

**MACRAO Executive Committee**  
**Friday, June 20, 2008**  
**The Garland Resort, Lewiston, Michigan**

**Present:** Jim Dwyer, Debbie Harju, Karen Hutslar, Scott Owczarek, Dorene Root, Kristin Schuette, Howard Shanken and Duff Zube

**Absent:** Melinda Booth, Stacey Stover

**Call to Order:** The meeting was called to order at 10:05 by Howard. Duff moved and Karen seconded to approve the May meeting minutes. The minutes from the May meeting were unanimously approved.

**Comments from the Floor and Communication to the Executive Committee:** None

**Treasurer's Report:** Funds available as of June 20, 2008

Savings = \$50,345.11

Checking = \$3,588.22

Balance = \$53,933.33

**President:** Howard reported that a conference call has been planned for the July meeting with the vendor Cvent to discuss hiring this company to handle the conference registrations. Dorene will confirm that we have internet and a conference capable telephone available.

Howard and Paul Schmidt recently represented MACRAO at the PALA (Professional Associations Leadership Alliance) meeting in Lansing on June 3. The meeting was attended by representatives of many professional associations across the state. At this meeting, Howard and Paul were approached by Mike Wahl and Mike Hansen regarding establishing a link from their respective sites to MTN. The EC has made the recommendation that Howard ask them to prepare a proposal of exactly what functionality they are requesting, then Howard, Paul and Kristen will have a conversation about whether or not the request is reasonable or allowable under the current MTN contract.

Howard will work with Melinda about the possibility of a "Special Edition" of the MACRAO Newsletter that highlights all of the accomplishments over the past year.

**President Elect:** Karen updated the Committee on progress being made for the Great Lakes Conference. The Local Arrangements Committee met for the first time at Walsh College on May 28 and a subsequent meeting is scheduled for July 2, at the Hyatt Regency in Dearborn. The entire Steering Committee is meeting at the University of Toledo on June 27. The goal for the Great Lakes conference is to have as many representatives from all three states involved in each session as possible. Karen distributed copies of sessions from her group that still need representatives from Michigan and asked the EC to offer suggestions of individuals who may be able to fill these vacancies.

Karen has received an email invitation from AACRAO to serve as the regional contact for the upcoming AACRAO Centennial in 2010. She will be soliciting from the MACRAO membership interesting centennial moments from our state to be shared with the AACRAO Centennial Committee.

Karen has developed a description of each EC position that will be included in a transitional book to assist committee chairs and new EC members when assuming new roles within the organization. Feedback has been requested and Howard has set the September meeting as the deadline for finalizing this information.

The request has been made to develop a spreadsheet that would include the following information from each MACRAO event over the past three years: location of the event, number of attendees, and cost of the event. Dorene will begin research for this project. This information would be very valuable to individuals planning future events.

**Vice President:** Debbie distributed an informational sheet that identifies when individuals terms will be expiring on each committee. This information is very helpful in determining where our greatest need for new committee members will be in the upcoming years. If it was determined that the Legislative Update Adhoc Committee becomes a standing committee, current members may be appointed again, but with staggering terms to assure committee continuity.

Debbie also updated the MACRAO Committee Membership Application form and has volunteered to review all MACRAO forms. The goal is to have all MACRAO forms be as timeless as possible and where practical to list positions rather than individuals to minimize the need for constant modification. Discussion followed regarding whether forms should be interactive versus PDF, self service was the concluded direction that we wish to head.

The Data and Technology Committee has been given approval for their proposed survey. It was recommended that the committee only give a two week window for members to complete the survey.

**Past President:** Jim reported on the progress of the Nominating Committee. The EC approved the slate of nominees and Jim will now contact them about their willingness to serve in this capacity. Howard and Dorene will work on a document that will specifically outline the nominations and elections process.

Jim also discussed the upcoming December meeting with the Committee Chairs and the proposal that this meeting become more of a retreat and possibly extend two days. If this is the direction that the EC wishes to take, the determination of the date and length needs to be made as soon as possible in order to let the Committee Chairs know and for them to add this to their calendars. The agenda and budget for this event needs to be laid out very specifically. It was determined that if this event evolved into an overnight meeting, that MACRAO would pay for the overnight accommodations and food, however not mileage.

Karen, Jim, Howard and Debbie will meet at 9:00 a.m. prior to the EC meeting as a whole on July 18, to make the final decisions regarding these issues.

**Historian:** Dorene reported that the approved honorary members for the upcoming conference will be: Richard Stevens, Sedgwick Harris and Mark Ulseth. Ron Hughes has agreed to write up the honorary membership summary for Richard, Kay Keck for Sedgwick and Paul Schmidt for Mark. Dorene will notify each of the honorary members that they have been selected for this honor and also invite them to the Great Lakes Conference, business lunch to receive the award. Their lunch will be provided by MACRAO.

