

**MACRAO Executive Committee Meeting
October 22, 2004**

**Lansing Community College
Lansing, Michigan**

PRESENT: Sedgwick Harris, Karen Klumpp, Marc Payne, Diane Praet, Dorene Root, Vickie Scavone, Carol Taberski, Mark Ulseth

Absent: Jeff Hartman, Tracey James-Heer

CALL TO ORDER Carol Taberski called the meeting to order at 10:15 a.m.

MINUTES Sedgwick Harris moved and Diane Praet seconded approval of the September 23, 2004 minutes. Approved.

REPORTS **Treasurer:** The current balance as of October 21 is \$43,240.56. At this time, we have made more money this year than last year, but the budget does not yet include all of the fall conference income and expenditures.

We have switched from a non-interest to interest bearing account. This is allowed according to regulations for non-profit organizations.

Eighty three out of 95 institutions have now paid their dues.

The Executive Committee reviewed the annual budget report that will be distributed at the annual meeting.

Marc reported that he has asked Bank One to review the treasurer's books for the past two years in preparation for the change in treasurers. It was decided that we should make this a standard practice for the organization, and the EC will look into the possibility of making a by law change to this effect.

President: Carol Taberski mentioned the agenda for the annual business meeting and this will be reviewed in new business.

The next newsletter deadline should be the middle of January, with the newsletter being ready by February 1st with mailing time to arrive in members' hands by mid-February.

Carol has invited the College Day Night committee to our January meeting.

President-Elect: Diane Praet reported that 172 registrations have been received for the Fall conference, 142 for the full conference, 29 one day only, and 1 person for a pre-conference workshop only.

The committee discussed the idea of purchasing software that could automate the registration process or going with a company that provides this service to organizations.

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Diane reported on the status of speakers and sessions, only one session has cancelled at this point. Six past presidents have responded that they will be attending the conference.

The last Local Arrangements committee meeting will take place on Thursday, October 28.

Vice President: Sedgwick Harris reported that he has been in the process of updating the Committee Handbook. The handbooks will be distributed at the Thursday morning breakfast meeting for Committee chairs.

He also reviewed the agenda for the breakfast meeting. It was suggested that the newsletter deadline dates be added to the agenda; mid-January for the Spring newsletter and July 1st for the Fall newsletter.

Sedgwick has prepared the appreciation certificates for the committee chairpersons. The suggestion was made that the committee name should also be included on the certificate.

Sedgwick has e-mailed a reminder to all chairpersons regarding the deadline date for their annual reports. The annual reports will be copied and available on the tables at the business meeting.

Sedgwick will be making the room reservation for the committee meeting in December. It will be at Lansing Community College. He will notify us when the room has been confirmed.

The 2005 annual meeting will be held in Lansing. Sedgwick is trying to secure Jennifer Granholm as our keynote speaker.

Past President: Karen Klumpp's name was submitted to be the MACRAO representative to make a public speech to the Cherry Commission.

Historian: Dorene Root reported that there will not be an honorary member for the 2004 conference. Joyce Bishop is retiring and was nominated; however, she was already honored in 1979.

Webmaster: Mark Ulseth reported that there were many schools who were not keeping up their link to the MACRAO web site. Many of these schools have had a domain change so the link no longer worked. Mark notified each of these schools and many have responded and have now corrected the problem.

Mark made the suggestion that we add a registration component to the web site and will look into what programming would be necessary.

He also mentioned that it may be time to add the 4th floor to the MACRAO web site for transfer guide-sheets.

The question was raised if we could get a search by "contact" code on the MACRAO web directory.

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

Directory Editor: Vickie Scavone reported that the pdf version of the membership directory is not completely updated yet, but should be available by the end of the month.

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Vickie has asked to be added to the committee chair breakfast meeting agenda on Thursday morning to discuss membership editing on the web.

OLD BUSINESS

New individual members: Marc Payne moved and Karen Klumpp seconded that individual MACRAO membership dues should be \$25 for the 2004-2005 year. Approved.

NEW BUSINESS

Carol Taberski reviewed the proposed 2004 Business Meeting Agenda – minor corrections were made.

Carol Taberski reviewed the proposed 2004 Business Meeting Agenda text version. A few items were rearranged.

NEXT MEETING

The next meeting is scheduled for Friday, December 10, 2004 at Lansing Community College. This will be an Executive Committee and Committee member meeting.

ADJOURNMENT

The meeting was adjourned by Carol Taberski at 2:15 p.m.

Respectfully submitted,

Dorene Root