

**MACRAO Executive Committee Meeting
March 10, 2003**

**Lansing Community College
Lansing, Michigan**

PRESENT: Tory Parsons, Diane Praet, Vickie Scavone, Lauren Sorenson, Dorene Root, Marc Payne

ABSENT: Holly Diamond, Mark Ulseth, Pam Liberacki

CALL TO ORDER Tory Parsons called the meeting to order at 10:25 a.m.

MINUTES Marc Payne moved and Tory Parsons seconded a motion to approve the February 3 minutes with changes. Approved.

REPORTS **Treasurer.** Marc Payne reported that the current balance is \$28,361.08. All bills have been paid. Upcoming expenses will include the newsletter, miscellaneous Executive Committee charges, and a \$300 deposit for the Holiday Inn in Grand Haven for the Articulation Workshop.

Marc asked that the Executive Committee submit a budget. A budget of \$4,500 is itemized as follows:

Newsletter and Directory mailing: \$2,250
EC Meetings/Committee Meetings: \$800
Plaques (honorary and outgoing EC members): \$200
Website (URL license): \$100
By-law Mailing (2002): \$457
AACRAO State & Regional Lunch: \$35
AACRAO State & Regional Meeting: \$550

Committee budgets were reviewed. The cost of workshops and whether or not committees should pay for external speakers was also discussed. There is a concern about whether the larger fees for external speakers should be part of the charge to the participants vs. potentially diminishing the quality of conferences. Dorene reviewed the guidelines for speaker fees from the leadership manual, which states that speakers should be sought from the MACRAO membership or other organizations that would not charge a speaker fee. The goal is to break even on all workshops, with a cushion budgeted in addition to offering the workshops at a reasonable cost to the membership.

Income in 2003 will be \$11,000 from membership dues and outgoing expenses should total \$9,500 which would leave us with a balance of \$30,000 this time next year which was a goal set at the December meeting.

Four committee budgets required approval:

Graduate and Professional Studies. Marc Payne moved and Diane Praet seconded a motion to approve the committee budget of \$450. Approved.

Articulation. Marc Payne moved and Diane Praet seconded a motion to approve the committee budget of \$500. Approved.

Registrars Practices. Diane Praet moved and Marc Payne seconded a motion to approve the committee budget of \$600. Approved.

EEOC. The committee budget was reviewed and tabled due to changes in their workshop and cost of the workshop. It was determined that they will need to charge a registration fee if lunch is included.

Secondary School Relations. No budget received.

Enrollment Management. No budget received.

These committee budgets were approved by vote via e-mail prior to the meeting. Professional Development, \$200; College Day/Night, \$1,500; and Data & Technology, \$200.

It was recommended that the committee chair and co-chair be invited to attend a future Executive Committee meeting to determine workshop needs and to provide an income/expense report.

President. Tory raised the issue of the President-Elect vacancy and how best to fill that position. It was determined that it would be most beneficial to the membership by asking those with previous Executive Committee service be asked to consider filling the position for the remaining 2 ½ years. Marc Payne made a motion to contact previous Executive Committee members and then bring back the name(s) of those willing to serve to the Executive Committee for a vote. Seconded by Diane Praet. Approved.

Tory gave an update on the LAC. Three new members have been added including someone from GVSU who can handle registration for the conference using the software system from 2002. The next meeting is March 21. Megan

McNally is chairing the committee in the absence of a President Elect.

Tory reported that contracts for the New Professionals Workshop and Articulation Workshop have been submitted.

Vice President. Diane Praet reported that she has a contract with the Hyatt Regency in Dearborn for the 2004 conference. Tory will need to sign the contract so that it can be submitted. There is a 200-room minimum required to waive the \$5,000 in meeting room charges. This raises some concerns because of the state of higher education budgets in Michigan. Diane was able to decrease the amount of the food charges to \$22,500 to allow for an evening meal at an alternate location.

Diane suggested we continue to explore liability insurance for the organization. Marc will assist in this process.

The restaurant for a Michigan get together at AACRAO has been reserved (Otellos) and will be listed in the MACRAO newsletter and the AACRAO registration information.

Historian. Dorene Root will review history for honorary members and research past MACRAO involvement for any President Elect candidates.

Webmaster. The Ockerman Nomination was submitted for the MACRAO website. If we win the award, the \$500.00 will be used to support Mark Ulseth's attendance at the AACRAO conference to receive the award.

Newsletter Editor. Lauren Sorenson reported that the Newsletter would go out within the week. The printing charges were \$581.00 at Oscar Printing and \$309.50 for mailing (Lake Michigan Mailers). Lauren is exploring ways to cut costs, but it would have to involve reducing the newsletter from eight pages to four pages.

Directory Editor. Vickie Scavone reported that the duplication problem in the directory has been corrected and she is working with Mark Ulseth to add a category code for Admissions or Registrar in the directory. She will be mailing directory update information to the 98 institutional contacts once that correction has been made.

Vickie noted that Ave Maria and ITT have paid their institutional dues and noted that the ITT dues will only cover the Grand Rapids location and not Troy or Canton. The Troy campus has their own FICE code and is listed in the Higher Education Directory and Michigan directory, so they would need to pay their own dues. The Canton campus is not listed in either directory, so they do not meet MACRAO membership criteria.

OLD BUSINESS

The Travel Grant proposal was discussed further. Tory suggested that a \$500 travel grant be instituted for the 2004 conference and recommended that the Professional Development Committee develop an application and be responsible to select the recipient. The travel grant should be included in the 2004 Executive Committee budget. It is intended for first time attendees and/or those that have limited budget to attend a state conference. Specific criteria will be outlined by the Executive Committee. Tory Parsons made a motion to approve a travel grant, to be used for the annual meeting, beginning with the 2004 meeting. Marc Payne seconded. Approved.

NEW BUSINESS

Vickie Scavone suggested that we not wait until next year to review the by-laws section for Officers and Voting. Vickie will review and recommend changes to this section of the by-laws at the next meeting, particularly addressing the issue of voting rights of those on the Executive Committee.

NEXT MEETING

The next meeting is scheduled for April 24, 2003 in Lansing at 9:30 a.m. Location to be announced.

ADJOURNMENT

Meeting adjourned at 2:40 p.m.

Respectfully submitted,

Tory Parsons for Pam Liberacki