

**Georgia Association of Collegiate Registrars and Admissions Officers
Executive Committee Meeting
May 4, 2009
Gainesville State College**

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
Nichole Kennedy- Member at Large I (Vendors)
Scott Argo – Member at Large II (Entertainment)
Jennifer Brannon – Member at Large III (Professional Development)
Brooka Hutcheson – Webmaster
Melanie Mirande – Local Arrangements

Nichole Kennedy served as Secretary in Karen Sheppard's absence and took the minutes for this meeting.

Secretary's Report – Clint Hobbs

Minutes of the Executive Committee Meeting at the Augusta Marriott were distributed for approval by the committee. One error was found – "arrangements" is misspelled. Motion to pass with amendment by Mack Palmour and seconded by Jennifer Brannon. Motion carries; minutes approved.

Webmaster- Brooka Hutcheson

Brooka discussed the current web site being located on the server at Georgia Military College and that we are unable to move it to an off site location. This would mean sending all changes to Jodi at GMC. The board did not agree with that since changes would not be made in a timely manner. Also the web master is an EC position and will change so the web site needs to be easily accessed by that person and the rest of the EC. The EC discussed having the web site transferred to Network Solutions and pay a five year domain fee. Angela will get with Brooka once the 30 day period has passed and the web site is live for changes. If this platform does not use Contribute, which is the program Brooka is familiar with, Angela will purchase Front Page and send to Brooka.

The board discussed cloning the old pages or creating new ones. With the new web site new pages will have to be created which Brooka is able to do with the board's assistance. Mack stated the web site should be a top priority and Brooka stated she can start work as soon as possible and have completed if all goes well by the end of May. Angela stated that the domain for the web site is \$330 for a five year contract.

President Elect's Report – Clint Hobbs

Clint discussed with the group the 20 proposed sessions his committee has garnered so far. The sessions appear to be geared more toward the admissions group and also the Board of Regents institutions. Clint urged the group to think of ways to get more Registrar sessions and sessions from

technical colleges. The EC will make some contacts to these groups to try to get some more diverse sessions. Clint stated he would like the program on the new web site within a month.

Angela discussed the possibility of some banner summit sessions since it has been cancelled again this year. This will provide some much needed training and information for banner users and possibly boost registrations for the conference. Clint will contact Karen Nunn to see if summit can be a part of GACRAO and the possibility of a pre-conference workshop related to summit since that gap still needs to be filled. Nichole will contact Power Campus to see if they can do a vendor session for the small privates. This is a Sungard owned product that many privates use for their student information system.

The EC also talked about doing a GACRAO 101 session that focuses on getting involved in the profession. This session could possibly be done during the Sunday night dinner. Angela and Nichole will start work on the power point for this presentation.

The EC also discussed having all the power points from this year's and future conferences on the web site in an archive or library so the membership can view the presentations throughout the years.

Theme

Clint discussed the need for a theme. The EC discussed many topics and came up with a James Brown theme since he is from the Augusta area. The theme "I Feel Good: Making it through tough times".

This will also incorporate the fiscal challenges facing the country and institutions of higher education. Scott will check on licensing and also will come up with a logo for the theme.

Keynote

Clint and Mack discussed the key note speaker who is Bell Wheelen president of COC/SACS. We are also trying to get Sherry Hacklin from AACRAO to attend and possibly present for GISEM or GACRAO. There is also a possibility of the FACRAO representative doing a session since Mack did a session for them at their annual conference.

