPal has \$480.10.
 - c. Secretary (Mike Lukas): Online election went well. Dropbox account set up for Board.
 - d. Immediate Past President (Jerry Butler): Fall Forum feedback was positive, overall event went well, and thanks expressed to all involved in

setting it up and making it a success.

e. Directors:

- i. Jim Edwards: Newsletter is being worked on with Jim Thomas. A new format is being developed. Goal is to get the newsletter sent out mid-December. Format to include letter from outgoing and incoming Presidents and information about the Fall Forum.
- ii. Dale Hale: See below Section V. Old Business, Sub-Section a. 2017 ICA Fall Conference, Northern Illinois University.
- iii. Jim Thomas: No Report

V. Old Business:

a. 2017 ICA Fall Conference, Northern Illinois University

- i. Date Verification: October 13 & 14, 2017
- ii. Total Cost Projection: Estimated at \$7,000 - \$9,000. Board looking at ways to generate revenue to recoup costs of conference.
- iii. Call for Presentations: The theme for the conference will deal with Community Corrections and Re-Entry. Charles Kehoe will be the keynote speaker and will also be doing 1-2 presentations during the conference. He is a Past President of ACA and an Illinois college graduate. Fees for Mr. Kehoe to attend are \$600.00 plus lodging and meals in DeKalb. A Call for Presentations will be sent out to membership to find out what workshops people are interested in and why those interested in presenting should be considered to present. It is being considered to maybe have students do a presentation and research posters for presentation. Additional presenters are being considered for the conference to conduct workshops. A recommendation as made by Jim Edwards to consider Marcus Hodges. Jim will be contacting him to get cost proposal and will follow up with Board once he gets proposal.
- iv. Exhibitors Prospectus: A sample was sent to Board for review. The prospectus will provide exhibitors information about the conference and costs to be an exhibitor plus different types of sponsorships available. Prospectus needs to be finalized before ACA Conference in January so that it can be taken to and handed out at the conference to prospective exhibitors.
- v. Schedule/Times for conference: The tentative schedule for the

conference begins on Friday morning (October 13th), with one/two workshops for early arrivals; keynote session and lunch at noon with Charles Kehoe as speaker; 2-3 workshops after lunch; a closing panel discussion; supper on your own; with 1-2 optional planned activities. Saturday (October 14th) sessions will include 2-3 workshops followed by a closing group session and the conference concluding by noon.

- vi. Pricing: It was suggested the minimal registration fee for conference attendees be \$50, early registrants and ACA/ICA members would get a discount \$10. Board discussed and suggested making minimal fee \$75 and still offer suggested discount.
 - vii. Site Visit: The Board is planning to conduct a site visit in the spring to see conference accommodations and lodging accommodations.
 - viii. Space Available for Conference Use: Board will review during site visit.
 - ix. Lodging: \$79 + tax/night double occupancy with no parking fees at the NIU Conference Center.
 - x. Food: Local restaurants for those staying overnight. Board will consider catering companies for possible food service at the conference.
 - xi. Other Activities: Considering some type of possible social event the evening of the first day of conference.
- b. Fall Forum Wrap-Up: Total Costs for the Fall Forum was \$2,415.11. Food costs, included in the total costs, was \$777.00. A total of \$320.00 revenue was raised at the Forum from sales of polo shirts and onsite registrations. Discussion was held by the Board regarding the Fall Forum. Feedback from attendees at the Forum was positive. The Board felt that this was a good opportunity to build relationships with local agencies and IDOC.

VI. New Business

a. ACA Winter Conference

i. Attendance of ACA Winter Conference by President and Vice-President

1. Motion for President and Vice-President to attend made by

Director Jim Edwards.

2. Motion seconded by Immediate Past President Butler.

3. Unanimous consent.

ii. Expenses authorized by Board for conference attendance:

1. ICA will cover, based on expenses, the cost of conference registration, air fare, and hotel.

b. Board Workday – Scheduled at McHenry County SO – 12 January 2017 @ 10:00 hours.

i. Regular Board meeting.

ii. Discuss the future of ICA and how to promote ICA and membership.

iii. Executive Board Meeting with President, Vice-President, Secretary, Treasurer, and Immediate Past President.

c. Board Membership – One Director slot to fill. Kevin Lyons will be contacted to determine if he would like to be the eighth Board member.

d. Purchase of items for exhibitor opportunities (ISA, Chief Deputy & Jail Administrators Conference – March & April, Fall Conference).

i. Will discuss in January.

e. ICA Mailbox vs. ICA Address: Tabled for future discussion.

f. Ideas for The Future: In January discuss the goals of ICA and what ICA can do for the membership. Board asked to bring ideas to meeting in January.

VII. General Discussion: Nothing further to discuss.

VIII. Meeting Adjourned: 12:01 Hours

a. Motion by Treasurer Hart.

b. Motion seconded by Immediate Past President Butler.

c. Unanimous consent.