

**MACRAO Executive Committee Meeting
September 23, 2004**

**Hyatt Regency
Dearborn, Michigan**

PRESENT: Sedgwick Harris, Tracey James-Heer, Diane Praet, Dorene Root, Vickie Scavone, Carol Taberski, Mark Ulseth

Absent: Jeff Hartman, Karen Klumpp, Marc Payne

CALL TO ORDER Carol Taberski called the meeting to order at 10:45 a.m.

MINUTES Diane Praet moved and Tracey James-Heer seconded approval of the August 6, 2004 meeting minutes with corrections. Approved.

REPORTS **Treasurer:** The current balance is \$31,991. Fifty-eight or 62% of colleges have paid their dues for the current year. All vouchers received have been paid and mailed.

President: The Articulation committee submitted a nice article about the MACRAO agreement for the fall newsletter, but it missed the deadline. Carol will send a copy of it to the Executive committee. It should appear in the next newsletter.

The Detroit Metropolitan Convention Center is providing a list of all conference sites that will hold us in Michigan. There are not many sites that can accommodate us. The list will be given to the next Vice President for conference consideration.

We have signed a "reserve the date" contract with Shanty Creek for the 2005 conference, but have not submitted a deposit. We would need to cancel one year ahead of time in order to avoid a penalty charge.

President-Elect: Diane Praet distributed copies of the conference program and budget. The conference program became available on the web today.

There will be an opening speaker (John Burkhardt) on Wednesday, and a keynote speaker (Denise Ann Taylor) on Thursday. John Burkhardt is not charging us a fee. Denise Ann Taylor is ready; Diane has touched base with her. Coach buses have been reserved from 6:15-10:15 p.m. for transportation to and from Henry Ford. There will be two runs there and more runs back. The LAC is waiting to hear back from Henry Ford regarding two musical groups. The Articulation pre-conference workshop will be at Henry Ford Museum and the Graduate & Professional Studies pre-conference will be at the Hyatt. Only one session (3.4) has canceled so far. The time slot may be filled with a vendor. There will be another conference at the Hyatt beginning on Thursday, so we will be sharing the lobby for registration. Sessions on Friday end at 12:00 p.m.; hotel check-out is at 12:30 p.m. Travel grant recipients will be reimbursed for expenses. All deposits are in. All contracts are signed (except for Henry Ford music).

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The budget balance is currently -\$8,675, and there are probably still some unforeseen expenses. Meals alone are over \$190 per person. Diane will not be doing the postcard mailing/postage anymore, which will save \$600. The bartender fee is also waived with \$300 of consumption. The LAC will meet again in three weeks.

Vice President: Sedgwick Harris reported that he is still working with the Lansing Radisson and we have locked in our dates. The LAC is almost set. There are three slots available for registrar folks. Most LAC meetings will be held in Lansing.

There was discussion on whether or not a graduate assistant could serve on the LAC. It was determined that graduate assistants could become an individual member for \$35, which would allow them to serve on committees.

Past-President: Karen Klumpp was unable to attend, so no formal report was made.

Historian: Dorene Root reported that she has responded to Mark Ulseth's email requesting various documents for the web site.

Joyce Bishop will be recognized as an honorary member at the 2004 conference. Sedgwick will put together a flyer about Joyce, to be put in the attendees' folders.

Webmaster: Mark Ulseth reported that the link to the conference registration site went up this morning. Mark also has pdf capabilities now.

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

Directory Editor: Vickie Scavone reported that a pdf version of the membership directory will be on the web site soon. Vickie may reprint the membership directory for the Executive committee. Diane suggested doing a flyer for updating membership information.

Diane Praet moved and Sedgwick Harris seconded a motion to accept Purdue University for affiliate membership. Motion approved.

Robert B. Miller College in Battle Creek, MI submitted a request for membership. The EC feels they should be an affiliate member until they are "legal." Fall 2005 will be the first year they are open. Vickie will do some more research about Miller College and bring their request back to the Executive committee for a vote.

OLD BUSINESS

New affiliate members: Diane Praet moved and Sedgwick Harris seconded a motion to set affiliate membership dues for 2004-2005 at \$175 (down from \$250), and institutional membership dues for 2004-2005 at \$125. Motion approved.

NEW BUSINESS

Committee membership: Graduate and Professional Studies is losing everyone except for three people – Ann Monroe, Karen McBurrows and Jane Franko.

By-law addition? Releasing names/addresses or emails to any third party: The Executive committee determined that it was too late this year for a by-law addition. Any proposed by-law addition would be for next year. Currently, there are no requests for releasing names/addresses or emails to any third party. Future requests should be dealt with on a case by case basis. The privacy statement on the web site should also be checked.

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Plaques for EC members: Carol Taberski will order plaques for the outgoing Treasurer, outgoing President, Past President & honorary member. Diane Praet will arrange gifts for the Local Arrangements committee, Executive committee & outgoing Chairs.

Invite the College Day/Night chair and co-chair to next meeting: Carol has invited the current chair of the College Day/Night committee (Michael Deegan) to attend our October meeting, but has not received a response back yet. The current co-chair (Lisa Remsing) is unable to attend.

Business meeting motions and text: This item was tabled to the October meeting. However, the discussion should include remarks for the (1) opening session (housekeeping comments afterwards), (2) keynote, (3) lunch, (4) dinner, and (5) committee breakfast.

Committee breakfast: Sedgwick Harris will invite committee chairs and co-Chairs (both incoming & outgoing) to the breakfast.

Learn more about MACRAO session: This session is facilitated by the Executive committee. Carol, Karen & Sedgwick will lead it. A suggestion was made to add a first timer's session for seasoned professionals.

NEXT MEETING

The next meeting is scheduled for Friday, October 22, 2004 at Lansing Community College.

ADJOURNMENT

The meeting adjourned by Carol Taberski at 2:20 p.m.

Respectfully submitted,

Tracey James-Heer