

**Executive Committee Meeting
December 10, 2010
Central Michigan University-East Lansing Center
2900 West Road, Suite 301
East Lansing, Michigan
10:00 AM-2:00 PM**

Attendees: Debbie Harju, Tammy Grossbauer, Pete Lacey, Katherine McMullen, Scott Owczarek, Dorene Root, Kristin Schuette, Janail Silver, Vicki Stewart

Call to Order

The meeting was called to order at 10:11 a.m. by Scott Owczarek. The minutes from October 2010 were moved for approval by Katherine McMullen and seconded by Debbie Harju. The motion for approval passed and the October 2010 minutes were approved with one correction.

Comments from the Floor

None.

Executive Committee Reports

Treasurer

Funds available as of November 30, 2010

Savings = \$32,829.17

Checking = \$51,098.43

Balance = \$83, 927.60

Pete reported that he made some slight changes to the Treasurer's Report based on the audit. The Report is from November 1-30 and reflects funds available as of November 30. Tammy asked if payment had been made by Wayne County Community College and Pete responded that their membership dues are still outstanding. A motion to accept the Treasurer's Report with adjustments was made by Debbie Harju and seconded by Scott Owczarek. The motion was approved.

President

Scott reported that due to the resignation of Craig Aimar, Carrie Jeffers has accepted the Vice President position. She could not make today's meeting, but she will attend the January meeting.

Scott announced that he has accepted the position of University Registrar at the University of Wisconsin-Madison and he will, therefore, have to step down as President. His last day of work at MSU will be January 21 and he will begin his new duties in Wisconsin on January 31. Congratulations to Scott!!!

Discussion followed as how to address this vacancy. It was suggested that Tammy Grossbauer take over as President. Tammy asked for the weekend to think it over. If Tammy declines, the Executive Committee will continue the discussion by email.

January 18-19 look to be the best dates for the majority for the leadership workshop. Due to his resignation, Scott will not be able to plan the event. After some discussion, it was decided to hold the workshop on Friday, January 21st. Scott will communicate this to the Chairs & Co-Chairs. There should also be a newsletter article.

Scott reported that he and Scott McMillan met with Duff Zube last week and presented Duff with his honorary membership award.

Scott was happy to report that MACRAO made a profit of \$4,460.81 from the annual conference. He discussed the breakdown of costs for the conference and that there are still three people who have not paid for the conference. Debbie asked if we should put something into the by-laws regarding payment, because what if they never pay? Discussion followed and Scott suggested writing something into the registration policy/process instead of the by-laws. Scott asked Debbie to look into this.

Scott has sent Lloyd the 1099 form and is waiting for him to return it.

President-Elect

Katherine reported that she is focusing on the 2011 annual conference. Has six LAC members and wants to invite some newcomers to MACRAO to join the LAC. Scott will send Katherine the list of new MACRAO members. Katherine would like to do a social media theme for the conference. She feels it is a timely topic and crosses all ages. While at the State and Regional Workshop in Washington D.C., Katherine heard a very dynamic speak on the topic, Michelle LaPierre. Michelle said she would gladly be our keynote speaker. The Executive Committee discussed and felt this sounded like a good idea.

Vice President

Newly elected Vice President, Craig Aimar, regretfully had to resign due to a change in his job duties. Carrie Jeffers has accepted the position.

Katherine McMullen gave the Vice President's report. She has been reviewing all the committee membership lists and has some concerns. Katherine's main concern is that several

of the committees have very low membership. Also, the College Day/Night Committee has a K-12 person that they want to add to their committee. Unless you are a member of MACRAO, you cannot be on a committee. This person could possibly serve as an ad hoc, non-voting member. They could also not be on a published committee membership list. While the Executive committee supports this initiative, they feel this person should be a member of MACRAO.

Katherine and Kris will work on combining the MTN and the Data and Technology Committees.

Past President

Debbie reported that things are good and she has no report at this time.

Secretary

No report.

Historian

Dorene reported that we did miss one Honorary Member Award. Mike Owens from Central Michigan University retired and he is also a Past President of MACRAO. The Executive Committee will honor him at the 2011 annual conference.

Web Editor

Kris reported that the honorary, affiliate and individual member types have been added to the website. She reported that she has posted the revised By-Laws and presentations from conference. She suggested that the fact these items are posted could be highlighted in the next Newsletter.

Newsletter Editor

Janail reported that she is collecting articles for the next Newsletter as we speak. Scott suggested the calendar of events, honorary members, and a call for committee members. There should also be an article about Scott's new position. It was also suggested the Newsletter contain dates of scheduled events such as the Spring Drive-In (April 8), The Support Staff Workshop (June 24), and the Annual Conference (November 2-4). Janail hopes to have the next Newsletter out before the holiday break.

Membership Coordinator

Tammy reported that she is trying to wrap up Cvent for the year. She is still trying to collect payment from several individuals from three different institutions. The Executive committee discussed opening up Cvent so they could pay by credit card.

Old Business

MACRAO Audit (Pete)

Pete presented the analysis of MACRAO's financial documents for the year ending October 31, 2010 along with some recommendations from the auditor. It was suggested that MACRAO should have an annual audit performed every two years or at least when treasurers change. Pete will work with Kris to upload two documents to web. Scott suggested sending a gift with payment to thank Kristi for all her work on the audit.

Pete asked about the Annual Conference Grant as he has done nothing with the grant. Scott and Tammy said the registration fee was waived by the Executive Committee. \$25.00 was to go toward the room.

