



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

**Executive Committee Meeting
Thursday, December 1, 2016
Brewer-Hegeman Conference Center room 114
University of Central Arkansas
Conway, Arkansas**

Members Present: Chad Cox, Amy Foree, Megan Gabbard, Jordan Hale, Whitney Hall, Keesha Johnson, Deborah Mitchell, Jean Mitchell, Mark Pruitt, Chris Riggins, Chris Robinson, Randy Scaggs, Brandi Tripp, Mary Whiting, Zeda Wilkerson, Jessica Williams.

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

Approval of Minutes from Executive Committee (EC) Meetings, September 9, 2016: Minutes of the September 9, 2016 EC meeting were read and reviewed. President Riggins requested a motion be made to approve the minutes. Keesha Johnson moved that the minutes be approved. Jordan Hale seconded. Motion passed and the minutes were approved. Corrected copies of the approved EC minutes are included in the Secretary's Notebook.

Welcome: President Riggins welcomed the Executive Committee and Committee Chairs present. President Riggins shared that he talked with Blayne, and members will be able to print out their receipt/invoice from paypal which will reflect a 3% charge.

NEW BUSINESS

President: President Riggins gave his report covering ArkACRAO business items from the past few months, as follows:

- Proposal for new EC position - Vice President for Information Technology. I will talk with Amy Foree to develop the duties & responsibilities, including perhaps updating social media...etc. During this time Randy spoke about the need for an electronic filing system, suggesting that a task force be formed to look into shareable electronic storage options. Zeda Wilkerson will research and bring back suggestions to the group for the March meeting. It was discussed that having a Historian/Photographer would be nice as well.
- SACRAO coming to Northwest Arkansas proposal, discussed during the past President's Report.

President Elect: Keesha Johnson needs a committee for the Conference which will be held in Fairfield Bay, Oct. 4-6. It was suggested looking at the I'm available forms to engage members. Looking for suggestions on speakers, keynote, theme, and charity. Keesha will send out a timeline.

Past President: Randy Scaggs provided the group with a handout, and mentioned he had spoken with the group at SACRAO about submitting a formal bid. Contained in the handout was information about the following:

- Erin Jernigan – Visit Rogers – her job is to work with groups coming in to coordinate transportation. She cannot barter though because she works for the hotels.
- Joe Papari recommended getting a meeting planner.
- Erin gave him the name of Kimberly Winchester who's fee will come out of hotel costs.
- Local arrangements chair is going to work hand in hand on planning the conference.
- Kimberly and Erin already have the SACRAO checklist.
- SACRAO 2018 is in Nashville, 1st or 2nd week in February.
- Regarding planning travel and hotel – Crystal Bridges would be a good place to visit in Rogers. The Local Arrangements Committee would meet with the committee chair.
- Signage would be a responsibility of the committee chair.
- The chair would need to attend the planning meeting for the 2019 Conference.

President Riggins requested a motion to approve using Kimberly Winchester pending approval of contract by Chair and President. Jordan Hale made a motion, Whitney Hall seconded. Motion carried. Discussion turned toward designating a local arrangements chair.

- Typically a Past President, someone in a leadership role, and within a good proximity to the conference location.
- The Chair will work with Kim Winchester on details.
- EC asked Randy to serve as Interim Chair until a chair is designated at the March meeting.

- The Interim Chair with the assistance of the local arrangements committee would oversee the preparation and submittal of the bid proposal to SACRAO.
- The local arrangements committee is comprised of Randy Scaggs, Chad Cox, Megan Gabbard, Whitney Hall, Chris Riggins, and Brandi Tripp. Tracy if interested would be good to have on the committee as well.

Mary Whiting made a motion that ArkAcrao submit a bid for the SACRAO meeting in 2020 and that the local arrangements committee would oversee the bid at this time with Randy Scaggs serving as Interim Chair until the bid is submitted. Megan Gabbard seconded the motion. Motion carried. Chris suggested that the committee review an example bid.

Past President Scaggs discussed the following regarding vendors for Fall ArkAcrao Conference:

- A note will be send out on the listserv for suggestions of local vendors.
- Will have cards to give vendors at SACRAO.
- Brandi mentioned it would be good to get in touch with the vendors on Tracy's list early.

Secretary: No new report.

Treasurer: Treasurer Tripp submitted the following report:

- Current bank balance
 - \$11, 715.78
 - See balance sheet for details
- Fall Conference
 - Lacking registration fees for 14 people. Contact has been made for payment.
 - Profit/Loss provided

**Arkansas Association of Collegiate Registrars and Admissions Officers
Financial Report
December 1, 2016**

Beginning Balance October 6, 2016 \$23,318.12

Revenue

2016 Support Staff Workshop	
2016 Pine Bluff CPP Registration	
2015 Boot Camp Registration	
2016 Fall Conference Registration	\$1,600.00
2016 Fall Conference Vendors	
2016 Raffle	\$654.00
2016 Membership Dues	\$200.00
Interest Payments	\$0.96
2017 Calendar Sales	
2017 Membership Dues	
2017 Support Staff Workshop	
2017 Bootcamp	
2017 Registrar's Therapy	
2017 Pine Bluff CPP	
2017 Fall Conference	
2017 Fall Conference Vendors	
Business Check rewards	\$5.01
Total Income	\$2,459.97
	\$25,778.09

