

VACRAO Executive Committee Meeting
Skylark Retreat Center
June 9-10, 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), Hope Parks (Roanoke College), Barbara Rowe (Washington and Lee), and Whitney Gershowitz (Richard Bland College).

Absent: Christine Williams Foster (Thomas Nelson Community College) and Autum Fish (Sweet Briar College)

Call to order: Jarret Smith called the meeting to order at 11:00 a.m.

Secretary's Report: Susan Kennon presented the minutes from the February 24, 2009 executive committee meeting. The minutes were approved as presented.

Treasurer's Report: Christine Williams Foster was unable to attend the meeting but emailed her report to Jarret who then presented the report for Christine. As of December 31, 2008, the Vanguard account has a balance of \$69,857.72. As of May 21, 2009, the VACRAO checking account has a balance of \$46,736.29. The total in VACRAO assets is \$116,594.01.

Vice President for Admissions and Enrollment Management: Judith McKeon presented her report. She stated that she still needs coordinators for weeks 3, 5 and 6. She and School and College Relations Chair, Jason Ferguson (Hampden-Sydney College) will be interim coordinators until someone else is found. Judith noted that Tour invitations were emailed to the membership on June 3 and RSVP's are due to Vera Chitwood (Jefferson College of Health Sciences) by July 17. Noteworthy tour changes include:

- The inclusion of a new high school, Eastern View HS, in the week 1-B rotation among Culpeper, Madison, and Orange counties.
- The addition of a new fair in week 3, hosted by Skyline High School in Warren County.

In an effort to be more efficient and 'green' the Roadrunner Gazette will be sent to the membership electronically instead of mailing a paper copy. All materials, including institutional write-ups are due to Jason by the middle of June, with the expectation that the Gazette will be ready by the end of June.

Vice President for Records and Registration: Hope Parks presented her report. She briefly discussed how she would like to see the AACRAO "This Week in Transcript" added as a link on the VACRAO website. With the EC members agreeing, Hope said she will work with Kristy Hall (Mountain Empire Community College) to get the link added.

Hope has meet with former VPRR Kathy Woodson (UVA) to review the Eventbrite website used for registration and will work with Kristy again to link the hotel information to our website. Kathie Tune will also be involved with this work.

Vice President for Professional Development: Autum Fish was not able to attend the meetings, so Whitney Gershowitz presented the report. The three traditional summer workshops have been scheduled. They are:

- Domicile Workshop – June 17 – Longwood University – Chair: John Sawyer (Longwood) - \$20 fee/attendee; registration deadline was originally May 25 but has been extended to June 5; agenda is set by Lee Andes of SCHEV
- Support Staff Workshop – June 18 – University of Mary Washington – Chair: Pam Verbeck (UMW) - \$60 fee/attendee; guest speaker is Ali Gauch, Associate Dean of Admissions at UMW
- New Counselor Workshop – July 12-14 – Radford University – Chair: Whitney Gershowitz (Richard Bland College) - \$110 fee/attendee
 - Committee members:
 - Marcus Anderson (Bridgewater College)
 - Drew Boor (Averett University)
 - JoJo McDuffie (Randolph Macon College)
 - Alicia Wagner (Radford University)
 - Katie Whitmire (Shenandoah University)

The executive committee mentioned that the southern, central, or western region of the state should be investigated for the Support Staff Workshop in 2010 since it's been in the northern area for the last couple of years. This will be passed along to Autum to work with next year's committee.

The Professional Access and Equity committee is being formulated under the leadership of Chair, Dara Logan (Lynchburg College.) She has recruited two confirmed members and is continuing to secure additional members. Confirmed members are: Ashley Woodard (Longwood University) and Marcus Anderson (Bridgewater College.) Dara is working on a procedures manual, using the SACRAO manual as a guide. There will be at least one session from this committee at the annual meeting in December.

Vice President for Membership and Communication: Connie Cook presented her report to the committee. The 2009 membership invoices were mailed at the beginning of March with second notices following in early May. Membership totals as of 6-8-09 are:

- 567 individual members with 376 voting and 191 associate members
- 167 institution members with 59 voting and 108 associate members

Connie presented a proposal for the creation of a new interactive membership database. The executive committee reviewed the proposal and a motion was made to move forward. Motion was approved and the contract will go to the Finance Committee for review and final approval before the work is performed.

Connie stated that Kristy Hall (Mountain Empire Community College) is continuing to serve as Web Coordinator. Kristy is requesting that any emails that need to be forwarded to the membership be given to her with at least 24 hour turn-around time. Connie asks that all information that is sent to Kristy be copied to her so she can help track any requests.

The Corporate Membership Coordinator and Newsletter Editor positions remain unfilled. Judith McKeon volunteered to work with Connie in helping fill the corporate position in preparation for the December annual meeting. Susan Kennon will continue to volunteer for the newsletter.

Immediate Past President's Report: Barbara Rowe distributed updates of bylaws for each committee member to add to their notebook. An electronic copy of the bylaws will be sent to Kristy for posting on the VACRAO website.

Barbara is continuing to recruit members for the site selection committee. Currently this is only one member, Marcus Anderson (Bridgewater College.) She stated that she is looking into locations outside of Northern Virginia for 2010 because of the continued economic situation. She has received information from Charlottesville, Fredericksburg, Warrenton and Wintergreen. She will keep the committee apprised of any additional information.

Barbara reminded the committee that September 1 is the deadline for submitting candidates for the Distinguished Service Award, and November 1 for all other awards. A call for nominations will go out in the summer newsletter and distributed to the membership shortly after.

The meeting adjourned for the day at 4:12 p.m. on Tuesday.

The meeting reconvened at 9:01 a.m. on Wednesday.

President's Report: Jarret Smith gave his report and just wanted to follow-up on the conversation he also had with Kristy Hall about web postings. He distributed Kristy's direct phone number to the committee members so they could call her if they needed to discuss their postings. This is a more effective form of communication with her because she is often away from her computer but can check voice mail more easily.

Jarret will be attending the Support Staff Workshop on June 18 to welcome the participants. In addition, he will attend the New Counselor Workshop on July 14 to help with the closing remarks. He is also working on two sessions for the annual meeting.

President Elect's Report: Kathie Tune gave her report, focusing on details about the annual meeting to be held at the Sheraton Norfolk Waterside Hotel, December 6-8. The hotel cost is \$96/night and reservations must be made by November 9 to secure this rate. The theme for the meeting will be "VACRAO By the Sea."

Kathie has selected REACH (Reading Enriches all Children) as the recipient of for the Give Back project. This organization supports the literacy needs of homeless and at-risk children living in shelters throughout the south Hampton Roads community. The Executive Director, Sarah Sterzing-Sullivan, will be present at the business luncheon on Tuesday, December 8 to accept the donation.

The conference planning team consists of Lakeisha Phelps (Old Dominion University) and other staff at ODU, as well as Christine Williams Foster. Kathie will meet with this group in September to go over additional program details.

Kathie presented a tentative budget for the conference, based on 100 attendees. She will continue to tweak it and keep the committee apprised of changes.

So far, Kathie has a good list of session possibilities and she will keep working on securing commitments from presenters. She will send an email to the membership asking for proposals and a notice will be placed in the summer newsletter. Kathie encouraged executive committee members to participate in sessions and if anyone has an idea for a session, please let her know.

New Business: The executive committee will meet in September at the Sheraton in Norfolk. Most of the meeting will focus on preparations for the annual meeting. Jarret asked that the committee send him the dates that we are not available to meet in September.

Adjournment: The meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Susan Kennon
Secretary 2008-2009