

2023 LACRAO Business Meeting Minutes

Louisiana Association of Collegiate Registrars & Admissions Officers
2023 Annual Conference General Business Meeting
Friday, November 3, 2023 – Baton Rouge, Louisiana

Presiding Officer: Jennie Bynog, LSUS, LACRAO President

Executive Committee Present: Megan Sistrunk, ULL, Vice President; Matthew Culpepper, LSUS, Treasurer; Bryan Babcock (Wally), BPCC, Secretary; Joshua Perrodin, LSUA, Recruiting Services Chair; Communications Officer, Rebecca Gruntz, Fran U

1. Call to Order

Jennie Bynog, LSUS, LACRAO President

- The meeting was called to order at 9:15 a.m. by Jennie Bynog.

2. Reading and Approval of 2022 Business Meeting Minutes

- Minutes were provided to the membership via email on Wednesday (November 1, 2024) and placed on all tables.
 - ✓ Motion: Kourtney Istre, McNeese
 - ✓ Second: Lauren Hawkins, Centenary

3. Treasure Report

Matthew Culpepper, LSUS, LACRAO Treasurer

Beginning Balance:	\$87,810.17	Total Debits:	-\$51,468.01	Ending Balance:	\$81,263.96
		Total Credits	\$44,921.80		
November 2022		December 2022		January 2023	
Beginning Balance:	\$87,810.17	Beginning Balance:	\$69,574.98	Beginning Balance:	\$71,598.83
Deposits:	\$3,737.55	Deposits:	\$2,133.80	Deposits:	\$1,383.80
Checks:	-\$21,862.79	Checks:	\$0.00	Checks:	\$0.00
Electronic Withdrawals	-\$109.95	Electronic Withdrawals	-\$109.95	Electronic Withdrawals	-\$109.95
Ending Balance:	\$69,574.98	Ending Balance:	\$71,598.83	Ending Balance:	\$72,872.68
February 2023		March 2023		April 2023	
Beginning Balance:	\$72,872.68	Beginning Balance:	\$74,110.58	Beginning Balance:	\$73,900.63
Deposits:	\$1,247.85	Deposits:	\$0.00	Deposits:	\$375.00
Checks:	\$0.00	Checks:	\$0.00	Checks:	\$0.00
Electronic Withdrawals	-\$9.95	Electronic Withdrawals	-\$209.95	Electronic Withdrawals	-\$9.95
Ending Balance:	\$74,110.58	Ending Balance:	\$73,900.63	Ending Balance:	\$74,265.68
May 2023		June 2023		July 2023	
Beginning Balance:	\$74,265.68	Beginning Balance:	\$73,554.20	Beginning Balance:	\$75,401.05
Deposits:	\$125.00	Deposits:	\$1,956.80	Deposits:	\$5,851.40
Checks:	\$0.00	Checks:	\$0.00	Checks:	-\$67.00
Electronic Withdrawals	-\$836.48	Electronic Withdrawals	-\$109.95	Electronic Withdrawals	-\$109.95
Ending Balance:	\$73,554.20	Ending Balance:	\$75,401.05	Ending Balance:	\$81,075.50
August 2023		September 2023		October 2023	
Beginning Balance:	\$81,075.50	Beginning Balance:	\$85,919.95	Beginning Balance:	\$87,587.50
Deposits:	\$5,133.45	Deposits:	\$1,802.45	Deposits:	\$21,174.70
Checks:	\$0.00	Checks:	\$0.00	Checks:	-\$27,228.69
Electronic Withdrawals	-\$289.00	Electronic Withdrawals	-\$134.90	Electronic Withdrawals	-\$298.55
Ending Balance:	\$85,919.95	Ending Balance:	\$87,587.50	Ending Balance:	\$81,236.96

Credits	\$44,921.80*
Income by Type	
Articulation Events	\$4,100.00*
Zone I	\$660.00
Zone II	\$660.00
Zone III	\$770.00
Zone IV	\$820.00
Zone V	\$620.00
Zone VI	\$620.00
Outstanding Invoices	(\$1,050.00)
LACRAO Calendars	\$4,950.00*
LACRAO Dues	\$4,875.00*
Outstanding Invoices	(\$250.00)
Past Dues and Fees	\$3,271.80
Conference Sponsorship	\$8,750.00*
Conference Registration Fees	\$15,475.00*
2022	\$4,325.00
2023	\$11,150.00
Outstanding Invoices	(\$5,300.00)
Misc.	\$3,500.00*
Encoura LACRAO Sponsorship	\$3,500.00

*StarChapter Pay, LACRAO's credit card service provider, assesses a 3% +30¢ surcharge on all transactions.

