

**NACRAO Board of Directors
February 27, 2008
University of Nebraska at Kearney**

Present

Jason Blohm
Allison Junker
Amy Hammond
Ed Siffring
Jennifer Verhein
Nancy Schilz
Kelly Rippen

Call to Order

The meeting was called to order at 10:26 a.m.

Review of Minutes—Nancy Schilz

The minutes from the last board meeting were reviewed. J. Verhein moved to approve the minutes. A. Hammond seconded. Motion carried.

Treasurer's Report—Allison Junker

A. Junker distributed the treasurer's report. Balances as of February 27, 2008:

Checking:	\$ 1,555.52
Savings:	\$12,410.84
CD:	<u>\$13,124.75</u>
Total	\$27,091.11

Les Monroe had a question regarding EPP registration. Historically, in August or September, membership was verified by each school. L. Monroe would contact A. Hammond frequently to verify the information, however, it is not necessary to continue to handle the process that way. A. Junker will work with L. Monroe regarding their timeframes before adjusting the timeline for processing on the treasurer's end.

VP of Communications—Jason Blohm

J. Blohm handed out a list of committee membership. He noted the Admissions Professional Growth committee does not need that number of members, however, they could be asked to move to another committee. Discussion was held about the number of members needed on each committee and ideas were generated on how to determine the ideal number of members for each committee. It was mentioned that membership on the committees is a good way to groom members for potential board positions.

K. Rippen asked if the list would be distributed to the membership for confirmation of membership. J. Blohm agreed to post to the list serve.

Post Secondary Planning/EPP Committee: No report. J. Blohm believes the committee will meet soon to begin working.

Technology Committee (website update): No report at this time.

VP of Membership—Mike Kolker

Research Committee: No report.

Honorary Membership: J. Verhein reported Shirley Thomsen is an honorary member and is in hospice care in Exeter. It may be appropriate to do a remembrance at the fall conference. J. Verhein will handle the details of getting a card for her. Discussion was held about the honorary membership committee putting together a moment of silence, photos, or a slide show in her honor. She also sent a card for Tony Schkade when he lost his mother. K. Rippen suggested having the membership sign a card for family members when a member passes. M. Kolker will be in charge of the arrangements.

VP of Education & Professional Development—Jennifer Verhein

Administrative Staff Committee: No report.

Admissions Committee: No report.

Registrar Committee: A. Junker & N. Schilz are doing a fabulous job with the committee. A June conference is planned with a speaker coming from Georgia to discuss certification for Registrars and a book discussion is in the works. The committee is also planning to distribute a reference book to those in attendance and A. Hammond will see if a book already exists. Carpooling will also be incorporated in this conference.

Diversity & Multiculturalism Committee: No report

Board Retreat 2009 Dates and Reservations: Dates were discussed to have the retreat before school starts. J. Verhein will look at dates early in January 2009, possibly a Wednesday/Thursday or Thursday/Friday.

Past-President's Report—Ed Siffring

Nominations & Elections Committee: No report.

President Elect Report—Amy Hammond

Local Arrangements Committee: Meeting March 7 in Grand Island.

President's Report—Kelly Rippen

NACRAO at AACRAO Reception Update: Contacted concierge who responded with three places. Wednesday night will be the gathering. K. Rippen will inquire about transportation. Approximately 40 will attend.

NOW Bus Tour committee: Confirmed cost share is 50/50 with Education Quest. Discussion was held regarding whether the committee should be an official committee vs. an ad hoc committee. If we want to continue it for five more years, it should be an official committee. To make it a standing committee will require constitutional discussion. Ad hoc committees usually report to the president. Moving to a standing committee may allow them some latitude in negotiating contracts. The board supports the change and will bring it forward at the fall

meeting. Details should be finalized in July.

Transfer Fair Committee: No report.

Other

Several of the committee budgets have been submitted. To date the amounts requested include:

Local Arrangements Committee: \$10,950. A. Hammond moved to accept the request, E Siffring seconded, motion carried.

