

Illinois **Administrative Professionals**



OFFICE PROFESSIONALS WORKING AND GROWING TOGETHER

Since 1948

FY21 Annual Report

President's Report—Donna Miller

The President - Will preside at all meetings of this Association and of its elected officers and will perform such other duties as ordinarily pertain to this office. Will appoint all chairs deemed necessary for carrying out the purpose of this Association, subject to approval of the elected officers and will be an ex-officio member of all committees, except Nomination and Election Committee. The President will collect reports from all Executive Board members and compile the information for distribution as an annual report to the membership no later than September 15 of the current term. At the end of the current term, the President will transfer current presidential records to and forward prior year's records with materials collected to archives.

2020-2021 the University wasn't allowing meetings in-person due to COVID-19. We were trying to be more creative with our special events to make it personal even though we were not together in-person. The committee members did a great job in supporting me as we had another year of not seeing one another in person.

Professional Development and Communication. We continued to hold Executive committee meetings and monthly IAP luncheons by Zoom meetings. The Programs and Events committee has done a wonderful job seeking out guest speakers who would present by Zoom with numbers around 25 members attending. I believe the general consensus from the Executive Board, we will move forward with our regular luncheon meetings to be by Zoom and hold the special events such as Boss of the Year, Office Professional of the Year in person if it is possible according to University and Public Health Guidelines.

Activities and Procedures Document. March 17, 2021-We celebrated Bess G. Matteson recipient, Debora McCall. She will be retiring in 2021, she met the criteria to receive this award. We also celebrated Member of the Year recipient, Angie Coy, in June 2021.

I tried to encourage the members in the monthly newsletter and thanked them for their membership. We are planning to give t-shirts away to those who renew their membership with IAP in July 2021.

Committee: Bylaws/Parliamentarian Committee

Committee Member: Angie Coy, Chair Committee

Committee Charge: Amendments to the bylaws will be presented to this Association through this committee. Will keep the membership informed of all changes or proposed changes. The current version of the bylaws will be available on The Secretariat website, or to members of the organization upon request.

The Bylaws committee was composed of one person, Angie Wisehart, who served as Chair.

There were no changes to the bylaws during Fiscal Year 2021.

All bylaws policies were followed accordingly at all meetings throughout the year.

Respectfully submitted,
Angie Coy, Bylaws/Parliamentarian

2020 Boss of the Year Award Committee Report

The Illinois Administrative Professionals Bosses Recognition and Boss of the Year luncheon was held on Wednesday, October 21, 2020 virtually via Zoom.

The luncheon was attended by a total of 27 people (mostly members). We had 4 guests and they were bosses that were nominated and 2019 BOTY winner and guest speaker Ruth Sosnoff. Bosses in attendance Paul Ellinger, Associate Chancellor and Executive Vice Provost nominated by Jane Baumgartner; Avijit Ghosh, Vice President, CFO & Comptroller, nominated by Jill Odom; and Amy Dillman, Associate Director for Human Resources, Prairie Research Institute nominated by Megan Weeks. The three nominees and the speaker will be presented with plants and gift bags of assorted candies that were delivered after the lunch. In addition, the winner received the winner's plaque and a framed certificate.

The committee chose Paul Ellinger (in a VERY difficult and close vote) as the recipient of the 2020 Boss of the Year Award. Following the announcement, Paul made short acceptance and thank you remarks.

Ruth Sosnoff, 2019 Boss of the Year Recipient, gave a talk about what makes a highly sought-after administrative professional.

After Ruth's talk a video presentation was played to announce the nominees. This was special and different as the nominators spoke to assist in nominating their bosses. Credit is given to Stacy Walker for producing and filming this process. It was a different way to present and appreciated by members, per the comments that were sent after the lunch.

Stacy Walker delivered the gifts to the nominees and winner. Unfortunately, being virtual there was no opportunity for picture or additional drawing and activities.

We would like to thank the Boss of the Year committee members: Andrea Fain and Jamie Willard for their work on this committee.

No lunch was served at this meeting it was held via Zoom.

