

Executive Committee Meeting
April 15, 2011
Central Michigan University-East Lansing Center
2900 West Road, Suite 301
East Lansing, Michigan
10:00 AM – 2:00 PM

Attendees: Debbie Harju, Carrie Jeffers, Tammy Grossbauer, Katherine McMullen, Dorene Root, Kristin Schuette, Vicki Stewart

Absent: Karen Hutslar, Pete Lacey, Janail Silver

Call to Order

Debbie Harju called the meeting to order at 9:50 AM. Carrie Jeffers moved to approve the March 25 minutes pending clarification of the section on the Michigan College Access Network Advisory Council. The motion was seconded by Katherine McMullen.

Comments from the Floor

None.

Executive Committee Reports

Treasurer

Funds available as of February 28, 2011

Savings = \$32,845.44

Checking = \$33,677.31

Balance = \$66,522.75

Pete reported via email that American Express has refunded us \$31.80 to pay for the several months of charging us \$7.95 when we had already cancelled taking AE on Cvent. We are all set now and they say we no longer take or get charged for AE.

Regarding the tax return penalty from 2001, Pete now has the official letters from the IRS stating that \$5,000+ bill has been zero'd out and MACRAO owes nothing. He will keep the

letters on file for the future Treasurer just in case the IRS somehow errors again and sends a bill.

President

Debbie reported that an invitation was received from Bill DeWolf, the Chairperson of AACRAO's Public Policy Advisory Committee, to attend a discussion in Washington, DC to review public policies confronting higher education. They are looking for no more than 10 individuals. Debbie asked if anyone was interested in attending and proposed that MACRAO could cover costs with a cap \$700. Dorene suggested we ask Karen Hutslar to attend and that if Karen cannot attend we do not send anyone. The Executive Committee agreed. If Karen is interested and able to attend, Debbie will respond to Bill DeWolf sharing Karen would be representing MACRAO.

The new version of the guest application is good to go, but Debbie asked if it has the new logo. There was also discussion about the ethnicity question on the application. Carrie will get with Emily Clement to review these issues before the new version of the guest application is published.

President Elect

Katherine reported that she is continuing to work on the annual conference. To date, she has 15 session proposals. She has sent an email to Jeff Von Munkwitz-Smith from AACRAO and is waiting for his session proposal. Ron Hughes and Steve Shablin are creating a session proposal and Katherine will also be submitting some proposals. Kristin asked if there were any sessions on STARR or CEPI as it would be great to have a session for questions. Dorene suggested the need to have some strong admissions sessions. Katherine and Carrie feel they have some very good admissions sessions already. Katherine has extended the deadline for session proposals to May 15. Debbie suggested that this extension date be published in the May newsletter. Katherine has not heard about any pre-conference workshops, but will send out a last call email. Carrie reported that a session had just been posted that could possibly be a pre-conference workshop. Carrie and Katherine will work with Kara Fields on her proposal to see if it can be turned into a workshop.

Katherine has been looking for an afternoon session and the topic of the proposed legislation for Block Registration was suggested. Carrie suggested that a session on this topic be at least 90 minutes.

The Executive Committee will meet at the Inn at St John's on May 20. They EC will join the Local Arrangements Committee for lunch and a tour of the facility. The EC will hold their meeting in the afternoon after the tour.

Katherine brought to light that she has discovered that in the past some conference presenters, especially those presenting pro-bono, have not even been given a thank you note. After some discussion, it was decided that this would make a good leadership topic for an Executive and Chair/Co-Chair Committee meeting. Perhaps the EC could even create a check list for committees on what to do when they have presenters, Etc.

Vice President

Carrie reported that she received an email from Alexis Thompson, Professional Development Committee, stating that they are not doing a Support Staff Workshop this year. The committee decided they would rather offer a great workshop next year than offer a so-so workshop this year. However, they are still planning on awarding the Outstanding Support Staff Office Award and Travel Grants. They will be sending information out for Support Staff nominations sometime in May-June with a July deadline. Information on the Travel Grants will be sent out sometime during August-September with an October deadline. The EC felt the deadlines needed to be adjusted to an earlier date. Carrie will work with Alexis on this.

The Secondary School Relations Committee and the College Day/Night Committee recently met together. The two committees are working together to start a mentoring program. They would like to start it off at the New Professionals Workshop and they have also submitted a session proposal for the annual conference

Emily Clement, Articulation Committee, has submitted a revised budget for the Summer Summit. Katherine McMullen made a motion to accept the revised budget and it was seconded by Debbie Harju. Tammy asked that if this revised budget changes the agenda, please send her the updated version. Carrie will follow-up.

The budget for the New Professionals Workshop was submitted by Tom Hampton, Secondary School Relations. The committee submitted two early bird rates. One rate was for \$115 and the other one was in the amount of \$125. A motion was made by Katherine to accept the \$115 rate and it was seconded by Debbie.