Debits	-\$51,468.01
Expenses by Type	
2022 Conference	-\$17,851.35
Conference Shirts	-\$526.71
Hotel Room (Scholarship)	-\$231.56
Hotel Room (Honorary Membership)	-\$115.78
Door Prizes	-\$120.00
Bar Tabs	-\$2,969.43
Band	-\$1,200.00
Caterer	-\$3,898.20
Photo Booth	-\$313.70
Hotel Bentley	-\$9,170.57
Refunds	-\$305.40
Articulation Refunds	-\$3,861.44
McNeese State Univ	-\$1,980.00
Southern Univ	-\$1881.44
Website & Domain Maintenance	-\$1,244.35
StarChapter Subscription	-\$1,100.00
Domain Subscription	-\$24.95
Monthly Card Processing Fee	-\$119.40
2023 Conference	-\$27,144.05
Hotel/Conference	-\$26,596.55
Photo Booth	-\$547.50
Misc.	-\$1,266.87
Northwestern State Univ Refund	-\$150.00
Insurance Premium	-\$426.53

Tax Filing	-\$200.00
M. Sistrunk Refund	-\$16.36
C. Servier Refund	-\$50.64
J. Weston Refund	-\$15.38
StarChapter Pay Refunds	-\$313.65
Sec of State Website Update	-\$25.00
M. Culpepper Refund	-\$69.26

4. Old Business

- No old business to discuss.

5. Nominations and Recognition

- New slate of officers was presented:
 - President – Megan Sistrunk, UL Lafayette
 - Vice President – Bryan Babcock, BPCC
 - Secretary – Van Erickson, Northwestern
 - Treasure – Nicki Dingle, Delgado
 - Recruitment Services Chair – Josh Perrodin, LSUA
- No nominations from the floor
 - ✓ Motion: Matthew Culpepper, LSUS
 - ✓ Second: Zoe Ramachandran, Fran U

6. Recruiting Services

Joshua Perrodin, LSUA, LACRAO Recruiting Services Chair

- Thanked all the zone coordinators.
 - Zone 1: Megan Fair, LA Tech
 - Zone 2: Andre David, UL Lafayette
 - Zone 3: Austin Rogers, Southeastern
 - Zone 4: Morgan Scott, UL Lafayette
 - Zone 5: Lauren Hawkins, Centenary
 - Zone 6: Van Erikson, Northwestern
- Thanked all the schools that hosted the Articulations this year.
 - Zone 1: Louisiana Delta
 - Zone 2: UL Lafayette
 - Zone 3: Fran U
 - Zone 4: UNO
 - Zone 5: Centenary
 - Zone 6: Northwestern
- Shared the host for 2023 Articulations Workshops
 - Zone 1: La Delta
 - Zone 2: LSUE
 - Zone 3: LSU A&M
 - Zone 4: Delgado
 - Zone 5: LSUHSC-S
 - Zone 6: LSUA
- Recommendation for Articulation for Fall 2024 – possibly moving to a one-week model.
 - Josh Perrodin will get with other Directors and Recruitment managers to share this information and see how this model would work for the travel season.
- Sold 32 Calendars to non LACRAO members.

7. Committee Report - Bylaws

- Kelly Rodrigue informed the membership about the committee's activities and encouraged participation.
- Kelly Rodrigue and Amy Desormeaux shared the new legislation coming from the government on the holding of transcripts and that we will not be able to hold transcripts for students who owe a balance to our institutions come July 2024

8. Committee Report - Professional Development

- Jennie Bynog explained the committee's role and its benefits to membership.

9. Committee Report - Professional Access & Equity

- Jennie Bynog highlighted the committee's function and its potential advantages for members.

10. Committee Report - Information Technology

- Jennie Bynog described the committee's responsibilities and its potential value to members.

11. New Business

➤ Refund Policy for LACRAO Conference: A proposed refund/cancellation policy was presented.

- Please see below for a proposed refund/cancellation policy.

1. 100% Refund:

- If you cancel your registration at least one month before the event, you will receive a full refund.

2. 50% Refund:

- Cancellations made with at least two weeks' notice but less than one month before the event will be eligible for a 50% refund.

3. No Refund:

- Cancellations within two weeks of the event will not be eligible for a refund.

➤ Emergency Refunds:

- In exceptional cases, where unforeseen and unavoidable circumstances prevent your participation, we may consider emergency refunds. To request an emergency refund, please contact us at president@lacrao.org. The request will be subject to review by the executive committee, and approval will be granted at their discretion.

➤ How to Request a Refund:

- Send an email to president@lacrao.org with the subject "Refund Request for [Event Name]." Include your name, registration number, and the reason for cancellation.

➤ Additional Information:

- Refunds will be issued to the original payment method.
- All refund requests will be processed within [X] business days.
- Optional add-ons or merchandise purchases are non-refundable.
- Please check our website or contact us for the most up-to-date refund policy.
- Will send out a copy of the refund policy to the membership after the end of conference.

12. Recognition of Executive Committee Members and Local Arrangements Committee

- Jennie Bynog thanked the Executive Board for their dedication and the LAC for organizing a successful conference.

13. Comments from LACRAO President

- Jennie Bynog expressed her appreciation for serving LACRAO and thanked the membership.

14. Transfer of Office/Passing of Gavel

- Megan Sistrunk thanked Jennie for her years of service and presented her with a plaque in gratitude.

15. Comments from President Elect

- Megan Sistrunk encouraged members to remain engaged.
- Megan Sistrunk shared that the Exec for next year is excited for the things to come.
- Conference for 2024 will be hosted in Lafayette, LA
- Exec is looking at dates to have the 2024 Conference.

16. Adjournment

- ✓ Motion: Kourtney Istre, McNeese
- ✓ Second: Roth Coats, UNO
 - Adjournment: 9:55 am