

**VACRAO Annual Business Meeting
Sheraton Norfolk Waterside
Tuesday, December 08, 2009**

MINUTES

President Jarret Smith called the meeting to order at 12:40 p.m. on Tuesday, December 08, 2009.

Jarret then introduced attending past presidents. He also recognized the vendors who were here representing their companies. Sallie Marcello then came forward to speak on behalf of SACRAO. Sallie invited everyone to the SACRAO annual meeting to be held January 31 to February 3 2010, at the Chattanooga Marriot and Convention Center in Chattanooga, TN. Next, Jarret introduced Paul Wiley who spoke on behalf of AACRAO. Paul invited everyone to attend the AACRAO 100th anniversary annual meeting to be held April 21-24, 2010 at the Ernest N. Morial Convention Center in New Orleans, LA. He also mentioned the other AACRAO meetings that will be held throughout the 2010 year.

Secretary Susan Kennon (Lynchburg College) presented the minutes from the December 2008 annual business meeting. Minutes were distributed to each table before this meeting and they were printed in the spring newsletter and posted on the website for review. It was moved and seconded that minutes be approved, and they were approved by unanimous vote.

Andrew Boor (Averett University) proved the Treasurer's report. VACRAO has a checking account balance of \$50,214.20 as of October 31, 2009, and the Vanguard savings account balance is \$70,168.33 as of June 30, 2009. The total VACRAO account balance is \$120,382.53. The 2009 and proposed 2010 budget was distributed to each table for review. The budget was approved as presented.

Judith McKeon (Jefferson College of Health Sciences) presented the Vice President for Admissions and Enrollment Management report. Judith introduced and thanked all those who served on the School and College Relations committee. The committee was chaired by Jason Ferguson (Hampden-Sydney.) Committee members were Megan Fannon (University of Virginia-Wise), Nikki Thompson (Jefferson College of Health Sciences), Alicia Wagner (Radford University), Kimberly MacInnis (Virginia Tech), Ashley Woodard (Longwood University), Angela Rioux (Old Dominion University), Christal Holmes (Virginia Commonwealth University.) Vera Chitwood (Jefferson College of Health Sciences) served as the Single Invitation Coordinator.

Judith also announced the Spring 2010 Tour dates as follows:

April 12 Richmond City Schools at the Arthur Ashe Center 8:30 a.m. – 1 p.m.

April 20 Charlottesville Area Schools at Albemarle HS 6:30 – 8:30 p.m.

April 21 Independent Schools at Notre Dame Academy 1:30 – 3 p.m.

April 21 Fairfax County Schools at the Patriot Center 6 – 8:00 p.m.

Judith then mentioned the Spring 2010 tour invitations should be in the mail in early January, and will have an RSVP date by February 15. Fall 2010 single invitations should be sent by the end of May, with responses due by July 15.

Hope Parks (Roanoke College) presented the Vice President for Registration and Records report. She mentioned that there were 120 people who registered for the annual meeting through the Eventbrite site and there were 4 walk-in registrants.

Next, Hope thanked Linda Williams (Jefferson College of Health Sciences) for working on the Legislative and Inter-Association Issues Committee.

Autum Fish (Sweet Briar College) presented the Vice President for Professional Development report. She introduced and thanked committee members who served throughout the year. The following workshops were presented throughout the year:

- June 17, 2009 – Domicile Workshop at Longwood University – Chair was John Sawyer (Longwood) – 105 participants
- June 18, 2009 – Support Staff Workshop at The University of Mary Washington – Chair was Pamela Verbeck (University of Mary Washington) – 38 participants
- July 12-14, 2009 – New Counselor Workshop at Radford University – Chair was Whitney Gershowitz (Richard Bland College) – 12 participants

Autum mentioned that the Professional Access and Equity Committee chaired by Dara Logan (Lynchburg College) is still in the developing stages and hopes to provide a workshop in 2010. The committee did present a session at this year's annual meeting.

Connie Cook (Jefferson College of Health Sciences) presented the Vice President for Membership and Communication report. She stated that there were 72 voting institutional members, 146 associate members, and 9 corporate members. Connie said that membership invoices will be sent to the primary contact person in January and it will include information on how to use the new interactive database. Questions regarding contact information can be directed to her.

