

**MACRAO Executive Committee Meeting
September 12, 2002
Lansing Sheraton Ballroom E
Lansing, Michigan**

Present: Holly Diamond, Tory Parsons, Dorene Root, Vickie Scavone, Carol Taberski,

Absent: Lauren Sorensen, Steve Shablin, Dick Stevens, Mark Ulseth

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

Approval of Minutes

The minutes from the July 25, 2002 meeting were distributed, reviewed and approved. Holly Diamond indicated that she e-mailed Sheri Samaha about the minutes from the April meeting, as well as the binder and disk of previous minutes. She has not yet heard from Sheri. Holly Diamond should call Ed Loyer or Paul Wright for Sheri's home telephone number for follow up. The minutes from this year also need to be put on the web once we have the disk from Sheri Samaha.

Holly Diamond moved to approve the minutes of July 25, 2002. The motion was supported by Carol Taberski and passed.

Treasurer's Report

Carol distributed the Treasurer's Report which reflects a balance of \$21,227.70 as of September 12, 2002. Dorene pointed out that as of September 14, 2001, we had a budget of approximately \$27,000, so we are in very good shape, particularly since the Support Staff Workshop broke even, the New Professionals Workshop will break even and it is anticipated that the Articulation Workshop broke even.

Dues were mailed the third week of August, 2002.

It was asked if we have received the Income/Expense Report from the Articulation Committee for the Articulation Workshop. Holly said that she had called Susan Cushnier but had not heard anything yet. Holly said she will see Susan on September 13, 2002 and will again ask her for the document.

Tory Parsons moved to approve the Treasurer's Report as of September 12, 2002. The motion was supported by Holly Diamond and passed.

President

Holly updated on the status of the 02-03 Secretary position. She extended an offer to Tammy Grossbauer. If Tammy declines, Holly will ask Karen Jacobs of Lansing Community College. If Karen declines, Carol Taberski has volunteered to serve as Secretary for one year. Holly will need to let Dorene know who the candidate is so that she can do the appropriate research. We'd also like to have a small bio at the Fall conference on the new Secretary.

Holly also provided an update on the WRIF College Fair proposal. She asked WRIF to restructure the proposal and they did, however it still included charging for the fair. Holly told them that because there was still a charge that MACRAO could not sanction this. WRIF wanted to send out a letter with their packet. Holly sent the letter to Tory and Shannon Mulally for their review and changing of the verbiage. Holly forwarded Tory's suggested changes to WRIF, which indicate what Shannon said in her e-mail...that MACRAO will be seeking feedback from those institutions that participate this year for discussions with WRIF next year.

Holly also indicated that she and Susan Cushnier had been contacted by WKBD to do a special on the Michigan College Mall. Holly asked Susan to follow up on this and will be talking with Susan on September 13, 2002. Susan will also arrange to have Mark Ulseth present. Dorene made the suggestion to have them do the special at the time of the conference, with some video at the conference.

President Elect

The Local Arrangements Committee currently has \$3300 in vendor fees, with 12 vendors. She has a really great group of vendors. They also have Oracle as the sponsor for the keynote speaker. The vendors will be set up in the hallway. They have also developed a game of a punch card where members will get punches on their card from vendors and be entered into a drawing for a prize.

Tory Parsons noted that the audiovisual fees and food are the most expensive items to date for the conference.

Tory Parsons is using the software program that Grand Valley purchased for the registration. It is a great system as it has each session entered as a course and registers each participant for each "course". The system does auto charges, confirmations and will also print agendas for each participant, which can be placed on the inside of each folder.

Tory asked the members of the Executive Committee make reservations at the hotel to work out any potential glitches. Dorene Root will call in her reservation. Holly Diamond will fax her reservation.

Tory will require assistance placing items on the tables at the Business Lunch. Things that should be on the tables include: bylaws, business meeting minutes from Fall 2001 (done by Pam Liberacki), Treasurer's Report.

Holly Diamond will order plaques for Dick Stevens and Carol Taberski as outgoing Executive Committee members. Holly Diamond will also send the template that she used last year to Tory Parsons.

Tory will have Karen Klumpp order Holly's plaque.

Tory distributed a draft of the itinerary of the Business Lunch Meeting. We discussed where Vickie Scavone would speak about the ad hoc committee on dues. It will be under Old Business. We also discussed how to handle the situation if we get questions or motions from the floor. Vickie Scavone will contact Brad Myers in Ohio and Karen Klumpp for the protocol. Then Holly and Vickie will work together to make sure there is a clear understanding of how things should happen.

