

MACRAO Executive Committee
July 17, 2009
CMU – Lansing Center, East Lansing, Michigan
2900 West Road – Suite 301
East Lansing, Michigan 48823

Attendees:

Debbie Harju (by phone), Karen Hutslar, Pete Lacey, Scott Owczarek, Dorene Root, Kristin Schuette, Howard Shanken, Janail Silver, Stacey Stover

Absent:

Anne Monroe

Call to Order:

The meeting was called to order at 10:10 a.m. by Karen Hutslar. The minutes from June 2009 were moved for approval by Howard Shanken and approved.

Officer's Reports

Treasurer:

Pete shared that all bills have been paid. We have a balance of \$55,309.53 as of July 16, 2009. Membership dues have been paid by 31 out of 93 schools to date which is exactly one third of our membership.

Past President:

Electronic transcripts and the electronic exchange of data are being worked on by the Center for Educational Performance and Information (CEPI) Office. Howard recommended that we work with the state on these initiatives. Docufied has been selected by the Higher Education compact as the vendor for this process. They will be developing an advisory Committee and we hope to have MACRAO involved on this team. We may want to consider involving a sub team that would be involved in this from MACRAO that would represent the various types of institutions – four year public, private and community colleges.

Vice President:

No report.

President:

Karen distributed an updated contact list for the Executive Committee that includes information on how to reach Janail. Karen introduced Janail Silver who will be our new Newsletter Editor and shared a letter she had received from Melinda as she moved on from her Newsletter role. Karen also updated the manual to note that the Historian orders the plaques. She updated the past president information to add that we need to notify AACRAO of our current Executive Committee members. Karen and Howard talked with the new Registrar at Michigan State to introduce her to MACRAO.

President-Elect:

The LAC met yesterday to tour Boyne and were very impressed with the facility. We currently have 34 sessions that have been accepted with 4 pending sessions. We could go beyond the 47 sections if we are interested because Boyne has the space to accommodate this. We are the only group that will be at Boyne during our annual conference. A snapshot of where we are with Conference Registrations and payment is that as of July 14, 2009, we have 32 total conference registrants which includes 26 members/speakers and 6 vendors. The LAC is looking into creative solutions to reduce the cost for specific programs they would like to offer that have a high cost. The red flag rule and electronic transcripts were also suggested as topics to consider.

Historian:

Dorene's report will be covered under new and old business.

Web Editor:

The professional posting site has been very under utilized. Kris wants to change this to link it to the Michigan Higher Education Consortium. She wants to update the site and recommend that people add the information on the Consortium or AACRAO sites. Kris also asked about updating the look and organization of the web site and that was supported by the Executive Committee.

Newsletter Editor:

Janail said hello and introduced herself to the Executive Committee. Any updates for the August newsletter should be submitted to Janail. It was suggested that Anne may want to email the committees to ask for newsletter information and Dorene said that she may want to ask for AACRAO session facilitators.

Membership Coordinator:

Scott will be sending out another bill the beginning of August to schools that have not yet paid their membership dues.

Old Business:

Karen asked a colleague to recommend names of accountants that could assist us with developing a budget and our dues structure for the future. She has two names and asked if she should proceed in contacting them for more information (e.g. the cost). This was supported by the Executive Committee and Karen will proceed.

More investigation needs to be done regarding the Articulation Committee session proposal. Deb will continue to work with them. Pete mentioned that the international educators were going to cover this during last year's conference however due to low registrations that did not happen.

Debbie recommended that the Executive Committee and other Committee members try to register for the annual conference as soon as possible as that will encourage the vendors to be more interested in participating in the conference. This marketing idea may also lead to more sponsorship. Anne should recommend this to our current committee members.

The Legislative Issues Committee has struggled for the past three years for membership and sometimes filling the chair role. Karen suggested that in the future, the Executive Committee may want to consider taking responsibility for legislative updates to the membership. However, we have recently seen revived interest in this committee. Ron Hughes has offered to chair the committee and the committee has a couple of sessions proposed for the annual conference. This may result in more membership interest in this committee for the future.

