

**MACRAO Executive Committee Meeting  
August 12, 2005**

**Lansing Radisson  
Lansing, Michigan**

**PRESENT:** Paula Dykstra, Sedgwick Harris, Tracey James-Heer, Diane Praet, Dorene Root, Vickie Scavone, Michele Thomas

Absent: Melinda Booth, Carol Taberski, Mark Ulseth

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**CALL TO ORDER** Diane Praet called the meeting to order at 10:05 a.m.

**MINUTES** Paula Dykstra moved and Michele Thomas seconded approval of the July 8, 2005 meeting minutes. Approved.

**REPORT** **Treasurer:** Michele reported that the current balance is \$52,092.56. We received a few deposits for the Fall Conference 2004, and Support Staff 2005 Workshop fees. Michele mailed the check for the keynote speaker deposit. We have not received anything yet from Articulation for their June Workshop. Paula will follow up with them. All registration checks should be made out to "MACRAO." Paula will also follow up with Troy Tissue regarding the New Professionals Workshop.

Vickie pointed out that there are six institutions that were approved for affiliate membership, but never paid. We will bill them for 2005, but they will be removed from membership if they do not pay. Also, Grace Bible College and Rensselaer Polytechnic Institute have been billed.

**President: AACRAO Replacement at Fall Conference:** Due to the death of Tom Bilger, we need an AACRAO replacement at the fall conference. Diane has been in contact with Betty Huff of AACRAO and they are working it out. Sedgwick has taken the fireside chat that Tom was doing out of the program.

Diane reported that there is nothing new in Lansing at this time.

**President-Elect:** Sedgwick reported that the LAC is meeting again next week. At this point, sessions are pretty much done and conference letters have gone out. Sedgwick is working with Cherie and Jennifer on skeleton agendas for the Preconference Workshops. Sue Deel is not sure what she needs to do for the First Timers session. Therefore, Sedgwick asked Dorene to assist Sue, as our Historian. Karen Klumpp may assist as well. In short, the First Timers session discusses the history of MACRO and what the business meeting is all about.

The Sevis update is all set. The Preconference Workshops may end a little early, around 2:30/3:00 p.m., which would allow enough time to tour the capitol building (3:15 is the last tour time). The entertainment for Wednesday evening is also set. The other fireside chat is the ad-hoc committee M-TENS, and their session will be repeated. There is one open session on Friday, which a vendor may fill. Troy Boquette is rejoining the LAC. Sedgwick has also been in touch with AACRAO regarding Tom Bilger's death. Diane will handle this.

The conference website is almost done. Randy Daniels is handling the registration. The go live date for the web site is September 12. The AV is all set; most people are bringing their own equipment. The LAC will send an email and attach the conference brochure as a link after the New Professionals Workshop. The conference gifts are in and we will have a photographer (an LCC student) coming. Finally, the LAC will do a written consent form for photography at the registration.

Tracey James-Heer moved and Paula Dykstra seconded the 2005 Fall Conference Registration fees at \$150 (early bird rate) and \$185 (regular rate). Approved.

**Vice President:** Paula has been in touch with Lansing CC regarding the December meeting and availability of rooms. LCC suggested that we use their Western Center because it is a better facility and has more parking. LCC is available for sure on December 9.

Paula received a few more emails about committee membership. She will send an email regarding new members joining a committee.

Paula asked the EC if we need to cancel anything with Shanty Creek. We never signed a contract with them, but Diane suggested sending a letter indicating that we will not be coming in 2006. However, we will consider Shanty for future events. Diane will work on this letter. Paula said that there is nothing new with Grand Traverse.

**Past-President:** Carol Taberski was unable to attend, so no formal report was made.

**Historian: Great Lakes 2008 Update:** Dorene reported that there is an upcoming meeting for the Great Lakes committee in Toledo, on August 18. She hasn't heard back from anyone yet except for Diane Praet. Ohio and Indiana have provided their room counts; however, the contract is still Michigan's contract. The sleeping rooms for the other states are considered an addendum. Complimentary rooms will be based on the state. The committee hopes to create a rough draft of the program at the August meeting.

Dorene indicated that it is time to start thinking about whether or not we have any Honorary members or retirements.

**Webmaster:** Mark was unable to attend, but submitted a report via email.

**M-TENS Update:** Things are going OK. Some members are completing their assignments, some are not. Mark does not see this as slowing progress. M-TENS information will be in the next newsletter. M-TENS will be doing a fireside chat and session at the annual conference. Both sessions will be the same. Thank you to Sedgwick! Alex is creating example screens to begin the spec process. Each committee member has a contact to research with respect to programming M-TENS. The next meeting will be on Thursday, August 18 at Walsh College in Novi.

As for the MACRAO web site, everything seems to be going fine. There are two concerns:

1. If the newsletter is to be posted, Mark needs it in a PDF.
2. Annual Conference Web site and online registration.

First, someone is creating the Annual Conference Web Site and Mark will link it to the MACRAO web site.

Second, Paul Schmidt has contacted Mark about online registration. He explained how it has been done in the past. Will he be doing this again? Does that, by fact, include Vickie?

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**Newsletter Editor:** Melinda Booth was unable to attend, so no formal report was made.

**Directory Editor:** Vickie reported that she and Dorene cleaned up the Honorary member mailing list. A question was raised as to whether we should be developing a Past President's mailing list? How far back do we go? We should only mail to Past President's who are not Honorary members. Vickie hopes to send out directory update letters again in September. She will give them the option to opt out of membership.

**OLD BUSINESS**

**MACRAO Registration Software:** No updates.

**NEW BUSINESS**

**DRAFT of Fall Newsletter:** The EC reviewed the Fall newsletter (draft).

**NEXT MEETING**

The next meeting is scheduled for Wednesday, October 12, 2005 at Lansing Community College – Western Campus.

**ADJOURNMENT**

The meeting adjourned at 12:10 p.m.

Respectfully submitted,

Tracey James-Heer