

VACRAO Executive Committee Meeting
Hilton Virginia Beach Oceanfront
October 7, 2005

Minutes

Present: Joe Bouchelle, (Southern Virginia University), Robert LeHeup (University of Virginia), Barbara Rowe (Washington and Lee University), Heidi Terry (Radford University), Jay Webb (Lynchburg College) and Melissa Yakabouski (University of Mary Washington).

Call to Order: Heidi Terry called the meeting to order at 10:30 a.m. on Friday, October 7, 2005.

Secretary's Report: Barbara Rowe presented the minutes of the June 9-10, 2005 Executive Committee meeting (Attachment A). **The motion was made, seconded and unanimously approved to accept the June 9-10, 2005 Executive committee minutes.** Barbara will send the minutes to Robert to post on the VACRAO Web site. She reported that twice over the summer she paid the late fee to the State Corporation Commission and we're now in good standing with them.

Treasurer's Report: Jay Webb presented the Treasurer's report (Attachment B). Expenditures and deposits (as of October 6, 2005) and the year-to-date 2005 budget were reviewed. The account balances show \$38,882.18 in the checking account (as of August 31, 2005) and \$60,572.49 in the Vanguard account (as of June 30, 2005). It was noted that several 2005 expenses were actually 2004 expenses that were submitted in 2005. Jay will send e-mail reminders to the Executive Committee and committee chairs in the fall and in early January asking that all year-end invoices be turned into him by January 15th. It was also noted that any Executive committee member or committee chair who makes a deposit to the VACRAO checking account needs to send notification to Jay with an explanation as to what the deposit represents (e.g. membership dues, workshop registration, etc.). This is critical for the accurate record keeping of the Treasurer.

After a hard drive crash earlier this summer, the VACRAO laptop is now fine, but the Quicken software needs to be reloaded.

The final 2004 audit paperwork has gone from Jay to Lynda Bailey (Virginia Tech) but there is not yet a final outcome. Jay will contact Lynda and the current chair of the Nominations and Auditing Committee, Vern Beitzel (Virginia Military Institute) to confirm that all is in order and have the audit report ready for the fall newsletter.

Vice President for Admissions and Enrollment Management Report: Melissa Yakabouski reported on the following:

The Virginia Tour is underway with no major problems. Expenses for printing and mailing the Gazette totaled \$1976.70. Amanda Craddock (University of Mary Washington), chair of the School and College Relations Committee noted that there was concern expressed about a college fair which was scheduled for Yom Kippur next week.

Melissa attended the Commonwealth College Access Network (CCAN) meeting in July. The mission of CCAN is to support and enhance post secondary education access and achievement for residents of the Commonwealth of Virginia. Although this doesn't seem to be something that VACRAO needs to

be involved in as this effort begins, Melissa told Lee Andes (SCHEV) that we will do what we can to support their effort. She has asked him if he'd like to present a session at the annual meeting, but has not had an opportunity to follow up.

Amanda and Melissa were not able to attend the Virginia Counselors Association meeting this fall, but they are hopeful that VACRAO can be represented in future years.

Vice President for Registration and Records: Alecia Knox (Longwood University) was not available to attend and give a report although she will be contacted to see what annual meeting sessions she and Ann Sorensen (Richard Bland College), chair of the Legislative and Inter-Association Committee have in the works.

Vice President for Professional Development: Lakeisha Phelps (Old Dominion University) reported *in absentia* that her committees conducted three workshops this past summer.

This year new admissions representatives from across the Virginia and North Carolina gathered on the campus of Bridgewater College on July 17 – 19, 2005 for the **New Counselor's Workshop** at a cost of \$125. The workshop was chaired by Jarret Smith (Bridgewater College) and his committee members included Natalie Dodson (Bridgewater), Whitney Thompson (Bridgewater), Charnita Reamon (Longwood University) and James Coker (Shenandoah University). "Camp VACRAO" had 45 registered campers from 21 schools. The campers attended sessions to orient them to the role of admissions counselors. For some attendees, attending Camp VACRAO was their first official duty. Is there an income/expensive statement for this workshop?

The second workshop of the summer was the **Support Staff Workshop**, held at Old Dominion University on July 28th. The theme of this year's workshop was *Back to Basics*. The discussion focused on the simple things one can do to make one's time at work more comfortable and productive. Jill Wells (Virginia Tech) served as the chair of this committee and she received assistance from Lakeisha Phelps and Jackie Manley (J. Sergeant Reynolds Community College). There were over 50 registered guests from all across the state. Is there an income/expensive statement for this workshop?

The **Domicile Workshop** held on the Hampton campus of Thomas Nelson Community College had 85 participants (excluding presenters) from 24 institutions. The cost was \$15 per person. Thirty-eight percent (38%) of the representatives came from the VCCS. Ten percent (10%) of the attendees showed up that morning without a prior RSVP, some from a long-distance, which demonstrates the importance of this event. As of October 5, 2005, three schools still have outstanding payments due to VACRAO for participation. Is there an income/expensive statement for this workshop? A presenter from the workshop is being asked to do a follow-up presentation for the upcoming VACRAO conference.

