

**MACRAO Executive Committee**  
**Thursday, December 04, 2008**  
**CMU – Lansing Center, East Lansing, Michigan**  
**2900 West Road – Suite 301**  
**East Lansing, Michigan 48823**

**Attendees:** Debbie Harju, Karen Hutslar, Pete Lacey, Anne Monroe, Scott Owczarek, Dorene Root, Kristin Schuette, Howard Shanken, Stacey Stover

**Absent:** Melinda Booth

**Call to Order:**

The meeting was called to order at 10:05 a.m. by Karen Hutslar. The minutes from October 2008 were moved for approval by Howard Shanken, seconded by Anne Monroe and approved.

**Officer's Reports**

**Treasurer:**

Pete Lacey reported that the balance includes 2008 Great Lakes Conference deposits from Ohio/Indiana. Conference deposits are still incoming and bills (estimated at \$95,000) have not yet been paid. Pete has sent the bills to anyone in Michigan that still owes balances for the conference. We have approximately 8 to 10 institutions who money. Either they did not pay or they cancelled after the 100% period.

Lorriane is currently following up with Credentials regarding the money they owe us. It appears as if we will be in the \$50,000 range after all bills for the Fall 2008 conference have been paid. If this happens, the cost for the conference will break even. We may drop below our minimum balance required in our account without penalty. The Treasurer's report was moved for approval by Howard Shanken, seconded by Karen Hutslar and approved.

Beginning balance:	\$105,520.81
Revenues:	\$5,435.00
Disbursements:	\$2,924.00
Funds Available:	\$108,031.81

Howard reported that perhaps a new function of the directory editor position could be communicating with schools that have not paid their dues. There was discussion about whether these schools should be allowed to be represented on the MTN and on the MACRAO website.

**President:**

Karen did a recap of the conference and discussed the conference agenda. Karen distributed manuals for the Executive Members and reviewed the materials.

Howard made a recommendation that we try to move the calendar for conference sessions to April. Dorene recommended that we do a call for proposals. We had a discussion about using the Leadership Summit as an opportunity to work with the committees to help them understand the options for developing conference sessions.

**President-Elect:**

Debbie discussed the 2009 Annual Conference scheduled for Nov. 4-6, 2009 at Boyne Mountain. She recapped the options for a keynote and overviewed the budget. We had a discussion about setting goals for future conferences. One idea is to work with other professional organizations within the state to perhaps offer an Enrollment Management focused conference. The conference could address issues of interest to Admissions, Registrars, Financial Aid and High School Counselors.

Debbie is looking at Purposelink Consulting that would do pre-conference evaluations of attendees and then do the keynote and a workshop. This is something quite different and could possibly be a draw for people. The cost is approximately \$110 per person. She has proposed a tentative budget with this and we would need to increase the cost to attend the conference and also would need to raise about \$14,000 to help offset these costs. There would also be a book and possibly that could be the conference gift.

Some committees have more interest from the membership than others. We discussed asking some individuals to consider representing other committees. This would allow the committees to work together collaboratively. We would also have stronger representation across all of the committees. We also discussed asking individuals from similar institutions to try to be on different committees. Debbie updated the committee membership application. Committee involvement is currently:

Committee	Membership
College Articulation	11
College Day/Night	8
Data and Technology Applications	4
Enrollment Management	6
Equal Education Opportunity	7
Local Arrangements	10
Legislative Issues	4
Michigan Transfer Network Governance	7
Professional Development	5
Registrar's Practice	10
Secondary School Relations	8

**Past President:**

Howard is working on a legal conference along with the Council on Law in Higher Education (CLG). He may need assistance from the Executive Committee on planning the conference. The conference will be open to the entire region. They will have limited space for registration.

Howard said that MACRAO has been invited to participate in conversations regarding solving the issues in Higher Education related to the Cherry Commission by Nathan Barnet, previous Assistant to Lieutenant Governor Cherry. MACRAO was invited because of our success with the Michigan Transfer Network.

**Vice President:**

Anne is looking forward to her new role. She has asked for information for the 2010 conference from Grand Traverse Resort, Crystal Mountain, Shanty Creek, Turtle Creek Casino and Resort and The Homestead.

**Historian:**

Dorene has taken over the responsibility of ordering all of the plaques. The centralization of this within the Historian role will make coordinating the plaques easier for the entire organization. Scott McMillian is retiring and Dorene put him down for honorary membership since he automatically qualifies as a past-president. Stacey recommended that we consider imaging our historical documents for the future.

**Web Editor:**

Kris discussed the college mall URL and inquired about our need to maintain the site. Karen recommended that we eliminate the URL and Stacey seconded. The motion passed.

The MACRAO transfer agreement on the web page needs to be revised because it is difficult to print. Anne will work with the Articulation committee to redesign it.

**Newsletter Editor:**

Melinda was unable to attend due to a professional development event on her campus. Karen asked for any newsletter topics. Dorene will submit a short article about the upcoming AACRAO 2009 Conference in Chicago.

