

**MACRAO Executive Committee Meeting
January 27, 2005**

**Walsh College – Novi Campus
Novi, Michigan**

PRESENT: Paula Dykstra, Sedgwick Harris, Tracey James-Heer, Diane Praet, Dorene Root, Vickie Scavone, Carol Taberski, Michele Thomas, Mark Ulseth

Absent: Jeff Hartman

CALL TO ORDER Diane Praet called the meeting to order at 10:00 a.m.

MINUTES Paula Dykstra moved and Tracey James-Heer seconded approval of the December 10, 2004 meeting minutes with correction. Approved.

REPORT **Treasurer:** Michelle Thomas reported that the current balance is \$43,126.43. Wayne State is now up to date on their dues. There are still six schools that have not paid 2004-2005 dues: CMU, ITT – Grand Rapids, LCC, Michigan Jewish Institute, St. Sar????, and U of M – Dearborn. Michele will follow up with these schools.

President: No report.

President-Elect: The LAC met in December and Paula was at this meeting. The next meeting is scheduled for February 9. Wednesday's meal might be at the Historical Museum. The committee has a commitment from the MSU choir and performance group for a small fee. A potential logo was shared with the EC. Also, the vendor list is ready to go, they are just waiting on the logo. Sedgwick has received three preliminary session proposals. They are looking at different locations for the pre-conference workshops, such as LCC or Davenport. Three committees are interested in having a pre-conference workshop – Articulation, Data & Technology, and Admissions Practices. The committee is still working on a keynote speaker. They have not heard back from the Governor's office, so are moving forward. February 15 is the deadline for session proposals. The conference gift may be an attaché case that zips, for \$7-\$10. The entertainment is also coming along, it may be either a performance or the Lucky 7's Saloons (gambling). Sedgwick is also working with the hotel to make sure there is enough space for vendors.

Vice President: Paula Dykstra distributed an updated committee members roster.

Shanty Creek hopes to have a buyer in place by March 30, 2005, with renovations beginning right away. Paula will touch base with Shanty again in March. November 1-3, 2006 is available and we would have until October to cancel with them.

Paula will be visiting the Grand Traverse Resort near Traverse City next Friday. The rooms are a little more expensive (\$99-\$119). November 8-10, 2006 is available.

Past-President: Carol Taberski will work on an article on the Nominating Committee for the spring newsletter.

Historian: Dorene Root reported that Stella Anderson from Indiana is interested in doing a joint conference with MACRAO. Connie Goodman from Ohio is also very interested in a joint conference. Based on current feedback, we could pull together a tri-state conference, but the location and date are not yet determined. We do not need to make any decisions right now. We will wait to hear back more from Indiana and Ohio.

Webmaster: Mark Ulseth is working with the gentleman who will be updating our website. Mark is helping him to better understand the site. It will probably be another month or two before the work is complete.

Newsletter Editor: Jeff Hartman was unable to attend, so no formal report was made.

Directory Editor: Vickie Scavone has not mailed a letter yet to directory editors regarding maintenance of information. She will submit a paragraph for the newsletter on directory information. Once the directory is cleaned up, Vickie will do a second version of the pdf.

OLD BUSINESS:

Hyatt proposal for 2008: Currently, we have two options – (1) we pay the room attrition of \$12,700, then they put the money in an escrow account and apply it to our next bill/conference there with a room rate of \$127; or (2) we keep our \$12,700 and they waive this fee if we book our 2008 dates with them. We will review a 2008 Hyatt contract at our next meeting. Please note: it will be important for our treasury account to maintain a balance of at least \$12,700, due to this deficit.

NEW BUSINESS

College Day/Night Committee: Diane thanked Lisa Remsing & Stacey Stover from College Day/Night for coming to the meeting.

Lisa distributed folders containing information about the College Day/Night committee. The main thing the committee does is put together the calendar of college fairs and try to make sure there are no scheduling conflicts. The committee also sanctions fairs when there is an interest. They will not approve a fair if there is another fair already scheduled in the same area.

The College Day/Night committee invited members of DASUM to their meeting tomorrow. The Admissions Directors are in support of attending only sanctioned events.

Currently, there is no collaboration with MACAC, but the committee would like to create one.

It was suggested that an annual letter or notices go to the Admissions Directors and high school counseling offices, explaining the benefits of having a MACRAO sponsored event. MACRAO members should get first priority in attending fairs.

College Day/Night will get a new membership list from Vickie every year. Another suggestion was to email college fair invitations as a way to save money.

Committee Budgets: Diane distributed copies of the committee budget requests. We did not receive budget requests from Admissions Practices, EEO (final version) & LAC. The EC made the following decisions:
-Articulation – Approved \$3,500 for Pre-Conference Workshop.
-College Day/Night – Approved \$2,800.

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- Data & Technology – Approved \$500. Still need an income and expense report, as well as a lunch for the pre-conference workshop.
- EEO – Budget was not complete, so it was tabled until the next meeting.
- Graduate & Professional – Approved \$50.
- Secondary School – Did not specify the amount being asked for. Therefore, we will give them deposit money upfront. The New Professionals Workshop is expected to break even.
- Support Staff – Missing travel grant money. It was suggested that they could drop the registration fee to just even, because the workshop does not need to make money.
- Registrars Practices – Will need to revisit items #1 & #2 once we know who the speaker is. Approved \$1,295 for item #3 (Drive-In Workshop). However, we need more information on the \$100 needed for non-payment of registration fee.

Sedgwick wants to remind the committees to look for MACRAO members to speak first, since there is no charge for them.

Articulation – MACRAO Agreement & Provisos: Carol Taberski moved and Michele Thomas seconded approval of the MACRAO Provisos – Fall 2004 MACRAO Brochure. Approved. Any changes should go to Jennifer Pahl.

Cherry Commission: Diane distributed two pages of the Cherry Commission Report (pages 20 & 25) that are related to the work MACRAO does. Mark commented that we should consider forming an ad hoc committee with Data & Technology folks, Articulation folks, and possibly Paul Schmidt. The EC felt they needed more information before forming such a committee. However, Diane and Paula stated that the EC should be proactive on the Cherry Commission issues. This discussion will continue at future meetings.

NEXT MEETING

The next meeting is scheduled for Friday, February 25, 2005 at Eastern Michigan University.

ADJOURNMENT

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Tracey James-Heer