

MACRAO Business Meeting Minutes
Lodge of Four Seasons
October 26, 2010

The meeting began at 7:57 am.

I. Welcome and President's Report

Minda Thrower stated how pleased she was with this year's attendance, especially with the economy. Minda also thanked the Executive Committee for their hard work and dedication.

II. Secretary/Historian's Report

Kim Harvey presented minutes from the October 27, 2009, Business Meeting. Lenell Hahn motioned to approve the minutes; Chris Adams seconded. All approved.

III. Treasurer's Report

Tara Deierling directed members to review the treasurer's report. She stated that MACRAO has a little over \$25,000 in our accounts and that we are in good shape. The figures do not take into account the conference expenses. However, we have money in CDs that can be used to cover the conference if necessary. Jennifer Thorpe motioned to approve the treasurer's report, Dawn Hatterman seconded. All approved.

IV. Reports from Executive Committee Chairs

a. VP Programs and Projects

Marcia Fields asked if everyone had a good conference. She stated that the committee made a concerted effort to have our members presenting. Marcia indicated that a few years ago, the Board made lots of decisions, including the decision to use committee chairs that have ownership in the conference and help plan the sessions. Marcia encouraged members to get involved by completing the interest form in the binder and reminded members about the committee interest meetings after the final session of the conference. Additionally, Marcia encouraged members to complete their evaluations and explained how valuable member feedback is to planning next year's conference.

b. VP Membership

David Schoolfield reported that MACRAO currently has 54 member institutions and 354 individual members. In 2008, we had 56 member institutions and in 2009, we had 54 member institutions. Dave presented the membership awards. These awards are based on the membership lists submitted by each institution. Awards were presented for:

5 years – Keychain; 10 years – Card holder; 15 years- Flashlight; 20 years – Pen; 25 years – Clock; 30 years - Watch

Dave also thanked Minda for her support of MACRAO.

c. VP Communications

Dawn Hatterman indicated that her goal is to make the handbook more user-friendly, whether it is in paper form or online. Dawn is looking for assistance from communications people to share best practices. If you are interested in sharing information for the newsletter, please send a paragraph to Dawn. She is also trying to be more tech savvy with how we communicate such as blogging and social media. If you have experience in these areas, please e-mail Dawn at Dawn.Hatterman@mcckc.edu. David Schoolfield has volunteered to do book reviews for the newsletter. Additionally, Dawn is looking for photographers to take pictures at our various events.

d. Webmaster

Lenell Hahn encouraged presenters to send their handouts or presentations to her at webmaster@moacrao.org. The presentations will be posted on the web site. She also reminded members to e-mail any job postings to webmaster@moacrao.org to be placed on the web site.

V. Reports from Committee Chairs

Minda commended the committee chairs for an outstanding job.

a. Admissions and Enrollment

Chris Adams asked his committee members to stand and thanked them for their service. He advised that his committee communicated via e-mail and did a great job. He also commended Brenda Selman, Andrew Wright, and Dixie Piel for stepping up to help present at the last minute.

b. Technology

Doug Swink became the chair in mid-August. He asked his committee members to stand and thanked them for their service. Doug also encouraged all members to participate on a committee.

c. Professional Development

Cathy Williams thanked her committee members and encouraged all members to get involved. She advised that all of her committee's communication occurred via

e-mail. She also thanked David Schoolfield and Rick Fordyce for presenting at the conference.

d. Records and Registration

Holly Lincoln asked her committee members to stand and thanked them for their assistance. She also encouraged members to participate on committees and indicated that all of her committee's work was conducted through e-mail.

e. New Members

Sue Koopmans advised that this is her third term working on the first-timers session, and she really enjoys this session. Nine members attended this year. Sue asked her committee members to stand and thanked them for their assistance.

VI. Nominating Committee Recommendations

Rick Fordyce thanked the members who served on the Nominating Committee. He then presented the slate of officers:

President Elect – Debbie Below
VP Membership – Sue Koopmans
VP Programs – Lenell Hahn
Secretary/Historian – Cindy Clark
Webmaster – Rob Hornberger

Rick asked for any nominations from the floor. Marcia made a motion to accept the slate of officers; Dawn Hatterman seconded. All approved.

