

**Middle States Association of Collegiate Registrars and
Officers of Admission
Summary of Executive Committee Meeting Minutes – 2003/2004**

December 4, 2003 – Borgata Hotel and Casino, Atlantic City, NJ

All members were present. Guests included Local Arrangements Committee (LAC) members June Finn, Terry Thompson, Joe Santivaschi and Borgata Hotel staff.

Thomas Manton and Sonia Saladuchin were welcomed as the newest members of the Executive Committee

There was a review of the 2003 conference. The Executive Committee and LAC chairs met with the Borgata staff to review the hotel's performance for the conference.

President-Elect Larry Friedman reported that the Program Committee for the 2004 conference met and had a productive meeting

The 2004 Executive Committee meeting schedule was established.

March 26, 2004 – Borgata Hotel and Casino, Atlantic City, NJ

Peter Falk was excused – all other members were present. Tracey Thompson (LAC) was a guest.

Tracey Thompson discussed provisions for the exhibitor's area for the 2004 conference, including what space will be used, the drayage company to be hired and the provision for electric service in each booth.

It was agreed that there would be no Tech Center at the 2004 conference as the hotel provides internet service in every guest room.

Changes to the Constitution and By-Laws were discussed.

The Sales and Catering managers of the Borgata met with the Executive Committee and LAC to discuss contract details.

The Executive Committee adopted the recommendation of the Site Committee to hold the 2005 conference in Philadelphia at the Loew's.

June 10, 2004 – Borgata Hotel and Casino, Atlantic City, NJ

Sonia Saladuchin and Joe DiMartile were excused, all other members were present.

The meeting began with a tour of the conference facilities and discussion about how to best utilize the space made available in the 2004 contract.

The Executive Committee reviewed and endorsed the changes to the Constitution and By-Laws; the changes will be moved forward to the ad hoc Constitutional Revisions Committee.

President Elect Larry Friedman was happy to announce that there were many excellent presentation proposals submitted for the 2004 conference; the roundtable discussions had to be deleted from regular time slots in favor of submitted sessions.

As attendance has been traditionally low, it was decided that there will not be a Past-President's Breakfast at the 2004 conference. Funds allocated for that breakfast will be diverted to funding the New Members Breakfast.

A motion was passed that the Association will match up to \$500 in donations to this year's Conference charity, Covenant House of Atlantic City. The minimum donation will be \$250.

Vice President for Technology, Ninette Gironella, reported that she has installed new security features into our website, including masking email addresses to prevent hackers from creating "spam."

Michele Dunn was appointed Video Librarian.

Based on an increase in the use and cost of AV equipment, especially LCD projectors, it was decided that the conference fee would be raised to \$150 for on-time registration and \$200 for late registration; the one-day attendance fee was raised to \$80; the non-member fees will be \$175 and \$225 for on-time and late registration, respectively. In addition, a \$25 guest fee will be instituted.

October 21, 2004 – Borgata Hotel and Casino, Atlantic City, NJ

Cathy Pace and Jesse Pervall were excused; Tracey Thompson (LAC) and Borgata staff members were guests.

Planning details of the 2004 Conference were discussed; including a meeting with Borgata sales, catering and accounting staff.

Treasurer Thomas Mantoni reported that the Auditing Committee had reviewed the Association's books the previous day and found them to be in order. Based on a proposal from Tom, the Executive Committee decided to move the Reserve Fund into three certificates of deposit with staggered maturities.

A motion was made by Thomas Mantoni that, effective immediately, the MSACROA mileage reimbursement rate reflect the current IRS rate. The motion was seconded and passed.

It was agreed that MSCROA should take an official position regarding the failed AACRAO venture with EdVerify. Vice President for Communications Joseph DiMartile agreed to draft a statement on behalf of the MSACROA Executive Committee for review.

Respectfully submitted:

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