

**Executive Committee Meeting  
July 15, 2011  
Central Michigan University-East Lansing Center  
2900 West Road, Suite 301  
East Lansing, Michigan  
10:00 AM-2:00 PM**

**Attendees:** Karen Hutslar, Carrie Jeffers, Tammy Grossbauer, Katherine McMullen, Dorene Root, Kristin Schuette, Vicki Stewart

**Absent:** Debbie Harju, Pete Lacey, Janail Silver

**Call to Order**

In the absence of Debbie Harju, Karen Hutslar called the meeting to order at 10:06 AM. The June 10 minutes were moved for approval by Katherine McMullen and seconded by Carrie Jeffers. The motion was approved.

**Comments from the Floor**

None.

**Executive Committee Reports**

**Treasurer**

Funds available as of June 30, 2011

Savings = \$32,857.68

Checking = \$32,920.27

Balance = \$65,777.95

Pete reported via an email that the bills for membership dues have been mailed. He will be sending reminder bills in late August for those that have not paid.

He also reported that regarding the CVENT- Merchant Account fees, he is working with Chase bank on exploring the fees they will charge us if we change to Chase instead of Capital One. He will report back with his findings in August/September so we can determine how to proceed.

**President**

Debbie reported via email that she was able to negotiate the pre-paid registration rate with CVENT down from \$4.15 to \$4.00 for years one, three and four. Year two will be higher because we will process fewer registrations due to the Great Lakes 2013 conference.

Debbie also received Merchant account information from CVENT. She was informed that we can switch over to our preferred vendor.

We agreed to move forward with renewing our contract at our last meeting and unless anyone has any issues or concerns, Debbie will sign and submit the contract on June 30<sup>th</sup> to lock in the new rates.

### **President-Elect**

Katherine reported on the activities of the Local Arrangements Committee and distributed a report. There have been three changes to the budget with regard to Early Bird Registration, pre-conference workshops, and exhibitors. There are currently five members registered for the conference and one exhibitor. As it gets closer to the start of the conference, registrations should start to pick-up. The LAC last met on June 24. They discussed entertainment for the conference, but they are still struggling with this. Katherine has charged some members of the LAC with the task of coming up with some entertainment ideas. On August 5, Katherine and Ron Hughes will meet to slate the programs. They have some really good sessions, but they are still in need of more. Currently, they have 31 sessions and would like about 9 more. Katherine asked Kris to moderate a forum on CEPI. Kris agreed and will submit a session proposal. Karen Suggested Troy Tissue to give a session on the MCAN. Karen will contact him to see if he is willing to do this. They may also ask Brandy Johnson to do a session. The list of sessions was passed around to the Executive committee for review. Karen volunteered to do a session on the Fish Philosophy if needed. The Registrar Practices Committee has two sessions held back, as they are looking for speakers. Katherine is looking to do five sessions per time slot, but may have to go to four especially in the afternoon. Kris will also do a session on e-transcripts. She will submit this session proposals within the next week. Katherine also reported that she is working with Tammy to launch CVENT for registration by the end of July. The next LAC meeting will be July 22.

### **Vice-President**

Carrie reported on the two committees, Equity in Education and College Articulation, that present awards at the annual conference. She has contacted Janail to run information on these awards in the next newsletter. Carrie has also received some new applications for committee memberships. In addition, she is working on the 2012 conference budget, which she will bring to the Executive Committee in October.

**Past President**

Karen reported on the Nomination Committee's report. The report was distributed to the Executive Committee prior to the meeting for review. After some discussion, it was decided the EC would vote at a later date by email after we had some input from Debbie and Pete.

**Secretary**

No report.

**Historian**

Dorene asked whether we should put the Nominations Committee on the web so we have a record. Karen asked Kris how we would go about this and Kris stated she would need to create the committee. Then either Karen or Carrie could enter the names.

Dorene reported she will send letters in mid-August to the honorary members to invite them to the conference.

**Web Editor**

Kristin reported she is working on getting UIC/STARR feedback. Some discussion followed.