VII. New Business

- a. By-laws – Rick Fordyce advised that we have by-laws, and it is important for us to have by-laws so officers are not financially liable. This year, our intention is to give membership the opportunity to review the by-laws. Beginning in January, we will post one article on the listserv for comments. This will provide an opportunity for members to provide feedback. Each month, we will review a different article. Feedback will be incorporated into the by-laws and then at next year's meeting, we will vote on the revised by-laws. Rick encouraged members to get on the listserv and participate in reviewing the by-laws.
- b. Audit committee – Minda advised that Don Morris agreed to be chair of the Audit Committee. This committee was very successful last year. Don advised that Melanie Gottlieb and Rick Fordyce will be assisting with the audit this year.

c. Professionals of the Year Awards

Holly Lincoln was presented with the Rising Star Award, and Victor Price received the Professional Service Award.

d. Conference site selection

Two years ago, MACRAO started reviewing alternative locations for our annual conference. Last year, we visited three sites, including the Resort at Fort Arrowhead, Country Club Resort and Spa, and Camden on the Lake. We have a contract with Lodge of Four Seasons through 2011. We are looking to sign a three year contract from 2012-2014. We had a second site visit at Camden on the Lake in June and a third visit this past Saturday. The Executive Committee and committee chairs recommend Camden on the Lake. Melanie Gottlieb made a motion to approve the signing of a three-year contract with Camden on the Lake; Don Morris seconded.

The following questions were posed.

Q: What do rooms cost?

A: The room cost is \$115.

Q: What is the length of the contract?

A: MACRAO would have a three-year contract with an opt-out clause.

Q: A concern was expressed that most rooms are king bed suites.

A: Double room beds are included in our price. Camden currently has 15 double bed suites, and the number of double beds will be expanded.

Q: How is Camden better than the Lodge?

A: At the Lodge, rooms have been double booked. There have been complaints about room comfort (temperature) and the aging of the facility. In the past, we have changed site locations every three years. We have currently been at the Lodge for six years. The Lodge is aware that we are researching different locations. At Camden, the meeting space is free, and AV equipment is an upgrade. Technology is modern and much cheaper than our current expenses. We will be saving close to \$1500 on the breakout rooms.

Melanie has a colleague who planned the MACADA conference at Camden and was very pleased. The membership was pleased with the location, especially because they did not have to leave the property for dining. There are a variety of food options that are very good.

Camden is down Horseshoe Bend Parkway in Lake Ozark, MO. We would be the only conference at that location and would have run of the house. All rooms will be blocked out for MACRAO until two weeks prior to the start of

our conference. Individuals, not groups, will then have the opportunity for rooms. Camden also has a theatre room and other neat options for space. MACADA included an optional movie night during their conference. Camden also has neat programming options.

Q: How does the cost of rooms compare at both locations?

A: Room rates at the Lodge for 2012 are \$105 (plus \$10 resort fee); they are \$115 at Camden (plus \$7 resort fee).

Q: If we opted out of the Camden contract after one year, where would we go?

A: The Executive Committee feels that there is enough time to put together the conference and find a location. There would be options in St. Louis or Columbia, or a college could host our conference on their campus. Marcia explained that we have had good years and bad years at the Lodge. There have always been issues with the rooms and locations of the breakout rooms. We have struggled with other conferences being at the Lake at the same time and have lost rooms to them. At Camden, we would have run of the house, and all breakout rooms would be together. Marcia advised that now is the time to move.

All approved the motion to sign a three-year contract with Camden on the Lake.

e. Changing of the Guard

Minda commended Brenda on her efforts as President-Elect and passed the gavel to her. Brenda presented a plaque to Minda and thanked her for her service as President. Brenda thanked everyone and encouraged members to get involved with committees. She stressed that most of the committee work is conducted through e-mail. Brenda then presented the new committee chairs:

Admissions and Enrollment Management – Dawn Brixey
Communications – Dawn Hatterman
Record and Registration – Holly Lincoln
Technology – Doug Swink
Professional Development – Carla Whitney and David Schoolfield
New Member Orientation – Denise Westrem

Minda thanked Cindy Clark for making the table decorations.

Meeting adjourned at 8:50 am.