**Web Editor:** Kristin reported on the new College Day Night Calendar that is up and running on the MACRAO web site. The intent of the new calendar is to allow the individual, who is requesting to host a college fair, to fill out the form on the web site rather than filling out the old form and submitting it to the committee chair to do so.

**Directory Editor:** Scott reported that Van Anandel Institute has requested MACRAO membership. It was determined that Van Anandel Institute does not meet the criteria for MACRAO institutional membership; however they could become an affiliate member. Karen moved, Howard seconded and the EC approved Van Anandel Institute as an affiliate member. Scott also informed the EC that Van Anandel Institute would like to become a member of MTN. According to the MTN specifications, they would not be eligible. Scott has also received some requests from individual schools within member institutions who want to become institutional MACRAO members so they may have their own table at college fairs. This is not allowed.

The MACRAO listserv that has been housed at Oakland University since its inception will be closed. A new MACRAO listserv will be hosted by MSU. The Directory Editor will reconcile the listserv with the MACRAO Directory on a regular basis.

### **Old Business:**

**Legislative Updates Committee and Bylaws:** Howard will be in contact with Paula Dykstra to make sure that all proposed updates to the bylaws will be done prior to the July meeting. These items will be voted on at that meeting.

**MTN Governing Committee status:** Howard will be in contact with Paula to make sure that there will be a formalized statement regarding the membership, objectives and goals for this committee to be reviewed by the EC at the July meeting.

**Late Membership Fees:** Currently the only penalty assessed to an institution that has not paid their membership dues is to pull their voting card and they are unable to vote at the annual meeting. There was discussion regarding what other motivating penalty could be incorporated to encourage institutions to pay their dues in a timely manner. Items discussed were: pull the voting card, pay a higher conference fee, remove the

institution's information from the web (MTN, College Mall, directory information and list serve).

Duff will compose a proposal of possible sanctions for non-paying members to be considered at a future meeting.

Member at large: This was a continuation of a discussion that began at a prior meeting on whether or not there should be a member at large on the EC. It was agreed that having a member at large on the EC is not necessary; the void which initially generated this conversation has been filled by the EC moving to open meetings and having the committee chairs attend on a frequent basis.

**New Business:**

Howard reported that he has received a College Day Night request from a high school. It was recommended that this request be forwarded to the College Day Night Committee chair who routinely deals with these requests.

Technology Committee Survey: The EC has approved this survey as noted earlier in the minutes.

MACRAO forms on the web: See the Vice-President's report, Debbie has taken on this responsibility.

MCCA-VLC: See the President's report, Howard will ask that they submit a specific proposal regarding their request.

New Course Alert system request: There was discussion regarding a formalized avenue by which institutions are alerted when new courses or changes in courses occur at other institutions. How can we keep up with all the changes? This will be a charge for the new MTN committee when it is formed.

Howard mentioned that he is proposing that the organization move forward with the plans to offer a Legal Conference, possibly as early as next spring.

Managing data on the MACRAO website: It has been proposed that the Data and Technology Committee take on this important role. Data such as the current tuition rates for institutions is badly outdated and the organization needs to make sure that there is an organized way in which the data is maintained.

Adjournment: The meeting adjourned at 12:30 p.m.

Respectfully submitted,

Dorene Root, Acting Secretary

Treasurer's Report to the Executive Committee  
MACRAO 6/20/2008

BEGINNING BALANCE, Savings, May 16, 2008	\$ 50,303.52
BEGINNING BALANCE, Checking, May 16, 2008	<u>2,531.75</u>
	\$ 52,835.27

RECEIPTS:

**Fall Conference 2008: Registrations**

Exhibitors 6150.00

**AACRAO-Ockeman** 500.00

**Membership Dues 2008:** Delta, Calvin, & Saginaw Chippewa 450.00

**Registrar's Drive-Inn (04.03.2008):** 100.00

**Interest-Savings:** 41.59

Total Revenues: 7,241.59

TOTAL FUNDS AVAILABLE \$ 60,076.86

DISBURSEMENTS:

**Executive Board Costs:**

Meals 82.44

Office Supplies:

Liability Insurance 1000.00

Checking Service Charge: 9.00

**Fall Conference 2008:**

**Registrar's Drive-Inn(4/3/08):** 1675.62

**Support Staff Wksp (6/13/08):** 1739.23

**MTN:** Monthly Service Fee 991.00

Posters 646.24

TOTAL DISBURSEMENTS \$6,143.53

FUNDS AVAILABLE, June 20, 2008:

Savings, June 20: \$50,345.11

Checking, June 20: \$3,588.22

\$53,933.33

Respectfully submitted,

Duff Zube  
Treasurer