

Middle States Association of Collegiate Registrars and Officers of Admission Summary of Executive Committee Meeting Minutes (2008-2009)

December 4, 2008 – Loews Hotel, Philadelphia, PA

All members of the Executive Committee were present.

Wendy Kutchner and Luke Phillips were welcomed as new members to the Executive Committee.

There was a review of the 2008 conference. Due to member issues and complaints with the hotel, members of the Executive Committee met with members of the hotel staff. A follow-up conference call will be scheduled.

The Site Committee will continue to work on a location for the 2011 conference.

The Executive Committee approved a change to the approval requirement for the distribution of “seed money” for DVACRAO from the VP of Professional Development to the VP of Records and Registration and Treasurer.

By acclamation, the Executive Committee thanked Deborah Bowles for serving in her position for two years.

March 10 and 11, 2009 – Loews Hotel, Philadelphia, PA

All members were present except Peter Falk and Jeremy Maisto.

The President and President-elect cannot attend the annual AACRAO conference. The Executive Committee approved the Immediate Past-President to attend and represent MSACROA. Deborah Bowles was contacted by NEACRAO to have a joint MSACROA-NEACRAO reception at AACRAO in Chicago. They are interested in co-hosting an event and sharing costs. After discussion, a decision to continue the “MSACROA only” dutch-treat dinner was made. Other arrangements will be discussed in the future.

The Executive Committee reviewed the report of the Site Committee and voted to accept the Borgata as the site for the 2011 MSACROA Conference.

The Executive Committee is investigating the purchase and implementation of a software system to manage membership data and conference registration. Two vendors have contacted MSACROA and asked to demo their products. The committee participated in a conference call with Hospitality Performance Network and a conference call/web demo with CVENT. Subsequent email communication followed and the Executive Committee voted to purchase the CVENT software.

Kelly Brennan was announced as the association's new webmaster.

June 2, 2009 – Loews Hotel, Philadelphia, PA

All members of the Executive Committee were present. LAC members Fran Burman, Patti Mathay and Elaine Parker were also in attendance for part of the meeting.

The logistics of the 2009 conference were discussed including pricing, special event and keynote address.

The Vice President for Information Technology, Luke Philips has been working on the implementation of the CVENT system and provided an update.

The Vice President for Professional Development, Wendy Kutchner is investigating a professional development opportunity for the 2009 conference. She has a contact who may offer a Covey workshop which will earn participants a certificate

The Executive Committee discussed the need for a "formal" document to give to prospective committee members and chairs which will address the expectations and responsibilities of their positions. Such a document will be worked on by members of the committee.

October 6, 2009 – Loews Hotel, Philadelphia, PA

All members were present except Deborah Bowles.

LAC update – Babs Winicur has assumed the position of Exhibits Chair; Terry Thompson has assumed the position of Registration Chair. The two previous chairs were unable to continue in their respective positions.

The level of vendor sponsorship is down from previous years. There are not sponsors for conference bags, badge holders and lanyards. The Local Arrangements Committee was authorized to purchase these items for the 2009 Conference.

The Immediate Past-President presented the slate of candidates for the Nominations and Elections Committee as well as the 2009-2010 Executive Committee. Election results will be announced at the Business Meeting.

MSACROA will continue its tradition of making a donation to a non-profit group in the vicinity its conference location. Project HOME of Philadelphia will be this year's recipient. MSACROA will match membership donations up to \$500.

The Executive Committee reviewed the Treasurer's report. He reported that he met with the Audit Committee and the books are in order.

Certificates of Appreciation and the Business Meeting Script were discussed.

For future planning purposes, the Executive Committee discussed and decided to conduct a survey during the Business Meeting. Questionnaires will be at each table and those present will be encouraged to talk at their tables during lunch and provide answers to some questions. The Executive Committee will review the data post-conference.

The association has a new Archivist. The 2010 Executive Committee will work with the new archivist to formalize what our archives should contain and who is responsible for submitting documents to the archivist.

Michele M. Dunn
MSACROA Secretary

Registrar, County College of Morris
November 20, 2009