Next, Connie introduced and thanked those who served in the following positions throughout the year:

- Web Services Coordinator - Kristy Hall (Mountain Empire Community College)
- Corporate Membership Coordinator – Judith McKeon (Jefferson College of Health Sciences) and Hope Parks (Roanoke College)
- Interim Newsletter Editor – Susan Kennon (Lynchburg College)

Kristy Hall and Judith McKeon will continue in their positions for the upcoming year, while Mallory Griffith (Old Dominion University) will serve as Newsletter Editor.

Connie announced that after much discussion and research, the recommendation is being made to distribute the newsletter via email for all three yearly issues. The new interactive database will help VACRAO keep a current distribution list to ensure timely receipt of the newsletter.

Kathie Tune (Averett University) gave the President Elect's report. She started with presenting the donation for our annual give back project. This year's recipient is REACH and they were presented the \$500.00 check from VACRAO along with several boxes of books and supplies donated by the membership.

The number of participants at this year's meeting was 119, including 10 vendors.

Kathie expressed her thanks to the Local Arrangements Committee headed by LaKeisha Phelps (Old Dominion University) and her staff, VACRAO executive committee and committee chairs, and most especially to the Averett University Admissions Staff.

Barbara Rowe (Washington and Lee University) presented the Past President's report. She thanked Paradigm, Inc. for their donation and printing of the certificates presented to award recipients.

Barbara presented the following awards from the Awards and Resolutions Committee (members included Barbara Rowe, Bobbie Adams (Virginia Wesleyan College) and Bill Oliver (Virginia Military Institute):

Certificate of Appreciation – Darren Troxler (George Mason University)- VP for Records and Registration 2007-2008

Certificate of Appreciation - Judith McKeon (Jefferson College of Health Sciences) - VP for Admissions and Enrollment 2008-2009

Certificate of Appreciation – Susan Kennon (Lynchburg College) - Secretary and Newsletter Editor 2008-2009

Honorary VACRAO Membership – William Endorf, retired Shenandoah University Registrar
New Professional Award – Whitney L. Gershowitz (Richard Bland College)

Distinguished Professional Award - Leah Russell (Roanoke College)

A gavel and plaque was presented to Jarret Smith for his service as President for 2009 year.

On behalf of the site selection committee, consisting of herself and Marcus Anderson (Bridgewater College), Barbara announced that the site for the 2010 annual meeting will be Wintergreen Resort, Wintergreen, VA. The dates for the 2010 meeting are Wednesday, December 8 to Friday, December 10, 2010.

Jarret Smith (Bridgewater College) presented the President's report. He recognized Barbara Rowe for her service on executive committee and as President. He also thanked the executive committee for their work and dedication and for making his term successful. Finally, Jarret thanked his colleagues at Bridgewater College who helped him through his term as well as his wife, Whitney.

Barbara Thrasher (Randolph College) presented the Nominations and Auditing committee report. Members of the 2009 committee were Leah Russell (Roanoke College), Melissa Yakabouski (University of Mary Washington), Michele White (James Madison University), and Janet Schwalenberg (Averett University.) Barbara noted that Christine Williams Foster (Thomas Nelson Community College) was treasurer until September 2009, and then Andrew Boor (Averett University) took on the responsibilities as of November 1, 2009.

After the preliminary audit of the 2009 records, the N&A committee made the following recommendations:

1. Within 30 days of treasurer taking office, the names on all accounts need to be changed to the current officers
2. More diligence is needed in getting receipts for payment of expenses

3. Consider moving the checking account to a more widely available bank within the state and be more aware of unusual fees that are being charged on the account

Barbara announced that the 2010 auditing committee members are Chair, Leah Russell (Roanoke College), Chair-Elect, Mark Griffin (Bridgewater College), Bernard Hamm (Virginia Commonwealth University), Janet Schwalenberg (Averett University), and Yvonne Walker (Ferrum College.)

The 2010 slate of officers presented to the membership for vote is:

President-Elect (2010) – Susan Kennon (Lynchburg College)

Vice President Admissions and Enrollment Management (2010-2011) – Jason Ferguson (Hampden-Sydney)

Vice President Membership and Communication (2010-2011) - Connie Cook (Jefferson College of Health Sciences)

Secretary (2010-2011) - Josh Floyd (Emory and Henry)

Jarret asked if there were any nominations from the floor. There were none, the floor was closed and the slate was approved by the membership as read.

Jarret then passed the gavel to Kathie Tune.

As there was no additional business, the 2009 VACRAO business meeting was adjourned at 1:41 p.m.

Respectfully submitted,
Susan Kennon
Secretary (2008-2009)