

MACRAO Executive Committee Meeting
May 18, 2001
Western Michigan University
Kalamazoo, Michigan

PRESENT: Executive Committee: Holly Diamond, Karen Klumpp, Pam Liberacki, Tory Parsons, Dorene Root, Dick Stevens, Mark Ulseth

ABSENT: Vickie Scavone, Carol Taberski

CALL TO ORDER Dick Stevens called the meeting to order at 10:20 a.m.

MINUTES Tory Parsons moved and Holly Diamond seconded a motion to approve the minutes of the April 10, 2001 Executive Committee meeting without correction. Motion carried.

REPORTS

Treasurer: Carol Taberski submitted a report via email. The current balance is \$35,475.11. Pam Liberacki moved and Tory Parsons seconded a motion to approve the Treasurer's Report. Motion carried

President: Dick Stevens has had some feedback from Brad Meyers from Ohio regarding possible future multi-state conferences. Ohio, Indiana, Illinois, Michigan, and Wisconsin (possibly) are considering a joint 2004 conference. There has been mixed reaction from our membership. Dick Stevens indicates he is not ready to commit the organization at this point in time, and has communicated some alternative suggestions to Brad Meyers. Tory Parsons questioned the benefit to the membership of a multi-state conference. Ohio and Indiana will be meeting in Indianapolis for certain in 2004. Holly Diamond moved, and Tory Parsons seconded a motion that Michigan decline at this time based on member input, to participate in the 2004 conference. Dick Stevens will send a letter to Brad Meyers.

Articulation Workshop will be held June 13-15, 2001 at Crystal Mountain. There was discussion about the workshop budget. Five Executive Committee members indicated their support for the current workshop budget; one member was not in favor of supporting. The Executive Committee questioned if we are being effective in our communications with committees. We need to change how committee chairs/co-chairs and committee members are prepared. Some suggestions:

- Earlier identification of new members coming onto the committees.
- Committee Breakfast 7:30 – 8:45 Thursday.
- Chair/Co-chair meeting at MACRAO – Friday 9-10.
- Reestablish the meeting of the Executive Committee with all committee members and chairs in December.

Sue Beerbower has resigned as Newsletter Editor. There are some outstanding items, but Sue will send the newsletter as soon as she receives them. It was suggested that it be sent with as much as is available. Dick Stevens will contact her and then Holly Diamond will work with her to get it sent out.

Timelines for submission of newsletter articles needs to be communicated to committees. An electronic vs. paper newsletter was discussed. If we opted for an electronic newsletter, notice could be sent via email to the membership.

The Executive Committee then discussed whether some current responsibilities should be combined into a new position such as Committee Director.

President-Elect: Holly Diamond has a communication plan in place for the Conference designed to build excitement. The keynote speaker we were interested in never came through with a proposal, so a new keynoter has been identified. Holly is finalizing those arrangements. Session approvals have been finalized and committee chairs notified.

Vice President: Tory Parsons reports that we have signed contracts from the Amway Grand Plaza. The Wednesday night dinner is planned for the Grand Rapids Public Museum, but the contract has not yet been signed. She is still seeking members for the 2002 LAC.

Past President: Karen Klumpp reported that the Nominating Committee will be meeting the week after next. She will email suggested names to Executive Committee members.

Directory Editor: The 2001 MACRAO directory is at the printer. Vickie will use the protocol set by AICUM (Association of Independent Colleges and Universities) to structure the listings for Davenport University.

Webmaster: The site is being rebuilt in a database format, but no completion timeframe is currently in place. There will be an online capability to update directory information when the new format is in place. We would like to identify one person per institution to be responsible for the accuracy of their information on the web site. A statistical package has been purchased and it will track the number of site visitors, where they're visiting from (e.g., a high school), etc. There are several reports on the site that are accessible to the public. Dick Stevens asked if any of this data would be useful to the Executive Committee. Mark Ulseth will check the site and notify us so we can look at it.

Historian: Dorene Root needs to gather info on retirees for consideration for honorary membership. A postcard could be sent from Dick Stevens using the model Karen Klumpp established last year, as well as electronically soliciting names.

OLD BUSINESS The Executive Committee voted to table discussion of items to the next meeting. Vickie Scavone indicated that Jennifer Gilroy would be able to electronically subscribe the entire MACRAO membership to the listserve. Dick Stevens will contact Jennifer Gilroy to ensure his message is ready before everyone is subscribed.

NEW BUSINESS The June 22 meeting is being cancelled because of the number of Executive Committee members who cannot attend. The week of July 9 is under consideration. Pam Liberacki will email Executive Committee members to identify available dates that week.

A question was raised about the minutes being on the web. Pam Liberacki will get these to Mark Ulseth soon.

The issue of membership dues for the upcoming year was raised. Because we are in the process of reviewing the dues structure because of all the institutional changes, it was recommended that the dues be reduced while this issue is under study. Pam Liberacki moved, and Karen Klumpp seconded, a motion to set dues at \$100 per member institution for the 2001-02 fiscal year. Motion carried. This information will be communicated using various methods including a memo, the listserve, and the web site.

Holly Diamond will bring a proposed budget to the Executive Committee for the 2001 annual meeting for consideration at a future meeting.

Various methods of communication both within the Executive Committee and with the

membership in general were discussed.

Tory Parsons has developed a communication flowchart for the organization and will it present at a future meeting.

MEETING The next Executive Committee meeting is scheduled for July 9, 2001 at Dorene Root's home in Midland.

ADJOURNMENT The meeting was adjourned by Dick Stevens at 2:20 p.m.

Respectfully submitted,

Pam Liberacki

wp/web 5-18-01 EC minutes new

Question? Comments! contact: [MACRAO](#)
Last Revision: Wednesday, December 17, 2003