Carrie did a site visit at the Bavarian Inn last week and it went well. There were a few things she wanted to negotiate and she was able to get them. She was able to get a discounted room rate and also will get one complementary room for every 40 rooms booked. The EC and the LAC will also have late check-out. She currently has a block of 132 rooms held. Carrie is ready

to move forward. She will fill out an expense request for the deposit and Debbie will sign it and forward it to Pete. Her Local Arrangement Committee will do a site visit on July 13, 2012, and the EC will visit in October. Carrie will also put a save the date out for November 13-15, 2012.

Past President

No report.

Secretary

No report.

Historian

Dorene reported she is looking for honorary members. She currently has Mike Owens from CMU, who was a past president. Kristin recommended Scott Owczarek. If you know of anyone else to be considered, please send their name to Dorene. The deadline for award recipient names and honorary members is September 9. The deadline to order plaques is also September 9. Dorene suggested that maybe we should change this to September 30, based on when they need to get the information to her.

Web Editor

Kristin took Scott Owczarek's MACRAO file and reviewed it. She uploaded the full MACRAO Member survey from a few years ago and she also updated the functionality of the list serve. You may now join the list serve or take yourself off the list serve yourself. That function will no longer be done thru the directory.

Newsletter Editor

No report. Please let Janail know if you have any articles for the May Newsletter.

Membership Coordinator

Tammy reported she is wrapping up the Spring Drive-in on CVENT. There are still five people who have not paid their fee for the Drive-In. She has started the set-up for the Summer Summit and is about two-thirds of the way done. Katherine asked about vendor registration for the annual conference. She asked if it should be stand alone or linked to the conference. Registration for vendors was discussed by the EC. Debbie suggested that if you launch it now, it should be separate. Dorene asked if we have ever surveyed the vendors after a conference

to see if they felt it was successful for them or to find out what we could do differently for them.

Old Business

By-Laws and Refund Policy Language—Outstanding Payments Update (Debbie)

Debbie is recommending that we add the language that the home institution will be billed for outstanding payments. The bill will be sent to the individual's office at his/her home institution. In addition, there would be a \$10.00 late fee attached. Debbie will resubmit the language to the EC for a vote.

Next Steps/Response to the Sustainability Ad hoc Committee Report (All)

Each EC member submitted their top five ideas from the Sustainability Report. Debbie will summarize and send the EC's response to Chris Marx.

EC Calendar-Updates for 2010-11 (Debbie)

Debbie will update with information from today's meeting.

Site Visit

Debbie will be going to Indianapolis next week to do site visits for the 2013 multi-state conference.

New Business

EC Role –Legislative Representative – By-Law Changes (All)

The Executive Committee discussed the possibility of creating an EC role for a Legislative Representative. Suggestions were made to possibly seek nominations for the position, to have an appointed position by the President or to ask John Meldrum to join when issues on the agenda would require it.

Proposed Legislation for Block Transfer

Emily Clement would like someone from the Articulation Committee to be on the committee that is being formed regarding Block Registration per a statement from Mike Boulus, Presidents

Council. Carrie will ask Emily for nominations from the Articulation Committee. However, we may not have any say in who is selected.

Revisit Record Retention Policy (All)

The need to identify a central repository, who or what committee would be responsible and how long records would be kept was discussed. Kristin suggested that records be kept in the committee documents area. Then each committee would have access.

CVENT

The CVENT Contract will be up in February 2012. Debbie reported that she has been contacted by a CVENT sales representative. Debbie has initiated the conversation with the representative to try to negotiate fees down. She will follow-up.

Comments from the Floor

None.

Adjournment

The meeting was adjourned at 1:05 PM. The next meeting will be May 20 at the Inn of St. John's in Plymouth.

Respectfully submitted,

Vicki Stewart
MACRAO Secretary



Treasurer's Report to the MACRAO Executive Committee - April 2011
 Friday, May 20, 2011

FUND BALANCE -March 31, 2011

Savings:		\$32,845.44
Checking:		<u>\$33,677.31</u>
		\$66,522.75

RECEIPTS:

Savings

Interest-Savings - April 2011 \$3.90

Checking

Spring Drive-in 2011 \$750.00

TOTAL MONTHLY REVENUES \$753.90

TOTAL ACCOUNT BALANCE \$67,276.65

DISBURSEMENTS:

Executive Committee

EC Meeting Food & Drink \$46.75

Annual Meeting 2011 Deposit \$600.00

Cvent Expenses

Capital One Merchant Fees \$93.02

TOTAL MONTHLY DISBURSEMENTS \$739.77

FUNDS AVAILABLE, April 30, 2011:

Savings:	\$32,849.34	
Checking:	<u>\$33,687.54</u>	
	\$66,536.88	<u><u>\$66,536.88</u></u>

Respectfully submitted,

Pete Lacey
Treasurer