

**MACRAO Executive Committee Meeting**  
**July 25, 2002**  
**Lansing Community College**  
**Lansing, Michigan**

Present: Holly Diamond, Tory Parsons, Dorene Root, Vickie Scavone, Steve Shablin, Mark Ulseth

Absent: Dick Stevens

Meeting was called to order at 10:15 a.m.

Minutes from the previous meeting are not available as Sherri Samaha has them and has resigned her position as Secretary because she has left the University of Michigan. She has indicated that she has the minutes from the last meeting and will provide them to the Executive Committee. We also need to obtain the binder from Sherri.

#### Treasurer's Report

The Treasurer's report was dispersed to the Executive Committee. It was noted that all Committees have been paid out at this point.

A discussion of how the dues should be assessed for 2002-2003 took place. The discussion centered around the current budget balance of MACRAO, which is currently the lowest it has been in years and where we would really like to be. Also discussed was how the recommendation from the Dues and Membership Ad Hoc Committee would impact the revenue generated from dues. It was suggested that an overall budget be put together for the organization, looking at all expenses and all revenue and making a dues recommendation based on this. Holly and Carol will work on this and make the determination.

Holly will also work with the Registrar's Practices Committee this next year to enhance the Drive In Workshop sessions and implement the \$10 fee to cover the lunch.

## **President's Report**

We are in the process of seeking a new Secretary who will be appointed by the President. Many names were discussed, however many of these names are also candidates for Treasurer and Vice President. We will need to know who the Candidates are before making the selection. Holly will follow up with Dick Stevens on this.

Holly indicated that she had been contacted by the radio station WRIF regarding a college fair that they would like to MACRAO to co-sponsor and sanction. This presents a lot of visibility and publicity for MACRAO and its membership. However, the fee that the radio station is charging the institutions to participate is not within accordance of MACRAO guidelines. A lengthy discussion ensued as to the distinct advantages of this opportunity however the appropriateness of charging for such an event. It was agreed that Holly would go back to WRIF to see if they would restructure the participation opportunities to include a no-fee option for the institutions. Holly will report back on the status.

Davenport University's request to list all campuses as one rather than individual locations was discussed. Some feel that it is a loss of revenue and we need to plan accordingly. This is okay, as long as it is also consistent with how they are listed with CHEA, etc. Holly will contact Paul at Davenport to verify this.

Other factors within the upcoming recommendation from the ad hoc committee examine voting rights for individual memberships, affiliate memberships, etc. It will also address what happens with those institutions that fall into arrears, as well as items such as reinstatement fees.

Vickie indicated that she would design a form that can be used to request membership. This will help us to obtain all necessary information and will keep things consistent. If someone requests membership, we will be able to direct him or her to the web for more information.

## **President Elect**

Tory and the Local Arrangements Committee have been doing a great job. The Conference brochure is scheduled to go out September 15<sup>th</sup>, after the August newsletter.

The fees for the Conference are as follows: Pre-Conference Workshop: \$30; Conference: \$150.

They have software that they will be using that does the registration and also the nametags.

They have a web page developed for the conference and will send the link to Mark Ulseth. Individuals will be able to print Conference Session Descriptions. Holly confirmed that this was a good idea as she received feedback last year that there was too much information, or too much paper in the registration packets.

The Conference gift is a clock that Tory brought to show the Executive Committee. It is a great gift and sure to be a hit!

There will be lots of prizes at the Conference, as well as a 50/50 drawing.

Gift certificates for presenters will be done as drawings; drawings will also be done for institutional prizes.

The Past President and Honorary Member invites are done – Holly will give to Tory for her editing and indication as to when she'd like Holly to send out.

Tory will give articles to Lauren for the Newsletter.

## **Vice President**

Steve distributed a list of the hotels he has been looking at for the 2003 conference. He plans on calling this week. Tory suggested that we need to have a decision by August 15, 2002 and Holly agreed.

Steve indicated that he had been in contact with the Professional Development Committee and the Secondary School Relations Committee to make sure they are on track for their upcoming events.

Steve has the most current list of Committees and will provide a copy to Dorene.

## **Past President**

Dick was not in attendance, however the list of candidates that he previously provided was discussed at length based on previous participation within and contribution to MACRAO. Holly will contact Dick to inform him of the feedback from the Executive Committee and timeframe that we will need answers from to meet the Newsletter deadline.

## **Newsletter Editor**

Lauren had some database updates as a result of the last newsletter. She has indicated that 3 individuals say that they wanted to receive the newsletter via e-mail.

A list of the contents for the Fall newsletter was distributed and reviewed.

## Web Editor

The “self serve” option for updating the directory on the website will be ready in two weeks. The Directory Editor and the Web Editor will select Web Editors for each institution. A letter will be sent to each one inviting them to attend a Fireside Chat at the annual conference to learn how to complete the updates.

## Directory Editor

The recommendation is shaping up to take on the following recommendation: a two (2) tier 1) a member of CHEA and 2) be able to conduct business in the state of Michigan.

## Old Business

- a) 2002 Conference Update – discussed in Vice President’s report
- b) Ad-Hoc Committee on Membership and Dues-discussed in the Directory Editor’s report
- c) Ad-Hoc Committee on Committee Restructuring and Bylaws-tabled until next meeting
- d) Scholarship Proposal – if MACRAO agrees to participate in the WRIF College Fair, they have agreed to sponsor two (2), \$1000 scholarships for MACRAO.

## New Business

- a) Replacement of Secretary on Executive Committee – discussed in President’s report
- b) Nominations for open positions – discussed by President for Past President
- c) Honorary member – Holly asked if Mark had the information from Bill Wilkinson. Mark said that Bill told him that he does not wish to be honored by MACRAO. Since there are no other names that have been brought forward, we will not have an honorary member this year.

The next meeting will be Thursday, September 12, 2002 in Lansing to coordinate with the New Professionals Workshop.

The meeting adjourned at 3:45 p.m.