Expenses for this event:

\$38.26	Grill accessory set from Amazon
\$6.20	Plaque from trophy time
\$19.97	Document frame from Prairie Gardens
\$85.96	Plants from Prairie Gardens
\$49.62	Treat bags from Walmart
\$200.01	Total expenses

Sincerely,

Stacy Walker and Leta Summers

Co-Chairs, Boss of the Year and Office Professional of the Year Award Committee 2020

OPTY

In addition to this summary, a copy of the OPTY celebration program and Committee's tasks, timeline and assignment spreadsheet are attached. The committee members – Andréa Fain, chair, Leta Summers, Stacy Walker, and Jaime Willard – had their initial meeting over Zoom to begin preparation in early February 2021. After a quick review of overall tasks and needed planning, the group continued discussing the OPTY tasks through email. In mid-February, an email was sent to supervisors of qualifying IAP members announcing the OPTY celebration and details on the call for nominations. An announcement was also placed in the March IAP newsletter.

The nomination period ended on March 31. It was decided this year's nomination period could be lengthened to allow more time. With the event being held virtually, there were fewer logistical details for the committee to handle, such as food and room decorations for the OPTY celebration. A reminder of the OPTY celebration was included in the April IAP newsletter. The nomination letters were prepared by the chair and sent to the reviewers, the rest of the OPTY committee, on April 1 with the scoring matrix and instructions. Reviewers were asked to complete their scoring by April 6 and the OPTY Chair compiled and notified the committee of the results.

In total, 11 nominations were received for nine IAP members; two of those nominees receiving two separate nominations each. The committee selected Deb McCall as the 2021 Office Professional of the year.

The nominees for 2021 and their nominators were:

- Sarah Adams, Carle Illinois College of Medicine, Nominated by Tary Finefield & Dr. Judith Rowen
- Selena Douglass, Bureau of Educational Research, College of Education Nominated by Kim Darnell
- Angie Ellis Administration, Carle Illinois College of Medicine Nominated by Tary Finefield & Stephen Boppart
- Lorraine Graham, Office of Executive Vice President, University System Nominated by Sonja Bean & Sarah Zehr (combined nomination)
- Laura Ketchum, Education Policy, Organization & Leadership, College of Education, Nominated by Yoon Pak
- **Debora McCall, Administration, Regional College of Medicine, Nominated by Janet Jokela**
- Jill Odom, Office of Vice President, CFO & Comptroller, University System, Nominated by Avijit Ghosh
- Cindy Smith, Human Resources, College of Law, Nominated by Patrick Rietz
- Dianne Tellschow, Student Affairs, School of Information Sciences, Nominated by Meg Edwards

Once a winner was determined, the committee completed the preparations for the April 21 celebration event. This included preparing the traveling trophy, certificates and gift bags for the nominees. It was learned during preparations the 2020 OPTY recipient was not provided a small plaque and so both the 2020 and 2021 Office Professional of the Year small plaques were ordered. The Board and Treasurer were informed of this so appropriate information could be tracked.

Nominees and nominators were notified of the OPTY celebration and provided registration information for the event. Each nominee attended and had several office colleagues on the Zoom meeting for the event. After the celebration, arrangements were made with each of the nominees and the committee chair delivered the prepared gifts bags at a specified location for each nominee.

History of Illinois Administrative Professionals (formerly The Secretariat)



Illinois Administrative Professionals is an organization comprised of employees in administrative professional classifications. In 2018, the organization's name was changed from 'The Secretariat' to better reflect the office professionals of today.

In 1948, Kathryn G. Hansen organized a group of non-academic employees in supervisory positions at the University of Illinois at Urbana-Champaign.

The organization gives members the opportunity to become better acquainted with those across campus in similar roles and a network for the exchange of ideas and professional development. The organization celebrated its 70th anniversary in 2018.

In 1993, the Office Professional of the Year was established as a yearly award for IAP members. Today, we add another member to the prestigious list of those who have gone above and beyond their responsibilities to support ILLINOIS!

These members take pride in not only their position on campus, but are also active in many other roles. Each year it is a challenge for the review committee to select from the nominations one person who best represents the "Office Professional of the Year."

