

MACRAO EXECUTIVE COMMITTEE
Friday, January 18, 2008
CMU-Lansing Center, East Lansing Michigan
2651 Coolidge Road
East Lansing, Michigan 48823-6316

Present: James Dwyer, Karen Hutslar, Debbie Harju, Scott Owczarek, Dorene Root, Kristin Schuette, Howard Shanken, Stacey Stover, Duff Zube

Absent: Melinda Booth

Call to Order: The meeting was called to order at 10:07 a.m. The minutes for the December 7, 2007 meeting were moved for approval by Karen Hutslar, seconded by Jim Dwyer and approved.

Treasurer's Report: Duff reported that he had to withdraw money from savings to pay our bills this month.

Funds available December 7, 2007

Savings = \$50,000.00

Checking = \$7,931.26

Balance = \$57,931.26

Duff made the recommendation that we look at raising the annual membership dues by \$5.00. Jim suggested that possibly the membership dues be raised by \$25.00 to a total of \$150.00. According to the MACRAO Constitution, we do have that flexibility. It was suggested that the affiliate membership dues be changed from \$175.00 to \$200.00. The MACRAO annual membership dues, even at \$150.00 per institution, provide a tremendous value compared with many other professional associations.

Institutional members have seen significant increased benefits from the recent addition of the MTN. MACRAO's monetary commitment of the monthly \$1,000.00 is sufficient justification to raise the annual institutional membership fee to help offset these costs.

Dwyer moved, Zube seconded to raise the annual institutional membership dues to \$150.00 and the affiliate membership dues to \$200.00 for the 2008-2009 fiscal year. Motion passed.

President's Report: No report.

President Elect Report: Karen reported on the progress planning of the Great Lakes 2008 Conference. The next scheduled meeting for the Great Lakes conference is scheduled for February 29, 2008, in Toledo, Ohio. Chairpersons of all committees from the three states will convene in Toledo for conference session planning.

Michigan is responsible for finding the keynote speaker for the 2008 conference. Karen sent an email to all Michigan MACRAO members requesting suggestions for possible speakers. Dorene has also been contacting individual MACRAO members asking for suggestions. The keynote speaker will be paid a \$500.00 honorarium. Kristin made the suggestion that perhaps we should seek a motivational speaker such as a coach from one of our home institutions.

The MACRAO Committee Chairs were scheduled to meet with the Executive Committee at our February meeting. They are also scheduled to go to the Great Lakes 2008 planning meeting in February. It was decided this would place an undue burden on our Committee Chairs to be expected to attend two committee meetings in February. The Committee Chairs will only be asked to attend the Toledo meeting.

Howard also discussed the need to develop some kind of "legal issues" professional development for our members; possibly a half day preconference workshop might fill this need. He has had conversations with Darren Bask regarding this issue.

Vice President's Report: Debbie distributed the most recent revision of the MACRAO Committee list. Kris has created a new web page to update committee membership. Kris and Scott demonstrated how this new on-line tool will work. Currently, only Kris, Scott and Debbie have access to update the committee membership on-line. A particularly helpful tool on this web site will be an area where entire committee membership emails are housed and can easily be accessed by anyone wishing to send an email to a particular committee. We discussed Howard bestowing authority on Debbie to update the committee lists as needed. Kris will update the committee list and then will send to the Ex Committee to approve before linking it to the site.

A FERPA workshop has been suggested for the Great Lakes Conference and was discussed as a session proposal for the Registrar's Drive In. Debbie will ask the committees to submit estimated income and expense reports instead of budget reports to show both projected revenue and expenses. They will be due

by February 15, 2008. Kris asked for committees to submit dates for upcoming events that can be posted on the web.

Debbie has been in contact with the Grand Traverse as a potential future conference site. Other suggestions included Tree Tops, the Inn at Bay Harbor and Boyne Mountain. Kellogg was notified that their site is too small to host MACRAO.

Past President's Report: Jim provided summary information synthesized from the surveys sent out to the general membership. He suggested that we may want to have a retreat to review the information at length and set goals. One of the key areas to review is the nomination process and developing a more succinct timeline. We discussed the members at large for the nominating committee and that Tom Hoiles has had to step down. Another member representing a 2-year school will need to be appointed by the EC.

