

## ***Middle States Association of Collegiate Registrars and Officers of Admission Summary of Executive Committee Meeting Minutes (2007-2008)***

### **November 29, 2007 – Borgata Hotel, Casino and Spa, Atlantic City, NJ**

All members were present except Michele Dunn. Terry Thompson (Past Treasurer) and Fran Burman (LAC Chair) were guests.

Chris Knauer and Jim Donohue were welcomed as new members to the Executive Committee.

There was a review of the 2007 conference. The New Members Track will be continued at the 2008 conference, but will be renamed "New Professionals Sessions". The fee for vendor sessions was increased to \$300.

The Site Committee will present 2 or 3 locations for site visits at the March/April meeting (2010, 2011 and 2012 Conferences)

The Executive Committee approved \$500 seed money for a one-day conference initiative in Western Pennsylvania in 2008. Barbara Repasi Heron of the University of Pittsburgh is coordinating this effort with the support of the Professional Development Committee.

The Executive Committee approved the extension of \$500 seed money to help re-establish the Delaware Valley ACROA group. Alan Sims is coordinating this effort with the support of the Professional Development Committee.

### **April 23 and 24, 2008 – Loews Hotel, Philadelphia, PA**

All members were present except Barbara Repasi Heron.

Chris Knauer will be unable to continue as President-Elect, he is moving to North Carolina – he will be able to attend June planning meetings – his new position begins August 1<sup>st</sup>. Per the MSACROA Bylaws, President Bowles will assume President-elect responsibilities for another year and Past-President Santivaschi will assume Past-President responsibilities for another year.

Elaine Parker will serve as co-chair of Facilities Committee for the 2008 conference.

The Site Committee will contact properties in Baltimore, MD and Hershey, PA for additional information.

Considerable discussion took place with regard to charging a conference service fee which would be levied against those members who cancel their conference registrations. A statement will be printed in program and on the registration form – "No refunds of conference registration fees will be honored if received after October 31st." Any requests after October 31<sup>st</sup> will be reviewed by the Treasurer and Registration Chair.

The Executive Committee discussed the status of the MSACROA website. It was noted that the yearly business meeting minutes are only posted once they are approved and are a year old at that point. In an effort to keep the membership updated, an Executive Committee Updates section will be added to the website.

Considerable discussion took place with regard to the MSACRAO Newsletter. A decision was made to keep the current twice per year format. The fall newsletter will be online only and the spring/summer newsletter will be online and in print.

### **June 3 and 4, 2008 – Loews Hotel, Philadelphia, PA**

All members were present except Jeremy Maisto. Chris Knauer has officially resigned as President-Elect and was not in attendance.

The Delaware Valley ACROA group held a planning meeting at Philadelphia University and is planning a one-day Fall Conference.

The Western PA group is not ready for a full-blown conference but will start as a plenary discussion/meeting with colleagues. Session to be held in the fall.

The logistics of the 2008 conference were discussed including pricing, special event and keynote address.

The Site Committee is comprised of Jim Donohue, June Finn and Joe Thompson. Jim Donohue provided a spreadsheet with comparison information. The Executive Committee decided that the group should visit the Hershey Lodge and Baltimore Marriott Waterfront. Information on parking, room rates/minimums, food costs/minimums and internet access must be a part of the fact finding.

### **October 7, 2008 – Loews Hotel, Philadelphia, PA**

All members were present.

The Executive Committee reviewed the report of the Site Committee and voted to accept the Hershey Lodge as the site for the 2010 MSACROA Conference.

Conference Update – LeRoy Rooker is not available. Several changes have been made to the conference schedule, which are reflected on the website.

The Immediate Past-President presented the slate of candidates for the Nominations and Elections Committee as well as the 2008-2009 Executive Committee. Election results will be announced at the Business Meeting.

MSACROA will continue its tradition of making a donation to a non-profit group in the vicinity its conference location. Covenant House of Philadelphia will be this year's recipient. MSACROA will match membership donations up to \$500.

The Executive Committee reviewed the Treasurer's report and authorized him to explore different types of "high yield" accounts for the association's funds. The Treasurer will also review the association's current insurance policy for possible adjustments.

Association Archives: The current Archivist, Jim Wagner is unable to continue in this position. The contents of the archives will be shipped to Jeremy Maisto who will review and make a recommendation to the Executive Committee for future storage of archive information.

Barbara Repasi Heron reported that the Western PA group (WPACROA) held its inaugural meeting on October 3<sup>rd</sup> and will plan another for next year.

Alan Sims reported that the Delaware Valley group (DVACROA) held three planning meetings (April, June, August) and will hold a conference in March at Philadelphia University.

The Executive Committee reviewed a suggestion to update the session evaluation forms to a scan-able version. After some discussion it was decided that a change at this time would be too costly.

Michele M. Dunn  
MSACROA Secretary

Registrar, County College of Morris  
October 27, 2008