

MACRAO Executive Board Meeting Agenda  
9 a.m.-1:30 p.m.  
(We'll take a "lunch break" at noon to gather food and resume meeting)  
February 10, 2011  
Columbia (MU)

Meeting called to order by President, Brenda Selman.

Others in attendance included: Sue Koopmans, Rob Hornberger, Denise Western, Lenell Hahn, Minda Thrower , Holly, Debbie B. Carla, Tara, Dawn H. Debbie S.

Those meeting via telephone conference included: Dawn Brixey, Cindy Clark,

- I. Re-introductions; Brenda welcomed everyone and asked everyone to re-introduce themselves to the group.
  
- II. Secretary's minutes (Cindy)  
Motion to approve: Sue  
Second: Lenell  
Motion carried
  
- III. Treasurer's report (Tara)  
Motion to approved: Minda  
Second: Dawn  
Motion carried.
  
- IV. Old Business
  - a. Audit Ad Hoc Committee (Tara)  
Has not met yet, Don Morris, chair, Rick Fordyce, Melanie Gottlieb, Tara

b. By Laws Update (Minda)

Minda reported the Rick is handling the process of the by-law updates. Rob reported that he and Rick had discussed providing the by-laws on-line once section at a time for change approvals. He will be working directly with Rick once he gets the website fully implement.

Minda stated her concerns about using just the website or list-serve. She would like to use email to distribute the by-laws proposal.

There was considerable round table discussion about membership records. Sue would like to cross-reference various membership lists in an attempt to compile an updated membership contact distribution.

Dawn asked about a proposal to hire someone to keep an ACCESS database updated. More round table discussion about tracking the membership. Lenell suggested that since we already hired someone to create the original database that we could pay him to do the updates. More discussion about eliminating paper processes where possible. Brenda suggested that we create an ad hoc committee to explore options for the use of professional database developers to help us better track and communicate with our membership. Sue, Dawn, and Rob will be charged to serve on this committee. Sue suggested that the committee meet electronically beginning as soon as possible. She would like to have changes in place sometime in May.

c. MACRAO Records Ad Hoc Committee (Minda and Rob)

Brenda has tried to contact

d. Summer Drive-in Workshop (Lenell)

Lenell distributed information from a prospective speaker, Megan Martin, *How Full is Your Bucket?*. Questions were raised about expense. Lenell is still searching for a prospective speaker on emerging technologies. Bill Carner, Missouri Business Institutes, *Emerging Technologies?* Discussion continued about the other costs associated with the workshop and possible locations. Lenell presented various options and costs. The group liked the idea of the Upper Crust catering the box lunch and the meeting space to be provided by Stoney Creek Inn. Motion to use Stoney Creek and Upper Crust by Sue, Second by Rob. Motion carried.

Minda moved to approve the proposal by Megan Martin. Second by Debbie Schatz. Motion carried.

Lenell will use email to present Bill Carner's proposal when it is available. The scheduled date for the workshop is Wednesday, July 13 10:00 a.m. – 3:00 p.m.

Discussion continued about who will be considered members, pre-registration requirements and any limitations on participation. Debbie B. verified that our target audience for the drive-in workshop is support staff. Dawn Hatterman described the process used for the e-transcript workshop last year. She will share information with Lenell.

Sue addressed the idea of marketing to supervisors with a postcard. Dawn indicated that they used paper registration forms mailed directly to the institutions. Since the conference is free there was more concern addressed about space. Lenell will work with Stoney Creek Inn to procure the contract agreement and will share future info via email.

Ideas for participating next year emerged.

e. Handbook Review (Dawn H.)

Dawn stated that she has received some response and comments about the handbook. Brenda suggested that we don't need approval by the membership but we should put it on the web for availability to the membership.

Again, membership communication and management was addressed. Lenell explained that the membership capability of the website is sufficient for an administrator to update regularly. Round table discussion continued about changes to the handbook for each position on the board and the committees.

Dawn presented the existing information in the handbook. She questioned who is the keeper of the official by-laws and other information that would be considered the official version. Brenda suggested that the Secretarian-Historian be the official keeper of special documents.

The question was about the title of the board. It was determined that the Executive Board would be the official reference to the governing body of the organization.

The next topic was how to address various committees, in particular ad hoc committees. Base committee creation is already addressed in the President's description but an addition will be made to create an ad hoc committee for treasury review annually.

A proposal the state that the President and President elect should have a requirement to attend the meeting in DC in December and also attend AACRAO.

There was discussion about the timing of chair selection and who is actually in charge of that. Brenda suggested that we reflect that the President and the incoming President, the VP for Programs will work together to select board members and committee chairs.

f. Officer and Chair "Checklist" (Dawn H.)

There was considerable round table discussion about changes to terminology and other issues dealing with the duties and responsibilities of the officers and committees.

Several suggestions were made for altering committee chair duties including the responsibilities for professional development awards, the new member/first-timer projects, the tax-reporting duties of the treasurer.

