

**Georgia Association of Collegiate Registrars and Admissions Officers
Executive Committee Meeting
September 13, 2009
Marriott Perimeter Center**

The Executive Committee met to discuss plans for the 2009 GACRAO conference. The meeting was called to order by President Mack Palmour with the following members present:

Mack Palmour –President
Clint Hobbs – President Elect
Angela Evans – Treasurer
Scott Argo – Member at Large II (Entertainment)
Jennifer Brannon – Member at Large III (Professional Development)
Mike Augustine – Past President
Melanie Mirande – Local Arrangements

Absent were Brooka Hutcheson, Nicole Kennedy, Tara Askew and Karen Sheppard. Jennifer Brannon served as Secretary in Karen's absence.

Katherine Sweeney, Chair of the SACRAO 2011 Local Arrangements, was a guest at the meeting.

SACRAO 2011 Update – Katherine Sweeney

Katherine shared that SACRAO 2011 will be held February 20-23, 2011 at the Sheraton Atlanta. The Local Arrangements committee is responsible for the entire conference planning with the exception of the actual program. This committee sets the budget, makes the plans and reports to the SACRAO Executive Committee. Katherine supplied a handout of the different committees and functions of the Local Arrangements Committee. She stated that Angela Evans will be head of the Finance Committee with Melanie Mirande's help. Mack Palmour will be head of the Corporate Partners Committee. Donna Findley will be responsible for Hospitality. Craig Womack will head Registration. Scott Argo will be the Hotel Liaison. Katherine needs GACRAO members to volunteer to lead committees and to help with all things SACRAO. Committees that still need chairs are Physical Arrangements, Publicity and Transportation & Tours. The summer planning meeting will be June 6-9 or June 13-16 at the Sheraton Atlanta. The date will be set by December 15, 2009. Katherine suggested that committee chairs need to go to the SACRAO 2010 in Chattanooga to shadow their counterpart and see how the conference and the responsibilities lay out.

Secretary's report – Mack Palmour

Mack passed out the minutes from the May 4 meeting that was held at Gainesville State. He requested that the minutes be reviewed for a later vote.

President Elect's report – Clint Hobbs

Clint met with Marissa Barnes from the Marriott in Augusta and made some small changes to the rooms, etc from last year, but stated it will be pretty similar. He stated that the EC will meet on Saturday around 5pm. Clint went over the conference schedule. He reported that 9 vendors have signed up so far with hopes of more by conference time. He showed that there are six programs per time slot because of an overwhelming response from the vendors and from GACRAO membership who stated that they had to present in order to come to the conference. It was discussed to add a late session on Monday from 4:15 – 5:00 in order to keep to 5 presentations per time slot. This extra session would

accomplish that. It was moved and seconded and approved by a unanimous vote. The schedule will be changed to reflect this and presenters will be contacted about time slot changes. The Hospitality time will be changed from 4-6pm to 5 – 6:30 pm with an additional Hospitality time of 9 – 11pm that evening. It was decided to check on the possibility to have one breakfast buffet on Tuesday morning as the President's Breakfast instead of two and invite the entire membership to the breakfast. Clint stated that the menu was being reviewed and discussion was held regarding adding more food and beverage costs to hopefully offset some penalties elsewhere. Clint stated that the program was in good shape.

Treasurer's Report - Angela Evans

Angela reported that on Friday, September 11 that 98 people had signed up for the conference. She will get a listing of attendees to the EC to find volunteers for committee work. Angela stated that our Membership list needed to be updated and re-created. She is working with Tara Rose at Kennesaw to design a membership directory. She hopes to have ideas to present at the conference.

Member-At- Large I – Nicole Kennedy

Nicole was not present but Angela Evans stated that 9 vendors are signed up and GACRAO has taken in \$14,000 in fees. The new fee structure has increased the income from this group.

Member –At-Large II – Scott Argo

Momentum is booked for the Entertainment. We will keep the gift cards as give aways and make a call for door prizes from the membership. There will be no Game Night this year.

Member –At-Large III – Jennifer Brannon

Angela stated that there were 24 First Time attendees signed up for the Conference. Jennifer stated that she was ready for the New Professional s Workshop/Reception on the Sunday of the conference. She also is looking at March 16 for the Mid-Year Workshop. She hopes to have that date and location set by the time of the conference. She would like to be able to announce that program to the attendees to drum up early support for sending their front-liners to the workshop.

Past President - Mike Augustine

Mike discussed the possibility of using the Georgia Center in Athens for the GACRAO 2010 if it is not combined with SACRAO. He found that it would be most affordable for the size of our group. Angela suggested the possibility of combining the GACRAO and GASFA conferences in 2010. Mike also shared the Honors & Awards nomination form and criteria sheet with the group. These will be posted on the website soon and a message to the membership regarding this will be sent out. Mike began talking about the Nominations and Elections but the meeting was cut short.

The meeting was ended with the possibility for later discussion following the PROBE meetings.

Respectfully Submitted,

Jennifer Brannon