**Membership Coordinator:**

MACRAO has received 3 applications for affiliate membership. The requests are from Compass Film Academy, Douglas J Institute and Keweenaw Bay Ojibwa Community College. Karen moved to accept the institutions for affiliate membership and Debbie seconded. The motion passed.

There are 5 institutions that are delinquent with membership dues. Scott has contacted these institutions again. We have not received dues from the 5 to date.

**Old Business:**

Cvent is a company that could assist with registration for our conferences and events. We discussed the need to have a complete budget proposal before making decisions to commit to any major expenses. Karen will work on putting together a budget.

The Leadership Summit is scheduled from Jan. 22 at 1:00 pm to Jan. 23 at 4:00 p.m. We discussed giving the committees an overview of MACRAO, teambuilding/leadership, budget, conversation with Past Presidents regarding history and the difference committees make, basics including forms, etc. Karen, Anne and Debbie will coordinate a conference call to finalize the details and location.

**New Business:**

We need to make sure that all MACRAO committee titles are consistent in all of our documents. The correct titles are referenced in the bylaws, everyone has been asked to please make sure to use these titles.

Possible locations for the 2010 Conference were discussed. Options mentioned include Shanty Creek, Grand Traverse and Crystal Mountain.

We would like to have a tentative calendar in the leadership manual that addresses committee events, activities and deadlines. This will be discussed in depth at the Leadership Summit. Karen, Debbie and Anne will discuss and revise and then send to the Executive Committee to review prior to the Leadership Summit.

Melinda and Howard have been receiving requests from individuals to be removed from the list serve because they believe it is spam. The list serve was changed last year because individuals were not clear on the difference between the list serve and the directory. We discussed the list serve and said members could opt out of the listserve but for any correspondence from the Executive Committee that every member would get it. If someone does not want it (e.g. the president of an institution) then they should not be listed in the directory.

Instructions on how to access the MACRAO website were distributed by Karen. The instructions are available on the web site and any member can access the information. We discussed informing the membership about the forms in the next newsletter.

The 2009 meeting dates were discussed. We will not have an Executive Committee meeting in January other than the Leadership Summit. We will invite

the committees to the Executive Committee meeting in March, May and September. Please respond to Karen within 1 week (by next Friday, December 12) with your preference for meeting dates.

**Adjournment:**

The meeting ended at 1:11 p.m.

Respectfully submitted,

Stacey M. Stover  
MACRAO Secretary

Treasurer's Report to the Executive Committee  
MACRAO 11/12/2008

BEGINNING BALANCE, Savings, October 17, 2008	\$ 50,594.95
BEGINNING BALANCE, Checking, October 17, 2008	38,669.66
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	\$ 89,264.61

RECEIPTS:

**Fall Conference 2008: Company Registrations**

School Registrations	17840.00
Vendors	3350.00

<b>Membership Dues 2008:</b>	300.00
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<b>Miscellaneous</b>	185.00
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<b>Chase interest-Savings:</b>	54.61
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Total Revenues:	21,729.61
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TOTAL FUNDS AVAILABLE	\$ 110,994.22
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DISBURSEMENTS:

**Executive Board Costs:**

Meals	72.16
Books	292.95

**Fall Conference 2008:**

LAC	506.96
Entertainment	2108.84
Miscellaneous (Petty Cash)	100.00
Speaker	750.00
Refunds	652.50

<b>MTN:</b> Monthly Service Fee	991.00
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TOTAL DISBURSEMENTS	<hr/> \$5,474.41
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FUNDS AVAILABLE, November , 2008:

Savings, November 12, 2008: \$50,648.56	<hr/> <hr/>
Checking, November 12 , 2008: \$54,871.25	\$105,519.81

Respectfully submitted,

Duff Zube  
Treasurer



## Treasurer's Report to the MACRAO Executive Committee

Thursday, December 04, 2008

FUND BALANCE - November 12, 2008

Savings:		\$50,649.56
Checking:		\$54,871.25
		\$ 105,520.81

**RECEIPTS:**

**Fall Conference 2008**

School Conference & Workshop Registrations		\$4,956.16
Vendors		\$100.00

**New Professionals Workshop Registration** \$125.00

**Miscellaneous** \$215.00

**Interest-Savings** \$38.84

TOTAL MONTHLY REVENUES \$5,435.00

TOTAL ACCOUNT BALANCE \$ 110,955.81

**DISBURSEMENTS:**

**Executive Board Costs**

Plaques, gifts & certificates		\$758.75
Meals		\$60.33

**Fall Conference 2008**

LAC		\$32.93
Entertainment		\$300.00
Workshop Bus		\$20.99
Refunds		\$760.00

**Michigan Transfer Network (MTN)**

Monthly Service Fee - Dec 08 \$991.00

TOTAL MONTHLY DISBURSEMENTS \$2,924.00

FUNDS AVAILABLE, December 4, 2008: \$ 108,031.81

Savings: \$50,688.40

Checking: \$57,343.41

**NOTE:** Balance includes 2008 Great Lakes Conference deposits from Ohio/Indiana. Conference deposits are still incoming and bills (estimated at \$95,000) have not yet been paid.

Respectfully submitted,

Pete Lacey  
Treasurer