

**UMACRAO Annual Meeting**  
**Executive Board, Program and Local Arrangement Committees**  
**August 1, 2003**  
**Normandale Community College, Bloomington MN**

See agenda outline (attached).

Site Selection 2004 Update:

The committee toured three facilities in St. Paul. Two were workable: Radisson City Center Downtown and Holiday Inn East (the Riverfront Hotel was too expensive). They will now consider a fourth possibility, Sheriton Four Points. This facility was not originally part of the Convention Center, but now is. It appears to be a good location for us.

2003 Annual Conference in Fargo:

LAC committee members provided an update (see attached report). Room assignments and locations were reviewed. Jayne will collect the names of the North Dakota employees eligible for the reduced room rate. The FM Visitors Bureau will provide one staff person to assist with registration. Cole Carley, Director of the FM Visitors Bureau, will provide a brief (10 minute) welcome.

The Holiday Inn card/map will be sent with pre-conference mailing (as opposed to a full brochure to reduce mailing costs). LAC will handle the mailing (registration and hotel information). The mailing list is approximately 600 people and will be done first by e-mail in late August/early September with a ground mailing to follow. Registration reminders will also appear in the fall newsletter.

It has been difficult to find vendors this year. At this time, there are four paid and two verbal commitments, and three maybes. Jayne will help contact additional local vendors. World Educational Services and National Student Loan Clearinghouse will do pre-conference sessions. It was suggested that vendor contacts be made earlier next year, so that they can work us into their budget plan. Vendors will be contacted at this conference to allow early planning for 2004.

The program schedule will be on the web, with a printed copy available at the conference. The registration form will include session choices to assist with room scheduling. The program committee will handle equipment needs (requests made one month prior to the conference). The menu will be set two weeks in advance, with the final count due 48 hours prior.

The registration information packets will include: program, vendor prize form, vendor materials, IPEDS information, and convention bureau materials in a folder. Vendors will be asked to send materials directly to the hotel and staff will stuff the folders at noon on Sunday. Tina will bring copies of the program with her. The full committee lists will appear either in the program or as a separate document included in the registration folders.

The Tuesday final luncheon will be box lunches for all—they are reasonably priced and allow conference attendees to take with them if they need to leave early. An e-mail reminder to bring door prizes will be sent to the membership a week or so prior to the conference.

The Sunday reception/social will include a “Graduation Checklist” activity. We will use some of the door prizes for winners (completed forms will go into a drawing). Tina will also arrange for some “Count the Number in the Jar” options. Food for the reception is reasonably priced. We will order a

higher quantity of fewer food items, as compared to last year. Speaker expenses were less than usual (one free speaker and one charging \$500), so this savings can be applied to the reception food expenses.

Tina would like to have 4-5 back-up program session options and will work with Jayne to identify additional presenters in the local area. Larry Isaak is the confirmed keynote speaker. He will address trends in higher education. Tina will work with Mary Bergstrom to arrange a combined prospective student and parent panel for the Student Focus Group. The focus area will be "Meeting the Needs of the New Millennials." The panel will include 6-8 HS seniors/parents from the Fargo area.

Sue will ask John Tandburg to serve as parliamentarian, with Kathy Jones as a back-up. Laura will ask Larry Mozack to facilitate the two year college Registrar's roundtable. A descriptor for the Fireside Chat will be added to the program. This agenda will include: Special Projects, web services, added site selection, and a review of whether the organization is meeting membership needs.

Lisa Johnson, New Member Chair, will be added to Session 5.1 on "How and Why to Get Involved in UMACRAO and AACRAO." We are anticipating 25-40 new members. The New Member/First Time Attendee Orientation will include: welcome; matched map ice breaker; how to navigate the conference; open discussion for hot topics; and "what's my next step?". There will be a different color vendor form in the new member folders, with 3-4 bigger prizes for them.

There was discussion on developing a UMACRAO version of AACRAO's "How to Benefit from Conferences" brochure. Since UMACRAO has a new logo and web site, we will have "trinkets" available at the conference. These will include cubes of post-it notes and pens. The new logo and web site will be officially "unveiled" at the business meeting. The meeting agenda will include: a power point presentation on the web site, Special Projects committee nomination for the Elbert W. Ockerman State and Regional Professional Activity Award (see attached); the participant data base (directory and resource library); audit, technology, and committee reports.

The program evaluation was modified to remove the room comfort questions and reduce the Likert scale from 1-10 to 1-4. A check box to volunteer for committees will be added. Nancy will update the volunteer form. It will be placed in a variety of prominent places throughout the conference.

Char reported for the Technology Committee. She indicated that the minutes are currently difficult to find on the web site. She will try placing them under "Useful Links." The reimbursement form will also be located here.

The minutes from the January meeting were sent earlier via e-mail and formally approved. Dave was unable to attend, but sent his Treasurer's Report (attached). He included suggestions for changes to the web site. The script was reviewed and updated. Nominations and elections were discussed in a closed committee meeting.

Respectfully submitted,  
Pat Wynn, Secretary