

*MACAC Committee Chairs Meeting*

*September 2, 2009*

*Naropa University, Boulder, CO*

*In attendance: Morgan Boyack, Dianne Leonard, Monica Huggins, Cathy Nabbefeld, Renee Orlick, Robin Boren, Susan Boyle, Carlos Jimenez, John O'Conner, Lynn Ossowski, Erin Nissen.*

*1. Welcome & Announcements*

*a. From now on the President, Past President and President Elect will become the liaison between the committee chairs.*

*i. Past President will work with: Membership, Government Relations and College Fairs.*

*ii. President will work with: Admission Practices, Human Relations and Professional Development.*

*iii. President Elect will work with: Technology, Public Relations and Conference Planning.*

*2. Committee Chairs Updates*

*a. Conference Planning*

*i. Right now the hopes are to host the majority of the spring conference on the ASU campus (meals, breakouts, workshops, etc.)*

*ii. Old Main (the bldg. that we would use the most) has a room that we might be able to use for social aspects as well as some smaller rooms for breakout sessions.*

*1. We might also have some flexibility with some classrooms, but we will have to wait until the spring class schedule comes out before anything can be booked.*

*iii. There are two catering companies that we will be able to use for any meal functions.*

*iv. There is a possibility to get guest passes to use the recreation center.*

*v. There are not many on-campus parking options, so we are going to have to rely on the hotel services.*

vi. Eric visited two hotel properties and decided, due to location and price that we will be using the Four Points Sheraton.

1. The Sheraton has some meeting rooms if we need to use them, but after further discussion it was decided that we would like to keep all breakout sessions in one location.

2. A huge plus of using the Sheraton is the availability of two 14 passenger shuttles that are free.

a. The committee will be working on ideas on how to handle "rush hours" i.e. 7:30 - 8:00 a.m.

vii. Something that still needs to be worked out is if we will host the conference all day Friday and a half day Saturday or vice versa or two half days, etc.

1. Some phone calls will be made to local high schools near campus to see what they would be more likely to participate in. Right now the idea is to have Friday geared toward counselors and Saturday geared towards college.

2. Also Lynn will talk with the PD Chair of the Arizona High School Counselors Association (AHSCA) to see what their current topic needs are as well as what type of time frame they would be more likely to attend.

3. September 10<sup>th</sup> is the AHSCA update so Lynn would like to hand out some type of RMACAC presences there whether with save the date cards, etc.

viii. Friday will again be the conference social with details to be determined.

b. Treasurer's Report

i. From now on, when submitting receipts for reimbursement, you will be asked to supply more information that was not asked for in the past. We need to have more complete accounting records, so please pay attention to the new forms and fill out everything accurately.

1. *Also the reimbursement policy will be strictly enforced. So please stick to the reimbursement guidelines sent out to the board. If you do not have a copy, please let Joanne know as soon as possible and she will provide you with a copy.*
  - ii. *There are now different forms for travel expense and operational items. Please start using them appropriately.*
  - iii. *We now have a Finance Committee consisting of the three presidents, the Treasurer and the College Fair Chair.*
    1. *This way more people know what is going on with our bank accounts and money. The committee will have fiscal reviews to decide on policies that need to be implemented, approve of different financial matters, etc.*
  - iv. *We have a tax exempt number and everyone should have the W-9 form with the number.*
    1. *Joanne will check into the tax exempt process with being incorporated in a specific state.*
  - v. *Check deposits will need a check and balances system which is mostly done on Thriva.*
- c. Technology
- i. *Our contract with Thriva is up this year so John has been looking into Member Clicks.*
    1. *Several SNR's got together at NACAC to find one business to manage all the ACAC's to be consistent. They found Member Clicks and currently Texas is on board with them.*
    2. *An example of how they focus more on small membership organizations is if you sign up for a college fair, that institution rolls into our membership list automatically.*
    3. *The cost is very reasonable.*
    4. *We will be able to do more on our own versus always going through the company.*

5. We are not exactly sure how long the transition will take to switch, but John will look into that.
  - a. We can also schedule another demo for everyone to see how the product works.
6. The RMACAC listserv will benefit from this product where we can divide up emails into specific groups i.e. just New Mexico counselors. We would be the managers of the list serve and pull that away from University of Arizona.
  - a. John will check on the products compatibility with Quick Books, time frame and what the rate per transaction will be.

d. College Fairs

- i. Registration down some from last year: New Mexico currently 110 last year 115 and Salt Lake - currently 88 last year 99.
- ii. The New Mexico committee group has decided to step down but they have identified a group that can and will replace them.
  1. Since college fairs are our only source of revenue we really need to give this group some TLC.
  2. Scholarship providers fair on September 26<sup>th</sup> at DU. Instead of having to make a case to join the current RMACAC fairs they decided to host their own. This is very much a win-win situation.
  3. Added 50 institutions to our "Save the date" distribution list who have attended the Cherry Creek Fair, but have not yet attended a RMACAC fair in the last three years to try to increase fair attendance.
  4. Shanna will be attending the Utah College fair will be able to help check-in institutions into the fair.
  5. We have not had a presence at NACAC fairs in the past, but is in the strategic plan. There is some financial formula that we could get some type of financial kick back.

