

**MACRAO Executive Committee Meeting
March 25, 2004**

**Walsh College-Novi Campus
Novi, Michigan**

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

Absent: Sedgwick Harris, Jeff Hartman

CALL TO ORDER Carol Taberski called the meeting to order at 10:30 a.m.

MINUTES Diane Praet moved and Tracey James-Heer seconded approval of the January 29, 2004 meeting minutes with correction. Approved.

REPORTS **Treasurer:** Marc Payne reported that the current balance is \$41,704.08. Signature cards have been completed. Marc Payne and Carol Taberski are on the account now.

Karen Klumpp made a motion for MACRAO to obtain an interest bearing account, with a minimum balance of \$10,000 and 1% APR. The motion was seconded by Tracey James-Heer. Approved.

Marc will be purchasing a self-inking stamp for MACRAO for \$28.00. The stamp will read: MACRAO/account number/for deposit only.

President: Future EC meetings will be held on:
-May 13 at Lansing Community College
-June 15 at Owosso
-August 6 at NMC in Traverse City
-September 23 at the Hyatt Regency in Dearborn
-October 22 at Lansing Community College

President-Elect: Diane Praet reported that the AACRAO dinner invitation has gone out and is listed in the newsletter. There is 1 RSVP so far; 20-25 people are expected to attend.

The Local Arrangements Committee is meeting next week. The keynote speaker candidate is Denise Anne Taylor, with Competitive Advantage, Inc., at a cost of \$1,500. The conference gift will be a duffle bag and there will be zipper pouch name tags. The entertainment is likely to be something that ties in with the Motown theme. Currently, there are 46 sessions and five time slots. Also, there are six vendors and seven individual members who want sessions. The College Day/Night committee has not submitted proposals yet. Letters will go out next week regarding session approvals. The committee is working with a display group for Motown-style signs.

Vice President: Sedgwick Harris was unable to attend, so there was no report.

Past-President: No report.

Historian: Dorene Root reported that Tory Parson's honorary membership information has been updated, but we still need a picture of her. Also, directory editors and historians have been updated.

Webmaster: Mark Ulseth reported that the Admissions reports on the web are from 2000. The tuition and fee reports are a few years old. There has been no response from the Data & Technology committee as to whether or not this will become a committee assignment.

Newsletter Editor: Jeff Hartman was unable to attend, so no formal report was made. Please share newsletter article ideas with Carol Taberski. Possible topics include:

- How to get on committees
- New Professionals Workshop
- The Nominating committee process for Vice-President, Treasurer & Secretary positions
- A column for the historical perspective of MACRAO
- Bylaw change/why we collect dues

Directory Editor: Vickie Scavone reported that she updated the pdf directory, which is done quarterly. In June, Vickie will mail out information for the annual update.

Letters have gone out to the following affiliate institutions – Tiffin University, Hawaii Pacific University, Drexel University and Franklin College.

Vickie will work on a statement for the bylaws that addresses why we collect dues.

OLD BUSINESS

Committee budget approvals: Marc Payne made a motion to approve the following committee budgets:

- College Day/Night - \$1,600
- Equal Education Opportunity - \$904
- Graduate & Professional - \$100
- Professional Development - \$577
- Secondary School Relations - \$1500
- Articulation - \$3,600

The motion was seconded by Karen Klumpp. Approved.

FERPA brochure: The revised brochure is still pending approval until (1) it is converted to a brochure format, and (2) it is legally reviewed.

Incorporation and Insurance: Discussion took place on whether or not MACRAO should (1) incorporate, or (2) purchase insurance. Vickie Scavone distributed handouts. The EC felt that MACRAO should purchase insurance, possibly limited liability insurance. This would cost approximately \$500-\$1,000 per year. The EC would also like to bring in legal counsel to educate us on incorporation. Vickie will collect more information regarding our options.

Letter about H.R. 3311 to 4-year schools: AACRAO's letter about H.R.3311 was sent out to Michigan 2-year schools by Carol Taberski. Discussion took place on how MACRAO should send a similar letter to the 4-year public schools. Carol will work on the letter.

NEW BUSINESS

Keynote speaker candidate: Denise Anne Taylor, with Competitive Advantage, Inc. presented information about her one-hour program. She specializes in relationship building strategies.

3 MACRAO Executive Committee Minutes
December 5, 2003

Institutions with unpaid dues: There were four institutions with unpaid dues in 2003 – Kalamazoo Valley Community College, Lake Michigan College, Wayne State and William Tynsdale.

Guest application: The guest application on the web site is the most recent version of the application.

MCCSSA's discussion of the MACRAO agreement: MCCSSA is discussing the removal of references to the MACRAO agreement. Karen Klumpp made a suggestion that we offer to have a conversation with them and will draft a letter.

NEXT MEETING

The next meeting is scheduled for Thursday, May 13, 2004 at Lansing Community College.

ADJOURNMENT

The meeting adjourned by Carol Taberski at 3:45 p.m.

Respectfully submitted,

Tracey James-Heer