**Newsletter Editor**

Janail reported via email that to date, she only has five articles for the newsletter, so it looks like it will be short and sweet. She plans to have the newsletter out by July 22. If you know of anyone who may have an article for the newsletter, or know someone who has retired, changed jobs or anything else, please forward the information to her.

**Membership Coordinator**

Tammy reported that she has been working on CVENT. She got the membership list to Pete and bills have been sent out. This has generated questions from the membership and she has been spending time answering them. There was discussion as to whether we should add a field

for a dues contact in the directory. Discussion followed. No one was sure this would help, since people do not keep up the directory information. It was concluded that whoever is listed as the institution contact is responsible to update the directory and for payment of membership dues.

Tammy also reported that CVENT is all paid for the Summer Summit, the Spring Drive-in and the Summer Summit have been wrapped up, and there are 21 members registered for the New Professionals Workshop. The Vendors site for the annual conference is in-progress. Tammy hopes to have it wrapped up and launched soon.

### **Old Business**

Compass College of Cinematic Arts (formerly Compass Film Academy) Membership Application Discussion of the Compass College of Cinematic Art's membership application has been deferred until the September meeting.

#### Review of EC Annual Calendar

Debbie sent a draft of the annual calendar to the Executive Committee prior to today's meeting. The EC discussed, reviewed and completed the calendar. Karen Hutslar kept a record of all changes.

#### CVENT

See President's report.

### **New Business**

None.

### **Comments from the Floor**

None.

### **Adjournment**

The meeting was adjourned at 1:09 PM. The next meeting will be Friday, September 16, at the Central Michigan University-East Lansing Center.

Respectfully submitted,

Vicki Stewart  
MACRAO Secretary



**Treasurer's Report to the MACRAO Executive Committee - July 2011**

Friday, September 16, 2011

FUND BALANCE -June 30, 2011

Savings:		\$32,857.68
Checking:		\$32,920.27
		<u>\$65,777.95</u>

RECEIPTS:

**Savings**

Interest-Savings - July 2011 \$3.90

**Checking**

Summer Summit, New Professionals Workshop, \$10,090.00  
 Membership Dues and Fall Conference 2011

TOTAL MONTHLY REVENUES \$10,093.90

TOTAL ACCOUNT BALANCE \$75,871.85

DISBURSEMENTS:

**Executive Committee**

EC meeting lunch \$47.50

**Cvent Expenses**

Capital One Merchant Fees \$60.73

**Michigan Transfer Network (MTN)**

Monthly Service Fee - July 2011 \$193.00

TOTAL MONTHLY DISBURSEMENTS \$301.23

FUNDS AVAILABLE, July 31, 2011:

Savings:	\$32,861.58	
Checking:	<u>\$42,709.04</u>	
		<u><u>\$75,570.62</u></u>

Respectfully submitted,

Pete Lacey  
Treasurer



## Treasurer's Report to the MACRAO Executive Committee - August 2011

Friday, September 16, 2011

FUND BALANCE -July 31, 2011		
Savings:		\$32,861.58
Checking:		\$42,709.04
		\$75,570.62
RECEIPTS:		
<b>Savings</b>		
Interest-Savings - August 2011	\$4.44	
<b>Checking</b>		
New Professionals Workshop, Membership Dues, and Fall Conference 2011	\$6,774.00	
TOTAL MONTHLY REVENUES		\$6,778.44
TOTAL ACCOUNT BALANCE		\$82,349.06
DISBURSEMENTS:		
<b>Secondary Schools Relations Committee</b>		
New Professionals Workshop - Refund	\$115.00	
<b>Articulation Committee</b>		
Summer Summit 2011- Final Payment	\$1,712.32	
<b>Cvent Expenses</b>		
Capital One Merchant Fees	\$145.70	
<b>Michigan Transfer Network (MTN)</b>		
Monthly Service Fee - August 2011	\$193.00	
TOTAL MONTHLY DISBURSEMENTS		\$2,166.02
FUNDS AVAILABLE, August 31, 2011:		\$80,183.04
Savings:	\$32,866.02	
Checking:	\$47,317.02	
	\$80,183.04	

Respectfully submitted,

Pete Lacey  
Treasurer