

VACRAO Executive Committee Meeting
Hilton Virginia Beach Oceanfront
December 4 & 6, 2005

Minutes

Present: Joe Bouchelle, (Southern Virginia University), Robert LeHeup (University of Virginia), Lakeisha Phelps (Old Dominion University), Barbara Rowe (Washington and Lee University), Leah Russell (Roanoke College), Heidi Terry (Radford University), Jay Webb (Lynchburg College), Linda Williams (Jefferson College of Health Sciences), and Melissa Yakabouski (University of Mary Washington).

Call to Order: Leah Russell called the meeting to order at 3:10 p.m. on Sunday, December 4, 2005.

Secretary's Report: Barbara Rowe presented the minutes of the October 7, 2005 Executive Committee meeting (Attachment A). **The motion was made, seconded and unanimously approved to accept the October 7, 2005 Executive committee minutes.** Barbara will send the minutes to Robert to post on the VACRAO Web site. She also noted that the State Corporation Commission 2005 Report and fees have been sent in.

Treasurer's Report: Jay Webb presented the Treasurer's report (Attachment B). Year-to-date expenditures and deposits and the year-to-date 2005 budget were reviewed. The account balances show \$40,728.78 in the checking account (as of October 31, 2005) and \$61,060.01 in the Vanguard account (as of September 30, 2005).

The final 2004 audit report will be presented by Vern Beitzel (Virginia Military Institute) at the Business meeting and it will be printed in the spring newsletter. There were two checks from 2004 which had not cleared and Jay has tracked those down. He re-emphasized the need for every individual expenditure to be submitted with an Expense/Reimbursement form (now posted online). Also, all deposits to the checking account need to have an explanation forwarded to the treasurer. These issues are especially important for the annual meeting and workshop committees – where most expenses and deposits are taking place.

The proposed 2006 budget was briefly discussed. This will be planned by the Finance committee and presented to the membership at the Business meeting.

Concerning reporting to the IRS, Jay has conferred with Scott Worth, a CPA in Lynchburg which the Association has used in the past, and determined that we should file this report each year (due May 1st). The 2005 report (which also completes 2004) will be filed in April, 2006. Filing this report will be added to the April tickler for the VACRAO treasurer.

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

School & College Relations is happy to report that for 2006 Lucinda Austin (Radford University) will become Committee Chair. Amanda Craddock (University of Mary Washington) has been nominated for Vice President for Admissions and Enrollment Management. The Committee is fully staffed for 2006 by John McCarroll (1A – University of Virginia - College at Wise), Judith McKeon (1B -

Jefferson College of Health Sciences), Brooks Warner (2 – Radford University), Adam Anderson (3 – James Madison University), Jason Ferguson (4 – Hampden-Sydney College), BJ Friedery (5&6 - Johnson & Wales University), Vishon Luck (7 – Virginia Commonwealth University), Erin Wendell (8 – Old Dominion University), Ann Sorenson (Single Invitation Coordinator – Richard Bland College). Becky Huffman (University of Virginia – College at Wise) will be rotating off after seven years of dedicated service to VACRAO.

Many committee members plan to attend the Roadrunner Session to hear direct feedback in preparation for their 2006 Fall Tour planning meeting in February.

The Committee announces the following spring program dates:

April 5 Independent School at Notre Dame Academy 1:30-3 p.m.

April 18 Richmond City Schools at the Arthur Ashe Center 9 a.m.–1 p.m.

April 19 Fairfax County Schools at the Patriot Center 6-8:30 p.m.

April 27 Charlottesville Area Schools at Albemarle HS 7-9 p.m.

Looking ahead to the fall, members should receive their fall 2006 tour single invitation by the end of May. Responses will be due by July 15. Members should not forget to renew their membership this winter.

Vice President for Registration and Records: Alecia Knox (Longwood University) was not available to attend and give a report.