Thank you for joining us today as we celebrate these wonderful, hardworking nominees.

Illinois Administrative Professionals



Welcome to the 29th Annual Office Professional of the Year Ceremony

April 21, 2021

Guest Speaker

Rohit Bhargava

*Director, Cancer Center at Illinois
Professor, Bioengineering*

***"Excellence is doing ordinary things
extraordinarily well."***

John W. Gardner

2021 OPTY NOMINEES

Sarah Adams

*Administration, Carle Illinois College of Medicine
Nominated by Tary Finefield & Judith Rowan*

Selena Douglass

*Bureau of Educational Research, College of Education
Nominated by Kim Darnell*

Angie Ellis

*Administration, Carle Illinois College of Medicine
Nominated by Tary Finefield & Stephen Boppart*

Lorraine Graham

*Office of Executive Vice President, University System
Nominated by Sonja Bean & Sarah Zehr*

Laura Ketchum

*Education Policy, Organization & Leadership, College of Education
Nominated by Yoon Pak*

Debora McCall

*Administration, College of Medicine
Nominated by Janet Jokela*

Jill Odom

*Office of Vice President, CFO & Comptroller, University System
Nominated by Avijit Ghosh*

Cindy Smith

*Human Resources, College of Law
Nominated by Patrick Rietz*

Dianne Tellschow

*Student Affairs, School of Information Sciences
Nominated by Meg Edwards*

Event Schedule



Opening remarks: Donna Miller
IAP President

Monthly Business

Guest Speaker – Rohit Bhargava

Presentation of Nominees

Announcement of 2021 OPTY

Closing Remarks

Illinois Administrative Professionals

Office Professional of the Year Ceremony

UBTITLE HERE

Committee Chair – Andr a Fain

Committee Members – Leta Summers, Stacy Walker, Jamie Willard

2021 Office Professional of the Year Nominees

Sarah Adams

*Administration, Carle Illinois College of Medicine
Nominated by Tary Finefield & Judith Rowan*

Selena Douglass

*Bureau of Educational Research, College of Education
Nominated by Kim Darnell*

Angie Ellis

*Administration, Carle Illinois College of Medicine
Nominated by Tary Finefield & Stephen Boppart*

Lorraine Graham

*Office of Executive Vice President, University System
Nominated by Sonja Bean & Sarah Zehr*

Laura Ketchum

*Education Policy, Organization & Leadership, College of
Education
Nominated by Yoon Pak*

Debora McCall

*Administration, College of Medicine
Nominated by Janet Jokela*

Jill Odom


*Office of Vice President, CFO & Comptroller, University System
Nominated by Avijit Ghosh*

Cindy Smith

*Human Resources, College of Law
Nominated by Patrick Rietz*

Dianne Tellschow

*Student Affairs, School of Information Sciences
Nominated by Meg Edwards*

Illinois
**Administrative
Professionals** 
OFFICE PROFESSIONALS WORKING AND GROWING TOGETHER
Since 1948

OFFICE PROFESSIONAL OF THE YEAR
sponsored by
ILLINOIS ADMINISTRATIVE PROFESSIONALS (IAP)
(formerly The Secretariat)
University of Illinois @ Urbana-Champaign

CARLA L. MANUEL 1993	DEBBIE A. KEMPHUES 2003	BETH McKOWN 2013			
PAMELA S. HILLS 1994	ANNE STITES 2004	CINDY CURTISS 2014			
JOYCE A. CANADAY 1995	ROBERT CHAPPELL 2005	LETA SUMMERS 2015			
SUSAN V. JOYNER 1996	RANAE BUCK 2006	REBECCA NASH 2016			
JANET DAVIS 1997	CAROL NEILSON 2007	ANNE PRICE 2017			
HILDE EKSTROM 1998	JANE BAUMGARTNER 2008	JAMES McGRAW 2018			
CATHY RIX 1999	KATHERINE FREEMAN 2009	PENNY NICH 2019			
JUDY CORRAY 2000	DEBORAH JANE WEIDLER 2010	ANDRÉA FAIN 2020			
DONNA J. EISKAMP 2001	JOAN CHRISTIAN 2011				
KATHRYN D. SCHILSON 2002	COLLEEN HAMMEL 2012				

