



## MACRAO EXECUTIVE COMMITTEE MEETING

**August 28, 1998**

Walsh College  
Troy, Michigan

**PRESENT:** Jim Dwyer, Joan Hartwig, Karen Hutslar, Ed Loyer, Lisa Kujawa, Vickie Scavone, Paul Schmidt (presiding) and Paul Wright

**ABSENT:** Karen Klumpp

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### **CALL TO ORDER**

The meeting was called to order by Paul Schmidt at 10:10 a.m.

### **ANNOUNCEMENTS**

Paul Schmidt announced that Mark Ulseth has agreed to serve as our webmaster and Ed Loyer has agreed to serve as the newsletter editor. Paul also announced that he did a summer newsletter and that it would be going out the next week.

### **APPROVAL OF MINUTES**

There was a motion by Paul Wright to accept the May 29, 1998 Executive Committee Minutes. Karen Hutslar seconded. The Minutes were approved.

### **TREASURER'S REPORT**

Paul Wright discussed our current budget status:

There is \$23,829.60 in the treasury, which includes \$20,000 in a CD, which earned \$692 at maturity.

There was a \$1,100 profit from the Articulation Workshop.

He reported that money was made from the Support Staff Workshop, but he is waiting on a final report giving the amount.

Dues statements will go out on August 31, 1998. The cost for membership will be \$150.00.

Paul has received no new budget requests from committees.

### **HONORARY MEMBER and SPECIAL RECOGNITION**

Discussion was held on honorary members. Two recommendations were made and supported.

The Executive Committee voted to recognize additional members as they actually retire.

Joan suggested having the guidelines for honorary membership on our webpage.

We also discussed sending something out with the directory updates requesting that people submit names of retiring MACRAO members.

We also discussed the different levels of recognition and appreciation certificates and the practice of including putting names of retirees in the newsletters.

The Executive Committee agreed to recognize Mark Ulseth for meritorious service.

### **FALL CONFERENCE**

The following items were discussed regarding the fall conference:

The Welcome for First Timers session will be handled by Paul S. and Jim D.

There will be several roundtable sessions

1. Where do we go From here (Paul S.)
2. Leadership (Holly and Paul W.)
3. AACRAO Town Meeting (Fred Fresh)

There will be no pre-conference workshops

Lisa reported that she hoped to get the material out in the second week of September

The keynote speaker is from U of M - Flint. His topic will be about technology - how we have used it in the past and how we can use it in the future.

Nominations will be given at the business luncheon for the following positions:

1. Vice President
2. Treasurer
3. 3 Members at large for the nominating committee

Committee appreciation/information will be a fireside chat rather than a business meeting

Discussion was held on the food. Lisa said she will include something on the registration form where attendees can indicate any special dietary needs and then these people will be contacted individually.

Discussion was held on ordering special MACRAO sweaters as the gift. There was some concern over the cost, but overall there was support as this could be something used to promote MACRAO.

Drink tickets will be provided to members of the LAC, honorary members, Past Presidents, Chairs, and Executive Committee members.

In the registration packet, there will be forms to sign up for the dance contest.

All committee members must send Lisa a high school picture.

## **COMMUNICATION ISSUES**

### Newsletter

Paul S. reported that the summer newsletter would be going out the following week. Advance copies were distributed to the executive committee. Ed will be doing a fall newsletter right before the conference (Mid- October), which will contain mainly conference material.

### Directory

Vickie will mail in October vendor solicitation letters and member update letters. The plan is to publish by January 15th. She will also be surveying to see how many people want a hard copy format or will just access it on our web page. Ed suggested putting the web address on the cover. We talked about possibly reducing the number of copies for the 1999-2000 year. We also discussed putting a counter on the number of people accessing the directory information on the web.

### MACRAO Home Page

No report.

### MACRAO-L

No report but Paul S. informed the committee that information on this listserve was included in the newsletter.

## **NEW BUSINESS**

Discussion was held on the following items:

We have had a request for membership from Taylor University, which is out of state. They would only qualify if they have a campus or presence in Michigan. Mainly they want access to College Day/Night activities. Discussion was held regarding giving the name to the College Day/Night Committee and then they can share their schedule.

There was a session at the Articulation Conference on the Uniform Guest Application. A proposal was made to eliminate this form. Paul S. reported that this form was originally approved to alleviate some of the unnecessary paperwork normally associated with admission. MACRAO never stated that schools could not charge fees. Paul S. will prepare a response.

### **OLD BUSINESS**

MACRAO activities

September 17 and 18 is the New Professionals Workshop in Lansing.

Year 2000 conference - it is now a go with Ohio, Michigan, and Indiana.

Ohio will be taking the lead on this conference.

(Jim really wanted to take the lead on it, but we finally convinced him not to do it.)

Year 2001 conference - we need to start looking for a site.

### **NEXT MEETING**

Our next meeting is as follows:

Friday, October 9, 1998

University of Michigan - Dearborn

### **ADJOURNMENT**

The meeting was adjourned by Paul Schmidt at 2:35 p.m.

Respectfully Submitted

Karen Hutslar

MACRAO Secretary

Information about this site contact: **MACRAO**

Last Revision: Wednesday, December 17, 2003