Vice President for Professional Development: Lakeisha Phelps has additional workshop budget information to share with Jay, and will bring that information to him. The Executive committee discussed the proposed "Horse Sense for Leaders" special workshops that Barbara Rowe can coordinate. The consensus was that this will be a great special workshop to offer the membership and that, although it is expensive to run, approximately \$3000 will be added to the 2006 budget to cover this. February and March, 2006 dates were discussed and the decision was made to go ahead with this timeframe. If it is very popular it can be offered again, possibly in the summer. The workshop will be advertised with a postcard to membership as well as listserve blasts and will be first offered to VACRAO members (before filling up with non-members).

Vice President for Membership and Communication Report: Linda Williams (Jefferson College of Health Sciences) reported that to date we have 167 institutions, plus the Virginia Community College System and 14 corporate sponsors as members of VACRAO. This includes 54 voting member institutions and 114 associate institutions and we have 542 individual members.

Linda noted that there are still a few database issues that need to be cleared up. The Honorary membership list needs to be built as a database with address information and she would recommend that the online membership roster be refreshed at least once-a-month. She also recommended having a Corporate member database similar to the institutional member database.

In summary, there appear to be four online/technical issues confronting VACRAO.

- 1) Online registration capabilities used for the annual meeting and workshops
- 2) Online session proposal submission
- 3) Online nominations and voting
- 4) Continued enhancements to the member database(s).

Robert LeHeup agreed to head up a subcommittee to look at how these issues can be addressed in 2006 and will report back at the February, 2006 Executive Committee meeting.

Past President's Report: Robert LeHeup reported he and Mildred Johnson (Virginia Tech) comprised the Awards and Resolutions Committee and they've received several nominations for Certificate of Appreciation and one New Professional award. These will be awarded at the Business meeting.

The Site Selection Committee has recommended that the 2006 conference be at the Stonewall Jackson Hotel in Staunton, Virginia on Thursday-Friday, November 30 – December 1, 2006. This will be the first time that the Association has met in Staunton.

Bob will distribute updated copies of the Executive Manual to the new Executive Committee members.

President's Report: Leah Russell (Roanoke College) thanked each member of the Executive Committee members for a successful year - each has been a "star" to her. She noted that there are 46 newcomers registered for the luncheon. She also noted that Jarrett Smith (Bridgewater College) and Josh Henry (College of William and Mary) have volunteered to cover the hospitality suite. When Sallie Marcello (College of William and Mary) gives her greetings from SACRAO, she'll announce to VACRAO about the 2008 SACRAO annual meeting to be held in Virginia (either Norfolk or Williamsburg) and that she'll need a local arrangements committee.

President-Elect's Report: Heidi Terry presented the estimated annual meeting budget (Attachment C) and noted that the Virginia Aquarium event has turned out to be very costly and will put her over budget. She covered annual meeting details – aquarium event, murals, door prizes, registration table notes, Give Back, and more.

Old Business: There was no old business.

New Business: There was no new business.

Temporary Adjournment: The meeting was temporarily adjourned at 5:45 p.m.

Call to Order: The meeting reconvened on Tuesday, December 6 at 3:15 p.m.

The new Executive Committee members were welcomed – Ann Sorenson *in absentia*, Erin Wendell, and Amanda Craddock. Robert distributed Executive Committee manuals to the new members. He noted that archive materials should be sent to him (minutes and complete workshop materials). Bob passed all conference supplies and the Stonewall Jackson Hotel contract to Melissa Yakabouski (President-elect).

In complete exhaustion, Heidi Terry thanked everyone for their contribution to a successful annual meeting. The next Executive Committee meeting will be held at the University of Mary Washington and committee members should check their calendars for February 15 and 21, 2006 as possible dates. Executive committee as well as Committee chairs will be invited.

Adjournment: The meeting adjourned at 3:37 p.m.

Respectfully submitted,

Barbara L. Rowe
Secretary