

MACAC Board Meeting
June 6, 2008

Meeting began at 9:14am
Meeting ended at 12:13pm
Notes bulleted and in italics

- I. Welcome – new members – Feodies, Alicja, Deanna
 - *Wonderful applause*
 - a. Recognition of Tom Maiolani
 - *Awarded a plaque for years of service*
 - b. Introduce new Executive Assistant - Zay Reynolds
 - *Warm welcome by board*
- II. Current issues/updates
 - a. Secretary's report – minutes from April 24 meeting
 - *April 24 Minutes not available at this time*
 - b. Treasurer's report
 - *Comparison report between last year and this year presented*
 - *Clarification of name changes of scholarships provided*
 - *Hotel bill for conference still due*
 - *Expense forms and budget request forms from committees requested to be submitted by August 1*
 - *Best Practices Committee to be renamed Admissions Practices*
 - c. Committee Updates
 - *Board member introductions*
 - i. Conference 2008 – John & Andrew
 - *Loose ends need to be tied up*
 - *Hotel bill needs to be paid*
 - *Hotel willing to enter into payment plan*
 - *Conference received good reaction overall*
 - *May have to divert funds from other areas to cover bill*
 - *Committee chairs need to provide budget projections for coming year as well as consider budget cuts*
 - ii. Auction - Kim
 - *Over \$1300.00 raised*
 - iii. Newsletter – editor? deadline?
 - *Boshoven willing to continue doing newsletter*
 - *Tracy Jones from Kettering has volunteered to do newsletter*
 - *John wants Tracy to do the newsletter*
 - *Outside vendors discussed and dismissed*
 - iv. Camp College – Amber & Co-chair ?
 - *Blaire Moody represented Amber Long*
 - *Title “College Space” this year*
 - v. Human Relations – Shannon/Gloria/Austerine
 - vi. NACAC College Fairs
 1. *Detroit – Gretchen and Nikole*
 2. *West Michigan – (Danielle) and ??*

- vii. Conference 2009 – Deanna
- viii. Delegate Update – NACAC Conference – Sept 23-28
 - 1. Michigan reception – John contact Bethany @ NACAC
 - *Lots of experience returning*
 - *NACAC facing issues of incorporation that will impact MACAC*
 - *Reception room request submitted*
- ix. Development - funding source forms due asap! – MA and MJ
 - *Need funding source forms from Chairs*
 - *Want to get out Certificates of Appreciation*
 - *Recommend that history be provided of previous donors*
 - *Look for corporate grants*
- x. Public Relations – description – MA and MJ
 - *Created support materials for contacting outside agencies that will be sent to Deanna for Web Site*
 - *Logo will be sent by Lori to everyone (sent)*
 - *Thank you notes gone and more are needed, concerned about expense of printing , should be in full color(blue)*
 - *Add development to list of open committees looking for volunteers*
- xi. Membership – renewal letters and brochure - Vicki and Alicja
 - *Renewal applications mailed out*
 - *Attempt being made to recruit new members*
 - *Brochure being developed*
 - *Blurb needed on conference*
 - *Would like volunteer to format brochure*
 - *Ideas presented on new ways to recruit new members*
 - *Call for volunteers form should be sent with membership forms*
 - *Work through principles to get more members*
 - *Send thank-you's to supervisors for allowing participation*
 - *Webinar with Ted, MACAC, and Principals*
- xii. Volunteers
 - *Volunteer list distributed*
- xiii. Promoting the Publics – September 17
- xiv. Changes in Committee Co-chairs
 - 1. resignation of Lacey Otteman- WMNCF
 - 2. others?
 - *Only one change in committee chairs*
 - *Camp College will need a co-chair*
- xv. Update Executive Committee listing

III. New Projects

- a. Officers and Committee Chair Handbook
 - *Handbook sheets distributed to board with descriptions of positions (adjust/update and send to Lori by August 1*
- b. 2008-2009 Calendar
- c. NACAC Annual Reporting – LJ completed most – the following are still needed:
 - i. supporting information

- *Please leave copies of Camp College Materials*
 - ii. *Sharing materials*
 - iii. *Committee Chair listing – by August 1 to NACAC*
- *Committee Chairs all set*
- d. *Future meeting schedule*
 - i. *September 12*
 - ii. *NACAC – September 24 – 1:30-3:00 pm Executive Committee*
 - iii. *NACAC – September 25 – 4:445 pm – Michigan Reception*
 - iv. *October 31*
 - v. *December 5*
 - vi. *January 23*
 - vii. *February 20*
 - viii. *March 20*
 - ix. *May 1 Conference*
- *Andy idea to have E-board meeting during last session or Friday Lunch*
- *Should we have a budget specific meeting in August? John will communicate with Chairs and provide update by August 10*
- *Lori found press release in which MACAC enclosed use of ACT in replacement of MME*