Deadline	Task Description	Assigned To	Notes
Preparations for 2021 OPTY Call for Nominations			29th OPTY Ceremony (First award)
	Review Member List, Confirm Accuracy of		
February	Supervisors	Andréa	
February	Update Nomination Cover Sheet	Andréa	
	Update Online Documents, Webtools Form and		
February	information on IAP Website.	Andréa	
February	Update Nominee Scoring Sheet	Andréa	
	Present Committee Activity/Plans for OPTY		
10-Feb	Event at IAP Board Meeting	Andréa	
	Email Nomination Announcement		
22-Feb	w/Nomination Form to Supervisors	Andréa	
	Submit IAP Newsletter Announcement March -		
22-Feb	seeking nominations	Andréa	
Call for Nominations Phase, March 1-31			
18-Mar	Reminder message for OPTY Nominations	Andréa	Communications Committee should
	Encourage/Promote/Solicit Nominations	All Committee Members & IAP Board	
	Submit IAP Newsletter Announcement April -		
22-Mar	Event at Monthly Meeting	Andréa	
25-Mar	Reminder message for OPTY Nominations	Andréa	Communications Committee should
	Receive Nominations	Andréa	
31-Mar	Deadline for OPTY Nominations		
Review of Nominations Phase, Apr. 1-7			
	Prepare Nomination Letters, Send Packet to		
1-Apr	Committee w/Score Sheet	Andréa	
6-Apr	Review/Score Nominations, Return to Chair	Leta, Stacy, Jamie	
	Compile Scores for Nominees, Notify		
7-Apr	Committee	Andréa	
	Present Committee Activity/Plans for OPTY		
14-Apr	Event at IAP Board Meeting	Andréa	
OPTY April 21 Celebration Preparations			
	Order nameplate for traveling plaque and small		
	plaque from Trophy Time	Andréa	
	Print Nomination & Award Recipient		
	Certificates		
	OPTY Event Playsheet		
	Program Script & PPT presentation slides		
	Gift for OPTY Recipient		30 Minute message suggested
	Gift Bags for Nominees		
Post OPTY Tasks			
TBD	Deliver Items to Nominees/Recipient		

26-Apr IAP Newsletter Announcements May; Selected
OPTY
Illini News Bureau insert

Examples in 2018 & 2016 OPTY I

Update OPTY and BOTY Box Folder Account
Year End Annual Report

Committee: Communications Committee

Committee Members: Sarah Wells (Chair), Megan Weeks, Cathy Bialeschki, Chris Evans

Committee Charge: This committee will be responsible for effective information sharing with the membership. This includes: maintaining the website, monitoring and responding in a timely manner to email inquiries, posting information regularly on the social media accounts, and publishing a monthly newsletter. This committee is responsible for providing photography and publishing photos, and for archiving any and all official records of Illinois Administrative Professionals. This committee will also explore means to promote and increase awareness of Illinois Administrative Professionals.

Due to COVID restrictions the entire year, in-person meetings did not happen, and events were held via Zoom. Therefore, pictures were not able to be taken. However, a monthly IAP newsletter was regularly published and sent to members, the Facebook page and IAP website were updated as best as possible, and notices and reminders were sent to the members for the Zoom lunch events, and fundraisers. New members who joined the committee were Megan Weeks, Cathy Bialeschki, and Chris Evans.

Respectfully submitted,
Sarah Wells

Committee: Nominations & Election Committee

Committee Members: James McGraw (chair), Jane Baumgartner and Carolyn Hughes (co-chair)

Committee Charge: The duties of this committee will be to receive nominations, prepare a ballot, and announce the slate at the April meeting, containing in alphabetical order, the names of all nominees for each office. Nominations may also be made from the floor at the April meeting. Nominations from the floor must receive one second.

The Nominations and Elections Committee began accepting nominations for President-Elect, Recording Secretary and Treasurer starting in January 2021 and concluded March 26, 2021. A request for nominations was included in the January, February, and March newsletters, as well as, announced at the monthly luncheons and posted to the Illinois Administrative Professionals webpage.

