

**VACRAO Annual Conference  
Business Meeting Minutes  
Tuesday, December 11, 2012**

**Call to Order**

**Hope Parks, Virginia Tech Carilion School of Medicine**

Conference was called to order by Hope Parks at 12:42pm. Hope welcomed the attending SACRAO representative, Robert LeHeup. Hope reminded the membership of the SACRAO annual conference scheduled for February 3<sup>rd</sup>-6<sup>th</sup>, 2013 in San Antonio, TX. Hope also welcomed AACRAO representative Paul Kyle. The upcoming AACROA conference will be held on April 14<sup>th</sup>-17<sup>th</sup>, 2013 in San Francisco.

Hope recognized each of attending member who served VACRAO in the role of Past President.

Hope asked that Jason Ferguson (Hampden-Sydney College) provide an update regarding the give back project for the 2012 annual conference, REACH. Jason then introduced Jessica Lamem, Executive Director of the REACH program. On behalf of VACRAO, Jason presented REACH with a donation of \$625 and 150 books collected from conference attendees. Jason shared with the membership that Team Registrar had a larger number of donated books and Team Admission provided larger donations. Jessica provided a brief overview regarding REACH efforts in the area and thanked VACRAO for contributions to the organization.

**Treasurer's Report**

**Hope Parks, Virginia Tech Carilion School of Medicine**

Hope announced to the membership that previous Treasurer, Drew Boor of Averett University, left his position for a new professional opportunity. Hope thanked Drew for his service to VACRAO.

Hope shared that no discrepancies were found from auditing report. Hope provided the membership with the checking and Vanguard account balances, totaling 170,947.17. Hope reminded the membership of copies of the proposed budget for 2013, which were made available at each table. Hope reviewed the proposed budget changes, which had been highlighted on the budgetary report provided to the membership. Hope encouraged the membership to review all updates, including the addition of new line items for professional development scholarships. Hope then asked for a formal motion to approve the 2013 proposed budget. A VACRAO member moved to approve the proposed budget. The movement was seconded. Hope asked that all in favor of passing the proposed budget indicate so by replying affirmatively. Membership responded in support of proposed budget. Hope announced that the 2013 proposed budget has been approved by the membership.

**Secretary's Report,**

**Ashley Browning, Hollins University**

Ashley asked that the membership review the minutes from the 2011 December business meeting made available at each table.

Hope asked for a motion to approve the 2011 business meeting minutes. Hope received a first and second motion to approve the business meeting minutes from the previous conference

**VP for Admissions and Enrollment**

**Ashley Woodard, Longwood University**

Ashley began by recognizing those in the membership who assisted with efforts in support of the fall college fair tour. Ashley updated the membership regarding spring college fair information, which she hoped to make available to the membership by the end of January. Ashley shared that anticipated dates for the spring college fairs at Middleburg Academy and George Mason University is April 3, 2013. Ashley thanked the membership for support of her efforts. Ashley reminded the membership that as with the fall tour, registration for spring events will be handled via the online CVENT system.

**VP for Records & Registration**                      **David Detrow, Eastern Mennonite University**  
David Detrow greeted and thanked membership for attending the conference. Total registration for conference was 174 persons. David noted that this may be largest attendance since 2007. David reviewed conference registration through CVENT and the feedback received from the membership, including concerns regarding the guest function available from registration.

David encouraged the membership to carefully review the accuracy of those registered as members with VACRAO on behalf of each respective institution. David also asked that the membership review their own personal title information as listed in the membership directory for accuracy.

Lastly, David encouraged credit card payment where possible from membership.

**VP for Professional Development**                      **Whitney Gershowitz, Richard Bland College**  
Whitney thanked Jason for his efforts in support of the conference. Whitney then reviewed attendance at professional development workshops held by VACRAO, including Domicile and First Timer's workshops. She thanked her committee chairs for their hard work organizing each workshop. Whitney also recognized the host sites for workshops and thanked the membership for her service in this capacity.

**VP for Membership & Communication**                      **Connie Cook, Jefferson College of Health Sciences**  
Connie reviewed her role as Vice President for Membership and Communication with the membership. She reinforced David's previous comments and encouraged members to review the VACRAO registrant list for accuracy. To review this information, members should visit the VACRAO website. For most members, the username to log on is your e-mail address at the time you joined VACRAO. Connie does not have the ability to change the username and e-mail address after a member's initial registration. For most members, the password to access the directory is 1234567. If a member would like to enhance the security of their log-in, they may contact Connie directly. Connie also shared her inability to accept credit card payment for membership dues.

Connie shared that the membership continued to be strong with 780 individual members, representing 235 organizations, including 13 corporate members.

Connie recognized Sarah Ross (Jefferson College of Health Sciences) for her service to VACRAO as Membership Coordinator. Connie also thanked Mallory Griffith (Radford University) for her contributions as Newsletter Editor. Connie also recognized Christine Payne (Lynchburg College) for her assistance with website development. Connie also sincerely thanked

Judith McKeon (Jefferson College of Health Sciences) for her service to VACRAO and shared that Judith will be stepping out of her role with VACRAO.

### **President-Elect's Report**

### **Jason Ferguson, Hampden-Sydney College**

Jason thanked membership for a fun, successful conference. Jason also expressed gratitude to the Executive Committee for additional help and support in his efforts. Jason also recognized Dara Logan (Lynchburg College) for her service during the conference. Jason thanked Anita Garland (Hampden-Sydney College) for allowing the time to support his interest in VACRAO efforts. Jason thanked the membership for conference attendance and also thanked all conference presenters. Jason thanked Berkley Leonard, Patrick Rowe and Marshall McClung (Hampden-Sydney College) for their assistance at the conference.

