

**MACADA Board Meeting—Friday, July 27, 2012
William Woods University—Columbia Campus, Room 8
3100 Falling Leaf Court, Columbia, Missouri 65201**

Call to Order:

The meeting was called to order at 10:41 AM by President Rachael Orr

Members Present:

Rachael Orr, University of Missouri-Columbia
Paula Aguilar, Webster University
Niki Harris, University of Missouri-Columbia
Harry Cook, Missouri State University Emeritus
Jenny Steen, Metro Community College—Blue River
Lori Sharp, Webster University
Diane Arnzen, Jefferson College
Adrienne Fink, University of Missouri-Columbia
Temeca White, Metro Community College—Blue river
Suzy Schmieder, Webster University
Tyrone Davidson, Missouri S & T
Tracey Glaessgen, Missouri State University

Reports:

President-Elect: Paula Aguilar

Defer to New and Continuing Business.

Treasurer: Niki Harris

Current balance: \$3054.15 (which includes annual conference registrations)

2011 balance at this time: \$2013.01

Niki had a few questions about 2011 funds:

There was no record for 2011 conference favors because we did not have any.

There was no charge for printing certificates for conference presenters .

There was no charge for breakfast before the annual conference because we did not
any food for the business meeting.

Harry has not submitted any receipts for his attendance at the 2012 Regional NACADA
Conference.

NACADA Liaison: Harry Cook

Harry encouraged registering for the annual NACADA conference in Nashville as soon as
possible . He also encouraged registering for the NACADA conference host hotel as soon
as possible.

Niki and Harry discussed completing the Allied membership application for MACADA to
NACADA, and it was decided that Niki will re-new the application and submit the necessary
materials.

Vice President Membership: Jenny Steen

MACADA has three new members which brings the total to 151.

Vice President Programs: Lori Sharp

Defer to New and Continuing Business.

Vice President Communications: Diane Arnzen

No MACADA call for proposal postcards were returned.

Central Representative: Adrienne Fink

No report.

Kansas City Representative: Temeca White

The Kansas City area held a MACADA mixer in June at a local sports bar during “Happy Hour.” The participants discussed the latest MACADA newsletter and upcoming conference among other topics. Approximately 4 people attended the mixer, and Temeca thinks another one should be held since she received approximately 18 people who rsvp’d their interest in attending a MACADA mixer.

St. Louis Representative: Suzy Schmieder

No report.

Southeast Representative: Tyrone Davidson

No report.

Southwest Representative: Tracey Glaessgen

On Monday, October 22, from 8:30 AM-3:00 PM Missouri State University will host a one-day advising conference. Dr. Jennifer Bloom will speak from 9:00 AM-noon, and then there will be concurrent sessions available afterwards. The event is free but an RSVP to Tracey is requested. Tracey will follow up with Harry to request some possible MACADA Drive-In funds. Tracey will also follow up with Diane to have her send an e-vite to MACADA members.

New and Continuing Business:

2012 MACADA Conference

Conference Schedule Details:

- **Updated tentative conference agenda**—Lori provided an updated tentative conference agenda. Counting the panel session proposals as well, the number of submitted proposals was 17, 12 accepted. There will be 3 panel sessions including one from Kaplan featuring Jill Henke—this particular session will be on the Graduate School admission process. Kaplan will also have a table that will be staffed during check-in and beverage breaks. Session moderators will be assigned during the meeting before the conference—the moderators will give the presenters a certificate. Paula will create the certificates for outgoing board members.
- **Keynote speaker**—Dr. Karla Scott, has been confirmed. Lori sent Dr. Scott a Keynote Speaker Agreement form for her to sign.
- **MACADA pinning ceremony**—all MACADA members will receive a MACADA pin as a conference favor. Details are still to be worked out but possible options are to have pins at each table before the keynote speaker session and have participants read the MACADA purpose statement.

Lori discussed the possibility of expanding the Welcome portion of the conference by 10 minutes to allow time for the pinning ceremony. She would then condense the Table Topics portion by 10 minutes.