Article X. Responsibilities of Elected Officers

Section 1. The President - Will preside at all meetings of this Association and of its elected officers and will perform such other duties as ordinarily pertain to this office. Will appoint all chairs deemed necessary for carrying out the purpose of this Association, subject to approval of the elected officers and will be an ex-officio member of all committees, except Nomination and Election Committee. The President will collect reports from all Executive Board members and compile the information for distribution as an annual report to the membership no later than June 30 of the current term. At the end of the current term, the President will transfer current presidential records to and forward prior year's records with materials collected to archives.

Section 2. The President Elect - Will assume office of President following term as President Elect. Will preside in the absence of the President and will perform other duties as ordinarily pertain to this office. Will assist the President in preparing Executive Board agendas and follow up on items raised at board or general membership meetings. If possible, will be liaison to Staff Advisory Council representing The Secretariat.

Section 3. The Recording Secretary - Will keep a correct recording of the proceedings of all meetings of this Association and of the Executive Board. Will also preserve in a permanent file all records and letters (of value) to this Association and its officers. At the end of the elected term, this file including the minute's book will be transferred to the successor and prior year's records will be turned over to the President to be archived.

Section 4. The Treasurer - Will assure sound financial management and accountability of resources. Will project an annual budget for approval at the July Executive Board Meeting. Will deposit all receipts of this Association and will make disbursements by University voucher. Expenditures not included in the annual budget approved each July will require presentation to and approval by the Executive Board prior to commitment. Will keep an account of all receipts and disbursements, making monthly reports to the Executive Board and an annual written report by June 30 of the current term. Will deposit the funds of this Association in accordance with Guidelines issued by University of Illinois Registered Organization Office. At the end of the elected term, will transfer the current records to the successor and will forward prior year's records to President to be archived.

The deadline to receive nominations for the 2021-2022 Illinois Administrative Professional (IAP) officers was March 26, 2021. A link to the nomination form was placed in the February 2021 Newsletter.

Two candidates, Dimitria Johnson and Hannah Stites, accepted the nomination for the office of President-Elect, two candidates, Penny Ames (incumbent) and Tenea Harris, accepted the nomination for Recording Secretary and one candidate, Sandy Hardin (incumbent) accepted the nomination for Treasurer.

Due to the COVID-19 pandemic and the Governor's stay-at-home order, an in-person meeting was not held in April. Therefore, the business of electing the 2021-2022 fiscal year officers was conducted electronically. The slate of officers was announced via a special email message on April 2, 2021, with further nominations solicited via email. Email nominations were closed as of 5:00pm on April 20, 2021.

The results of the nominations of officers were announced in the May 2021 newsletter. A link to a short biography of each the candidates was sent to the membership via email.

Again, due to the unusual circumstances resulting from the coronavirus pandemic and the Governor's stay-at-home order, the election of officers for 2021-2022 was held electronically via Webtools.

Jennifer Sans, who served as President-Elect for 2020-2021, will continue as President for the 2021-2022 year. The results of the Webtools election for the 2021-2022 slate of officers were announced during the May general business meeting as follows:

President: Jennifer Sans

President-Elect: Hannah Stites

Recording Secretary: Penny Ames

Treasurer: Sandy Hardin

No expenses were incurred by the Nomination and Election Committee.

Respectfully submitted,

The Nomination and Election Committee

James McGraw, Jane Baumgartner and Carolyn Hughes

Expenses included:

Vendor	Date	Amount	Description	Notes:
Trophy Time	4/9/2021	\$ 6.20	Update to Traveling Plaque	
Trophy Time	4/16/2021	\$ 81.40	2020 Recipient's Plaque	Carry over from last year. The 2020 recipient did not receive a personal plaque.
Trophy Time	4/16/2021	\$ 81.80	2021 Recipient's Plaque	
Gift Items Purchased				
Menards	4/2/2021	\$ 40.32	(9) Glazed pots & saucers	
Home Depot	4/11/2021	\$ 19.55	(3) 4 inch potted plants	Additional plants were provided as gifts by Committee Chair.
Staples	4/17/2021	\$ 20.47	Certificate Holders & Paper	Unused items will be handed over to next committee.
Meijer	4/21/2021	\$ 20.00	(9) Gift bags, tissue paper	

Total:
\$ 269.74

Respectfully submitted on behalf of the OPTY Committee by Andréa Fain.

