

MACRAO Executive Committee
October 16, 2009
Central Michigan University
Student Activity Center – Hall of Fame Room

Attendees:

Debbie Harju, Karen Hutslar, Pete Lacey, Anne Monroe, Scott Owczarek, Dorene Root, Kristin Schuette, Howard Shanken,

Absent:

Janail Silver, Stacey Stover

Call to Order:

The meeting was called to order at 10:10 a.m. by Karen Hutslar. The minutes from September 18th, 2009, were moved for approval by Anne and seconded by Howard. The minutes were approved with one correction, in the Treasurer's report, the word "Expenditures" should be "Checking".

Karen took a moment to recognize that this is Howard's last EC meeting and to thank him for all his hard work and commitment to our organization.

Officer's Reports

Treasurer:

Funds available as of October 16, 2009:

Savings = \$32,771.96

Checking = \$60,008.30

Balance = \$92,780.26

Pete reported that there are 10 or 12 schools that have yet to pay their annual dues and will not have voting cards for the annual conference. One last final reminder will be going out soon. Pete has received a reminder from IRS regarding filing our taxes and it is confirmed that we can file using the 990EZ form.

Past President:

Howard reported on the nominations and elections committee work for this year. He will be working with Karen on finalizing an official nomination form that will be used next year to make the entire process more organized and thorough. The nomination process will be the same; however individuals who are nominated will be required to fill out the nomination form before they will be officially considered for an open Executive Committee position.

Vice President:

Anne presented a preliminary budget for next year's conference. In particular, she is seeking EC approval for some early budget commitments. Mark Milliron has been proposed as the opening speaker for the Fall 2010 annual conference, his area of expertise is "Landscape of the 21st Century" and the proposed cost for securing his services is approximately \$6,000. Anne is also proposing a promotional item to be given away at this year's conference promoting next year's conference. The proposed item is an USB drive with "save the date" and the MACRAO logo. A sufficient supply will be ordered for this item to be the give-away conference gift for next year as well. There was general consensus to support both ideas.

Award winners and whether or not they should have their lunch provided for at the annual conference was discussed. Committee Chairs have been encouraged to include luncheon costs for award winners in their annual budget. This seems to be overlooked in many cases. It is generally recognized that award winners who normally would not attend the annual conference, should have the cost of their lunch covered.

The deadline for determining the award winner needs to be moved to August 1, in an attempt to have all details regarding the award taken care of at least a couple of months prior to the annual conference. This would help alleviate the last minute problems that we seem to encounter every year. The question needs to be addressed if we should limit the number of individuals attending the conference to accept the award. It is possible that this is not clear in the leadership manual about letting the EC know of all expenditures (even covering these luncheons) so Karen will update this manual with the extra information. We also had some other issues with awards, such as can they be given to a non-MACRAO institution and clarifying that the Support Staff Award is for an office and not an individual. The award guidelines will need to be discussed with the Committee Chairs at the Leadership Summit and they will be responsible to make sure this updated information is added to the nomination forms for all awards. For this year, the EC will absorb the cost of award winner's lunches. The goal will be to have this reoccurring situation resolved prior to next year's annual conference.

The decision to present certificates to nominations for awards has been postponed till next year so that this issue can be thoroughly examined. Stacey will produce certificates for committee members, sponsorships, vendors and speakers. Certificates will be placed in the conference bag of those individuals attending the conference; those who are not at the conference will be mailed their certificate.

President:

Karen reminded those EC members who will be leaving the board to make sure they pass down their EC manuals to their successors. People should include any items in the manual that they feel would be helpful to the new person. If there anything that should be added, deleted or changed in the list of duties, please let Karen know and she can update the master copy.

Karen, Scott and Kristin attended the Michigan and ARRA: Opportunities for Integrated Education Reform meeting on October 8, 2009. She distributed a copy of the PowerPoint presentation for review and discussion. In particular the issues on how to handle struggling schools may impact us all.

E-transcripts and database tracking – when is the Department of Education expecting institutions of higher education to start collecting the UIC? At the meeting above we were told as soon as we start receiving Docufide transcripts that we should start collecting this number. Karen reported that CMU is already receiving Docufide transcripts with the UIC code on them. Karen has written to the CEPI Office and Docufide to ask for clarification regarding their expectations. How are they expecting us to collect the number, do we need to do it only for transcripts received from Docufide and not from the high school transcripts that have been mailed? Hopefully, this can be an electronic procedure to obtain the number and eliminate the chance of data entry problems. This is a project with still many unanswered questions but Karen will continue to seek clarification. Karen will share any answers she receives from her specific inquiry.

The question was proposed to Howard if he would be willing to take an active role in the Legislative Issues Committee. He has agreed to help Ron Hughes co-chair this committee. It is especially important with the many items that are coming down the line that will impact our membership that this committee takes a strong and active role.

Registrar's Birds of a Feather session will be led by Karen Hutslar because she has been involved in all of the Department of Education meetings concerning the above mentioned issues.

President-Elect:

Debbie reported on the planning process for the annual conference and distributed a copy of the tentative program for review. She feels very comfortable with the program and recently found out that the hotel room block has sold out. Currently, there are 260 individuals registered for the conference and the financial break-even point has been reached. There are currently 18 vendors; should we cut off additional vendors at a certain point? The Local Arrangements committee will be stuffing folders at the conference site beginning at 1:00 p.m. on Tuesday, November 3rd.