e. *Human Relations*

- i. *We sent four people to the Guiding the Way to Inclusion conference in San Francisco.*
  1. *Carolos will put together a piece for the newsletter to share about this grant and what we were able to do with it.*
  2. *RMACAC will not be responsible for any reimbursements; recipients will submit everything straight to NACAC.*
- ii. *Lindsey, our grant recipient, will not be able to attend NACAC so we need to choose someone else.*
  1. *Carlos will contact Betsy from Powell, WY to see if she is available to attend.*
- iii. *Anna from Colorado College will be taking over the conference breakout session proposals for Carols this year.*
- iv. *Carols will be working with Cathy to put together an event the Monday after the DU fair (April 19<sup>th</sup>) that draws admission reps to talk about financial aid, etc. to underrepresented groups. Details to come.*

f. *Membership*

- i. *Board members, please make sure to renew your RMACAC membership. Our numbers are down and we need to make sure we as a board stay on top of our renewals.*
- ii. *Morgan will be sending out another reminder to renew memberships.*
- iii. *A major priority right now is to get our membership numbers back up.*
- iv. *At the NACAC region meeting we will be bringing a computer and allowing people to register on site and be billed later.*
- v. *We would like to touch base with school counseling programs to encourage RMACAC participation to students getting their degree in counseling.*

vi. NACAC will be sending us a list of people who are members of NACAC. From that list we will determine who is not a member of RMACAC and contact them through a personal phone call.

1. We would like to have the delegates help with this project.

vii. As per the Strategic Plan, the Membership Committee will contact people who have not renewed their membership and see if they plan on renewing or why not.

1. We need to start articulating what the benefits of joining RMACAC are. For example, putting a protect membership list online.

2. On the Save the Date cards for Phoenix, we want to put what join RMACAC on the reverse side.

g. Public Relations

i. Robin will order ribbons to say "RMACAC Members" to hand out in Baltimore.

ii. We have had several people in the news lately: Cathy was featured in the NACAC bulletin, Bruce Hunter was in the New York Times and Morgan has volunteered to be on the ACT committee.

iii. Susan and Robin will be working on ordering some RMACAC banners.

iv. We would like to try and do another Chanel 9 help line this fall, but for sure this spring around the DU fair.

v. RMACAC had their first paid advertisement in the spring newsletter. It was \$200 from CSU and hope we will get more in the future.

h. Government Relations

i. February 3<sup>rd</sup> is our scheduled date for Day on the Hill.

ii. Utah is on board for their legislative day!

iii. At the next meeting will have the board vote on using RMACAC money to pay the registration fee (\$15) for board members.

- iv. *Dianne has had several people show interest in serving on her committee.*
  - 1. *Jessica Gerbera is stepping down from Colorado Council position with Day on the Hill so RMACAC will handle arrangements.*
  - 2. *Each year RMACAC and Colorado Council will rotate responsibilities.*
- i. *Admissions Practices*
  - i. *As of today, Renee has only received one email with a suggestion of a verbal issue, but it was not very reliable so the issue was dropped.*
- j. *Professional Development*
  - i. *Lynn has been in touch with the AFSCA leadership people in hopes of combining their annual meeting with RMACAC, but their meeting is in March. It did open some dialog informing everyone of what RMACAC and now they are interested in partnering for future events and working together (which fits in with the Strategic Plan).*
  - ii. *We will have an orientation packet for our new board members with board descriptions soon.*
  - iii. *For the new website we would like to look into putting together a resource library that would include some of the videos from conferences that would be available for members only.*
    - 1. *Lynn will touch base with other SNR's about sharing their resources with us.*
- 3. *NACAC Conference*
  - a. *Meet at 6:15 in the lobby of the Hilton, Wednesday, September 23<sup>rd</sup>. We will walk to our dinner/board meeting at Lucy's Restaurant.*
    - i. *Amy Belstra will do a report on KOO.*
  - b. *RMACAC Membership meeting will be Thursday, September 24<sup>th</sup> at 4:45 p.m. in the convention center.*

- i. There will be an introduction of the board and this would be a time to ask if anyone is interested in helping or becoming involved with their committee activities.
  - ii. Also mention that if they know someone in their office that might be a good fit for any of the committees, to let us know.
  - iii. Susan will put a hand out together with items from the Strategic Plan to keep our membership up to date with board activities.
4. New Business
  - a. In Baltimore we will be discussing whether or not we will meet in January for our meeting or do something in Colorado. Be ready to discuss.
  - b. Ralph is in the process of redoing our bylaws to correspond with NACAC bylaws.