Committee: Membership & Mentoring Committee

Committee Members: Hannah Stites (co-chair), Dimitria Johnson (co-chair), Elizabeth Lewis

Committee Charge: To recommend eligibility, to adopt a membership process as described in Article IV, and to keep a list of names and addresses of all members including allied agencies designating those who are regular and honorary members. This committee conducts a membership drive in May for membership beginning July and ending the following June. This committee will also promote professional development by assigning an Executive Board member to reach out to new member to offer guidance, support and resources as a membership benefit.

At the beginning of the 2020-2021 membership year, we sent out a reminder in July, through the IAP newsletter, for members to renew their membership. Elizabeth Lewis updated the spreadsheet with current information and reorganized members who did not renew or who retired, creating an active, inactive, and retired listing. Dimitria Johnson sent out thank you emails to all who became a member or renewed their membership. A reminder to renew was sent out in the August and September newsletters.

Mentoring: An announcement for the 2020-2021 IAP Mentoring Program went out to all IAP members in the September 2020 newsletter and a reminder email was sent out September 24. There were only two members interested in the Mentoring Program this year, both being a mentor in Basic Office Functions. We assumed because of the COVID-19 pandemic and due to the virtual nature of the meetings this year, people were not interested, and therefore we did not have an IAP Mentoring Program for the 2020-2021 year.

Conclusion: At the conclusion of the FY21 year, there were 124 members made up of 12 new members, 4 former members who renewed, 46 renewals, and 62 retirees

Committee Members: David Perryn (chair), Tenea Harris, Teresa Spence, Suzi Stadel, Marie Tan

Committee Charge: Programs & Events continued to meet the challenge of offering valuable professional development sessions virtually even with the continuation of the COVID-19 Pandemic. Events were offered via Zoom.

P&E is welcomed Teresa Spence to the committee this year. Ms. Harris, Ms. Stadel and Ms. Tan began serving on P&E in FY20 while Mr. Perryn began serving in FY19.

The P&E Committee organized and hosted a wide variety of events for FY21. The organization of each event included selecting speakers, obtaining confirmations, sending the corresponding Zoom invites as well as hosting the meetings virtually.

Programs & Events Committee offered the following:

Social Justice Conversation	July 15, 2020
Coping with Stress/Adapting to Change	August 19, 2020
Resume & Cover Letter Writing	September 16, 2020
Staying Fit in a Frantic World	November 18, 2020
Someday is Today – Live Your Bucket List	December 16, 2020
Best Kept Secrets for Financial Success	January 20, 2021
IAP Committee Spotlight	February 17, 2021
Election (By Email)/Faculty Staff Assistance	May 19, 2021

Special Events Committee offered the following:

Boss of the Year	October 21, 2020
Bess Matteson Award	March 17, 2021
Office Professional of the Year	April 21, 2021
Member of the Year (Zoom)	June 16, 2021

The P&E Committee looks forward to offering additional professional development opportunities to IAP members in the upcoming year.

Committee: Scholarship Committee

Committee Members: Penny Ames (Chair), Carolyn Hughes & Jill Ouellette.

Committee Charge: This committee is responsible for the coordination of the selection of the recipient of the Kathryn G. Hanson scholarship. The scholarship announcement is sent to Illinois high schools. The committee selects one recipient for a \$500 scholarship from the applications received and announces the recipient(s) at the April luncheon. **Due to the COVID-19 situation during spring 2021, there was no announcement at the April luncheon; instead an announcement was made through the May IAP Newsletter.**

All members updated the contact information for all the high schools in Illinois using the IHSA website. Penny Ames emailed the Kathryn G. Hanson Scholarship application information to principals/guidance counselors on the list for each high school on February 8, 2021. The deadline to receive applications was March 8, 2021. Those applications mailed needed to be postmarked no later than March 8, 2021.