The 990 form and the 990 EZ form will be investigated before we have to complete taxes in the future. Pete will look into this further and may touch base with AACRAO.

It was recommended that we need policies for conflict of interest, whistleblower and records retention. Karen will take the AACRAO policy for conflict of interest and will revise it for MACRAO. We will try to have ideas for how to do this in a more definitive way by the September meeting.

Our current contact at Cvent is leaving the company and our new contact will be Brittany Spano. Howard mentioned that we can also sell MACRAO items through Cvent and they can be ordered online and we may want to consider working with a distributor to help with the process.

Debbie will do the Past Presidents and Honorary Member letters to invite them to the conference.

We have previously discussed the idea of a new MACRAO logo. Karen suggested that we may want to put the options on the web site and let the membership vote online. Kris and Scott will look at the previously developed logos to see which ones will work electronically. We will put the ones that will work in a survey and send it to the membership. Our goal is to unveil the new logo at the annual conference.

New Business:

Stacey made a motion to approve Scott McMillian as an honorary membership candidate and Karen seconded. Dorene will send him a letter inviting him to come to the conference. Our own MACRAO Executive Committee members Kris and Scott will do the presentation of his honorary membership. Linda Brown from the University of Michigan Dearborn has also retired and Dorene will investigate if she is eligible.

Brandi Johnson-Faith from the state of Michigan has asked for names for who will be involved on the electronic transcripts and the electronic exchange of data project and it will be Howard, Karen and Chris Tremebyly.

MACRAO does have tax free status and there is a form that we must submit each year to the hotel where we are having our conference. We need to determine who should be responsible for this task and it was suggested that it be the Treasurer since they process the paperwork. Dorene commented that she also has a copy of this for the historical records.

We had a conversation about the nominations for open positions. We recommended starting the nominations process earlier next year to allow ample time. Howard will work on drafting a recommendation for a new nominations process and Dorene will provide him with some of the materials used by AACRAO.

We need to change our bylaws at the annual conference to reflect the deadlines for IRS reporting to show that our fiscal year is November 1 to October 31 and not December 1 to November 30 as it had been previously. Janail will also be adding this to the August newsletter.

Adjournment:

The meeting ended at 12:36 p.m.

Respectfully submitted,

Stacey M. Stover
MACRAO Secretary



Treasurer's Report to the MACRAO Executive Committee

Thursday, July 16, 2009

FUND BALANCE - June 16, 2009

| | |
|-----------|--------------|
| Savings: | \$32,755.32 |
| Checking: | \$14,308.11 |
| | \$ 47,063.43 |

RECEIPTS:

Savings

| | |
|------------------------------|--------|
| Interest-Savings - June 2009 | \$4.29 |
|------------------------------|--------|

Checking

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|---|-------------|
| 2009 Membership Dues & Cvent Deposits | \$12,315.00 |
| Fall 2009 Annual Conference - Registrations & Vendors | |
| Summer Summit Registrations | |

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| TOTAL MONTHLY REVENUES | \$12,319.29 |
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| TOTAL ACCOUNT BALANCE | \$ 59,382.72 |
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DISBURSEMENTS:

Articulation Committee Summer Summit

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|---------------------------|------------|
| Catering and space rental | \$1,493.24 |
| Presenter and Awards | \$250.00 |

Annual Conference - Fall 2009

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| Supplies and gifts | \$87.83 |
| Meeting space deposit | \$1,000.00 |

Cvent Expenses

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|---------------------------|----------|
| Capital One Merchant Fees | \$251.12 |
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Michigan Transfer Network (MTN)

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| Monthly Service Fee - July 09 | \$991.00 |
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| TOTAL MONTHLY DISBURSEMENTS | \$4,073.19 |
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FUNDS AVAILABLE, July 16, 2009:

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| Savings: | \$32,759.61 | | \$ 55,309.53 |
| Checking: | \$22,549.92 | | |
| | \$55,309.53 | | |

Respectfully submitted,

Pete Lacey
Treasurer