

**Pacific Association of Collegiate Registrars and Admissions Officers
(PACRAO)**

**2009-2010 MEMBERS' BUSINESS BRUNCH 84th ANNUAL MEETING
MINUTES**

Wednesday, November 10, 2010

Hyatt Regency, Calgary, Alberta

2010 President, David Johnston

Meeting called to order at 11:32. Attendance 65

Secretary, Todd McCollum

The minutes for the 2008-2009 annual meeting were presented and approved by the membership.

Vice-President for Membership, Janet Danley

The membership report was presented. (Written report distributed to tables.) Highlighted the heroism of the responsibilities and obligations that the membership has exhibited during a difficult time economically for institutions. Currently there are 246 member institutions. Janet called for all schools to make sure their institutional roster and information are accurate. Encouraged membership to be inclusive in listing people.

Treasurer, Dennis Geyer

The financial report was presented. (Written report distributed to tables.) Highlighted financial status for the year: Recognized Sue Eveland's efforts to bring in extra revenue via sponsors and partners. Noted the financial advances to the Seattle committees, future hotel deposits. CD's switched to high yield savings, increases return from 0.1 to 0.2%. Questions? None.

Vice-President for Professional Development, Ruth Adams

The professional development report was presented. Patricia Sanchez the winner of the registration for the Seattle conference. Announced the first webinar on 11/17, 2:00 pm PST. The Writer's Team will have several articles out in the coming weeks.

Vice-President of Publication and Information Technology, Jim Bouse

Post conference evaluations will be emailed out in the coming days. 20 sessions currently posted, requested presenters to submit. Asked for suggestions and comments about the webpage and what the members would like to see. Asked for photos of the conference that could be posted.

Past-President, Mary Neary Morley

Mary reviewed the regional rotation for future conferences and meetings:
2011—Seattle, Washington, Sheraton
2012—San Diego, California, Marriott
2013—Las Vegas, Nevada, Paris

Nominations and Elections Committee

The 2010-11 committee will meet following the business meeting. Nomination forms are on the tables. Mary introduced the committee members: LIST.

Election of Officers

Mary announced the members of the 2010-2011 Nominations and Elections Committee elected by the membership:

Mary announced the slate of officers nominated for 2010-2011:
 President: Helen Garrett, Lane Community College
 President-Elect: Julia Pomerenk, Washington State University
 Vice-President for Membership: Missy Mumford, Brigham Young University
 Vice-President for Publications and Information Technology: Kent Kuo, Oregon State University
 Secretary: Heather Chermak, University of Idaho

A motion was made and seconded to elect the nominees as presented. No discussion. The nominees were unanimously approved and congratulated.

New Business

No new business.

Closing Comments, David Johnston

David announced that the 2016 conference would also be in Las Vegas to take advantage of contract savings.

David thanked the current executive committee for their service.

David presented the president's gavel to Helen Garrett.

2011 President, Helen Garrett

Helen shared of her gratefulness for PACRAO and the help the organization has personally meant to her. Shared the goals for the coming year. GET BULLET POINTS FROM HELEN.

Helen Garrett presented David Johnston with a certificate of appreciation for her leadership as president. The 2010-2011 executive board was introduced:

President – Helen Garrett, Lane Community College
 President Elect – Julia Pomerenk, Washington State University
 Past President – David Johnston, University of Calgary
 Vice President for Membership – Missy Mumford, Brigham Young University
 Vice President for Professional Development – Kent Kuo, Oregon State University
 Vice President for Publications and Information Technology – Jim Bouse, University of Oregon
 Treasurer – Dennis Geyer, California State University-Sacramento
 Secretary – Heather Chermak, University of Idaho
 Diversity Development Advocate – Erica O'Neal Howard, California Tech
 Business Partner Liaison – Ann Gillen, University of the Pacific

Meeting adjourned at 11:55 a.m., Wednesday, November 10, 2010.

Respectfully submitted,
 Todd McCollum, PACRAO Secretary

Appendix A Financial Report

INCOME

Dues
 Interest
 Conference return

2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2010-11
Actual	Actual	Actual	Actual	Actual	Budget	YTD Actual 10/22/10
\$24,648.79	\$33,824.68	34,132.17	\$38,078.33	\$33,997.30	\$35,000.00	\$29,997.13
\$1,020.55	\$1,090.77	1,037.88	\$692.69	\$474.59	\$500.00	\$166.84
\$48,652.40	\$22,979.60	15,242.63	\$25,162.94	\$1,501.60	\$6,000.00	\$-