Vice President for Membership and Communication Report: Linda Williams (Jefferson College of Health Sciences) reported *in absentia* on the following:

Marlene Perrott (Jefferson College of Health Sciences) is the Membership Coordinator. This year we have 165 institutions, the Virginia Community College System and 9 corporate sponsors as members of VACRAO: 53 voting member institutions and 112 associate institutions and we have 540 individual members. Almost every week we have received some type of communication regarding interest in joining our organization or updating of the database information as personnel changes happen at the member institutions. Linda has received the 2006 membership dues from Trinity University (Washington, DC) and inquiries from 3 other institutions concerning 2006 membership.

Joe Bouchelle is the newsletter editor. He has done an outstanding job this year with the spring/summer newsletter which is on the Web site and coverage of main events with photos and great stories. For the fall newsletter, Joe needs all submissions by Friday, October 14 so that it can go out with conference registration materials the next week.

Angie Rudd (Lynchburg College) who did an outstanding job as the web services coordinator and upgraded the database to make the entering of members and the recording of dues very easy, has resigned due to relocation. She has been replaced by Cathy Williams (Randolph Macon Woman's College) who has already been trained by Bob and Star City Web Services has changed the webmaster link to send to Cathy.

Hope Parks (Roanoke College) is the Coordinator for Corporate Membership and has done a great job so far. Current corporate members are: College Board, Credentials, Mind Wrap, National Student Clearinghouse, Paradigm, Princeton Review, Reams Document Imaging, Script Safe, and World Education Services.

Past President's Report: Robert LeHeup reported on the following:

Awards and Resolutions Committee: An updated nomination form has been posted to the web page, and a call for nominations will be in the next newsletter. An e-mail will also be sent to the e-mail list.

Site Selection Committee: Heidi and Bob had a site visit at The Woodlands in Williamsburg. It would be a suitable site but not as fancy as some conference facilities. The Site Selection committee will recommend a site for 2006 at the December Executive Committee meeting.

Executive Manual: Bob distributed updated copies of the Executive Manual, and will mail copies to the EC members not in attendance. An electronic copy has been linked to the web page. The manual has been revised and reordered, and updated copies of the Reimbursement form and Jean Rayburn Memorial Grant application form have also been posted to the web. Bob will collect any suggestions for revisions throughout the fall, and will have copies available for the new EC members at the annual meeting in December. Bob has done an excellent job on the Executive Committee manual and the Executive committee expressed their appreciation for his work on it, and for putting the manual and important forms online.

President's Report: Leah Russell (Roanoke College) was not able to attend but submitted a written report *in absentia*. She noted that the nominations committee is looking for nominations for VP for Admissions and Enrollment, VP for Membership and Communication, Secretary and President-elect. Nominations should be solicited right now in the fall newsletter and on the Web page. Nominations should be sent to Vern Beitzel.

She has VDOT maps, bags and travel info (two boxes) to bring to the annual meeting. Bob has portfolios to bring to the meeting.

President-Elect's Report: Heidi Terry presented the following report concerning preparation for the 2005 Conference to be held December 5-6, 2005 at the Hilton Virginia Beach Oceanfront. The conference theme will be "Back to the Beach." The Hilton food and beverage expense requirement is \$10,000 before tax and services. She presented two scenarios for meals and snacks which were

discussed in detail. By having the Monday evening event at the Virginia Aquarium, that reduces the hotel catering expenses. Heidi will work up a final catering plan that will include Monday dinner at the museum and dessert hor'd-oeuvres at the aquarium. She also noted that the cost of having the event at the aquarium adds considerably to the conference costs, although NSC has offset some of this with an \$800 donation. As final conference costs become firm, Heidi will contact the Financial Committee if the expenses look to be going over the normal conference budget (including the \$5,000 committed in the VACRAO budget for the annual meeting).

Betty Huff will be the AACRAO representative in attendance and Heidi will ask her to give a session. The REACH Organization has been recognized as our Give Back Project recipient. Sandy Cameron-Adams, REACH's Executive Director will join us at the Business Meeting to accept our donated books and check.

The call for conference sessions is in full swing. Currently, there are ten session proposals along with two cracker barrel sessions that are normally scheduled. Executive committee members are asked to work with their committee to get sessions submitted online at the VACRAO web site. Now is the time to get sessions proposed. Session presenters are encouraged to use nautical or aquatic themes in titles.

Old Business: There was no old business.

New Business: There was no new business.

Adjournment: The meeting was adjourned at 3:06 p.m.

Respectfully submitted,

Barbara L. Rowe
Secretary