

**VACRAO Executive Committee Meeting
Lynchburg College
February 24, 2009**

Minutes

In attendance: Jarret Smith (Bridgewater College), Kathie Tune (Averett University), Susan Kennon (Lynchburg College), Judith McKeon (Jefferson College of Health Sciences), Connie Cook (Jefferson College of Health Sciences), Christine Williams Foster (Thomas Nelson Community College), Barbara Rowe (Washington and Lee), Dara Logan (Lynchburg College), Autum Fish (Sweet Briar College), and Whitney Gershowitz (Richard Bland College).

Call to order: Jarret Smith called the meeting to order at 10:15 a.m. on Tuesday, February 24, 2009.

Secretary's Report: Susan Kennon presented the minutes from the December executive committee and annual business meeting. The executive committee minutes were approved and the business meeting minutes will be reviewed and approved at the 2009 annual meeting.

Treasurer's Report: The report was given by Kathie Tune as outgoing treasurer. As of December 31, 2009, the Vanguard account has a balance of \$69,857.72. As of January 21, 2009, the VACRAO checking account has a balance of \$35,248.91. The current total account balance is \$105,106.63. Kathie stated that she will visit SunTrust after the meeting to notify them of the changes in executive committee positions so the proper names can be on the account. She also will notify Vanguard that Christine will be the new treasurer.

Kathie reminded all that reimbursement forms are online and should be used when submitting check requests. She requests that all workshop chairs use them and show the budget numbers on the reimbursement form. She also discussed standardizing the submission of workshop information so that it includes the name of the chair, name of workshop, and budget number. Autum will contact Alicia Wagner (Radford University) to see if she would share the form she used last year and the executive committee will review at the next meeting.

Vice President for Admissions and Enrollment Management: Judith McKeon reported that she has had a few changes in positions because of Connie becoming part of the executive committee and because Sarah Carlson (James Madison University) will no longer be doing week three.

Judith next discussed the evaluations from the Fall 2008 tour at the Annual Conference in December. Feedback from the tour was generally positive at the Roadrunner session, with some concerns about updating directions each year. Noting the street addresses for each event is a positive step. Also, the inclusion of Federal Tax ID information for programs that charge a fee continues to be appreciated. The committee needs to maintain its focus on working with local hosts concerning the practice of using unauthorized give-a-ways and oversized displays to get students to their tables. This is an ongoing issue.

Judith requested that etiquette for the tour be addressed at the New Counselor workshop. The committee also discussed that a letter to Deans and Directors of Admissions should go out as a reminder of the 'rules' before the tour starts. The letter will be added to the timeline for August 17.

Judith will contact Melissa Yakabouski (University of Mary Washington) to see if she completed guidelines on how to plan tour dates. Following are the Fall 2009 tour dates. Note that Gretna has been added to Wednesday on week 1B.

Tentative dates for the Fall 2009 Virginia Tour are as follows:

Monday, September 14: Week 1A/Week 1B (Rosh Hashanah begins 9/18)
Monday, September 21: Week 2
Sunday, September 27: Week 3 (Yom Kippur begins 9/28)
Monday, October 5: Week 4
Monday, October 12: Week 5 (Columbus Day, 10/12)
Sunday, October 18: Week 6
Monday, October 26: Week 7 – Tidewater
Sunday, November 1: Skip this week (election day, 11/3)
Sunday, November 8: Week 8 – Richmond

Vice President for Records and Registration: Hope Parks was unable to attend the meeting but sent her report by email. She noted that Linda Williams (Jefferson College of Health Sciences) has agreed to serve as chair for the Legislative and Inter-Association Issues Committee.

Hope recommended that the VACRAO website have a link to the AACRAO “This Week in Transcript” so that the membership could have easier access to legislative issues. Hope will need to work with Kristy Hall (Mountain Empire Community College) to get the link added. The committee also recommended that Hope work with Linda Williams to get a link to the Virginia legislative bills tracking site added to the VACRAO site.

Vice President for Professional Development: Autum Fish reported on the following summer workshops:

New Counselor Workshop – July 12-14 at Radford University
Support Staff Workshop – June 18 at University of Mary Washington

She said that she still needs a chair for the domicile workshop and information concerning the workshop will be released as soon as possible.

Autum introduced Dara Logan (Lynchburg College) who will be the Professional Access and Equity committee chair. Autum will be submitting information to Susan to be included in the newsletter and to Kristy Hall (Mountain Empire Community College) for the website to solicit committee members to join Dara.

Autum will be unable to attend the June executive committee meeting and Barbara and Jarret will be main contacts for committee members that report to her. Barbara recommends that Autum appoint one person on each committee to be responsible for the budget for workshops.

Vice President for Membership and Communication: Connie Cook reported that since she is new to the committee, she will contact Darren Troxler (George Mason University) immediately to get the membership data so membership renewal notices can be mailed as soon as possible.

Connie asked that all articles be submitted to Susan by March 6 for inclusion in the spring newsletter. Susan will have the newsletter electronically published to the membership in early March.

Immediate Past President's Report: Barbara Rowe distributed the Professional Access and Equity committee information to be added to page 12A of the executive committee manual. The PAE committee was approved by the membership at the 2008 Annual Meeting. Barbara asked Jarret to update the attendance numbers for the 2008 meeting on page 43 of the executive committee manual.

Barbara reported that she is finalizing members for the site selection committee and that she has contacted several conference centers for information. This is in preparation of the 2010 Annual Meeting site.

President-Elect's Report: Kathie Tune reported that she will soon be reviewing the contract at the Sheraton Norfolk Waterside. She also asked that the committee be thinking of session ideas and to keep her posted on any suggestions. Barbara thought that a legislative session that discusses recent changes in laws or policies would be a good session.

President's Report: Jarret Smith reported that the 2008 annual meeting had 113 total participants with 9 corporate sponsors. He also said there were 24 sessions. Unfortunately, the annual meeting was \$14,241.83 over budget. Jarret believes that there were many factors that led to this overage and he will work with Kathie to prevent those same things from happening in the future. The committee acknowledges that the economy may play a big role in the budgeting figures for next year. Barbara recommends that Kathie present a preliminary budget to the committee at the June meeting so we can keep a close eye on the annual meeting budget.

Jarret received a "Thank You" letter to VACRAO from the Youth Life Foundation for the contribution made to them during the annual meeting "Give Back" project. Youth Life also recognized VACRAO in their newsletter.

Jarret extended his thanks to VACRAO for providing him the opportunity to attend the SACRAO meeting in New Orleans, February 7-11, 2009.

Old Business: Barbara is organizing a task force to investigate the Enrollment Management Institute (EMI) that has been discussed for the last year. She will keep the committee posted on further developments.

The committee discussed dates for the June retreat meeting. An email will go out to the committee to finalize those dates.

Adjournment: The meeting was adjourned at 2:52 p.m.

Respectfully submitted,

Susan Kennon
Secretary 2008-2009