

**NACRAO Board Retreat
January 16, 2008
Chances R, York, NE**

Present: Deann Sterner
Jennifer Verhein
Mike Kolker
Jason Blohm
Lila Thomas
Nancy Schilz
Ed Siffring
Kelly Rippen
Allison Junker
Amy Hammond

Call to Order

The meeting was called to order at 10 a.m. by K. Rippen.

Review of minutes

The minutes from the last board retreat were reviewed. The following correction was noted:

Correction to the President's report. E. Siffring clarified that NACRAO is incorporated and the organization needs to move forward in pursuing tax exempt status.

The minutes from the annual meeting were reviewed. The following correction was noted:
Correction to the Presentation of 2008 NACRAO President and Board of Directors.
Membership should be capitalized under the title of Vice President of Membership.

J. Blohm moved to approve the minutes with corrections. J. Verhein seconded. Motion carried.

Treasurer's Report

Junker distributed the treasurer's report.

Account balances are as follows:

Checking: \$2,628.50
Savings: \$12,387.44
CD: \$13,124.75

The audit was conducted December 5 by Lynda Johnson and Sara Malsbury. One

suggestion from the audit was to photocopy all receipts at the time they are submitted in order to preserve them in the event they fade. A. Junker reported she has done that with receipts submitted since the time of the report.

E. Siffring moved to approve the report. J. Blohm seconded. Motion carried.

Nebraska Indian Community College has submitted an application for membership with two members. The board agreed to vote as there was discussion about whether or not approval was necessary from the board. A. Hammond made a motion to accept their membership. L. Thomas seconded. Motion carried. (As a point of clarification, discussion took place on whether or not the by-laws required a vote as the institution is approved by the state.)

President's Report—Kelly Rippen

K. Rippen reported the State and Regional meeting in Washington, DC, was excellent. Major topics at the meeting included:

Financial aid

Vendors and the privileges granted to them. The key message was to be overt about relationships with those vendors and ensuring that all vendors are treated equally. J. Blohm pointed out we have it in writing what vendors will receive for different levels of support. K. Rippen confirmed we give all vendors the same opportunities to sponsor breaks at the fall conference. E. Siffring noted this is also an important topic for our institutions and could be considered as a session topic for fall conference.

How other groups handle their websites was discussed and it sounds like we are on the right track by outsourcing it. Some are updating in house and finding it to be cumbersome. Those that have outsourced it feel it was a wise decision to do so.

Attendees were encouraged to be involved in state organizations and watch for things happening at the state level (like LB 239). D. Sterner noted that helps those in private institutions who may not be affected by these things to learn more about them from those that are following the issues.

Having a crisis response plan for institutions or for our organization was another topic of discussion.

Conference insurance was another topic (for events such as snowstorms that might cause a conference to be cancelled and therefore necessitate the return of conference fees). It might be worth further discussion with the NACRAO board. A. Hammond noted we keep enough in our coffers to cover the expenses for just such a thing. J. Verhein volunteered to do some checking on expenses and coverage.

The AACRAO Code of Ethics was also emphasized at the meeting. As NACRAO has adopted the code discussion took place regarding the various ways in which it can be made more visible to the membership. J. Blohm noted he approached problems on the road last year using the Code of Ethics to help resolve them. It was suggested that we take on the responsibility of making sure all the members know about it perhaps by emailing it to all

the membership, or putting a copy on the tables at EPPs. J. Blohm will bring it up with the EPP committee. It could also be a fall conference topic. It is covered at the New Counselors workshop. AACRAO has an 11 x 14 version that may be available at no charge that could be distributed at fall conference. We could reaffirm our commitment as an organization at the fall conference and distribute the 11 x 14 to all in attendance. K. Rippen will bring a copy of the code to the next board meeting for review and discussion.

NACRAO at AACRAO. K. Rippen will make arrangements for the event for members. Drinks and appetizers are purchased for the members and spouses. J. Blohm, J. Verhein, A. Junker, K. Rippen and N. Schilz are planning to attend AACRAO.

NOW Bus Tour Update. We are doing a 50/50 split on expenses with Education Quest.

No report on the Transfer Fair Committee.

K. Rippen will contact Barb Larson for the committee sign up information obtained at fall conference. She will bring that to the next board meeting.

Past-President's Report—Ed Siffring

Good job putting the fall 2007 conference together. Some comments were received that having the business meeting at night made for a really long day. It was suggested having the meeting during lunch before fatigue sets in. Overall, the comments received on the evaluations were positive.

VP of Communication—Jason Blohm

J. Blohm will get in touch with the website developer to begin updating the information on the site. A notice will be sent to the list serve alerting them to the contact individuals for posting information to the website. Committees will be encouraged to present topics at fall conference.

VP of Education and Professional Development—Deann Sterner/Jennifer Verhein

All of last year's groups were enthusiastic and needed little guidance.

J. Verhein talked to the new committees or sat in on meetings during fall conference. She has asked the multicultural committee to work on a pronunciation key for ethnic names. She would like to see the registrar's committee take on legislative updates at the fall conference. She also noted the LAC may be able to invite student information system vendors to talk about their products at the fall conference as the legislature is pushing for the state and university systems to work on the same system.

VP of Membership—Lila Thomas/Mike Kolker

No contact with the research committee.

Nothing going on with honorary committee. Tony Schkade has mentioned retiring.

L. Thomas reported we had 189 ink pens, 19 NACRAO lapel pins and business card holders have been ordered.

Board Meeting Schedule

January	Board Retreat in York
February 27	UNK @ 10 a.m.
March	No meeting
April 30	BryanLGH @ 10 a.m.
May	No meeting
June 25	UNO @ 10 a.m.
July 30	Email meeting
August	No meeting
September 24	Seward @ 10 a.m.
October 22	Grand Island @ conference hotel @ 10 a.m.
November	Fall conference
December	No meeting

Other Business

Committee budgets have been received for the new counselors workshop, honorary membership and NOW bus tour. K. Rippen will make copies for the next board meeting for review and approval.

Discussion took place on potential future leaders. Those mentioned include

- Kevin Halle
- Mike Pelster
- Lina Translavina
- Melinda Stoner
- Jackie Smith

A request has been received from the NOW Bus Tour committee to post information about this year's tour on the website. This year's tour has approximately half the numbers of participants signed up as last year. For the next few months it was proposed to have a NOW bus tour member submit information to the web coordinator (bypassing the technology chair). Confirmation is needed from the web provider that he is comfortable with having committee chairs contacting him with information. As a board, we all need to

take responsibility to check the site frequently to monitor the information being posted to avoid having to funnel the information through the board members. E. Siffing suggested part of the VP reports be to report on what has been posted to the website in the last month. The website serves as our communication plan and as a result it should be a responsibility of each board member to monitor it. L. Thomas suggested inviting the web vendor to our February board meeting. J. Blohm will take care of the details related to the contract.

Meeting Adjourned

M. Kolker made a motion to adjourn the meeting. A. Junker seconded. Motion approved. Meeting adjourned at 12:15 p.m.