- **Table Topics**—should tie in with the conference theme and keynote speaker. Lori will consult with Dr. Scott to see if the possibility exists to have related questions/discussion points that can then be a starting point for the keynote presentation. Like last year, board members will be at each table, and at check-in, members will be randomly assigned a table.
- **Registration check-in and t-shirt table**—Niki and Tracey will work the registration check-in table; Adrienne, Paula, and Suzy volunteered to work the t-shirt table. Jenny will let the board know how many t-shirts have been ordered and discuss how many extra to order to have available at the conference.
- **Name tags**—Niki will create the name tags. There was some discussion of differentiating members by region and have a page in the conference binder identifying the regions. There will also be updated membership cards in the name tags.
- **Awards**—Paula has received three nominations (for three different categories). The deadline for nominations is Aug. 5. The Graduate Student winner will receive a free MACADA conference registration. The winners for Professional academic advisor, Faculty advisor, Outstanding Administrator and Pacesetter will each receive \$100 and a plaque.
- **Door prizes**—Paula volunteered to buy door prizes. The amount is \$400—she did request to have the money in advance and submit the receipts afterwards. Door prizes will again be given out both during the evening Happy Hour and at the Closing session.
- **Centerpieces**—Lori will buy mums for the centerpieces.
- **Camden and reserved spaces/specials**—Lori has worked with H.Toad’s Bar and Grill to reserve space in bar for our Happy Hour (as well as the outside bar, weather permitting). H. Toad’s will offer two mixed drink specials and \$2 beer options.
- **Technology**—three projectors and laptops are needed. Camden will provide the screens. There was some discussion as to who can bring laptop and projectors, so board members are to see if they can. Niki volunteered to assist with “troubleshooting” set up.
- **MACADA webpage**—there was some discussion to show new MACADA webpage during the Welcome portion of the conference.
- **Dinner**—Lori is working with Camden on dinner options. She will consult with the board once she has narrowed the list. Breakfast will be the same as last year.
- **Binder assignments**—Diane distributed binder assignments based upon last year’s (see below). There was also some discussion on the binder cover to have the new MACADA logo and celebrating 20 years. There is no map available of the Camden resort, but there will be some layout directions placed in the binder. Diane will edit and compile the conference binder. Temeca and Rachael will assist with “final edits.”

Responsible	Table of Contents:
Adrienne	Regional Update
All	Send submissions by Wed. August 15
Christina	2011 Business Minutes (we need to find out who has these)
Christina	Ballot for Election of Board Members
Diane	Organizes the booklet
Diane	Communication Update
Diane	Cover

Diane	Table of Contents
Diane	Will send booklet to Brooke for completion of binder by Friday August 24
Diane	Next Year's NACADA Dates
Diane	Facebook Page reminder/ New Website Blurb
Diane	2012 Board Election Ballot
Harry	NACADA Report
Jenny	Membership Roster
Jenny	Membership Update and Summary
Jenny	Conference Attendees: - will be marked with a star on the complete list of MACADA members marked with "A" for attending – completed by Niki
Julie	Regional Update
Lori	Agenda
Lori	Session Abstracts
Lori	2012 Best of Conference Ballot
Lori	2012 Conference Evaluation Form
Lori	Menu
Niki	Treasurer's Report
Niki	What the "colored dots" mean on the name tags - Map of regions
Paula	Outstanding Advisor Awards
Paula	"Looking Ahead"
Rachael	Business Meeting Agenda
Rachael	State of the Association
Rachael	Officer Descriptions: Rachael (Tracy will sit at the table with her to share with members as they check-in)
Rachael	By-Law Changes
Suzy	Regional Update
Tammy	Immediate Past President and Historian
Temeca	Regional Update
Tracey	Regional Update
Tracey	Upcoming Events - J. Bloom - Oct. 22
Tyrone	Regional Update
Lori, Rachael, Temeca	Editors

Amended By-Laws:

Five sections have been proposed to be amended:

- Ex-Officio Webmaster position, an appointed position

- Adjustment to the description for VP Communication
- Adjustment to the description for Regional Representatives
- Adjustment to the Webmaster responsibilities
- Approval of the electronic vote option

Majority vote needed at conference. Rachael will send the proposed amendments electronically beginning in Aug and a hard copy will be distributed at the conference and then a vote will be held.

Executive Board appointed positions:

Webmaster

VP Membership (1 year left on term, appointed by President)

Date of next meeting

Thursday, Sept. 6 at 10:30 AM. Lori will try to reserve a room at Camden for the meeting.

Meeting was adjourned at 12:48 PM

Submitted by Tracey Glaessgen, Southwest Regional Rep, for Christina Bowles, Secretary.