



**Arkansas Association of Collegiate
Registrars and Admissions Officers**

**Executive Committee Meeting
Thursday, July 15, 2010
Arlington Hotel Spa & Resort
Hot Springs, Arkansas**

Members Present: Sarah Jennings, Sorronto Aubrey, Gin Brown, Regina Carter, Erica Fulton, Robin Hayes, Rachel Mullins, Randy Scaggs, and Amy Thomas. General Standing Committees: Stephanie Kennedy, Chelsea Ward, and Emily Ward. Guest from Arkansas College Personnel Association (ACPA): David Mayes and Sandra Smith.

Call to Order: President Jennings called the meeting to order at 10:35 a.m.

Approval of Minutes from Executive Committee (EC) Meeting, March 5, 2010: Minutes of the March 5, 2010 EC meeting were presented. Amy Thomas moved that the minutes be accepted. Regina Carter second. Motion passed and the minutes were approved. A copy of the minutes is included in the Secretary's Notebook.

NEW BUSINESS

President Jennings thanked Regina Carter for arranging the use of the facilities at the Arlington Hotel Spa & Resort prior to the Registrars Therapy. President Jennings also informed the EC that representatives from ACPA would be joining us for a portion of the meeting to discuss their joint meeting request.

Past President, Robin Hayes stated that she would meet with a committee appointed by President Jennings to make recommendations for officers. Recommendations must be on the website and sent out to the listserv no later than 30 days prior to the business meeting at Fall Conference.

Treasure's Report: Amy Thomas reported that she was experiencing technical difficulties

with the accounting software, so she would not be able to give a printed report at this time. Ms. Thomas has been receiving money for Registrars Therapy, Boot Camp, College Planning Programs, and the Calendars. Ms. Thomas will e-mail a report to the EC as soon as it is available.

Registrar's Therapy: Regina Carter reported that there were 30 participants registered for the Registrar's Therapy. Ms. Carter does not anticipate ArkACRAO making any money from the event. Since only 12 of the 20 rooms we had held at the Arlington Hotel Spa and Resort were reserved by the June 15 deadline, they charged us a \$500 fee. Regina Carter and Amy Thomas will try to speak with a manager following the conference to see if they will discount the \$500. Ms. Carter stated that she would not recommend using this facility for future ArkACRAO events.

Support Staff Workshop: Erica Fulton reported that the Support Staff Workshop went very well. It was held during spring break, and there were 35 – 40 participants. Ms. Fulton said that the prevailing comment on a survey completed at the event was that participants want to do more networking.

Boot Camp: Sorronto Aubrey reported that he met with Susan Dewey and Randy Scaggs on June 17 to organize the event. Boot Camp is to be held at the University of Arkansas Community College at Morrilton on July 29, 2010. Mr. Aubrey sent a postcard out to the listserv about registration for the event.

Articulation Workshops: Randy Scaggs reported that the Articulation Workshops will be held at the following locations this year: Southern Arkansas University (September 7), Williams Baptist (September 8), John Brown University (September 9), and Central Baptist College (September 10). We have received approval again this year from the Arkansas Department of Education to give continuing education credit to counselors for attending. Mr. Scaggs will send a registration link out to the listserv the last week of July. He will also send letters to high schools the first part of August. He also request some local counselors to send out a link to register through their listserv.

Clearinghouse Calendar: Randy Scaggs reported on behalf of Mary Whiting. Several programs were added to the calendar during the month of June. There will be a session on the Clearinghouse Calendar at the Fall Conference to hopefully help with admissions' chat discussions.

Legislative Liaison: President Jennings discussed on behalf of Phillip Wilson some reporting changes.

Publications/Publicity: President Jennings reported on behalf of Tracy Finch that the newsletter was sent out and looks great! Ms. Finch is still working on getting the directory information updated.

Joint Meeting Request With Other State Groups: Prior to the arrival of the ACPA representatives, President Jennings led a discussion about their request to have a joint meeting.

