

LOUISIANA ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSION OFFICERS
2011 Annual Conference General Business Meeting
Friday, November 4, 2011
Lafayette, Louisiana

MINUTES OF THE 60th ANNUAL MEETING

PRESIDING OFFICER: Laura Weego, LACRAO President

EXECUTIVE COMMITTEE PRESENT: Laura Weego, President; Carey Stickney, Vice President; Stephanie Tarver, Secretary; Pamela Ford, Treasurer; Kourtney Istre, Recruitment Services Committee Chair; Andy Benoit, Past President

01. CALL TO ORDER

The meeting was called to order by President Weego at 8:56 a.m.

02. READING AND APPROVAL OF THE MINUTES

It was moved and seconded that the reading and approval of the minutes of the previous year's minutes be dispensed with. Motion carried.

03. HONORARY MEMBER RECOGNITION

Upon recommendation by the Nominations & Recommendations Committee, the assembled membership unanimously approved honorary membership for Kathy Plante, former University of New Orleans registrar.

04. TREASURER'S REPORT

Treasurer Pamela Ford delivered the report that indicated relatively good financial status and presented a balance on hand of \$48,161.37 as of October 13, 2011. Final expenses for the 2011 Annual Conference have yet to be deducted from this amount. Ford announced that she will bill institutions for articulation workshops by the end of the month.

05. REPORTS FROM COMMITTEES

a. PROFESSIONAL DEVELOPMENT

Chair Carey Stickney discussed the possibility of reviving the Spring Clerical Workshop for support personnel. This will be further investigated in the coming year.

b. NOMINATIONS & RECOGNITIONS

Chair Andy Benoit reported the following nominations for officers:

-President: Carey Stickney, Louisiana Delta Community College

-Vice President: Stephanie Tarver, McNeese

-Secretary: Chad Jones, LSU-Eunice

-Treasurer: Pamela Ford, Louisiana Tech (She has one year remaining on her three-year commitment.)

-Recruitment Services Committee Chair: Kourtney Istre, McNeese (She has two years remaining on her three-year commitment.)

-Past President: Laura Weego, LSU-Shreveport

A call for other nominations was made. None were received, and a motion was made and seconded to close the nominations. Motion carried.

c. RECRUITMENT SERVICES

Chair Kourtney Istre reported that 26 recruiting calendars were sold during the Fall 2011 recruiting season, and since the format is now electronic, the \$100 charge for each calendar is all profit for the organization. For the articulation workshops, the agenda was shortened so that the workshops would end before lunch. To reduce expenses, only breakfast is being provided to participants. Istre thanked the institutions that hosted the articulation workshops: Louisiana Delta Community College, LSU-Eunice, Southern-BR,

2011 LACRAO Conference Expenses - Crown Plaza - Lafayette, November 1-4, 2011

Income:

Receipts from Registrations

Receipts from Registrations (attendance = 135)	<u>\$15,495.00</u>	
Total Receipts from Registrations		\$15,495.00

Receipts from Sponsors

Technology Research Corporation (TRC)	\$900.00	
ACT	\$750.00	
National Research Center for College & Univ Adm (NRC)	\$500.00	
Scrip-Safe	\$500.00	
GradImages/Event Photo	<u>\$500.00</u>	
Total Receipts from Sponsors		<u>\$3,150.00</u>

Total Income		\$18,645.00
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Expenses:

Crown Plaza (Hotel) Expenses

AV Equipment

AV Equipment Day 1	1,325.80	
AV Equipment Day 2	\$2,896.54	
AV Equipment Day 3	<u>\$2,896.54</u>	
Total AV Equipment		\$7,118.88

Food and Beverage

Box Lunch Day 1	\$257.90	
Break Day 1	\$493.13	
Continental Breakfast Day 2	\$1,414.65	
AM Break Day 2	\$204.12	
PM Break Day 2	\$346.42	
Banquet Food Day 2	\$6,477.08	
Banquet Beverage Day 2	\$3,948.90	
Breakfast Day 3	<u>\$3,645.00</u>	
Total Food and Beverage		\$16,787.20

Other Hotel Expenses

Banquet Room Rental	<u>\$1,166.40</u>	
Total Other Hotel Expenses		<u>\$1,166.40</u>

Total Crown Plaza (Hotel) Expenses		\$25,072.48
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Other Expenses

Band	\$1,550.00	
Hotel for SACRAO Rep	\$151.20	
Hotel for AACRAO Rep	\$146.00	
Placque for Outgoing President	<u>\$46.33</u>	
Total Other Expenses	<u>\$1,893.53</u>	
Total Other Expenses		<u>\$1,893.53</u>

Total Expenses		\$26,966.01
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Net Income (Loss)		-\$8,321.01
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Hotel Deposit	\$300.00	
Hotel Estimate - excluding consumables - Payable on arrival	\$12,290.94	
Hotel Balance - due at conclusion conference	<u>\$12,481.54</u>	

A Resolution To Amend the LACRAO Bylaws

Whereas, the Bylaws of the Louisiana Association of Collegiate Registrars and Admissions Officers provides avenues to recognize individuals who have served the corporation with distinction and are no longer eligible to be members, and,

Whereas, the Bylaws of the Louisiana Association of Collegiate Registrars and Admissions Officers allows the Nominations (Recognition) Committee, with advice and consent of the Executive Committee, the ability to provide Honorary Membership status to said individuals, and,

Whereas, there is need to clarify the process by which individuals may be selected and the limitations of the recognition.

BE IT THEREFORE RESOLVED THAT THE BYLAWS OF THE LOUISIANA ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS BE AMENDED THIS 9TH DAY OF NOVEMBER, AT THE ANNUAL MEETING OF THE ASSOCIATION ASSEMBLED IN BATON ROUGE, IN THE FOLLOWING PARTICULAR:

Section 2.5 Honorary Membership. Honorary membership shall be open to those individuals who have served the corporation with distinction and are no longer eligible to be active members. These individuals may be granted honorary membership upon recommendation of the Recognitions Committee. Honorary members shall enjoy a permanent invitation to attend corporation meetings and to maintain an interest in the corporation's affairs and shall be excused from all corporation dues and fees. Honorary members shall not be entitled to vote. If an honorary member becomes eligible for institutional or affiliate LACRAO membership or becomes employed with an institution or corporation active in the profession, the benefits of honorary membership will be suspended until the individual is no longer eligible for institutional or affiliate membership or ceases to be employed with an institution or corporation active in the profession.