

**MACRAO Executive Committee Meeting
April 7, 2005**

**University of Detroit Mercy – McNichols Campus
Detroit, Michigan**

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

Absent: Jeff Hartman, Vickie Scavone

CALL TO ORDER Diane Praet called the meeting to order at 10:35 a.m.

MINUTES Carol Taberski moved and Michele Thomas seconded approval of the February 25, 2005 meeting minutes with correction. Approved.

REPORT **Treasurer:** Michele Thomas reported that the current balance is \$39,873.13. We received more registration fees from the fall conference. We also received membership dues from Lansing Community College, Michigan Jewish Institute & University of Michigan-Dearborn. We should be receiving ITT – Grand Rapids dues soon. St. Cyril Methodius does not want to continue their membership this year.

Michele also reported that we were charged a service fee because the balance in our checking account went below \$10,000. However, the fee was reversed because Michele went to the bank and had our two accounts (checking & savings) linked together.

Diane heard from Bill Widmaier at GVSU and there is \$10,000 in a holding account. He will have a check cut to MACRAO, which will increase our total balance.

Paula Dykstra moved and Carol Taberski seconded a motion to approve the Executive Committee's budget request of \$7,519. Approved.

Michele stated that our federal income tax forms are due March 15 and she has filed a 90 day extension. She may need to seek assistance to help fine tune some of the details.

President: April 20th meeting in Lansing: Diane reported that MACRAO will have a meeting in Lansing on April 20th to discuss the transfer wizard, articulation and a common course numbering system for Michigan. The meeting will be with Senator Switalski from District 10, some representatives from President's Council, and MACRAO members Mark Ulseth, Vickie Scavone, Diane Praet, Alex Torres, Paul Schmidt & Paul Robinson. The group will meet for one hour.

Reimbursement for College Day/Night Committee Meeting: The College Day/Night Committee was charged \$209.26 for a recent meeting with DASUM. It was not in their original budget request, so the EC discussed it and decided to pay for the charges. However, the EC feels that College Day/Night needs to understand the process for the future.

Meeting Fees for Committee Members: The EC discussed meeting fees for committee members because one committee provides a \$25 discount to its members. The EC feels that everyone should pay the same rate. We may want to add this to our bylaws in the future.

Outstanding Conference Fees from 2004: The EC discussed how long we should let conference fees go unpaid. Currently, there are still eight registrations that have not been paid. The EC feels that the charge should be added to the institutions' membership fees for next year. In the future, we should also offer an early bird registration rate (indicated by a certain, postmarked date) instead of charging a late fee.

Diane reported that Bingham University's Department of Independent Study wanted their independent study programs listed as having online transfer equivalencies. Diane told them that they should contact individual institutions regarding transfer agreements.

President-Elect: Sedgwick reported that the LAC has had a couple of meetings now. The entertainment has been the most challenging piece; they are trying to get a magician. The session proposals look good overall. Sedgwick distributed a tentative agenda with sessions. The EC talked through the agenda and discussed the sessions. The pre-conference workshops will not be at Lansing Community College; they will be at the Radisson now. All session proposals from vendors have gone out. The conference logo was also updated. Sedgwick distributed a tentative fall conference budget. Early bird registrations will likely be \$160. Our contract with the Radisson originally had 200 rooms; now it has 150 rooms. We will receive three complementary rooms (one per night), to be used by the EEO award winner, AACRAO representative and President.

Vice President: Paula distributed an updated committee member list. The committees have been very quiet.

Our contract with Grand Traverse was revised to include 337 rooms total for three nights. They allow for a 10% reduction in room numbers, so we could go down to 303 rooms. They also gave us some more meeting space and four complementary rooms. There is a high bar charge (\$500) if we do not meet the bar minimum. We can bring in our own equipment and decorations. The resort charge of \$8.95 will be included in the registration fee if specified. Overall, we have signed the contract, but are still negotiating with them.

Past-President: Carol reported that the nomination form for Vice President and Secretary appeared in the newsletter. Holly Diamond and Karen Klumpp will serve on the nominating committee.

Historian: Dorene has not had any response from her piece in the newsletter – MACRAO members on the move.

Dorene reported that Wisconsin is not interested in a joint conference in 2008. However, Ohio and Indiana think they are coming to Michigan in 2008. They believe it is a done deal. Dorene is willing to serve on that LAC and will try to call a group together to discuss the contract.

Webmaster: No report.

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

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Directory Editor: Vickie Scavone was unable to attend, so no formal report was made.

OLD BUSINESS

None.

NEW BUSINESS

Newsletter Editor Replacement: Jeff emailed Diane to notify her of his resignation, effective immediately. Sedgwick will put out a call to all members via the listserv.

NEXT MEETING

The next meeting is scheduled for Friday, May 19, 2005 at Kellogg Community College.

ADJOURNMENT

The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Tracey James-Heer