Fall Conference: Gin Brown handed out a draft program for Fall Conference. A copy is included in the Secretary's Notebook. Ms. Brown stated that she has asked Phillip Wilson to get a group of legislators together for the pre conference workshop. Ms. Brown also reported that we have no vendors for the conference at this point, but Susan Dewey is still working on it. The keynote speaker will be Bruce Cunningham. He will give an AACRAO update. AACRAO will pay transportation. ArkACRAO will only pay for lodging, meals, and \$100 honorarium. Mr. Cunningham is scheduled to stay one night at the conference. ArkACRAO will also give Thomas Pennington one night room comp and \$100 honorarium. ArkACRAO will give Blayne Stewart room comp and meals only. Ms. Brown asked for volunteers for the Patio and Poolside Chats. Sorronto Aubrey and Chris Riggins will facilitate the admissions' chats, and Regina Carter and Tom Gattin will facilitate the registrars' chats. Ms. Brown stated that she will contact Blayne Stewart to put a Fall Conference registration link on the website. Ms. Brown reported that Jean Mitchell has donated a quilt again this year. ACT has made a \$500 donation to go towards one meal at the conference. The banquet, luncheon, and dinner Thursday comes out of registration fees. Ms. Brown asked the EC if breakfast should be provided. The EC recommended that breakfast be on your own. Ms. Brown confirmed that it is available at the hotel. Ms. Brown will give all EC members answers to the scavenger hunt that newcomers will participate in. Ms. Brown also plans on having evaluations after each session.

Chelsea Ward will send an e-mail out to the listserv regarding the Talent/No Talent Show. The EC suggested that we could offer small prizes to participants. Ms. Ward also distributed a handout on this year's charity to be sponsored, which is Arkansas Children's Hospital patients.

OTHER BUSINESS

Special Guests, Sandra Smith and David Mayes, ACPA Representatives: President Jennings thanked David Mayes and Sandra Smith for coming to discuss possibly having a joint meeting between ArkACRAO and ACPA. ArkACRAO has already committed to meeting at the Austin October 5 – 7, 2011, but has not scheduled the meeting place for 2012 yet. ACPA typically meets during the first two weeks of November. If the organizations combined, we would need to avoid the time AATYC meets. It was suggested that we might meet during the week when high schools are testing.

Site Selection: Emily Ward presented for the Site Selection Committee at that time so that the ACPA representatives could see the sites ArkACRAO is considering for the 2012 conference. The site selection discussed three options: Wyndham in North Little Rock, Embassy Suites in Little Rock, and Holiday Inn in Jonesboro. Ms. Ward stated that 2000 was the last time ArkACRAO met in Jonesboro. The Site Selection Committee recommended meeting at the Holiday Inn in Jonesboro for the 2012 meeting. President Jennings pointed out that ArkACRAO's tradition is to rotate meeting in city and rural areas.

Special Guests, Sandra Smith and David Mayes, ACPA Representatives Cont.: The EC and ACPA representatives discussed in further detail the possibility of combining meetings. Some suggestions were that we have our own registrations, but share a theme and a keynote speaker. The organizations could possibly share a bank account for the conference, which would allow the organizations to share profit/loss. Both organizations stated that they usually break even at their fall conferences. Typically ArkACRAO charges a \$100 conference fee and ACPA

charges a \$150 conference fee. Both organizations agreed that we should charge the same fee of possibly \$125 if there is a joint meeting. Both organizations hoped that having a joint meeting might attract more vendors. David Mayes stated that he felt there would be room to have a joint meeting at the Austin during the 2011 Fall Conference. Mr. Mayes requested that ArkACRAO inform ACPA by August 15 if we would like to have a combined meeting for fall 2011 so that they have time to schedule a meeting at another site if not. President Jennings again thanked David Mayes and Sandra Smith for coming.

Items for Discussion from Last EC Meeting: The EC had further discussions on a joint meeting with ACPA. Amy Thomas moved that we send an e-mail out to the listserv to vote on having a “trial” combined conference with ACPA for Fall 2011. Robin Hayes second. Motion passed. President Jennings, Randy Scaggs, and Gin Brown will work together to write the e-mail.

Randy Scaggs moved that the EC recommend meeting at the Holiday Inn in Jonesboro for the Fall 2012 Conference. Regina Carter second. Motion passed.

President Jennings led a discussion on the SACRAO Scholarship, which would pay conference fees. The EC recommended handing out an application at Fall Conference but decided to leave the criteria open at this time.

Set Date, Place, & Time for next EC Meeting: The next meeting will be Friday, October 8, 2010 at 12:00 p.m. at De Gray Lake Resort State Park.

Adjourn: Regina Carter moved that the meeting be adjourned. Gin Brown second. Motion passed. The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Rachel Mullins, Secretary 2009-2011

Sarah Jennings, President 2009-2010