Historian's Report: AACRAO's is celebrating its centennial in 2010. Stan Henderson from the University of Michigan-Dearborn is chairing the AACRAO Centennial Committee. He is requesting historians from each state to compile interesting historical documents and pictures. Dorene has pulled together a packet of MACRAO historical documents and scanned many MACRAO pictures that have been sent to Stan. If anyone else has old MACRAO pictures or wants to make sure that certain information is included, please let Dorene know. The EC decided against having a tri-state reception and/or dinner at AACRAO this year due to the cost. The AACRAO conference hotel this year is not within walking distance of off-site restaurants, therefore it was also decided that we will not organize a separate Michigan dinner. We will try to have an informal get together some evening at a location within the hotel.

Kris will forward membership questions to Scott, other emails will continue to be forwarded to Dorene.

Web Editor: Kris has been working on the committee pages. The next step she will be taking is that when committee chairs log in, they will be able to post their own information on the site. Some schools are loading incorrect information for other institutions on MTN's. Kris has alerted Paul and Mark.

Newsletter Editor: Melinda was not present. We did however discuss whether a standard template could be developed for sending out more frequent electronic communication to the membership. Perhaps we can develop a process for sending out bulleted information on a monthly or bi-monthly basis. Karen will help Howard to develop a template.

Directory Editor: Scott mentioned several institutions (7) and affiliates (5) who have not paid their MACRAO dues. The suggestion was made that schools that have not paid should pay a higher annual conference rate and they should

not be included on the membership lists used for college fair invitations. A suggestion was also made to remind the committees to use the current membership list when inviting institutions to events.

The Art Institute of Michigan was approved for membership and they will be added after their dues are received. Saginaw Chippewa Tribal College was sent their welcome information.

Scott suggested that we consider ways to recognize new member institutions. Ideas included recognizing at the annual business meeting, sending a letter from the MACRAO President, adding names to the newsletter and/or sending a welcome letter from the Directory Editor.

Currently, 8 committee members are not in the directory because their school contact information is not up to date. Scott has talked with Vickie Scavone regarding the transition to his new role. We discussed MACAC's communication and how they staff their communication position through an out sourced company.

Howard will contact either the college president's or contact individuals at these institutions to ask them to update their college directory web sites. The letter/communication will address the value of MACRAO and MTNs. A suggestion was made to include a list of directory members with the letter. We will also be letting the membership know we will communicate with them via email and the web.

Old Business: All future EC meetings will now be from 10 am – 2 pm.

We will plan on meeting for an EC retreat to review the survey results and make action plans in Traverse City on either March 6-7 or March 13-14. Jim Dwyer made a motion to cover costs associated with EC Retreat by the MACRAO funds. This was approved.

The next EC meeting will be at 2900 West Road, Suite 301 in East Lansing, Michigan 48823. We will have a public meeting format with a formal opportunity for the public to address the EC at the beginning and end of the meeting.

A MTN's poster has been created. We discussed the best way to distribute the poster to the high schools. Howard will talk with ACT to determine if they are able to fund mailing the MTN's to the high schools along with a College Day/Night mailing. Jim will touch base with MACAC to discuss rebuilding our relationship with them, particularly related to College Day/Night.

New Business: None.

Adjournment: The meeting adjourned at 1:20 p.m.

Respectfully submitted,

Stacey Stover
MACRAO Secretary

Treasurer's Report to the Executive Committee
18-Jan-07

BEGINNING BALANCE, Savings, December 07, 2007	\$ 64,362.24
BEGINNING BALANCE, Checking, December 07, 2007	<u>29,786.32</u>
	\$ 94,148.56

RECEIPTS:

Fall Conference 2007

Registration: 20186.85

Membership Dues 2007: Alpena CC, WSU, Great Lakes CC, 1000.00
Cornerstone, Muskegon CC, Tiffin, Baker-AP, Baker-Corp

Miscellaneous:

Interest Payment, savings 137.75

Interest Payment, checking 0.00

Total Revenues: 21,324.60

TOTAL FUNDS AVAILABLE \$115,473.16

DISBURSEMENTS:

Executive Board Costs:

Printing 114.59

Postage 49.20

Fall Conference 2007 56209.11

Articulation Committee 178.00

MTN-Service Agreement 991.00

TOTAL DISBURSEMENTS \$57,541.90

FUNDS AVAILABLE, January 18, 2008: \$57,931.26

Savings, January 18: \$50,000.00

Checking, January 18: \$ 7,931.26

Respectfully submitted,

Duff Zube
Treasurer