

**MACRAO Executive Committee Meeting
August 6, 2004**

**Northwestern Michigan College
Traverse City, Michigan**

PRESENT: Diane Praet, Carol Taberski, Tracey James-Heer, Karen Klumpp, Sedgwick Harris, Dorene Root

Absent: Jeff Hartman, Marc Payne, Vickie Scavone, Mark Ulseth

CALL TO ORDER Carol Taberski called the meeting to order at 10:30 a.m.

MINUTES Diane Praet moved and Sedgwick Harris seconded approval of the July 13, 2004 meeting minutes with corrections. Approved.

REPORTS **Treasurer:** Marc Payne was unable to attend, so no formal report was made. Carol Taberski mentioned that Wayne State will be billed for last year and this year.

President: No report.

President-Elect: Diane Praet reported that the Local Arrangements Committee met yesterday. All committee members have been extremely active. An article for the newsletter has been completed. There are now 40 sessions and round tables in six time slots. Session 6.6 was canceled. The program deadline is September 15 and we are on track with that date. Scott Owczarek at Wayne State has done a wonderful job with the registration and logos. Session presenters will hear about their time slots this week. Vickie Scavone and Bill Widmaier are working on the online registration. The registration will be more in depth because there are more options. At least one musical group will be providing music. Henry Ford is 1.5 miles away from the Hyatt. The LAC has reserved one 55 passenger bus to provide transportation. They may be renting a second bus as well. The estimated loss for the conference is currently \$4,025. As a result, the EC decided to increase the registration fee to \$175. Our AACRAO representative can only be there on Friday morning. There will be a live Motown band – “Broze,” that will do interactive sets from 8:30-9:30 p.m. & 10:30-11:30 p.m. There will also be a DJ with karaoke in between the sets. Decorations for the conference will include music notes, black and white colors, and high rise cocktail tables. Overall, everything is on track. There needs to be a push for more vendors. The LAC may do an email blast to members and a reminder.

Vice President: Sedgwick Harris reported that he is wrapping up members for the 2005 Local Arrangements Committee. He may be meeting with the Chamber of Commerce again next month. Sedgwick also met with the Lansing Radisson. He will tour the facility again with the LAC members.

We are considering Shanty Creek as a conference site for 2006. Possible dates include November 1-3, or 8-10.

Past-President: Karen Klumpp reported that our nominee for Vice-President is Paula Dykstra and our Treasurer nominee is Michelle Thomas.

Historian: Dorene Root reported that she has given Karen Klumpp information about the honorary members. Joyce Bishop is being recognized as an honorary member and Connie Spears is not eligible.

Webmaster: Mark Ulseth was unable to attend, so no formal report was made.

Newsletter Editor: Jeff Hartman was unable to attend, so no formal report was made.

Directory Editor: Vickie Scavone was unable to attend, so no formal report was made.

OLD BUSINESS

Quotes for liability insurance: We received two quotes for liability insurance:

1. \$1,140 per month for \$1 million in coverage/\$1,000 deductible
2. \$1,000 per month for \$1 million in coverage/no deductible

Diane Praet moved and Tracey James-Heer seconded a motion to approve the quote for \$1,000 per month for \$1 million in coverage/no deductible, presented by US Liability Forest Jones & Co.

NEW BUSINESS

New affiliate members: Affiliate members do not qualify for MACRAO membership, but they pay more (\$250) for the year. What is the rationale for doing this? This agenda item was tabled until the next meeting.

Honorary members who were not MACRAO members: The EC discussed three ACT members and how to recognize their service to MACRAO. They are associated with MACRAO, but they are not members so they can not be considered for honorary membership. MACRAO will recognize them by sending a thank you note from the President, along with a MACRAO item.

Statement about why members pay dues: Carol will find out how AACRAO words their statement about why members pay dues. The statement will likely be added to our by-laws as the first sentence of Article 1 (Fees), Section 1.

Welcome address for New Professionals Workshop: Sedgwick Harris will do the welcome address at the New Professionals Workshop.

Fall newsletter review: The EC reviewed a draft of the fall 2004 newsletter.

Suggestions were made to:

- Keep it to eight pages total.
- Condense the honorary membership information down to one page.
- Get more from the Articulation Committee.
- Put all of the pre-conference workshop information together on one page.
- Add reminder dates (including the December 10 meeting) to the outer page.
- Get more from the Graduate and Professional Committee.

NEXT MEETING

The next meeting is scheduled for Thursday, September 23, 2004 at the Hyatt Regency in Dearborn.

ADJOURNMENT

The meeting adjourned by Carol Taberski at 1:45 p.m.

Respectfully submitted,

Tracey James-Heer

3 MACRAO Executive Committee Minutes
August 6, 2004

8-6-04 EC minutes draft.doc