Debbie has updated the activity list, there have been a couple of cancellations due to lack of interest.

Scott McMillan has confirmed that he will be in attendance to receive his honorary award. Scott and Kristin will do the presentation and give him his plaque. They will also provide the formal written document that will be on the MACRAO web site with his picture.

A proposal to have the Executive Committee 2010-2011 planning meeting held at Boyne on January 22nd was discussed. We will have about \$1,200 Boyne reward dollars to spend on rooms. Debbie moved the EC meeting be held at Boyne on January 22nd, seconded by Anne. The motion was approved.

The CVENT software product and its many advantages were discussed. There are also some disadvantages that need to be ironed out. For example when someone decides they do not want to receive a MACRAO event email in the future, it also means that they will no longer receive a reminder about future MACRAO events.

Historian:

Dorene reported the plaques have been ordered for the honorary member, outgoing EC members and award winners.

A MACRAO member has made the suggestion that it would be nice if the Executive Committee scheduled a MACRAO dinner at the AACRAO conference in New Orleans. The suggestion was discussed at length. It was decided that perhaps an individual MACRAO member might want to organize such an event and could send an email to the MACRAO list serve asking if anyone is going to New Orleans and would like to get together for dinner. Very few EC members will be attending AACRAO this year. Some past negative experiences regarding scheduling a large dinner is the wait for food and managing the bill.

Using the MACRAO list serve to promote data collection was discussed. Perhaps this could be a project for the Data and Technology Applications Committee to develop a way to gather data that is coming across the list serve, summarizing the results and storing it on the web site in the format of frequently asked question and answers. Other suggestions included the idea of creating a 20 question standard survey to the entire membership. The results of the survey would be posted to the MACRAO web site

and individual members could visit this site for answers before sending individual questions that have already been answered. Pete is going to send a copy of the 20 standard questions that the community colleges have already established.

Web editor:

Kristin reported that she has received 100's of MTN failed upload reports, many more than would be expected. It appears as if individuals have forgotten how to do this procedure.

Kristin is planning to reorganize and clean up the MACRAO web site. She will most likely wait until a decision has been made regarding the new MACRAO logo. Anne will be forwarding the annual committee reports electronically and Kris will post to the web.

Newsletter Editor

No report.

Membership Coordinator:

Scott is sending out a survey regarding the new choice of a MACRAO logo. Pete and Scott have approached Duff as a possible replacement for the membership coordinator because of his experience as treasurer. The EC is looking at additional ways we can provide checks and balances for the treasurer, this duty will be built into the Membership Coordinator position.

Old Business:

- a. Update on the budget for the 2009 conference, we seem to be in good shape so far and have reached the break-even point with registrations and vendor commitments.
- b. The business meeting agenda and "to do" list for the conference, was discussed. Missing names and information were identified and the agenda was finalized. Karen will send everyone an updated copy. The committee reviewed the "conference to do" list and concurred that all items have been addressed.
- c. Karen distributed via email three proposed MACRAO policies. Record Retention, Whistleblower and Conflict of Interest policies. At some point in the near future, these proposed policies need to be reviewed and formally approved. These items will be placed on the January EC planning meeting agenda.
- d. Accountant/review of our policies and procedures. The EC needs to examine MACRAO's future financial solvency. An ad hoc committee should be created to assure our written policy and procedures as well as financial structure are fiscally sound and will continue to be so for many years. Karen suggested that we expend the \$1,500 - \$2,500 to have the accounting firm critically review our organization. Although, the consensus was that this is a good idea, some preliminary planning needs to occur before we actually move forward with an official audit. The decision was made to postpone the accountant review, but it should be pursued at some point in the near future. We need to look at revenue generating ideas and long time sustainability for the organization.

Meeting adjourned: 1:15 p.m. Next regularly scheduled meeting is the Leadership Summit meeting at CMU-Lansing on December 4, with the Committee Chairs.

Respectfully submitted,
Dorene Root
MACRAO Historian



Treasurer's Report to the MACRAO Executive Committee

Friday, October 16, 2009

FUND BALANCE - September 18, 2009

Savings:	\$32,767.93
Checking:	<u>\$42,007.00</u>
	\$ 74,774.93

RECEIPTS:

Savings

Interest-Savings - September 2009	\$4.03
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Checking

2009 Membership Dues & Cvent Deposits	\$31,032.00
Fall 2009 Annual Conference - Registrations & Vendors	
New Professionals Workshop Registrations	

TOTAL MONTHLY REVENUES	<u>\$31,036.03</u>
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TOTAL ACCOUNT BALANCE	\$ 105,810.96
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DISBURSEMENTS:

Executive Committee

EC chair/co-chair lunch	\$130.00
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Fall 2009 Annual Conference

Guest speaker deposit	\$6,000.00
Conference giveaways - Passion Profile books	\$5,283.00

Cvent Expenses

Capital One Merchant Fees	\$449.45
American Express Fees	\$24.45

Articulation Committee

Award reimbursement - 2008 Conference	\$152.80
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Michigan Transfer Network (MTN)

Monthly Service Fee - October 09	<u>\$991.00</u>
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TOTAL MONTHLY DISBURSEMENTS	<u>\$13,030.70</u>
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FUNDS AVAILABLE, October 16, 2009:

Savings:	\$32,771.96		<u>\$ 92,780.26</u>
Checking:	<u>\$60,008.30</u>		
	<u>\$92,780.26</u>		

Respectfully submitted,

Pete Lacey
Treasurer