

MACRAO Executive Committee
February 18, 2011
Meeting via Email

The MACRAO Executive Committee meeting for February 2011 was conducted via email. The Executive Committee members were asked to send an electronic update/report to the group on or before February 18. The following items were approved.

Action Items

1. Treasurer's Report
2. January 21 Minutes

The following informational Items were shared with the Executive Committee.

Informational Items

1. Pete is working on filing the 2010 Income Tax Return, which is due by March 15. He has talked with the accountant who did the MACRAO Audit and may run our tax return by her to make sure we are in compliance with everything that is necessary. If he needs her assistance with any part of the filing, the cost would be about \$150.00. He will not proceed in that direction without approval of the Executive Committee.
2. Carrie reported that Emily Clement, Chair of the Articulation Committee, is requesting a proposal submission by her committee for the Governor's Education Summit to be held on April 25, 2011. Carrie forwarded the request via email last week per Debbie for discussion and a vote. She would like to follow-up with Emily ASAP as the proposal deadline is next Wednesday and if approved, would like for her to be able to work on the proposal so we can also see it prior to submission. The EC discussed and supports the Articulation Committee's request.

Rachel Florence-Spaetzel, Chair of the College Day/Night Committee, will be submitting a budget proposal in regards to renting space for her committee meetings to be held at the CMU-East Lansing Center for 2011. Carrie asked her to please submit the budget proposal by February 17 for discussion by the Executive Committee.

Carrie reported that she has made updates to the committee database based on applications received since the last Executive Committee meeting on January 21.

Carrie is still in need of committee members for several MACRAO committees. These committees include College Day/Night, Enrollment Management, Equity in Education and Professional Development. Janail will be placing an announcement in the March

2011 Newsletter asking members to please join one of these committees. The Legislative Issues Committee is also still in need of a Chair.

Carrie is currently working on the “fun” for the chair/co-chairs to kick off our next meeting on March 25. It will be similar to what was done a couple of years ago at the Leadership Summit in regards to the MACRAO Leadership Handbook.

Carrie has contacted several locations to request proposals for the annual conference in 2012. Garland, Crystal Mountain Resort and the Grand Traverse Resort were contacted. For several reasons, Carrie does not feel any of these three will meet the needs of the conference. She is currently looking at the Bavarian Inn, Frankenmuth and Shanty Creek with the Bavarian Inn being the top choice. She welcomes the Executive Committee’s feedback on this issue.

3. Karen has corresponded with the Nominations Committee and shared with them the process. She has sent an article to Janail for the Newsletter and she is also updating the PDF application document from last year. Last year the deadline for applications was June 1st. This did not give her a lot of time and she is thinking about changing it to May 1st. She asked the EC for their input on this change of date. Karen has also shared with the Nominations Committee to get the word out and that they could submit names and/or encourage others to submit names. The EC should do so as well. The positions they are seeking for 2012 are Vice President, Treasurer and members at large for the Nominations Committee.
4. Dorene shared that Mike Owens, MACRAO Past President, has retired and will automatically be considered for MACRAO Honorary membership this fall.
5. Janail reported she is currently working on the February edition of the newsletter and she attached a draft for review.
6. Katherine and the Local Arrangements Committee met at the OCC-Orchard Ridge campus on Friday, February 4. The LAC reviewed the venue, budget and assignments to be completed. The conference logo and tagline were discussed at the meeting and sample logos, thus far, were sent to the EC. The keynote speaker, Michelle Lapierre, has confirmed. Michelle is Senior Director, CRM and Program Infrastructure for Marriott International, Inc. The next meeting of the LAC will be held Friday, March 11 at the OCC-Orchard Ridge campus.

Respectfully submitted,

Vicki Stewart

MACRAO Secretary



Treasurer's Report to the MACRAO Executive Committee - February 2011
 Friday, March 25, 2011

FUND BALANCE - January 31, 2011		
Savings:		\$32,837.51
Checking:		\$33,851.62
		<u>\$66,689.13</u>
RECEIPTS:		
Savings		
Interest-Savings - February 2011	\$3.76	
Checking		
Spring Drive-in 2011	\$1,800.00	
TOTAL MONTHLY REVENUES		<u>\$1,803.76</u>
TOTAL ACCOUNT BALANCE		\$68,492.89
DISBURSEMENTS:		
Cvent Expenses		
Additional Pre-paid Registrations	\$166.00	
American Express Fees	\$7.95	
Annual Maintenance & Pre-paid Reg. 2011-12	\$3,617.50	
Michigan Transfer Network (MTN)		
Monthly Service Fee - February 2011	\$193.00	
Monthly Service Fee - March 2011	\$193.00	
		<u>\$4,177.45</u>
FUNDS AVAILABLE, February 28, 2011:		<u>\$64,315.44</u>
Savings:	\$32,841.27	
Checking:	\$31,474.17	
	<u>\$64,315.44</u>	

Respectfully submitted,

Pete Lacey
Treasurer