Other assistance required from the Executive Committee is with the Past President's reception and dinner. Tory will let us know where our assistance will be required. However, we should let people know that the Past President's Reception is for all members and not just past presidents. Tory can put down "Everyone Welcome" on the brochure near Past President's Reception so that people know they are able to attend.

Tory Diamond would like to individually recognize the Past President's at the Dinner. Holly said she is willing to do this.

Steve Shablin should recognize the Committee members at lunch. We will ask the entire Committee to stand and ask the Committee Chair to come forward. He will give them the packet of certificates for their Committee that they can distribute to their members.

At the Thursday night dinner, Tory will recognize the Local Arrangements Committee and have prizes given away.

Tory has also updated the leadership handbook that will be given to committee chairs and co-chairs.

Some of the Executive Committee members have been assigned as Session Leaders for those sessions that didn't have them. Session Leaders should introduce the speaker, distribute evaluations and collect evaluations.

It was also suggested the Executive Committee members send their registrations now so that she can put them in, even if we don't have the payment at this time.

There will be a 50/50 raffle at the Conference. 50% of the winnings go to the winner, with 50% going to the scholarship fund of the winner's choice at their institution.

There will be one drink ticket per person for Wednesday.

Vice President

No report. (absent)

It is known through correspondence with Holly that no conference site has been firmly established but that Shanty Creek is a back up. Holly will call Shanty Creek to save the dates for November 2003 to be safe and then follow up with Steve Shablin.

It was noted that there are a number of things needed from Steve Shablin for the Fall Conference. Holly Diamond will call him to meet and review all necessary items.

Past President

No report. (absent)

It is known through correspondence with Holly and Vickie that no final candidates have been selected as of yet. Holly will contact Dick to ask if candidates can be selected by Monday or Tuesday of the week of September 16, 2002. If not, the Executive Committee is happy to help with this task.

Historian

Dorene is currently waiting for the names of the candidates for Vice President and Treasurer so that she can pull together the appropriate research for the bios. If necessary, Holly has agreed to write the bios for the candidates for the officer positions. It was noted that the bios for the Nominating Committee were a nice touch last year and would be good to have this year.

Web Editor

No report. (absent)

Directory Editor

Mark's staff has completed their portion of the website directory upgrade. Vickie's staff is currently double-checking the data. We should be able to open up for updates very soon. Once members start doing their own updates, Vickie should be able to upload the directory information. This will eliminate the double data entry as has had to happen in the past. Once uploaded, all that will be required will be to format and print.

Vickie reviewed the recommendation on dues and membership from the ad hoc committee. The issue of a reinstatement fee was discussed and asked to be removed from the proposal.

After significant conversation and discussion, Holly Diamond moved that Article I, Section 5 be changed as follows, "Institutional, affiliate and individual members who fall into arrears may apply for reinstatement under the current membership criteria and then must pay current membership dues."

The motion was supported by Tory Parsons and was passed

We also reviewed the affiliate membership category and clarified that they do not have voting rights but will be listed in the directory separately and will have access to the MACRAO mailing labels and other MACRAO tools.

A mailing with a cover letter and the proposed bylaws changes will be sent to the membership on either September 18th or September 19th by Vickie Scavone.

Tory Parsons moved to accept the recommendation of the ad hoc committee on dues and membership with the previously mentioned and approved change to Article I, section 5.

The motion was supported by Carol Taberski and approved.

Vickie Scavone brought forth the fakedegrees.com website and what they are doing. Tory suggested that this is a good topic for the Registrar's Practices Committee to examine for the next year at their Drive In Workshop. Vickie will contact them to follow up on this.

Holly Diamond provided to Vickie the Ave Maria School of Law request for membership. Vickie will research and bring back to the Executive Committee. It was noted that for the future, Mark Ulseth should send all website requests for membership to Vickie Scavone who will then research the institution and bring to the Executive Committee for approval.

At this time there appears to be no need for another meeting before the annual conference. If we receive feedback regarding the proposed bylaw changes, we may need to schedule a meeting and Holly will send out the notice.

Meeting adjourned at 3:15 p.m.

Question? Comments! contact: [MACRAO](#)
Last Revision: Wednesday, December 17, 2003