

**MACRAO Executive Committee Meeting
June 15, 2004**

**Baker College
Owosso, Michigan**

PRESENT: Sedgwick Harris, Tracey James-Heer, Marc Payne, Diane Praet, Dorene Root, Carol Taberski

Absent: Jeff Hartman, Karen Klumpp, Vickie Scavone, Mark Ulseth

CALL TO ORDER Carol Taberski called the meeting to order at 10:35 a.m.

MINUTES Diane Praet moved and Sedgwick Harris seconded approval of the May 13, 2004 meeting minutes. Approved.

REPORTS **Treasurer:** Marc Payne reported that the current balance is \$37,299.33. Marc submitted income taxes for MACRAO and we received a confirmation from the government. All institutions have paid their 2003 dues except for Wayne State.

There was a discussion on the 50/50 raffle that takes place at the annual conference. Winners of the raffle have a difficult time getting the money transferred into their institutions. Therefore, the raffle will be eliminated from next year's conference.

President: Carol Taberski reported that she has collected all of the necessary paperwork for a liability insurance quote. She will submit the application form. AACRAO recommends \$1 million in coverage, with a \$5,000 deductible.

MACRAO will not incorporate this year.

President-Elect: Diane Praet reported that the Local Arrangements Committee is making progress on conference sessions. Currently, there are 42 sessions planned. Three vendors have paid and two vendors have not paid. The Wednesday night activity will be Henry Ford's jazz band. The LAC will meet again on June 25.

There was discussion on whether or not to eliminate Wednesday or Thursday night round tables in order to create more free time. Sessions will probably begin on Wednesday night and end with round tables on Thursday night.

We have received the contract back from the Hyatt. Everyone has received their deposits except for a band.

Currently, we do not have an AACRAO representative for the annual conference. Carol will contact Paul Aucoin to determine who will be attending.

There was discussion on the annual conference budget. The Executive Committee does not want to increase the conference fee and is willing to cover a loss this year as a way to give back to the membership. Although the goal is to break even, the EC feels there is enough money in the current budget to accommodate a possible loss. Marc Payne stated that it is a good business

practice to update the budget throughout the planning process, and the LAC should submit a new budget if they know they will exceed it.

Vice President: Sedgwick Harris presented information about the 2005 conference and our contract with the Radisson. The number of rooms on Tuesday night has been reduced from 35 to 12. 200 rooms have been reserved for both Wednesday and Thursday nights. Also, two rooms have been blocked from 10:00 a.m. until 4:00 p.m. on Wednesday for the pre-conference workshop.

The Radisson provided two separate contracts in which facility and service fees are based on either (1) total rooms, or (2) a food minimum. The Executive Committee decided that the contract based on total rooms was more desirable.

Parking rates at the Radisson are \$5 per day (24 hours) across the board. The cut off date for reserving rooms was moved from October 9 to October 17. Also, we can bring in our own AV equipment.

Sedgwick is working with the Lansing Center and Mongolian BBQ on some ideas for entertainment.

Past-President: Dorene Root reported for Karen Klumpp, who was unable to attend. Please look over the list of nominees/prospects for Treasurer, Vice-President and honorary memberships and share any feedback with Karen.

Historian: Dorene Root reported that she made copies of the items requested from Mark Ulseth for the web site.

Diane Praet moved and Marc Payne seconded a motion to (1) accept Joyce Bishop for honorary membership, and (2) recognize Connie Speers for her retirement. Sedgwick Harris will work on getting Joyce's picture and biography.

Webmaster: Mark Ulseth was unable to attend, so no formal report was made.

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

Carol Taberski suggested that we follow along with the "steps" theme for the fall edition.

Ideas for possible newsletter articles:

- How to get on the nominating committee (Spring)
- Committee requests (Fall)

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

OLD BUSINESS

Guest application: The Executive Committee received a suggestion that a line be added to the guest application, indicating that it is the responsibility of the student to satisfy all prerequisite requirements. The suggestion will be forwarded on to the Articulation Committee for discussion.

NEW BUSINESS

Articulation Committee: Members of the Articulation Committee have been invited to the next Executive Committee meeting in July. Items to be discussed include (1) the MACRAO agreement, (2) the guest application, and (3) the pre-conference workshop.

Leadership Handbook: The Leadership Handbook will be edited as needed. The membership and Executive Committee rosters will need to be updated.

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Mailing addresses for members: A question was raised as to whether or not MACRAO has a listing of addresses for members (versus institutions). Sedgwick Harris will check with Vickie Scavone for more information.

NEXT MEETING The next meeting is scheduled for Tuesday, July 13, 2004 at Grand Valley State University in Grand Rapids.

ADJOURNMENT The meeting adjourned by Carol Taberski at 2:40 p.m.

Respectfully submitted,

Tracey James-Heer