Minda described her experience with receipt of conference fees. Debbie S. suggested that it would be more efficient to have the registration payment go the treasurer. The question was raised whether management of membership receipts should also go to the treasurer.

Dawn commented that we should list third party companies, the banking institution and other contacts should be listed in the checklist/handbook. More adjustments will be made to the treasurer's responsibilities to include this information update.

Dawn asked about membership registration dates being July 1-June 30 and the access to the MACRAO transcript fax cover page. It was determined to leave as is.

Dawn asked everyone to review their positions and other information and submit to her. A deadline of March 15 was determined for the responses to Dawn. Highlight any proposed changes for our respective sections and look through the general area to determine if it needs to be added to our own section.

g. Other? None.

V. New Business

a. AACRAO Representative for 2011 Conference will be Brad Myers.

i. Talk about AACRAO? Brief update at lunch.

ii. What other sessions do we want him to give? (We can table until we discuss the Conference Program later in the meeting.)

Topics were considered for Mr. Myers. One stop, FA for Registrars or FERPA. A part one-part two might be needed for the FA for Registrars.

b. Website Discussion (Rob)

c. Other?

VI. VP and Committee Chair Reports

a. President Elect (Debbie B.)

i. Vendors/ conference schedule for 2011

1. Debbie distributed the information from other organizations. Debbie expressed that she felt MACRAO does a really good job based on the fact that our response from vendors has been exceptional.

Round table discussion continued about the various vendors who attend our conference and who would be selected to present at the conference based on the call for proposals.

The topic was tabled until later.

ii. Dinner at AACRAO

1. Planned at the Tap House Grill. Alcohol not included with the selected menu. Debbie needs suggestions for time, alcohol availability, spousal coverage, The desire is to not pay for spouses but it is difficult to discern who are the spouses. Brenda also mentioned the problem of ordering from the general menu and having it covered. Minda stated that the turn out for this party is good. The other issue is the invitation to other guests by guests after the numbers have been estimated. The basic consensus is that guests should pay for their own whether spouse or otherwise. Discussion continued about the time dinner should be served. Debbie suggested a start time of 6:30 appetizer, dinner at 6:45 p.m. The group agreed.

b. VP for Membership (Sue)

1. Sue did research on attendance gifts for the conference. She looked online and locally for diamond shape paper weights. She distributed information about the various products she located. She expressed her desire to work with a local vendor rather than online so it is easier to ask questions.

c. VP for Communication (Dawn H.)

d. Webmaster (Rob)

1. By-laws? Already covered
2. Membership list uses sub-committee.
3. Online form for Call-for-Proposals will be available and an email will be sent with a link to the form.
4. Conference photos on the web has been a regular topic. Rob wanted to address the option of Facebook page for the organization. He believes it already provides the tools and technology needed for group communication. He volunteered to take the lead on setting up the site. There was concern that Facebook may not be allowed at various institutions. After comments and discussion, it was determined that MOACRAO would use Facebook as a supplementary form of communication with its membership. Motion to create a page by Rob. Second by Minda. Motion carried.
5. Time-line for next year's activities and events. Dawn reminded the board that time-line information should be part of the board information. Debbie S. also remembers discussion that we wanted to create a communication plan to be used to disseminate information to the membership in an organized fashion.
6. Issues that have been sent to Rob by board members are being addressed one by one.

e. VP for Programs and Projects (Debbie S.)

- i. Theme: Many Facets of Success for 2011 Conference.

- ii. Timeline for conference / program development
  - 1. Call for proposals-Status update: Ready to go online anytime. Debbie S. asked about adding some fields to the form. Rob will check into that. Debbie will email Dawn with the information and Dawn will send out to membership. The deadline will be March 31. Proposals will be sent to the committee chairs. Responses to the proposals should be made by May 1. Proposals will be nailed down by June meeting.
  - 2. Keynote speaker and two sessions (part 1& 2) by Phyllis Braxton.
  - 3. Committee Mtgs.

There was considerable discussion about the décor and theme of the conference and the activities for a party setting. Debbie asked whether we wanted to call it the diamond anniversary 75<sup>th</sup> anniversary. We decided on diamond anniversary in our communications.

Debbie provided the committee with sample diamond shape logos to be used in the program. The group selected a diamond setting in the blue framed box.

- iii. Registration (Holly)  
VA services
- iv. Admissions (Dawn B.)  
New to the position. Will work with other committees.
- v. Professional Development (Carla)  
Working on ideas now.
- vi. Technology (Doug will not be able to make it, so we will not have a report)
- vii. First-Timers (Denise W.)  
Denise received good notes from Sue but doesn't really have a committee. Will contact Don Morris for assistance on committee.
- viii. Other?  
Group decided to continue the same compensation process for speakers who are traveling just to participate in a session.

VII. Announcements

VIII. June 12-13 at Lodge of Four Seasons

Meeting adjourned at 1:15

IX. Adjournment