

**Middle States Association of Collegiate Registrars and
Officers of Admission
Summary of Executive Committee Meeting Minutes – 2005/2006**

December 1, 2005– Loews’ Hotel, Philadelphia, PA

All members were present. Bernadette Krenzer, Michele Dunn, June Finn, Mitchell Bond and Elyce Lykins were guests.

Local Arrangement Committee Chairs and the Executive Committee reviewed the 2005 conference in detail. It was specifically noted that the registration numbers for the conference were very good and have remained consistent over the past four years: 2002/389, 2003/428, 2004/400, 2005/415.

A motion was made, seconded and passed to allocate \$2000 for video purchases in 2006.

A motion was made, seconded and passed to allocate no more than \$3000 seed-money to fund a “mini-conference” in the Delaware Valley area, and at one of the nine historically black colleges in the MSACROA region.

The Executive Committee calendar was reviewed and tentative dates set for future meetings.

The Committee decided, based on cost, not to host a dinner or other event at the AACRAO conference in San Diego.

March 7 and 8, 2006 – Borgata Hotel, Atlantic City, NJ

March 7 - All members were present.

The Committee discussed issues related to the program, keynote speaker and conference scheduling and logistics.

March 8 – All members were present.

It was agreed, as a cost containment measure, that any session requiring internet access must rely on the conference site’s wireless access (free at the 2006 location), or the presenter must incur the cost.

The Committee engaged in a thorough review of conference revenue and expenses related to the 2004 and 2005 conferences. It was agreed that a “unit-pricing” approach would be taken with regard to the 2006 conference and that the conference fee would be based on an estimate of actual costs versus revenue; the fee would be decided at the June meeting.

A recommendation of the ad hoc Constitution and By-Laws Committee to prohibit members of the Nominations and Elections Committee to be nominees for the Executive Committee was deemed not reasonable given the lack of nominations for such positions.

A motion was made and seconded to allocate \$2500 to replace the Association’s 10-year-old laptop computer (used for registration). The motion was defeated.

The funds previously allocated for “mini-conferences” were rescinded due to budget constraints and lack of sufficient interest in the targeted areas.

July 14, 2006 – via Conference Call

All members were present except Joseph DiMartile, Pinhas Friedenbergs and Deborah Bowles.

The Committee undertook a thorough line-by-line review of conference expenses. There was significant discussion related to the costs of Association-sponsored events including food, special events, AV equipment rental, and conference brochures and publications. This included a discussion of purchase vs. rental for AV equipment (specifically projectors); while the purchase (vs. rental) of such equipment was deemed extremely cost effective, due to issues related to transportation, storage and maintenance, it was decided that rental of this equipment was most appropriate. With regard to conference brochures and publications, a motion was made, seconded and passed to create a PDF file of session descriptions to reduce the cost of the conference brochure – it was noted that this should significantly lower the costs related to printing and mailing.

Based on the aforementioned discussions, a motion was made, seconded and passed establishing the 2006 conference fees.

October 10 and 11, 2006 – Borgata Hotel, Atlantic City, NJ

October 10 – All members were present except Pinhas Friedenbergs.

The Committee discussed cost-savings measures related to communication with members, including elimination of a hard copy version of the bi-annual newsletter in favor of an electronic version. While it was decided that a hard-copy version of the newsletter would continue to be produced (pass-along value, etc.), it was further decided that the Association should make every effort to advance electronic (versus paper) communication with members in 2007.

The Committee discussed the need to hire an accountant to file the IRS 990 form; while the Short Form was filed in the past, it was necessary to file the Long Form for 2005. The Committee agreed to engage an accountant to complete this annual task and authorized the purchase of QuickBooks software.

October 11 - All members were present except Pinhas Friedenbergs. June Finn was a guest.

The Committee and LAC Chair reviewed details of the upcoming conference.

A motion was made, seconded and passed to award Wendy Groce of the University of Delaware the Association's Certificate of Appreciation for non-members.

The results of the deliberations of the Nominations and Elections Committee were announced.

Three separate motions were made, seconded and passed related to Information Technology as follows: allocation of no more than \$200 to purchase a new laptop battery for the registration laptop; allocation of no more than \$1500 to purchase a laptop for use by the Treasurer; allocation of no more than \$200 to purchase two flash drives.

A discussion of exhibitor fees resulted in a motion to increase fees (for the first time in 3 years) to \$600 for the 2007 conference; discussion indicated that our current fee of \$500 is below the market average for similar conferences. The motion was seconded and passed.

Respectfully submitted:

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