

**MACRAO Executive Committee Meeting
January 29, 2004**

**Lansing Community College
Lansing, Michigan**

PRESENT: Sedgwick Harris, Tracey James-Heer, Karen Klumpp, Diane Praet, Dorene Root, Vickie Scavone, Carol Taberski, Mark Ulseth

Absent: Jeff Hartman, Marc Payne

CALL TO ORDER Carol Taberski called the meeting to order at 10:40 a.m.

MINUTES Diane Praet moved and Tracey James-Heer seconded approval of the December 5, 2003 meeting minutes. Approved.

REPORTS **Treasurer:** Carol Taberski reported for Marc Payne, who was unable to attend. The current balance is \$34,239.22. We made over \$7,000 on the 2003 conference. MACRAO dues are now \$125. The goal level balance for the budget is approximately \$30,000.

Vickie Scavone made a suggestion to give back to the membership by using excess funds to help pay for workshops. The issue was discussed and the Executive Committee will make a final decision after the budget approval process.

President: The location of the Articulation committee's pre-conference workshop was discussed. Wyn Wilson may be invited to a future EC meeting to share more details about the program.

President-Elect: No report.

Vice President: Sedgwick Harris presented information on possible locations for the 2005 conference. The Radisson (\$109 per room) and Sheraton both have the size we are looking for. The Kellogg Center (\$89 per room) does not have the size we need, but is willing to work with other hotels to shuttle people. The Marriott also does not have enough rooms but would shuttle folks back and forth. The preference is to have the conference in the first week of November, but facility rates are the first priority. Diane Praet shared a list of questions to be used when planning a meeting/conference.

Past-President: Dick Stevens, Holly Diamond and Karen Klumpp will serve on the nominating committee.

Historian: Dorene Root will be collecting missing web articles in April. The biography/profile for Tory Parsons needs some adjustments.

Webmaster: Mark Ulseth reminded everyone that there are still some items that need to be completed on the web.

Interactive reports need to be updated. This would include (1) admissions reports, and (2) tuition and fees reports. Mark Ulseth updates the community college enrollment reports. This could become a committee assignment for Data & Technology. Carol Taberski will talk to Paul Robinson about this.

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

Directory Editor: Vickie Scavone reported that she is maintaining the directory. There will be another update in June.

No letters have gone out to the affiliate institutions we approved at the December 5, 2003 meeting. Tiffin University, Hawaii Pacific University, Drexel University and Franklin College will be billed for 2004-2005 membership at the full rate.

Two schools did not meet the criteria for institutional membership. At this time, they have not submitted applications for affiliate membership.

Vickie Scavone brought a sample of verbiage to be used for MACRAO's tax exempt number. Carol Taberski has a tax free certificate of exemption letter. We have filed for this year.

OLD BUSINESS **Newsletter:** There were numerous suggestions for the next edition of the newsletter. Possible article topics include:
-A summary of the 2003 conference
-Committee workshop articles

- Registrar's Drive-In
- Upcoming events on the front
- Quotes from the Executive Committee on how MACRAO has developed them
- AACRAO annual meeting
- EEO award winning program
- Constitution and bylaws change
- MACRAO opportunities
- A listing of all committees and committee members
- Travel grant application process (Spring)
- Travel grant winners (Fall)

MACRAO Agreement: The Executive Committee will not be forming an ad-hoc committee as previously discussed. The Articulation committee will be investigating this issue over the next year. Carol Taberski will let Articulation know that there will not be an ad-hoc committee.

Incorporation and Insurance: MACRAO has never legally incorporated. If we do, there is a yearly fee and our organization would become MACRAO Inc. Vickie Scavone will contact Mark Solomon at Walsh College to determine the cost and to obtain the tax ID number. Carol will check on professional liability insurance and the 990 form.

NEW BUSINESS

Committee budget approvals: Three committees submitted budget proposals– EEO, SSR (via e-mail) & LAC. Diane Praet moved and Karen Klumpp seconded a motion to approve a budget of \$904 for the EEO committee. All other budgets will be voted on at the EC meeting in February.

Karen Klumpp suggested putting the budget and committee goals forms online. Budget request forms should be shared with the next Chair and could be sent a week before the December meeting.

Travel Grant: There are currently two \$250 travel grants available for attendance at the fall conference. Applications are reviewed by the Professional Development committee.

Fall conference budget: Registration fees for the 2004 fall conference will be \$165. We are anticipating 250 attendees at \$165 (for 2 days) and 50 attendees at \$100 (for 1 day). The projected income is \$52,750 and projected expenses are estimated at \$52,750. This includes \$855 for unforeseen expenses.

Locations and times for EC meetings: Future EC meetings will take place on:

- February 17 at Lansing Community College or MCCA
- March 25 at Walsh College, Novi Campus
- April 30 (tentative)
- May 21 at GVSU
- June 15 at Owosso
- August 6 at NMC in Traverse City
- September 23 at University of Detroit Mercy or the Hyatt Regency
- October 15 – To be determined

AACRAO dinner meeting place for Wednesday at 7pm: Diane Praet will select a restaurant and make a reservation for 25 people.

Fiduciary responsibilities: We need to define the purpose of the MACRAO dues and print this in the fall newsletter so it can be voted on at the fall conference.

Review FERPA brochure: The Executive Committee agreed to approve the revised FERPA brochure pending (1) a brochure format, (2) that it be legally reviewed, and (3) the revision date be updated to 2004.

NEXT MEETING

The next meeting is scheduled for Tuesday, February 17, 2004 at Lansing Community College or MCCA.

ADJOURNMENT

The meeting adjourned by Carol Taberski at 2:55 p.m.

Respectfully submitted,

Tracey James-Heer