

MACRAO EXECUTIVE COMMITTEE
September 15, 2006
University of Michigan – Ann Arbor

Present: Paula Dykstra, Sedgwick Harris, Diane Praet, Dorene Root, Howard Shanken, Michele Thomas, Mark Ulseth

Call to Order: Paula Dykstra called the meeting to order at 10:30 a.m. The minutes from the meeting on July 21, 2006 were moved for approval by Paula Dykstra with a second from Michelle Thomas. The minutes were approved.

Treasurer's report: Michele Thomas reported that the funds available were \$54,324.11 as of September 15, 2006.

Approval of the treasurer's report was moved by Paula Dykstra and seconded by Howard Shanken. The motion was approved.

The Executive Committee is still waiting to receive the complete financial breakdown of the MACRAO Summer Articulation workshop that includes all costs and revenue. It appears as if the workshop generated a \$491.67 profit, however no detail exists. Howard will request more specific information from Alex.

There continues to be some confusion on the part of committee chairs regarding workshop protocol. Final workshop budgets that outline specifically the revenue and expenses generated must be submitted to the Treasurer. Also, all workshop deposits need to go through the Treasurer.

President's report: Sedgwick Harris reported that he has received the bill for the Fall 2006 MACRAO Newsletter, the total cost was \$1,157.64, there were 1,035 copies printed and mailed to the membership.

Currently, the newsletter is being printed by a company located in Traverse City. This location was convenient to Carol Taberski when she was publishing the newsletter. We have no contract with this vendor and Melinda may change to a vendor that she feels is more convenient.

Sedgwick reported that he attended the New Professional Workshop at the Holiday Inn in Mt. Pleasant on September 7-8, 2006. He welcomed about 32 attendees to the event. The committee did a great job and the workshop was well received by the participants.

Annual reports from the committees are due to Howard Shanken by October 15, 2006.

Sedgwick and Diane will get together to finalize the business meeting agenda for the Fall conference.

President Elect's report: Paula Dykstra reported on the Fall 2006 conference progress. To date almost \$11,000.00 in conference registration fees have been received. Almost 50 individuals have registered and 138 rooms are already reserved. There will not be a one day registration rate available this year. Another email blast will be going out shortly to the membership as a reminder to make their hotel reservations.

Although only 1 sponsor has confirmed so far, the targeted number of vendors has been secured. Five vendors have committed to present sessions, with another one possible.

The Local Arrangements committee will arrive at the conference location on Tuesday to begin preparing the conference packets. Paula needs additional school folders for the conference packets. Sedgwick and Diane volunteered to bring 25 each to the next meeting.

Paula reported that the proposed conference budget is on track and the Executive Committee continues their support for the evolving conference budget.

Paula distributed a copy of the program. The sessions are looking good and, although there have been a couple of cancellations, those have been replaced with other sessions. The MACRAO web site has been updated to reflect any changes in the program.

Sandy Loyer has confirmed that she will be attending the Thursday evening dinner to accept Ed's honorary membership plaque. Paul Wright will do a short presentation. Paula has made the hotel arrangements for Sandy and her family.

EMU is handling the on line conference registration for this year. We will still be looking for outside vendor software to use for next year's conference.

Gifts for conference attendees include a chance to win a weekend stay at the Grand Traverse Resort and each person will receive a free Interlochen Music Festival CD.

Standard set up for presenters will include an LCD projector and screen; presenters will need their own laptops.

Paula also reported that the Professional Development grant information was recently emailed to the membership, the AACRAO representative will be Mary Baxton, and the keynote speaker is all arranged.

Vice President's Report: Howard Shanken shared a draft of next year's MACRAO annual conference flyer. The theme for 2007 will be "A Grand

Experience". The Gerald Ford museum has been reserved for the Wednesday evening event for MACRAO members only. The meal will be provided.

The 2007 Annual conference local arrangements committee will be formed sometime this November.

Howard has asked Committee Chairs to confirm their current membership so he can prepare the certificates of appreciation, he also reminded them of the annual report due date.

The certificates of appreciation for the Executive Committee will be prepared by Howard. Diane is in charge of the plaques for Ed Loyer (Honorary member), Diane (Past President), Michelle (outgoing Treasurer) and Sedgwick (President).

Howard will prepare the agenda for the "all committee" meeting in December.

Past President: Diane Praet gave a Nominations Committee Report. The Nominations Committee has prepared a slate of nominees for the Annual Conference. The nominees include: Karen Hutslar, Central Michigan University for Vice President, and Duff Zube, Delta College for Treasurer.

The Leadership book will be reviewed for any needed updates. Howard is responsible for preparing the 9 new books for incoming committee chairs that will be handed out at the conference.

Diane cautioned that all committee goals and objectives should be reviewed to assure any changes are made prior to updating the Leadership book for the 2006-2007 year. In particular, the Graduate/Professional committee is possibly looking at changing their focus to a more non-traditional perspective rather than solely graduate level programs.

It is vitally important that the Executive Committee communicate to the committee chairs that the Friday morning breakfast at the annual conference is mandatory.

Historian: Dorene Root will forward to the two new nominees, the summary that she prepared for the nominating committee and ask that they confirm that it is correct. Also, she will let them know that Sedgwick will be contacting them for a picture and their biographies.

Webmaster - Mark Ulseth reported that the MACRAO web site is working well. Vickie Scavone has been working with Mark on how to get affiliate members in the directory on the web. There is some standard reporting that has not been kept up to date on the web. We need to find a MACRAO member who is willing to update these pages on a regular basis, in particular the 4-year school information is lacking.

Directory Editor: Vickie was unable to attend, no report.

Newsletter Editor: Melinda Booth was unable to attend, no report.

New Business: M-TENS – Mark reported that the last meeting was at MSU in May and it was very successful. Mark has been corresponding with Linda Stanford at MSU and things had been progressing. He recently found out however, that she has now moved out of the Registrar's role. How this will impact our progress thus far is unknown. The M-TENS committee agrees that concrete information regarding the progress of this project needs to be exchanged with the membership no later than the November meeting. The programming part seems to be ok, but the specific hardware needs are yet to be identified. It will be the Executive Committee's responsibility to identify an Alpha set of institutions, then a Beta set of institutions, and when the system has been thoroughly tested make available to all MACRAO member institutions.

If the committee does not have something ready by November, Mark suggested that perhaps we need to move on and look again at possible external vendors.

Mark also discussed a possible proposal that would have the Executive Committee make a decision regarding "pre-approved" financial support so that the M-TENS committee would be able to move forward quickly if MSU arrives at a specific cost for the project. The Executive Committee did not feel comfortable pre-approving a possible expenditure with so little information.

Great Lakes 2008 - Discussion on the division of responsibilities among the states for this conference. At this time it appears as if the responsibilities will be divided as follows:

- Indiana: publicity, program, website, photography, e-mail blasts
- Ohio: program/sessions, keynote speaker, conference and session evaluations, vendors/exhibitors, sponsorships, AACRAO representative
- Michigan: on site arrangements, hotel liaison, entertainment, registration, raffles/gifts/prizes, signage, audio/visual/technical

The next Great Lakes 2008 meeting is being scheduled sometime in October of this year.

Adjournment: The meeting adjourned at 2:20 p.m.

The next MACRAO Executive Committee meeting is scheduled for October 27, 2006, MCCA offices in Lansing.

Respectfully submitted,

Dorene Root
Historian