Expenses

213	Matthew Cummings	2016 Hospitality Room	\$756.24
214	Harding University	Articulation Workshop certificates	\$209.00
215	Tracy Finch	Vendor Thank you gifts	\$22.52
216	Loaves & Fishes	Raffle Donation	\$654.00
217	BW Inn of the Ozarks	2016 Fall Conference	\$9,735.58
218	UCA	reimbursement for room deposit at SACRAO for C. Riggins	\$201.14
219	Wyndham Riverfront	Deposit for 2018 Fall Conference	\$1,500.00
debit	Two Dumb Dames	Speaker gifts	\$112.73
debit	Booze Brothers	2016 Hospitality Room	\$279.90
debit	Conway Travel	Airfare f.or C. Riggins to SARCRAO	\$391.20
		Reimbursement for Fall Conference registration-Cobb &Fisher- Irvin	\$200.00
220	U of A Cossatot		
		Total Expenses	\$13,862.31

Balance on Hand \$11,715.78
CD **\$9,674.12**

Respectfully Submitted

Brandi Tripp

2016 Fall Conference Profit/Loss

Revenue

registration fees received	\$	10,293.33
registration fees outstanding	\$	1,400.00
registration fees refunded	\$	(400.00)
total vendor fees received	\$	6,676.30
vendor fees outstanding	\$	-
Estimated total Revenue	\$	17,969.63

Expenses

ribbons for badges		329.01
name badges	\$	356.82
speaker gifts	\$	112.73
Hospitality	\$	1,036.14
breakout snacks	\$	55.73
awards	\$	218.00
guest speakers	\$	2,488.16
Hotel expenses		\$9,735.58
programs	\$	195.75
vendor thank you gifts	\$	22.52
	\$	14,550.44

Net Revenue \$ 3,419.19

Vice President for Admission Administration:

Vice President for Records: Jean Mitchell shared that she is looking at locations for the Support Staff Workshop. It will likely be held in a Central AR location possibly on March 16th. 10-2. Looking at free venues. Various session topics were discussed including:

- Title IX
- Charlotte Strickland – Diversity

Jessica mentioned it might be helpful to have a list of who the trainings pertain to for our speakers so that they will know.

Vice President for Registration:

Vice President for School Relations: VP Hale discussed Boot Camp. ARSCA and Registrar's therapy are held the same week.

- July 17-19th ARSCA
- July 19th – EC meeting 10 a.m.-12:00 p.m., Registrar's Therapy starts at 1:00 p.m.
- July 20th – Boot Camp

Articulation Workshop Chair: Mark Pruitt shared that he is working on the dates and locations. Megan mentioned she will need someone to talk about College Fair Automation in the NE AR region.

Legislative Liaison: Chris Robinson shared that title IX is continuing topic in the Legislature.

College Planning Program/Clearinghouse Chair: Mary Whiting spoke about the College Planning Day Calendar, thanking EC and ArkAcrao for their support. Randy noted that there may be a need to reinforce or change the length of the term, and that the chair was appointed by the President.

Constitutional Review Committee: Chair Amy Foree needs volunteers for the committee. Chris will be sharing the I'm available forms. The EC discussed the question that had been raised before about Associate Members serving on committees, particularly the Constitutional Review committee. This will require further investigation.

Membership: Chair Jessica Williams shared that Park University, William Woods University, and GuideEd Solutions have all been notified of the approval of their associate membership status. Northwest Technical Institute has been notified that it was denied associate membership status because they are not regionally accredited. The membership committee will begin reaching out to prospective members in the new year. The EC discussed the question that had been raised before about Associate Members serving on committees, particularly the Constitutional Review committee. This will require further investigation.

Nominations and Election: No new report.

Publications/Publicity Chair: Chairman Chad Cox discussed the changes to the directory, adding that those with the log-in credentials can go in any time to update. A print option was discussed as well having had a few requests about printing.

Site Selection Committee: The site selection committee is considering the following areas:

- DeGray Lake
- Lake Dardanelle
- Hot Springs Area

Looking at traditional venues and state parks. The Heiffer Farm in Perryville was mentioned.

OTHER BUSINESS

Set Date, Place, & Time for next EC Meeting: The next meeting was tentatively scheduled for March 10th at UCA at 10:00 a.m., with meeting room to be determined. ***Note:** Meeting location was updated to: Fairfield Bay Conference Center, 110 Lost Creek Parkway, Fairfield Bay, AR (not Conway). The date and time will remain the same as March 10th from 10:00 a.m. to 1:00 p.m.*

Adjourn: Brandi Tripp made a motion to adjourn, and Megan Gabbard seconded. Meeting adjourned at 1:24 p.m.

Respectfully submitted,

Zeda Wilkerson, Secretary 2015-2017

Chris Riggins, President 2016-2017