



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

**Executive Committee Meeting  
Friday, October 5, 2012  
Holiday Inn  
Jonesboro, Arkansas**

**Members Present:** Susan Dewey, Chelsea Bishop Ward, Roz Blagg, Regina Carter, Barbara Dunn, Tracy Finch, Amy Mahan, Rachel Mullins, and Scott Post.

**Call to Order:** President Dewey called the meeting to order at 12:10 p.m.

**Approval of Minutes from Executive Committee (EC) Meeting, July 19, 2012:** Minutes of the July 19, 2012 EC meeting were presented. Tracy Finch moved that the minutes be approved. 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:** President Dewey welcomed the EC members and opened the meeting with introductions. President Dewey noted that most of the EC member and Committee member reports were given during the Annual Business Meeting. President Dewey reported that Chris Riggins made the suggestion during the Admissions Chat at Fall Conference that we should consider having a liaison between ArkACRAO and Arkansas School Counselors. The EC agreed that this could be beneficial to both organizations. President Dewey stated that she would contact Roger Palmer to discuss details and see if they are interested. This topic will be discussed further at the next EC meeting.

President Dewey also suggested that we revisit our mission statement since it has been a while since it was updated. Chelsea Bishop Ward and Amy Mahan volunteered to work on updating the mission statement and will bring suggestions for revisions to the next EC meeting. Ms. Bishop Ward also volunteered to have a listserv created for the EC.

President Dewey reported that we needed to fill a one year vacancy for the position of Vice President for Registration. Per the constitution, Delores Voliber cannot serve on the EC due to the fact that Arkansas Baptist College did not pay their dues by the end of Fall Conference.

After some discussion, Roz Blagg moved that Tom Gattin serve as Vice President for Registration for a one year term. Regina Carter second. Motion passed. President Dewey stated that she would contact Tom Gattin to see if he would be willing to serve in this position. President Dewey also stated that she will work on appointing committee chairs.

**Past President:** Regina Carter reported that the SACRAO scholarship application has been updated and posted to the ArkACRAO website. Ms. Carter will soon be sending information to the listserv regarding this scholarship opportunity.

**Secretary:** Rachel Mullins discussed some updates that were needed on the ArkACRAO website.

**Vice President for Records:** Roz Blagg noted that we need the legislature to know about our issues. There was a discussion regarding some of the topics brought up during the pre-conference workshop/legislative panel. Ms. Finch suggested putting links on the ArkACRAO website with information on who is on the Education Committee. It was also suggested that we prepare handouts and go to a legislative session as a group as previously discussed. Ms. Finch and Ms. Blagg volunteered to find out who is on the Education Committee. Ms. Finch also stated that she could include that information in a future newsletter.

**Professional Access and Equity:** President Dewey reported that Allan Ford had met with the PAE committee during the Fall Conference. The committee had sent a letter with tips for presenters prior to the Fall Conference; however, the committee inquired about what further role they can play in ensuring professional access and equity. The EC suggested adding some information about the target audience to the letter the committee sends out prior to Fall Conference. The EC also recommended sending the letter to guest speakers. Finally, the EC suggested that the PAE chair be on the program committee.

**Site Selection:** President Dewey asked the EC what region the next Fall Conference would need to be held in so that she could advise the new committee chair. The EC suggested looking in the southern region (i.e. Hot Springs or Texarkana).

**Publicity and Publications:** Tracy Finch noted that the constitution states that one newsletter is to be distributed to the membership at least one month prior to the annual meeting. Ms. Finch would prefer to distribute a newsletter right after the Fall Conference so that members who were unable to attend could see what they missed. Ms. Finch asked that the Constitutional Review Committee look at revising this portion of the constitution.

**Set Date, Place, & Time for next EC Meeting:** The next meeting will be Tuesday, December 4, 2012 at 10:30 a.m. at the University of Arkansas at Little Rock.

**Adjourn:** Amy Mahan moved that the meeting be adjourned. Tracy Finch second. Motion passed. The meeting was adjourned at 1:25 p.m.

Respectfully submitted,

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Rachel Mullins, Secretary 2009-2013

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Susan Dewey, President 2012-2013