Treasurers Report- Angela Evans

Angela gave the EC the balance sheet for GACRAO as of April 30, 2009 and the GACRAO Profit and Loss statements as of April 30, 2009. According to the balance sheet the organization spent \$7,600 more than we took in compared to this time last year. This is due to the decreased attendance at the conference and the mid-year workshop. This is also due to a number of institutions not paying their 2008 membership dues. The EC discussed ways to get institutions to pay their dues and start to look at membership as a perk. Some ideas include making the state directory only available to members and giving members a discounted rate for the annual conference. The EC discussed raising the rate for the conference to the early bird \$125 and the late registration \$150. Also meals for guests will be dinner \$50 and lunch \$30. Angela will launch registration for conference over the next few weeks. Nichole will contact Demand Engine about sending out an email to the membership when registration opens. Angela also discussed that Bridgeway will not be sponsoring the name badges this year due to new management. Nichole will contact Seton Badge Company in New Jersey to see if they would be interested in doing the name badges.

Member-at-Large (Vendors)- Nichole Kennedy

Nichole will be sending out email letters to all vendors who attended last year as well as vendors who showed an interest at SACRAO conference. This letter will be send the week of May 11, 2009. Nichole will keep the group informed of which vendors purchase levels including the level that allows them to present at the conference. There will be only 5 vendor sessions and they are on a first come first served basis. So they will be reserved once payment is received.

Member-at-Large (entertainment) – Scott Argo

Saturday Night: Informal options will be provided.

Sunday Night: Scott discussed booking Momentum which is a band that plays a wide variety of music. They will come in at our \$2500 budget that includes travel as well. A motion was granted by Mack to approve the band at \$2500, Jennifer seconded the motion and it passed. Scott will send the contract to Angela when he receives.

Door Prizes: These will be handled in the same fashion as previous years with prizes from colleges and gift cards from restaurants, etc. A new ticket will be handed out prior to every door prize function.

Hospitality Suite: Beer and wine will be provided, and the bar will be staffed at all times by hospitality committee members. As last year the amount spent on the hospitality suite will be cut back if attendance is low again.

Member-at-Large (Professional Development)- Jennifer Brannon

Jennifer passed out evaluations from the mid-year workshop and the EC reviewed. Overall the evaluations were positive including location. Jennifer will look into Macon State for next year's workshop to see if money can be saved. Jennifer will also provide a "save the date" card to be given out at the annual conference in October to start promoting the mid-year workshop early.

Local Arrangements – Melanie Mirande

Melanie looking for volunteers to help with local arrangements. Mack suggested using the "I'm available" forms that the membership filled out to find volunteers. Scott will send that out to the entire EC to use for committee volunteers.

Past President- Mike Augustine

Lisa Shievler is off the nominations and elections committee due to no longer being employed at a membership school. Mike will solicit nominations via email for this position. Mike pointed out the possibility of nominations being taken from the membership for open positions on the board. With that the nominations and elections committee would review for experience, etc. and make recommendation for position. The EC agreed with this process as long as the committee would be involved in reviewing the nominations.

Mike also discussed the awards committee needing to be formed and also have a hand in reviewing the nominations for honorary award members. Angela made a motion to change the point system used in the past to nominating and award honorary awards. This was seconded by Nichole and motion passed. Mack suggested that a committee should be formed to review the GACRAO constitution and propose changes.

Old Business- SACRAO 2011

Mack, John Fletcher, and Catherine Sweeney are going to visit the Marriott Courtland on May 8, 2009 to see if it would suffice for SACRAO 2011. The room rate is \$135 which is what the SACRAO board wants but the EC is concerned about the location not being suitable for the conference. Mack will report to the EC after the visit.

EC still believes we should combine GACRAO 2010 and SACRAO 2011. Clint stated we should survey the membership to see if they believe that is the right thing to do. Clint will report to the EC regarding SACRAO 2011 next week.

New Business- Mentor Program

Angela suggested a mentor program for new professionals that would pair them with a experienced member to have contact throughout the year. This could be incorporated into the new professional reception at the annual conference. A motion was made to approve this new program, the motion was seconded and passed.

Angela will have questions on the conference registration that asks if you want to be a mentor (must have more than 5 years in profession) or a mentee (must have less than 5 years in the profession)

No further business, meeting adjourned at 12:15

Respectfully Submitted,

Clint Hobbs, Secretary