

Middle States Association of Collegiate Registrars and Officers of Admission
Executive Committee Meeting – Loews Hotel, Philadelphia, PA
Thursday, December 3, 2009

Present: Debbie Bowles, Michele Dunn, Peter Falk, Wendy Kutchner, Jeremy Maisto, Tom Mantoni, Patti Mathay, Luke Phillips, Tracey Thompson,

President Tracey Thompson called the meeting to order at 1:30.

Michele Dunn called the roll as indicated above. Michele will take notes until a Secretary is appointed.

Debbie met with the Nominations and Elections Committee after the Business Meeting. N&E recommends June Finn, Registrar at Felician College to fill the vacancy as Secretary.

A motion was made to appoint June Finn to fill the one-year vacancy of the position of Secretary. The motion was approved.

June Finn joined the meeting and was welcomed as Secretary.

Michele M. Dunn
MSACROA President-Elect

Registrar, County College of Morris

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Minutes Continued..June Finn took over as Secretary

The LAC and Executive Committee members reviewed the conference in detail. Everyone agreed that the venue was much improved over last year. Our biggest concern was the cost of the unused rooms and how that will affect our bottom line. We will have to wait and see when the final invoices are received.

The LAC members left to meet separately and the Executive Committee Meeting continued.

President's Report

President Tracey Thompson's first order of business was future Executive Committee Meeting dates:

For March....16th & 17th
23rd & 24th

For June.....1st & 2nd
15th & 16th

For October...5th & 6th
12th & 13th

Patti will contact the Hershey Motor Lodge for when they can accommodate us and she will request 6-10 rooms depending on when LAC and Program Committees will join us.

The schedule for the March Meeting will be as follows:

Day 1	Lunch	12-1pm
	Program	1-3pm while LAC is touring
	LAC	3-4pm
	Exec	3-6pm Strategic Planning

Day 2	Breakfast	8-9am
	Exec	9-4pm (Lunch 12-1pm)

The discussion then turned to future sites and dates:

November 29th – December 2, 2010 - Hershey

November 28th – December 1, 2011 - Borgata

November 26th - November 29, 2012 - Hershey

Looking at 2013, Peter suggested combining with another region since our numbers are dropping. We will see if the current pattern continues for next year or if this year was a one time situation. We will revisit this idea following the 2010 Conference.

Jeremy suggested possibly setting up a task force to discuss what a future conference might look and feel like...setting up parameters for future sites and forming a Site Committee for 2013. It was suggested that the Task Force would be made up of 3 Past Presidents, 3 current Executive Committee members, and 3 members at large. We will spend the next few months thinking about time commitment, reimbursement, and who will be named to the Task Force.

Treasurer's Report

Treasurer Patti Mathay will move the current accounts to someplace closer to her. She will work with Jim Donahue to secure the final numbers and make a smooth transition.

Reports of the Vice Presidents

Vice President for Communications

Jeremy Maisto notified us that Mike Maysilles of Caldwell College will be the new Archivist. 14 boxes were sent to him, and we are requesting that he do an inventory for our June meeting so we can determine what we need to keep and what can be let go or possibly microfilmed.

There was a discussion concerning the Newsletter content and possibly better guidelines for the Editor to follow. We will see if there are other members interested in becoming the Editor for the next appointment cycle. We also discussed the cost of mailing the Spring/Summer Newsletter as opposed to emailing.

Jeremy will begin compiling the evaluation data from the conference. We approved his hiring of a workstudy at the rate of \$7.50 per hour up to a total of \$250.

Vice President for Professional Development

Wendy Kutchner reported that there was activity at the Video Library. Feedback on the Covey sessions was that they enjoyed them, were willing to pay for it, and would do it again. 50 certificates were purchased and will be sent out. If the cost to the organization remains low, we will do it again next year.

There was also a discussion about who our organization should have represent FERPA at future conferences.. Paul Gamel or Leroy Rooker ?

Vice President for Information Technology

Luke Phillips shared some interesting data from our conference.

50 people who registered for the conference, also registered for 2010 membership.

In 2009 we had 425 members

45% of the conference attendees used credit cards for payment.

Kelly Brennan will be the Database Manager and Webmaster. She will be working with Patti to coordinate dues payments.

The 2010 Hershey homesite has been set-up

The evaluation survey will be sent to Executive Committee for approval before emailing to the Conference attendees within the next 2 weeks.

Past President's Report

Debbie Bowles reported that she will begin the Nomination and Election Committee discussions in January and she does not feel that it is necessary for N & E to attend the June Meeting in Hershey.

A motion to adjourn the meeting was received at 4:20pm by Peter Falk and seconded by Luke Phillips.

Respectfully submitted,

June Finn, Secretary
Registrar
Felician College