Leadership Retreat (Scott)

The Leadership Retreat will be January 21. The new president will decide how to proceed with the retreat.

Cvent Contract (Scott)

October 2011 is the time to renew or look at new vendor for February 2012. Scott suggested that we should try to get the banking fees down and renegotiate a new merchant account. Pete will follow up with our bank. When we sign our contract we can sign a new merchant account as well. Tammy will follow-up with our Cvent contact.

Next Steps/Response to the Sustainability Ad Hoc Committee Report

Dorene updated the Executive committee as to what happened at the conference session. There was not a lot of feedback at the session.

Debbie suggested that the Executive Committee go through their recommendations and construct a response to the ad hoc committee. She felt we owe them a response with rationales as to whether we can or cannot implement their recommendations.

After some discussion, it was decided that each Executive Committee member would pick their top five ideas from the list to be discussed at the next meeting. Scott will send out the list.

Other

For the next Executive Committee meeting, we will add policies to the agenda for discussion.

New Business

Support Staff Workshop

Saginaw Valley State University has agreed to host the 2011 Support Staff Workshop on June 24. SVSU will cover room costs, AV charges and cleanup. The Committee will only have to cover food expenses.

Calendar of Events for 2011 (Scott)

The Secondary School Relations Committee will follow-up as to when they are holding the New Professional Workshop.

Once closer to the deadlines, CEPI will hold a webinar for the MACRAO membership as follow-up to the conference. Debbie suggested getting the Legislative Issues Committee involved.

Scott asked Katherine to contact Committee Chairs to have them send any event information to Kris. Kris would then post it to the website.

The budget was not approved for the Spring Drive-In. After some discussion, the Executive Committee recommended an Early Bird fee of \$35 or \$40 for the Drive-In and a fee of \$50 three weeks out.

Update from AACRAO Leadership Workshop (Vicki and Katherine)

Katherine and Vicki both thanked the Executive Committee for the wonderful opportunity to attend the AACRAO Leadership Workshop in Washington D.C. They both felt they received great information at the workshop and it also gave them a much better perspective on things.

Confirmation of Executive Committee Meeting Schedule

Scott sent out draft of the Executive Committee meeting schedule on November 14. The EC would meet the third Friday of the month. Discussion was held on as to where to hold the meetings.

Other

Scott is on the docket to present at AACRAO this spring regarding MACRAO's collaboration with the State and implementing their initiatives. He asked if anyone had any issues with him still doing this since he will no longer be a part of MACRAO. There were no objections.

Comments from the Floor

None.

Adjournment

The meeting was adjourned at 1:49 PM. The next meeting will be Friday, January 21.

Respectfully Submitted,
Vicki Stewart
MACRAO Secretary



Treasurer's Report to the MACRAO Executive Committee - November 2010

Friday, December 10, 2010

FUND BALANCE - November 1, 2010

Savings:	\$32,824.87
Checking:	<u>\$67,477.80</u>
	\$ 100,302.67

RECEIPTS:

Savings

Interest-Savings - November 2010 \$4.30

Checking

Membership Dues 2010 \$300.00
 Spring Drive-in 2010 \$50.00
 Summer Summit 2010 \$95.00
 Fall Confererence 2010 \$11,535.00

TOTAL MONTHLY REVENUES \$11,984.30

TOTAL ACCOUNT BALANCE \$ 112,286.97

DISBURSEMENTS:

Executive Committee

AACRAO Leadership Meeting \$275.40

Professional Development Committee

Support Staff Workshop 2010 \$1,298.80

Fall 2010 Annual Conference

Conference Expenses \$25,519.65

Cvent Expenses

Additional pre-paid registrations \$166.00
 Capital One Merchant Fees \$906.52

Michigan Transfer Network (MTN)

Monthly Service Fee - November 10 \$193.00

TOTAL MONTHLY DISBURSEMENTS \$28,359.37

FUNDS AVAILABLE, November 30, 2010:

Savings:	\$32,829.17	<u>\$ 83,927.60</u>
Checking:	<u>\$51,098.43</u>	
	\$83,927.60	

Respectfully submitted,

Pete Lacey
Treasurer



Treasurer's Report to the MACRAO Executive Committee - December 2010
 Friday, January 21, 2011

FUND BALANCE - November 30, 2010		
Savings:		\$32,829.17
Checking:		<u>\$51,098.43</u>
		\$83,927.60
RECEIPTS:		
Savings		
Interest-Savings - December 2010	\$4.17	
Checking		
Membership Dues 2010	\$300.00	
Voided check	\$17.79	
	TOTAL MONTHLY REVENUES	<u>\$321.96</u>
	TOTAL ACCOUNT BALANCE	\$ 84,249.56
DISBURSEMENTS:		
Executive Committee		
Audit fees	\$375.00	
EC Meetings food/beverages	\$72.04	
AACRAO Leadership Meeting	\$1,034.21	
Fall 2010 Annual Conference		
Conference Expenses	\$13,102.55	
Cvent Expenses		
American Express Fees	\$7.95	
Capital One Merchant Fees	\$196.66	
Michigan Transfer Network (MTN)		
Monthly Service Fee - December 2010	<u>\$193.00</u>	
	TOTAL MONTHLY DISBURSEMENTS	<u>\$14,981.41</u>
FUNDS AVAILABLE, December 31, 2010:		<u>\$ 69,268.15</u>
Savings:	\$32,833.34	
Checking:	<u>\$36,434.81</u>	
	<u>\$69,268.15</u>	

Respectfully submitted,

Pete Lacey
Treasurer