

**MACRAO Executive Committee Meeting  
October 12, 2005**

**Lansing Community College  
Lansing, Michigan**

**PRESENT:** Melinda Booth, Paula Dykstra, Sedgwick Harris, Tracey James-Heer, Diane Praet, Dorene Root, Vickie Scavone, Carol Taberski, Michele Thomas, Mark Ulseth

Absent: Vickie Scavone

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**CALL TO ORDER** Diane Praet called the meeting to order at 10:23 a.m.

**MINUTES** Michele Thomas moved and Paula Dykstra seconded approval of the August 12, 2005 meeting minutes. Approved.

**REPORT** **Treasurer:** Michele reported that there has been a lot of activity since our last meeting. For instance, we received payment from all but 21 institutions for the 2005-06 dues collection. We also received some income from the New Professionals Workshop. The current balance is \$62,940.80. Michele also distributed the Annual Report for review. Carol Taberski moved and Paula Dykstra seconded approval of the Treasurer's report. Approved.

**President: AACRAO Replacement at Fall Conference:** the AACRAO replacement at the Fall Conference is Barmak Nassarian. Diane reported that the EEOC Committee updated the name of their annual award from "Award Winning Program" to "Equity in Education Award." They also updated their mission statement. These changes appear in their newsletter article and committee brochure. Paula Dykstra moved and Tracey James-Heer seconded a motion to retroactively support these changes. Approved.

Also, we have received four applications for the travel grant and the deadline is this Friday.

**President-Elect:** Sedgwick distributed an updated conference budget. So far, we have 19 people signed up for the FERPA Preconference and 22 for the Articulation Preconference. Our sponsorships include the National Clearinghouse and ACT. We're a little short on vendors and sponsorships for projectors. There will be signs recognizing the people who are sponsors for things like breakfast. There will also be YMCA passes available for whoever wants to use them at the registration desk. Registration for the sessions has been doing very well; there are only a few that are still in single digits. All of the roundtables are doing very well also.

Diane will manage the Wednesday dinner agenda and Sedgwick will cover Thursday night. The tribute to Ed Loyer will occur at the Thursday night dinner. There are no honorary members this year. Diane distributed a draft of the business meeting agenda.

Sedgwick noted that the Great Lakes Battalion is giving us \$800 to speak for ten minutes at the Wednesday night dinner. Diane and Carol feel this sets a bad

precedent for future conferences. The EC discussed the issue and MACRAO takes the stance of not allowing vendors to speak at our general sessions.

Paula will handle the committee breakfast agenda. Discussion items will include: forms, billing their budget, deadlines, leadership book, December meeting, etc. EC members are welcome to attend.

**Vice President:** Paula distributed a tentative membership roster for 2005-06, which is coming together. She has received about five requests for committee membership. The Leadership Manuals are almost finished for the new Secretary, Vice President and Committee Chairs. The certificates for the conference are done. Paula has also received two annual committee reports, which are due October 15<sup>th</sup>. She will send out a reminder about this. Paula has also been working with Sedgwick on planning for the December meeting. There is no confirmation yet on the location.

**Past-President:** Carol offered to help with the "Learn More about MACRAO" session. The plaques for the conference are all set.

**Historian: Great Lakes 2008 Update:** Dorene reported that all three states have signed the contract. Things are on hold right now until the date gets closer. There are no upcoming meetings planned at this time.

Dorene has also been busy working on the First Timer's session for the conference.

**Webmaster: M-TENS Update:** Mark reported that M-TENS has been going great, up until mid August, when school started. The data elements have been put together by Alex Torres. Most members have contacted a potential programmer and one candidate has risen to the top. The conference sessions will be an opportunity to learn whether or not schools will participate in M-TENS, and determine if anybody will use it. There will not be something in place by January 2006. The committee hopes to have one more meeting before the conference.

**Newsletter Editor:** Melinda is excited to start a new newsletter. Due dates for the Spring Newsletter will be in late January, and the newsletter is usually mailed around March 1. Ideas for this newsletter include:

- M-TENS update
- Tribute to Ed Loyer
- Committee lists – can be condensed
- Pictures from the Fall Conference
- Conference update/wrap-up
- MACRAO-L

**Directory Editor:** Vickie Scavone was unable to attend, so no formal report was made.

## OLD BUSINESS

## NEW BUSINESS

**Tribute to Ed Loyer:** Sedgwick would like to put something up at the conference to Honor Ed. Dorene has about 20 pictures of Ed and could ask a videographer to create a slide show, but she would need about 10 more pictures. There was agreement that any tribute should occur this year at the Thursday night dinner. If he becomes an Honorary member, that could still happen next year. MACRAO will make a contribution to the Evans Scholarship Program (a student group), that Ed mentored/advised. Carol moved and Michele seconded a \$100 donation to the Evans Scholarship Program. Donation envelopes will be made available at the registration table in case anyone would like to make a

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personal contribution. Dorene will put together a flyer for the conference folders.

**NEXT MEETING** The next meeting is scheduled for Friday, December 9, 2005, location to be determined.

**ADJOURNMENT** The meeting adjourned at 2:17 p.m.

Respectfully submitted,

Tracey James-Heer