



Nebraska Association of Collegiate Registrars and Admissions Officers
BOARD OF DIRECTORS

MINUTES OF WINTER RETREAT MEETING

Wednesday February 24th, 2010

The Board of Directors met for its scheduled meeting on Wednesday February 24th, 2010 at the University of Nebraska Omaha. President Blohm declared the meeting convened at 10:09 a.m.

BOARD MEMBERS

- Jason Blohm, President..... Present
- Matt Schill, President Elect..... Present
- Amy Hammond, Past President..... Absent
- Melinda Stoner, VP Communication..... Present
- Mike Kolker, VP Membership..... Present
- Michael Driskel, VP Education and Prof Development..... Present
- Kevin Halle, Secretary..... Present
- Tod Martin, Treasurer..... Present

OTHERS PRESENT

No Guests

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Kevin made a motion to approve the agenda for this meeting, seconded by Michael Driskel

MOTION PASSED

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The minutes from the 2009 Fall Conference meeting were distributed to Board members prior to the meeting electronically. Jason moved to approve the minutes from the Fall Conference held in November. Matt Schill presented a couple of spelling errors. Corrections were made.

Jason made motion to approve, Mike Kolker seconded

MOTION PASSED

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Tod Martin presented the Treasurer’s Report as of February 24th, 2010 to the board.

Checking:	\$4,234.17
Savings:	\$4,086.89
CD:	<u>\$13,827.90</u>
	\$22,157.96

Jason noted according to Roberts rules that we delay approving the Treasure’s report each Board meeting; rather conduct the Audit prior to Fall conference in order to present it to the membership for approval. Motion to approve Tod’s report was delayed.

Tod asked for the duties of the Treasurer and the discretion used to pay bills when needed. Jason consulted the NACRAO constitution for clarification.

The January 5th, 2010 audit report completed by Nancy Schilz and Barb Larson was presented. There was a discrepancy found between the May 2009 minutes and the Treasurer reports. The discrepancy was corrected.

Board members enjoyed a few team building exercises to help new and returning board members get to know one another.

An agenda item was moved to have Ed Siffring present at a later time in the agenda today to be accommodating to Ed Siffring.

Secretary Kevin Halle asked patience while there is transition in his office at Wayne State College, and will try his best to distribute minutes as soon as possible to the Board for approval, and then submit them for posting to the NACRAO website. Matt Schill noted that there are other associations that on a regular basis post their minutes to their website accordingly. The Board wants to commit to that to keep communication open and transparent by posting minutes on a regular basis following a Board meeting.

President Blohm noted that there will have to be some side conversations and training for transitions in new members due to some absences at the Board retreat.

PRESIDENTS REPORT, Jason Blohm - Midland Lutheran College

Jason thanked everyone for attending the Board meeting. He looks forward to the coming year with NACRAO. He expressed allowing those that rise to the qualifications for officer positions in the organization to allow them to serve regardless of what the person's job responsibilities are. He would also like to see the development of more membership recognition for their contributions and leadership given to NACRAO.

Past President Report, Amy Hammond, the University of Nebraska at Kearney

Amy Hammond reports her committee will be meeting in April

President-Elect, Matt Schill – Creighton University

He has asked Kelly Rippen to schedule a meeting for the Local Arrangement Committee. Next year's conference will be held in North Platte in November 2010. The initial meeting will be held in March.

VICE PRESIDENTS REPORTS

VP Communication, Melinda Stoner

Les Monroe with the Education Quest Foundation called in via phone call to discuss the survey sent to Admissions professionals from member institutions regarding the Educational Planning Programs held annually in the state. The board reviewed a memo from Les, and the survey results accordingly. The idea of the survey was to gain feedback on the timing of the fairs, registration etc. Approximately 45 responses out of 100 were received. The Sunday college fairs are widely attended by students and families and 100 or more colleges. The EPP's are more intimate and less attended by colleges through the state of Nebraska and is sometimes less in attendance by families and students. Discussion was held on the feedback received.

Jason asked Melinda as VP to that committee that the feedback gathering should continue. It was consensus among the board that NACRAO supports college access and wants that to be prominent in all future communication. Jason will draft a letter to the membership and will leave it to their discretion to attend or not attend an event.

VP Education & Prof Development, Michael Driskel – MidPlains Community College

Administrative staff committee met last week in York for lunch. Looking to meet again here in the next couple of weeks for a workshop to be held in October 11th & 12th

Registrar's Committee- Have not met yet, but will be soon. Their budget request is submitted and reflects the desire to have a speaker and a book for discussion.

Admissions Growth committee – looking at meeting the first week of April and considering an alternate agenda (two day) to be held at the University of Nebraska Kearney.

Diversity and Multi-cultural committee – No report

Vice President Membership, Mike Kolker

Jason shared with the board that Mario Chavez resigned his appointment to the Board. President Blohm used *Article III Section 10 of the NACRAO constitution* and moved to appointment Mike Kolker for an interim year. Jason moved to approve his interim appointment. Discussion was held prior to vote. Specifically Mike discussed his concerns with the duties that lie underneath the Vice President's responsibilities, specifically the stagnant status of the current research committee.

Jason motioned and Matt seconded to approve Mikes appointment as Interim VP for one year.

MOTION PASSED

Other Business:

Ed Siffring, Budget Coordinator for NACRAO presented via phone to present his report on current submitted budgets from the organization. The Board members reviewed the forms submitted by Ed prior to the meeting. Some discussion was held on the needs of a budget for the Board. Ed and Jason suggested reviewing the last couple of years spending to establish a budget for this year. Discussion was held on what is the actual spending on the Boards part, a few things were mentioned, NACRAO at AACRAO, NACRAO President's attendance to AACRAO and various lunch meals or other purchases. Discussion was held on the budget proposal and the forms used. Jason committed to establishing a Board budget proposal as well, and will submit that soon. Jason also thanked Ed for his contributions to this responsibility.

Jason made a motion to approve the budgets submitted from the current committees accordingly and that the Vice President's notify the committees and remind them that any additional changes to their budgets be submitted by May 1st. Kevin Halle seconded.

MOTION PASSED

2010 NACRAO Board Meeting Schedule

March 31 st , 2010 – Creighton University	April 28 th , 2010 – York College
May – Email Update	June 30 th – Wayne State College
July 28 th – North Platte, NE	Sept 29 th – Nebraska Methodist College
October - Email Update	November – 10-12 th - North Platte, NE

At 3:30 p.m. President Jason Blohm, adjourned the 2010 Winter Board Retreat meeting.

Minutes prepared by Kevin Halle, NACRAO Board Secretary.

Kevin Halle, Secretary
NACRAO Board of Directors

Jason Blohm, President
NACRAO Board of Directors