

MACADA Board Meeting – July 19, 2013 10:30 am
William Wood University-Columbia Campus
3100 Falling Leaf Court, Columbia, Missouri 65201

I. Call to Order

Meeting was called to order at 10:53 AM

II. Roll Call

Paula Aguilar, Webster University
Rachael Orr, University of Missouri-Columbia
Joshua Porter, Missouri State University
Christina Bowles, Missouri State University
Joan Finder, Webster University
Ehren Oncken, University of Missouri
Lori Sharp, Webster University
Juli Panza, Missouri State University
Tyrone Davidson, Missouri S&T

III. Reports

President: Paula Aguilar, Webster University. No reports.

Past President/Historian: Rachael Orr, University of Missouri-Columbia. No reports.

Secretary: Joshua Porter, Missouri State University. Received two nominations for Vice-President for Multiculturalism and Diversity. Paula will work with Lori to update titles and position descriptions for Vice-President for Multiculturalism and Diversity and Vice-President for Programs and Professional Development. Updated titles and descriptions will be sent via list server, discussed amongst executive board members, and then sent to the members of MACADA for a vote prior to the annual conference.

Treasurer: Christina Bowles, Missouri State University. MACADA bank account balance is \$3251.34 + \$115.00 from a recently received conference registration and sale of a MACADA t-shirt. Ehren has received two additional registrations for annual conference.

NACADA Liaison: Joan Finder, Webster University. Attended Region 7 Steering Committee meeting. MACADA needs to submit allied membership renewal of \$75.00. Will complete form and send to Christina so that she may issue a check. Texas conference made a profit of nearly \$29,000. Region 7 keeps \$15,000 for professional development grants. MACADA will request a one-time \$1,000 supplemental budget request grant for supplies and materials. MACADA will also submit another application proposal for professional development. If the \$1,000 professional development grant proposal is approved, the funds will be divided evenly for the Jennifer Joselyn conference held at Missouri State on Friday, October 25, 2013. The other \$500 will be used for the regional conference or travel to NACADA national conference. Christina will submit the professional development grant proposal to Patty, Region 7 chairperson. Joan will send a proposal to list server for hotel/airfare cost to attend NACADA national conference. Paula states that the form requests that proposals be submitted by September 4, 2013. Joan states that the proposal date was November 1, 2013 as stated via phone conference. Further clarification is needed.

Vice-President for Membership: Ehren Oncken, University of Missouri. 153 members are currently apart of MACADA. A discussion regarding when a membership expired followed. Paula concluded that the memberships would follow the September 1st-August 31st timeline as stated in the MACADA by-laws. The MACADA Executive Board will discuss charging only \$5 from new members who register between February and September at the September executive board meeting.

Vice President for Programs and Professional Development: Lori Sharp, Webster University. Deferred.

Vice-President for Communications: Juli Panza, Missouri State University. Will send an e-mail to all conference attendees from previous three years, reminding them of the upcoming annual statewide conference. Regional representatives should create a list of primary contacts at each institution for which information can be distributed, and have prepared for September executive board meeting.

Vice-President for Multiculturalism and Diversity: Vacant position.

Central Representative: Adrienne Fink, University of Missouri-Columbia. Not present.

Kansas City Representative: J. Marie Ridge, Kauffman Scholars, Inc. Not present.

North Representative: Vacant position.

St. Louis Representative: Suzy Schmieder, Webster University. Not present.

Southeast Representative: Tyrone Davidson, Missouri S&T. Is working on securing ten new MACADA members from his region.

Southwest Representative: Tracey Glaessgen, Missouri State University. Not present.

IV. New and Continuing Business

North Representative

- Paula would like to recruit a north representative prior to the annual MACADA Conference. Ehren will send Paula a current list of north members to recruit from. The option of dividing the region and splitting members into the North Central and Kansas City areas will be discussed at the December executive board meeting.

2013 MACADA Conference, September 19-20th

Reminders

- Christina will continue to send out conference reminders to attending members at the end of August and first to second week of September.

Pre-Conference Workshop

- \$25.00 to attend the pre-conference workshop, \$46.00 to attend the pre-conference workshop with a box lunch.

Registration Forms

- Discussed the variety of registration forms for varying audiences of the conference.

MACADA 22nd Annual Conference Schedule and Panel Sessions

- Lori will update the time discrepancy between that listed on the schedule and panel session descriptions.

Welcome & Introduction

- Josh will give a brief introduction which highlights the “Drink and Think” Trivia Night, and how tickets may be earned for attending and winning.

Program

- Christina will be responsible for having the conference program bound. All portions of the program are due to Christina by Friday, August 23rd. The program will include pockets for additional documents.

- **Areas of responsibility for program:**

- Table of Contents: Julie and Christina

- Agenda: Lori

- Menu: Lori

- Keynote: Lori

- Abstract: Lori

- Panel Sessions: Lori

- List of Attendees: Remove

Business Meeting Agenda: Paula
Minutes: Christina
Changes to By-Laws: Remove
Annual Reports: All executive members
Treasurer's Report: Christina
Awards: Rachel; Deadline August 2, 2013
MACADA Executive Board Last 2 Years: Rachel
Position Announcements and Descriptions: Paula. Will include updated title and descriptions upon voting results of MACADA members.
Advertisements: Paula, Christina, Juli
Membership List: Ehren

Additional Program Documents

- All additional program documents will be included in the program pocket. Please submit to Christina by Friday, August 23rd in PDF format.
 - Rules for earning ticket entries into door prizes: Lori
 - Best of Conference: Lori
 - Executive Board Ballot: Josh
 - Evaluations: Lori
 - Advisor Bingo: Josh will create three forms with varying questions. The completed forms will be collected during the beverage break on Friday, September 20th between 10:40-10:55 a.m. Tickets will be given to MACADA members for completing. Please send Josh an interesting fact about yourself to be included.

Trivia Night/Happy Hour

- Tickets will be given to trivia night participants and an additional ticket will be given to the winning team.
- Paula and Lori will purchase four prizes for the winning team.

Session Abstracts

- Still in draft form. May need to be updated along with finalized schedule.

Executive Board Responsibilities at the Conference

- Executive board members will announce presenters, hand out evaluations, and tickets at the opening of each session. Responsibilities will be divided at the September executive board meeting.

Certificates

- Rachel will create certificates for each presenter.
- Paula will create certificates for outgoing MACADA Executive Board Members.

Additional Equipment Responsibilities

- Lori will bring 2 laptops and 2 projectors
- Rachel will bring 1 projector
- Josh will bring 1 laptop
- Christina will bring 1 laptop
- Ehren will bring 1 laptop and 1 projector

Centerpieces

- Paula, Lori, and Suzy will purchase mums for centerpieces. Lori will look into purchasing mini table top games for centerpieces for the welcome reception.

Door Prizes

- \$400.000 budget. All executive board members should attempt to get free gifts from their respective bookstores to give as well.

Other Business

- J. Marie Ridge, Kauffman Scholars, Inc. was removed from office in accordance with by-laws for failure to attend or provide reports for four MACADA executive board meetings.

2014 NACADA Regional Conference

- The Steering Committee is nearly complete. Assistance is requested for exhibitor co-chair. Joan will assist. Donation assistance is also requested.

V. Date of Next Meeting

Thursday, September 19th at 9:30 a.m. in the Shawnee Bend Room. Paula will send out agenda in advance of meeting.

VI. Adjournment

Meeting adjourned at 1:32 p.m.

Submitted by Joshua Porter, Secretary, Missouri State University