



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

**Executive Committee Meeting
Tuesday, December 4, 2012
UALR
Little Rock, Arkansas**

Members Present: Susan Dewey, Roz Blagg, Regina Carter, Barbara Dunn, Tom Gattin, Penny Hatfield, Amy Mahan, Rachel Mullins, Ed Nipper, Scott Post, and Chelsea Bishop Ward.
General Standing Committees: Alisa Waniewski.

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

Approval of Minutes from Executive Committee (EC) Meeting, October 5, 2012: Minutes of the October 5, 2012 EC meeting were presented. Roz Blagg moved that the minutes be accepted. Chelsea Bishop Ward 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 thanked the EC for attending today's meeting and UALR for hosting the meeting. President Dewey also thanked everyone for their time and effort to help make the ArkACRAO Fall Conference a success. She stated that she hoped we continue to do the Call for Proposals. On October 10, 2012, she sent out the results of the ArkACRAO Fall Conference evaluations. The breakout sessions received very high ratings. The only "Poor" ratings for the overall conference evaluation were on the facility and lunch on Wednesday. Some suggestions included: (a) reducing the time of breakout sessions to 45 minutes, (b) more vendor sessions, (c) more speakers like Dr. Amy, and (d) touring host campus during the conference.

President Dewey stated that Kelly Mabery, Admissions Officer/Transfer Recruiter, has accepted the position of Site Selection Committee Chair. Tom Gattin and Ed Nipper have agreed to fulfill the vacant term for V.P. of Registration.

President Dewey reported that she contacted Roger Palmer and Susan Whatley, President of the Arkansas School Counselor Association about the possibility of having an official Liaison between our organizations. Ms. Whatley felt this might work well, and they have scheduled to visit later this week in more detail.

President Elect: Amy Mahan reported that she is wrapping up her responsibilities as Treasurer and will soon pass everything on to Chelsea Bishop Ward. Ms. Mahan stated that once that occurs she will begin planning for the 2013 Fall Conference.

Past President: Regina Carter reported that she will soon be working on vendor letters. Ms. Carter hopes to go to SACRAO in February to distribute the letter to vendors attending that conference. Ms. Carter also hopes to work on the nominations committee early this year.

Secretary: Per Amy Mahan, the Quick Notes need to be updated to reflect that ArkACRAO's Tax ID number is 710520881. Ms. Mullins stated that she would update the Quick Notes.

Treasurer: Amy Mahan reported that we have \$34,609.81 cash on hand including our CD. Ms. Mahan also reported the following totals from the 2012 Fall Conference: revenue from registration fees and pre-conference workshop - \$10,975, vendor fees - \$1,000, Sponsorships - \$2,400, Facility - \$9,852.14, Rooms for speakers - \$524.40, Fudge for speakers - \$367.04, Speaker Fee for Dr. Amy - \$500, Speaker Fee for Charlotte Dudley - \$100, travel expenses for Charlotte Dudley - \$539, recognition plaques - \$227.32, hospitality - \$329.15, and total estimated profit - \$1,935.95. Ms. Mahan stated that we had four vendors, three sponsors, and 129 registrants at the 2012 Fall Conference; however, Ms. Mahan estimated that not all registrants actually attended. Chelsea Bishop Ward stated that she will continue to work on the mission statement. She also reported that she had set up a listserv for the EC: arkacraoec@ualr.edu.

Vice President for Admission Administration: President Dewey reported that she has given Penny Hatfield a folder with information from previous minutes regarding scanners. Ms. Dewey stated that she and Ms. Hatfield will work together to form a committee to work on this matter.

Vice President for School Relations: Barbara Dunn reported that she plans on meeting with Chelsea Bishop Ward to work on planning the next Boot Camp.

Legislative Liaison: Scott Post reported that the legislative session starts next month. President Dewey gave Mr. Post an example of the types of e-mails that Phillip Wilson used to send out to the ArkACRAO listserv with legislative updates.

Constitutional Review: Alisa Waniewski reported that she would contact Tracy Finch regarding the constitutional change Ms. Finch suggested at the last EC meeting. Ms. Waniewski also reported that she may e-mail the listserv to see if anyone else has any suggestions for updates that need to be made to the constitution.

Membership: Roz Blagg asked the EC to look at the membership application that was used last year. There was some discussion regarding the form. Roz Blagg moved that the form be accepted as the official Application for Associate Membership with the addition of a billing date and the ArkACRAO logo. Barbara Dunn second. Motion passed.

OTHER BUSINESS

SACRAO Scholarship: President Dewey reported that she sent the SACRAO scholarship application to the ArkACRAO listserv. The scholarship is a conference registration fee paid by ArkACRAO. President Dewey presented the two applications for the SACRAO scholarship. Both applicants were from UACCM. Amy Mahan moved that the 2013 SACRAO scholarship be awarded to Sheila Sommers, UACCM. Chelsea Bishop Ward second. Motion passed.

Boot Camp: President Dewey asked for suggestions on where to have this year's Boot Camp. The EC discussed possible topics for the sessions. Chelsea Bishop Ward suggested that Barbara Dunn e-mail the listserv and ask for an institution in central Arkansas that is willing to volunteer to be the host site.

Support Staff Workshop: The EC set March 14, 2013 as a tentative date for the Support Staff Workshop. The EC discussed possible locations. Roz Blagg stated that she will work on planning the event. Ms. Mullins stated that she would send Ms. Blagg a copy of the agenda from the last Support Staff Workshop.

Registrar's Therapy: The EC discussed the cost of Registrar's Therapy since we typically do not break even on it. Penny Hatfield suggested checking to see if we could get a packaged deal if we hold the Support Staff Workshop and the Registrar's Therapy at the same location.

Fall Conference: President Dewey suggested that we consider how we will handle paying travel expenses if we have a speaker from out of state again. There was a discussion regarding some of the issues from paying the travel expenses for the speaker at the last Fall Conference, such as high air fare. Penny Hatfield suggested that we cover travel expenses up to a certain dollar amount.

Set Date, Place, & Time for next EC Meeting: The next meeting will be Thursday, March 28, 2013 at 10:30 a.m. at UALR.

Adjourn: Penny Hatfield moved that the meeting be adjourned. Roz Blagg second. Motion passed. The meeting was adjourned at 11:40 p.m.

Respectfully submitted,

Rachel Mullins, Secretary 2009-2013

Susan Dewey, President 2012-2013