

MACRAO Executive Committee Meeting

Friday, July 18, 2008

Lansing, MI

Present: Howard Shanken, Kristin Schuette, Karen Hutslar, Paula Dykstra, Debbie Harju, Dorene Root, Jim Dwyer, Melinda Booth

Absent: Scott Owczarek, Duff Zube, Stacey Stover

Call to Order: The meeting was called to order at 10:04 by Howard. Karen moved and Debbie seconded to approve the June meeting minutes. The minutes from the June meeting were unanimously approved.

Comments from floor and Communication to the Executive Committee: None.

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

Savings = 50,405.43

Checking = 11,655.53

Balance = 62,060.96

Duff will work on a proposed budget to get away from working in such a line item fashion. It will address funds needed to cover emergencies, maintenance and upcoming projects

President: Howard has been in contact with the Council on Law in Higher Education (CLHE) regarding sponsorship of a MACRAO legal conference next year. They are considering a 2-3 workshop at the Marriott in Grand Rapids. Topics would include not only FERPA, but the Clery Act, OCR, and other privacy acts and issues related to enrollment services, admissions and registrar. Howard is considering splitting the planning responsibilities with CLHE for this event.

President-Elect: For the Great Lakes Conference, Michigan has been a leader in proposing and getting sessions accepted. Some are standalone, while others will have representation from all three states. Michigan LAC has been meeting and has another meeting coming up in August. The next scheduled LAC meeting for all three states is in September. Logistics have been challenging but it is a great group to work with.

In a pre-meeting session this morning, Karen, Howard and Debbie talked about the Leadership Summit for committee chairs. It will be covered by MACRAO (hotel and food included) and emphasize leadership, team building, committee chair responsibilities and goals, and guidelines for strong conference sessions. In selecting a date, they recalled that December has been challenging because of attendance. Planning it for January would give us more time to prepare. Debbie will contact incoming chairs and co-chairs about possible dates on a Thursday-Friday. At the fall conference we can give them

a token gift and formal invitation to the January workshop. In future years we might move the chair workshop up and incorporate it into the annual conference.

Vice President: Debbie is working through revisions to the leadership manual, identifying inconsistencies and embedding helpful links. We will post it online and it will dynamically pull from the committee database so that the Executive Committee quick reference is always up to date.

The Professional Development committee is still trying to identify unpaid participants from the Support Staff Workshop.

Debbie will be finalizing conference reservations for Boyne soon.

Past President: The nomination process is complete. As a follow-up to his first email, Jim will send another communication to the listserv describing the nomination process in detail and thanking all the people who put themselves forward for leadership. He will communicate to the membership that the process will conclude in November at the business meeting.

Historian: Historian reported on honorary membership. Dick Stevens will attend fall conference with his wife so that we can recognize him. Mark Ulseth was honored but will not return for the fall conference. Dorene has not heard back from Sedgwick Harris. We will continue the tradition of gifting the honorary members with a plaque.

Discussed conference giveaway of a golf umbrella. We could use any extras for other event giveaways.

Dorene is compiling a MACRAO event summary, containing the historical data on day, year, location, and attendance for past events. We should consider having the chairs put this information in an annual report because it was not easy to find in any single location.

Web Editor: Kristin added the committee chairs' mailing addresses to the web site, to correspond with the more universal committee forms we have been posting to the site. She has been working with committees to make all fliers and forms more generic by stripping specific dates and names. Kristin also added a field in membership list for area of responsibility—a good opportunity for Scott to send a reminder to institutional editors to keep up their school's info and add this field.

Newsletter Editor: The July e-newsletter will go out on Monday, July 21. Melinda will create a survey for the membership presenting the current logo and proposed updated logos. It will be conducted online for a period of several weeks. If the membership opts to use the current logo it will be redesigned for a cleaner more unified look for web use and all printed materials. The survey will also be announced in the August e-newsletter.

New Business:

- C-vent presentation and conference call: The Executive Committee is gathering information on the C-vent system for online event registration, payment, email invitation and follow-up email

communication management. This includes automated registrations; communications and reminders; Pre-, post-, and regret surveys up to 10 questions. The system would pull from the MACRAO database so when members register, they just confirm all of their information. If they clean it up or correct things, we can also download it to the MACRAO database.

The multi-year agreement includes training and customer care team access in the cost. There are two cost components:

- 1) Annual maintenance fee: what C-vent charges to cover their costs. Includes purchase and implementation of Verisign (for credit card payments), unlimited training and customer care, on-demand technology fees (server, security). Typically \$2,500 a year. For an AACRAO affiliate it will range from 1000-1500, depending on term.
- 2) Price per registrant: volume-based pricing model. Need to come up with a number ahead of time. For 750 registrations, C-vent typically charges about \$13 person, but for a non-profit it will be about \$3 per registrant.

If we went forward with the C-vent system, there was discussion of a new MACRAO conference coordinator volunteer position to help coordinate registrations.

There was discussion on the cost and fitting it into an annual budget to ensure that it will not cause a financial hardship for the organization.

The Executive Committee discussed the need to move into next year with a system or plan in place to address the many hours spent by committees organizing registration, tracking payments, and following up with non-paying registrants.