This year we received a total of 41 applications/parts of applications with 31 being completed by the deadline. Of the 31 applications, 16 were eligible due to the applicants intended major being in a Business-related field and their intent to attend an Illinois institution. The Committee reviewed each application and entered their ratings of the applications on a working spreadsheet.

The following is the criteria we were looking for with each application:

1. Students who were interested in pursuing a business related major.
2. Students wanting to attend U of I, then we looked at students interested in attending any state school.
3. We also looked at GPA, extracurricular activities, and their essay.

The Committee narrowed down the 16-applicant pool to those we individually felt were the top three applicants. All three Committee members choose both Jacob Doyle and Emily Hylbett as two of our individual top three applicants. We then, collectively, chose Jacob Doyle from Orangeville High School in Orangeville, Illinois as the Kathryn G. Hanson Scholarship recipient. We have noted Emily Hylbett as the runner up in the event Jacob Doyle declined the Scholarship. Jacob will be studying Business here at the University of Illinois.

A formal letter was mailed to Jacob Doyle on April 12, 2021. Jacob emailed Penny Ames on April 18, 2021 to express his thanks and accept the award. Jacob will join us at a luncheon in the fall to be recognized for receiving the Kathryn G. Hanson Scholarship **(this is pending our ability to gather in the fall related to COVID-19.)**

Penny Ames was able to confirm that Jacob had accepted his admission to the University Gies College of Business and is enrolled for the fall 2021 term. The \$500 scholarship was processed and approved on July 20, 2021 in DAWS. This award will reflect on Jacob's student account sometime in August 2021.

Respectfully submitted by Penny Ames, July 26, 2021.

Philanthropy Committee Report 2020-2021

Committee Members: Jane Baumgartner co-chair, Deb Flessner co-chair, Jill Odom, Tara Murray

Committee Charge: Strengthen the welfare of others by providing time, talent and/or charitable gifts. Through strengthening the welfare of others, we are able to improve, empower and enrich members of our community and community alike.

Due to COVID 19 our committee was unable to have our annual Fall Mum sale. It was disappointing, but after research on how we could proceed with the sale, it became clear that it we should pause on this event for Fall 2020.

In late October 2020 we talked with Country Arbors to see if we could do a holiday fundraiser. They offered to help us with a wreath fundraiser. Country Arbors worked with a vendor in Oregon, and they were able to put together a website with wreaths and other items for sale. This sale was offered from Nov. 6-18, 2020. Members were able to order and pay for the order directly on the website. We had 15 orders and profited \$201.00. Due to COVID, customers either picked up their ordered item at Country Arbors or a member of the Philanthropy committee personally delivered their purchase to them.

In early November 2020, we began working with Faculty/Staff Assistance Services for our annual participation in the Holiday Family Program. We were provided a family of 3, mother and two children, ages 5 and 9. This family lost their husband/father to brain cancer in July of 2020. We wanted to make this a special holiday for them. Due to our great members, we succeeded! We shared our Holiday Family Program needs in the December IAP newsletter. To enable members to shop for the family in a socially distanced way, we developed a Walmart registry with items from the family's wish/need list. We provided the link in the newsletter and asked for members to contribute by purchasing items on the registry or to simply purchase a gift card from Walmart in any denomination. This was very well received by our members, and in a matter of two weeks we had almost everything that the family had listed. We were able to have the items delivered to the Philanthropy committee members home and then delivered the items to the family on December 22, 2020. We were able to complete their wish list with using minimal funds from our Philanthropy bank account. This all due to the generosity of our IAP members.

In early late March 2021, we began working with Country Arbors for our annual flower sale. The sale went from April 7 – May 5, 2021. Again, Country Arbors established a website with flower and vegetable items. Members were able to purchase items online and pick up at Country Arbors. Distribution was on May 7 and 8. We had 26 members participate and our profit was \$396.35.

The Philanthropy account balance as of this report is \$2502.85.

On June 16, 2021, Jane Baumgartner established a general funds sub account within the Philanthropy account at the University of Illinois Community Credit Union. This account will be used for general fund intake of registration dues and payments to vendors when needed.