

**MACRAO Executive Committee
June 2009
Meeting via email**

The MACRAO Executive Committee meeting for June 2009 meeting was conducted via email. The Executive Committee was asked to respond with their votes by Wednesday, June 24, 2009 via email. The following items were approved.

Action Items

1. Approve Treasurer's report
2. Approve May Minutes
3. Approve Mission Statement

The following items were approved during email discussions among the Executive Committee during the course of the month.

4. Exhibitor Cancellation/Refund Policy
5. Approval of a hard copy registration form to accommodate our membership in submitting "early" registrations for the annual conference.

The following informational items were shared with the Executive Committee.

Informational Items

1. Melinda and Karen will be meeting with Janail on June 26, 2009 for newsletter training.
2. Karen will have an updated Executive Committee contact list to distribute at our July meeting.
3. Shanty Creek will be the location for the 2010 Conference and the contract will be finalized this month. If you have any concerns, please let Anne and Karen know immediately.
4. The MACRAO part of the bill for the Veteran's Workshop was \$1,670.00
5. The Professional Development Committee has announced that there will not be doing a Support Staff Award this year.
6. Pete sent out the MACRAO bills to institutions earlier this week.
7. Our next Executive Committee meeting is scheduled for July 17 from 10am – 2 pm in Lansing.
8. The approved language for the exhibitor cancellation/refund policy is "Payment for exhibit space will be refunded, less 10% or \$100 per booth processing fee, if a written request for cancellation is received by MACRAO no later than 30 Days Prior to the Event Date. Telephone cancellations will not be accepted. MACRAO will only honor cancellation requests whose receipt have been confirmed. Final payment is due 30 Days Prior to the Event Date for all exhibit space. No refunds will be made if the company cancels the contracted slot or if the company fails to attend the meeting. If a company cancels after 30 Days Prior to the Event Date and has not already paid the exhibiting fee, the company will be liable for paying the full fee to MACRAO."

Respectfully submitted,

Stacey M. Stover
MACRAO Secretary



Treasurer's Report to the MACRAO Executive Committee

Tuesday, June 16, 2009

FUND BALANCE - May 15, 2009

Savings:	\$32,751.43
Checking:	<u>\$13,887.80</u>
	\$ 46,639.23

RECEIPTS:

Savings

Interest-Savings - May 2009 \$3.89

Checking

Spring Drive-in Registrations \$60.00

Summer Summit Registrations \$4,460.00

Fall 2009 Annual Conference Registrations \$1,410.00

TOTAL MONTHLY REVENUES \$5,933.89

TOTAL ACCOUNT BALANCE \$ 52,573.12

DISBURSEMENTS:

Executive Board

EC meeting - Chair/Co-chair lunch \$104.24

GI Bill Workshop food expense \$1,670.00

Spring Drive-in

Catering and space rental \$2,226.60

Registration check returned plus NSF fee \$40.00

College Day/Night

Printing of posters and postage \$395.16

Cvent Expenses

Capital One Merchant Fees \$82.69

Michigan Transfer Network (MTN)

Monthly Service Fee - June 09 \$991.00

TOTAL MONTHLY DISBURSEMENTS \$5,509.69

FUNDS AVAILABLE, June 16, 2009:

Savings:	\$32,755.32		<u>\$ 47,063.43</u>
Checking:	<u>\$14,308.11</u>		
	<u>\$47,063.43</u>		

Respectfully submitted,

Pete Lacey
Treasurer