This topic will be placed on the September agenda for further discussion

- The MTN Governing committee has not yet formed. Howard would like to get the committee into the by-laws first. The M-TENS committee also needs to be officially closed out. However, the work on MTN cannot wait until November. We need to create the MTN Governance ad hoc committee as of today, and empower them to appoint members and form their committee so they can become official in November. We also need to add the following to the existing members: a liaison from the Data and Technology committee; a representative from MSU; the MACRAO president or someone delegated from executive committee; and representatives from a four year public and four year private institution. The ad hoc committee will hold their first meeting in early August. The Executive Committee will vote by email on the dissolution of M-TENS and replace it with the ad hoc MTN Governance committee. Then it can be officiated at the September meeting.
- HTN is a hotel and event planning company that has contacted MACRAO. They manage contract negotiations with hotels but don't charge the organization for their services. Howard will forward the information to Karen for the Leadership Summit, which will probably be held in Lansing.

- There will be no August meeting. The September meeting will be held in Lansing with the committee chairs and co-chairs. The October meeting will be held at the conference hotel in Dearborn.

By-Law and Constitution Changes:

Add Constitution as a heading above articles, and add “constitution and by-laws” to title, to clarify.

It was decided that the best means for presenting the by-law changes to the membership 45 days prior to the annual business meeting is to provide a document of rationale.

Constitution

Article IV: The title “directory editor” was changed to “membership coordinator” to better reflect the goals of the position.

Article V: It was suggested that we add the word “business” anywhere we talk about the annual meeting.

By-Laws

Article I

Section 1: There was past discussion on changing the fiscal year to November 1-October 30. It was never changed because we have a lot of fiscal cleanup from the annual meeting, so if it ended on November 1 there would be annual meeting expenses across two fiscal years. For now it will stay December 1 through November 30.

Section 2: Based on feedback at May meeting, discussed putting in base fee and percentage amount for increase each year. However, it was decided that a range in dollar amounts would work best.

a) Change range to 150-200

b) Change range to 250-350

c) Change range to 50-75

Section 3) Late payees may be subject to late payment and/or other sanctions as determined by the E.C.

Section 4) Leave as written, with rationale and wait for feedback for membership. Membership dues in will not exceed most recent two years. Paula will work on wording.

Section 6) This section will go back in.

Article III

Section 1: Secretary and treasurer terms will be three years. Howard will talk to current nominee as a courtesy to let him know that his term will be longer.

Section 2: Added last sentence: “The president shall become past president at the end of his/her term.”

Section 4: Changing emphasis of Vice President to a leadership development role.

Section 6: Formalizes a task traditionally assigned to the Treasurer.

Section 8: Corrects typo in second sentence.

Section 9: The term for non-elected officers shall be two years and such officers shall succeed themselves. This section will not change.

Section 10: Redundancy removed. Formalized the historian’s task of providing research and member history as directed by the president.

Section 12: Directory Editor renamed Membership Coordinator and description revised to clarify expanded responsibilities for the membership.

Article IV

Section 1: Deleted Graduate and Professional Studies. “Admissions Practices/Enrollment Management” simplified as “Enrollment Management.” Two new standing committees established: Legislative Issues and MTN Governance.

Section 2: Grammatical correction from past document.

Section 3: added in “ad hoc” for clarity

The final page of the proposed constitution and by-law changes includes the descriptions of two new committees.

Adjournment: Meeting concluded at 2: 45 p.m.

Respectfully submitted,

Melinda Booth, Acting Secretary

Treasurer's Report to the Executive Committee
MACRAO 7/18/2008

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|--|-----------------|
| BEGINNING BALANCE, Savings, June 20, 2008 | \$ 50,345.11 |
| BEGINNING BALANCE, Checking, June 20, 2008 | <u>3,588.22</u> |
| | \$ 53,933.33 |

RECEIPTS:

Fall Conference 2008: Registrations

Exhibitors: NOLIJ, Paradigm,Intelliworks 1600.00

Membership Dues 2008: 4950.00

Support Staff Workshop (06.13.2008): 3410.00

Summer Summit (6/19-20/2008): 1777.44

Interest-Savings: 60.32

Total Revenues: 11,797.76

TOTAL FUNDS AVAILABLE \$ 65,731.09

DISBURSEMENTS:

Executive Board Costs:

List Serve 22.00

Flowers-Vicki Scavone 49.77

Fall Conference 2008:

Support Staff Workshop (6/13/08): 2607.36

MTN: Monthly Service Fee 991.00

TOTAL DISBURSEMENTS \$3,670.13

FUNDS AVAILABLE, July 18, 2008: \$62,060.96

Savings, July 18: \$50,405.43

Checking, July 18: \$11,655.53

Respectfully submitted,

Duff Zube
Treasurer

Treasurer's Report to the Executive Committee
MACRAO 8/15/2008

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| BEGINNING BALANCE, Savings, July 18, 2008 | \$ 50,405.43 |
| BEGINNING BALANCE, Checking, July 18, 2008 | 11,655.53 |
| | <hr/> |
| | \$ 62,060.96 |

RECEIPTS:

Fall Conference 2008: Company Registrations

| | |
|--------------------------|--------|
| School Registrations | 780.00 |
| Pre-Conference Workshops | 40.00 |

Membership Dues 2008: 5700.00

Summer Summit (6/19-20/2008): 2962.44

Chase interest-Savings: 63.78

Checking 2.00

Total Revenues: \$9,548.22

TOTAL FUNDS AVAILABLE \$ 71,609.18

DISBURSEMENTS:

Executive Board Costs:

Meals 54.46

Fall Conference 2008:

Articulation-Transfer Award: 155.00

Summer Summit (6/19&20/2008) 2345.47

Support Staff Workshop (6/13/08): 426.41

MTN: Monthly Service Fee 991.00

TOTAL DISBURSEMENTS \$3,972.34

FUNDS AVAILABLE, August 15, 2008:

Savings, August 15: \$50,469.21

Checking, August 15: \$17,167.63

\$67,636.84

Respectfully submitted,

Duff Zube
Treasurer