Jason encouraged the membership to complete a volunteer interest form to become involved in the organization. Forms were made available in conference registration packets as well as at the membership lunch. Jason shared list of lost items with the group and thanked VACRAO for support.

### **Past-President's Report**

### **Susan Kennon, Lynchburg College**

Susan welcomed Barbara Thrasher (Randolph College) to the podium in support of her work with Awards and Resolutions Committee. Barbara Thrasher shared that the resolution was a combined effort with Barbara Rowe (Washington and Lee University). Barbara Thrasher shared resolution for 2012 conference as follows:

On behalf of the Awards and Resolution Committee, I present the following resolution:

Whereas, the 83<sup>rd</sup> VACRAO Annual Meeting kicked off with humor and wisdom by Cory Alexander, UVA basketball great, who slam dunked the audience with mentoring highlights, and

Whereas, Virginia Beach held the home team advantage in 70 degree weather at the beautiful ocean-front Hilton, and

Whereas, quarterback Hope Parks and the executive committee made a lot of good calls which lead VACRAO to a victory, and

Whereas, Jason "Heisman" Ferguson championed the conference by recruiting 30 presentations and 174 team players, and

Whereas, the playoff between Team Registrar and Team Admissions resulted in BIG scores for our students, and

Whereas, 13 Corporate Members ran a touchdown by supporting the association with half-time entertainment, and

Whereas, LeRoy Rooker refereed his FERPA expertise and took us to the goal line of compliance, and

Whereas, 4 quarters was not enough time for domicile updates from Lee Andes from SCHEV, and

Whereas, approximately 60 VACRAO newcomers enjoyed their rookie experience, and

Whereas, the tailgate party with team jerseys, wii, and end zone dancing carried us into overtime, and

Whereas, VACRAO will begin a new season in 2013 and have an instant replay at the Wintergreen Resort,

Be it therefore resolved this 11<sup>th</sup> day of December 2012 that this VACRAO meeting with NO fumbles, NO interceptions, and NO strike outs was a Home Run!!

Respectfully submitted,  
Barbara Rowe and Barbara Thrasher, Past Presidents

Susan thanked Barbara and moved forward with presenting awards. Susan noted that VACRAO wishes to extend thanks to Paradigm, INC. for providing the certificates and portfolios that are presented to award recipients today. The first award recipient was Susan Jones who retired as GMU Registrar. Susan received the award for Honorary Membership in absentia. Susan presented the new professional award to Catherine Gumpman of Sweet Briar College, recognizing her service with the First Timers' Workshop. Susan then presented the Distinguished Service Award to Jay Webb (Lynchburg College). This award was designed to recognize someone who has been in the profession for more than 30 years and has been a supporter for VACRAO. Susan reviewed Jay's service to VACRAO.

Susan presented David Detrow with a certificate of appreciate for his service to VACRAO as VP for Records & Registration as he completes his service. Susan also presented Whitney Gershowitz with certificate of appreciate for her service as VP for Professional Development. Susan recognized Whitney's tremendous service to VACRAO. Susan presented a certificate of appreciation in absentia to Andrew Boor, previously of Averett University, and thanked him for his service as Treasurer. The final award was presented to Hope Parks for her service as VACRAO President.

Susan then moved on to review progress related to site selection for the upcoming VACRAO conference. Susan thanked Kathy Woodson (University of Virginia) for her assistance with site selection activities for the last year. Susan shared that Wintergreen resort will be the location for the 2013 annual conference. The dates will be December 12-13, 2013. Susan also shared that Wintergreen has agreed to extend the reduced room rate for the weekend to the membership. Susan thanked the membership for her time with VACRAO as Immediate Past President.

**President's Report**

**Hope Parks, Virginia Tech Carilion School of Medicine**

Hope thanked the membership for allowing her to serve as President. She also thanked the Executive Committee. Hope thanked and recognized keynote speaker, Corey Alexander. Hope also recognized special conference attendee Leroy Rucker. Hope congratulated Jason for a great conference and encouraged the membership to take advantage of new scholarship opportunities and the ability to nominate members moving forward.

### **Nominations and Auditing Committee Report**

**Mark Griffin, Bridgewater College**

Mark Griffin presented the Nominations and Auditing Committee's reports. Mark reviewed the members of auditing committee. Mark thanked Drew Boor, previously of Averett University, for his service as Treasurer. He also thanked Hope for assuming the role of Treasurer upon Drew's departure and commended her hard work. Mark reviewed responses from the online ballot. Mark also reviewed ballots available on conference tables for submission. He then reviewed nominations for open Executive Committee positions. Dara Logan was appointed as VP for Professional Development. Berkley Leonard was appointed as Treasurer. Mallory Griffith was appointed as VP for Records and Registration. Whitney Gershowitz was appointed as President-Elect. All nominations were supported by a first and second movement to approve and accept new appointments. Mark congratulated those members elected into new roles. Mark then recognized new members of the nominations and auditing committee, including David Detrow as chair and Barbara Thrasher as chair-elect.

Hope thanked Mark for his support of her efforts. Hope asked the membership if anyone had old business to discussion. No old business was presented for discussion. Hope inquired as to if the membership had any new business to discuss. No new business was presented for discussion. Hope then presented the gavel to Jason Ferguson in support of his upcoming service as President.

Jason began raffle for the membership.

The meeting adjourned at 1:38p.m.

Respectfully submitted,  
Ashley Browning