

**MACRAO Executive Committee**  
**October 17, 2008**  
**Hyatt Regency Dearborn, Michigan**  
**600 Town Center DR**  
**Dearborn, Michigan**  
**Model T Room**

**Attendees:** Karen Hutslar, Dorene Root, Howard Shanken, Stacey Stover

**Absent:** Melinda Booth, Jim Dwyer, Debbie Harju, Scott Owczarek, Kristin Schuette, Duff Zube

**Call to Order:**

The meeting was called to order at 10:07 am by Howard. Karen moved that we accept the minutes and Stacey seconded. We will send them out the Executive Committee electronically for voting.

**Treasurer:**

Treasurer's report was sent electronically prior to the meeting. Karen moved that we accept the Treasurer's report and Stacey seconded. We will send it out the Executive Committee electronically for voting.

**President:**

Howard recommended that we add the following duties under the President's responsibilities in the Executive Committee manual.

1. The MACRAO President signs contracts and is the official MACRAO spokesperson for the organization.
2. The MACRAO President meets with the Michigan Community College Association Presidents who participate in the Professional Associations Leadership Alliance (PALA) group. They are leading a charge to organize all of the professional organizations occurring in the state. Howard is willing to continue in this role until a transition plan is identified.
3. The MACRAO President is involved in the CEPI committee which is structured for coordinating the state wide transfer of data.
4. The MACRAO President represents MACRAO to the Michigan Department of Education.
5. The MACRAO President is a member of the MTN's governance committee.

Howard mentioned the next governance meeting for MTN's is scheduled for November 7<sup>th</sup>. He will make sure all of the materials regarding bylaws are printed for the upcoming annual conference. Howard also mentioned how much we have appreciated Jim's input as Past President and suggested that we might want to continue inviting Past President's back for discussion and guidance in the future.

**President-Elect:**

In the past people have been able to register for Thursday only participation at the conference. A request has occurred for individuals to have other one day options. We may want to consider this for future conferences. We need facilitators for the round tables and user groups for the conference. Karen and the other state representatives will be seeking volunteers. We also need 13 LCD projectors. We discussed thank you notes for each of the presenters from Howard instead of certificates. Brad Myers is preparing these for Howard's signature. The facilitator will deliver the thank you notes at the sessions. We will not have evaluation forms for the individual sessions, but will have a conference evaluation (as we did last year). The other facilitator duties will include taking a head count, trouble shooting as needed and distributing the thank you notes. Materials will be collected at the registration table. A separate conference evaluation is being created for the vendors. The vendors choosing the meal option will be eating with Indiana for the business luncheon. The committee breakfast will be on Friday. Any outstanding balances from conference registrations will be followed up on by the individual state Treasurers. Karen will be submitting check requests to Duff for the dinner band, buses, and key note speaker. We will need to be prepared to pay these at the conference. A LAC meeting will be held next Friday. Karen has heard from 2 honorary members who will both attend the lunch. They are Stan Henderson and Larry Wilson. MACRAO will cover their lunch costs, if needed. Committee reports will be on the MACRAO web site with a few extras on the table with the voting cards. Karen recommended that we send the minutes and the treasurer's report out prior to the conference via email with a few copies on the tables. Howard suggested that we also send the bylaws out in the same manner.

Thursday, December 4 and 11 are possible dates for the December meeting. We will purchase the *Fred Factor* book to send to the committee chairs and co-chairs prior to the Leadership Summit along with the an invitation to the summit.

Karen distributed the Business Meeting Agendas for the conference and Cvent agreements information. The Cvent discussion and vote will be deferred until December. Howard approved the Business Meeting Agenda and Karen will send it out. We will have 2 tables noted as reserved for the business luncheon for presenters and honorees. Stacey will make 2 table signs noting Reserved. The next year's nominations committee will include those elected at the business meeting as well as Howard and Paula Dykstra (as the last two past presidents).

**Vice President:**

Vice President's report was sent electronically prior to the meeting. The discussion on Professional Development was deferred until December. The review of the nominations process/language was deferred until December.

**Past President:**

No report

**Historian:**

Dorene recommended that we add the following duties under the Historian's responsibilities in the Executive Committee manual.

1. Historian will order the plaques for awards. This includes being responsible for outgoing member plaques and honorary member plaques. During the conference luncheon, Carol Quigley will watch for Barmark and will invite him to sit with her at the luncheon. Umbrellas have been ordered for the committee chairs, LAC and EC to use as thank you gifts. All of the plaques have been ordered. All of the honorary members have write ups and pictures that are on the web site. Dorene will touch base with Kaye Lani next week. Dorene has written a short introduction for Kaye Lani which is on the web; Howard will use this information for her introduction. She has done gift certificates and thank you notes for both Kaye Lani and Barmak. Dorene also needs a check for the key note speaker; Karen will include this item with her other check requests to Duff.

**Web Editor:**

Web Editor's report was sent electronically prior to the meeting.

**Newsletter Editor:**

No report

Items to be included in the next newsletter include biographies and pictures for the new Treasurer and Vice President candidates, a thank you and good bye from the President, a reminder to register (if not yet done so) for the conference and the bylaw changes with the link. The goal is to send it out next week.

**Directory Editor:**

Directory Editor's report was sent electronically prior to the meeting.

**Old Business:**

The Cvent discussion was deferred to December. An agenda for the new legal conference has been developed for Wednesday through Saturday on the last week in July in Grand Rapids. Various workshops have been developed based on work functions.

The MTN's Governing Committee is meeting on Nov. 7.

**New Business:**

The Professional Development Conversation was deferred to December.

**Adjournment:**

The meeting ended at 12:30 p.m.

Respectfully submitted,  
Stacey M. Stover  
MACRAO Secretary

Treasurer's Report to the Executive Committee  
MACRAO 10/17/2008

BEGINNING BALANCE, Savings, September 19, 2008	\$ 50,528.95
BEGINNING BALANCE, Checking, September 19, 2008	16,698.91
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	\$ 67,227.86

RECEIPTS:

**Fall Conference 2008: Company Registrations**

School Registrations	12585.00
Vendors	4150.00

<b>Membership Dues 2008:</b>	1250.00
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<b>New Professionals Workshop 2008</b>	5125.00
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<b>Support Staff Workshop:</b>	495.00
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<b>Registrar's Drive 2008</b>	75.00
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<b>Chase interest-Savings:</b>	66.00
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Total Revenues:	23,746.00
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TOTAL FUNDS AVAILABLE	\$ 90,973.86
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DISBURSEMENTS:

**Executive Board Costs:**

Meals	213.25
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**Fall Conference 2008:**

Refunds	505.00
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<b>Fall Conference 2009:</b>	2000.00
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**New Admissions Professiona Workshop (9/12/2008)**

<b>MTN: Monthly Service Fee</b>	991.00
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\$3,709.25

TOTAL DISBURSEMENTS

FUNDS AVAILABLE, October 17, 2008:

Savings, October 17, 2008: \$50,594.95

Checking, October 17, 2008: \$36,669.66

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\$87,264.61

Respectfully submitted,

Duff Zube  
Treasurer