Honorary Committee: \$20. E. Siffring moved to accept the request, A. Hammond seconded. The request was amended to \$50 to include recognition of S. Thomsen. Motion carried.

New Counselors Workshop: tabled until revenue is projected. Discussion was held regarding the number of meals and drinks that NACRAO will fund. In relation to the other workshops, it is realistic to ask the committee to scale back their request. J. Verhein will ask for an agenda, pointing them to the agendas of the registrar's workshop and new counselor's workshop. The drink amount could be a per registrant amount.

NOW bus tour: \$4,400. The increase is related to the distance for this year's tour. Amended to \$4,500 for additional mileage. J. Blohm moved to accept the request, A. Hammond seconded, motion carried.

Identifying future leaders of NACRAO: No contacts have been made at this time. No additional discussion.

Funding for President to attend AACRAO annual meeting 2008 (and years to come): Discussion was held to increase the amount from \$500 to \$1,000. A. Hammond and K. Rippen wish to abstain from voting. J. Blohm suggested the amount of \$1,000, especially since it is an expectation that the president attend. To be transparent in this decision, J. Verhein suggested notifying the membership. E. Siffring suggested the past president could notify the membership via email as he would not be receiving the dollar amount. Discussion about a percentage or covering the airline ticket and conference registration also took place. Suggestion: Conference registration plus cost of airline ticket not to exceed \$1,000 or we identify that the ticket must be business class rather than imposing the \$1,000 limit or expenses will be paid upon board approval. *Early bird registration is the registration fee that will be covered, along with reasonable travel costs, and those costs will need to be presented to the board for approval.* E. Siffring moved to accept the request, J. Verhein seconded and the motion carried. Reimbursement will occur after the trip takes place.

Education Quest Counselor list serve: EQ would like to include the NACRAO president on their high school counselor list serve every year. This will provide an opportunity to be aware of the topics being discussed.

Website: Scott McLaughlin from Heartland Hosting was a guest to discuss the website. J. Blohm summarized the needs of the group regarding the website. S. McLaughlin highlighted the set up when K. Hoelscher was involved. Mambo was initially used but another content manager is available that involves less intricacy and would allow for easy updates (SiteBuilder). The organization membership does not allow for the time needed to devote to the website and we are looking for the vendor

to do so. There will be a \$240 annual fee for maintenance. We can send changes in email form, from identified individuals, to S. McLaughlin. He will then post it to the web, generally on the same day it is sent to him. Switching to SiteBuilder would be a wise decision in order to allow for easy updates. The content can be pulled from Mambo and migrated to SiteBuilder. The committee chairs would be appropriate as contacts for the needed information. The fee includes four hours a month of maintenance. We will be able to edit in addition to S. McLaughlin overseeing content. A calendar feature can be included that can be added to from the public side and then content sent to an administrator for approval. The board would be administrators, along with a committee designee. There is no limit to the number of administrators, and the list can be updated annually. SiteBuilder contains a lot of templates and color options. Indexing through search engines is ideal. Content will remain the same, pages will look different. Photo gallery can be added. S. McLaughlin suggested we look at the SiteBuilder trial site to determine which template we prefer. J. Verhein suggested we commit to having our choices finalized by the April meeting. We need to tell S. McLaughlin what content is outdated. It was suggested that Matt Schill and Jackie Smith pick the template in order to honor the work previously done with the site. The board, the tech committee and committee designees should all have the ability to submit content to the site. J. Blohm and A. Junker will sell the MAMBO books on Ebay. E. Siffring made a motion to utilize Heartland Hosting and SiteBuilder as the NACRAO website support and A. Junker seconded. Motion carried. Each VP will contact their committee chairs and respond to J. Blohm with who their contact will be by March 7.

Meeting adjourned

J. Blohm made a motion to adjourn the meeting at 1:23 p.m. A. Hammond seconded. Motion carried.

(Blohm~~note the times of meeting called to order and adjourned!)