Job Postings	\$-	\$1,957.75	7,092.00	\$5,144.94	\$2,915.59	\$3,000.00	\$3,500.00
Sponsorships	\$5,000.00	\$8,000.00	6,500.00	\$10,500.00	\$11,500.00	\$9,500.00	\$19,000.00
OTHER INCOME (excluding conference pass through income)							
50% of conference profit from previous year	\$-	\$-	\$-	\$-	\$4,500.00	\$-	\$-
Program Committee return of seed money	\$-	\$6,389.51	1,231.16	\$1,256.02	\$2,970.34	\$-	\$-
Misc., including reimbursements to PACRAO	\$500.00	\$1,643.44	\$239.00	\$372.63	\$467.62	\$-	\$-
Total Income	\$79,821.74	\$75,885.75	\$65,474.84	\$81,207.55	\$58,327.04	\$54,000.00	\$52,663.97
EXPENSES							
Administration Expenses							
Bank charges	\$30.00	\$5.00	\$20.00	\$236.27	\$120.90	\$150.00	\$187.56
Tax service and Financial Compilation	\$-	\$500.00	\$2,000.00	\$2,100.00	\$2,126.00	\$2,500.00	\$2,500.00
Membership recruitment	\$103.84	\$500.00	\$-	\$-	\$-	\$250.00	\$-
Insurance	\$830.00	\$831.00	\$838.00	\$828.00	\$848.00	\$900.00	\$871.00
Archiving	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Incorporating fee	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
goEmerchant	\$398.35	\$274.45	\$299.40	\$299.40	\$436.45	\$450.00	\$252.25
Credit card Discount fee	\$849.93	\$1,358.15	\$1,711.40	\$1,484.09	\$2,110.50	\$1,750.00	\$928.28
Supplies, postage, misc.	\$1,046.28	\$275.59	\$250.00	\$153.74	\$424	\$200	\$0
Total Administrative Expenses	\$3,308.40	\$3,794.19	\$5,168.80	\$5,151.50	\$6,115.47	\$6,250.00	\$4,789.09
Conference Expenses							
Future site selection	\$388.64	\$-	\$-	\$700.16	\$1,085.38	\$1,000.00	\$337.40
LAC Seed Funds	\$5,175.00	\$23,140.89	\$5,000.00	\$6,000.00	\$7,578.66	\$6,000.00	\$6,000.00
LAC Vendor Fees	\$-	\$1,510.00	\$1,510.00	\$2,765.00	\$3,520.00	\$3,000.00	\$-
Conference Bags	\$-	\$2,562.50	\$-	\$-	\$3,984.23	\$2,500.00	\$-
Program Committee	\$10,000.00	\$10,401.36	\$10,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$11,973.40
PACRAO Pres reception	\$-	\$-	\$1,500.00	\$-	\$-	\$1,000.00	\$-
New Member Orientation						\$200.00	
Registrations for 1 from Univ. HI (Ching)	\$-	\$-	\$-	\$295.00	\$-	\$-	\$-
LAC - Seattle - Seed Funds							\$6,000.00
Program Committee - Seattle Seed Funds							\$1,000.00
Misc.	\$5,000.00	\$4,882.50	\$-	\$-	\$-	\$-	\$3,170.00
Total Conference Expenses	\$20,563.64	\$42,497.25	\$18,010.00	\$21,760.16	\$28,168.27	\$25,700.00	\$28,480.80
Diversity Development Expenses							
	\$120.00	\$240.82	\$275.13	\$540.03	\$175.28	\$550.00	\$-
Executive Board Expenses							
AACRAO S/R Officers mtg	\$1,043.95	\$1,054.57	\$-	\$200.08	\$1,221.92	\$500.00	\$-
AACRAO reception	\$-	\$-	\$184.02	\$-	\$-	\$-	\$-
AACRAO Travel	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Summer meeting (June)	\$3,869.07	\$4,406.83	\$3,821.97	\$7,544.47	\$3,264.64	\$6,000.00	\$4,560.33
Winter meeting (January)	\$-	\$10,322.87	\$6,104.39	\$9,951.64	\$5,978.10	\$6,000.00	\$6,210.52
PACRAO conf dinner	\$699.98	\$1,356.52	\$985.00	\$2,350.00	\$-	\$2,000.00	\$-
Pre/Post Conf. EB&NE mtg	\$167.49	\$37.38	\$-	\$-	\$-	\$200.00	\$-
State Associations Travel	\$-	\$908.01	\$-	\$-	\$-	\$750.00	\$-
Exec. Bd. Conf. (Awards, Copies...)	\$218.70	\$985.34	\$1,085.26	\$455.66	\$930.69	\$200.00	\$-
Total Exec Board Expenses	\$5,999.19	\$19,071.52	\$12,180.64	\$20,501.85	\$11,395.35	\$15,650.00	\$10,770.85
Professional Development							
Workshops	\$1,271.08	\$648.93	\$545.44	\$689.90	\$49.50	\$500.00	\$-
Travel Grants	\$500.00	\$-	\$2,435.00	\$2,330.00	\$1,670.00	\$2,500.00	\$375.00
Prof Development Grant	\$-	\$-	\$-	\$-	\$-	\$-	\$-
New Member Orientation	\$138.84	\$89.28	\$350.75	\$-	\$-	\$-	\$-
Writer's Team	\$499.70	\$-	\$-	\$-	\$95.15	\$100.00	\$-
Total Prof Dev Expenses	\$2,409.62	\$738.21	\$3,331.19	\$3,019.90	\$1,814.65	\$3,100.00	\$375.00
Publications & Information Technology							
Web services	\$5,325.00	\$4,410.00	\$4,397.50	\$3,660.00	\$4,610.00	\$4,500.00	\$3,045.00
Total PIT Expenses	\$5,325.00	\$4,410.00	\$4,397.50	\$3,660.00	\$4,610.00	\$4,500.00	\$3,045.00
Budget Contingency							
	\$-	\$5,800.00	\$5,540.00	\$-	\$-	\$-	\$-
Conference Adjustments after fiscal year end							
							\$1,117.82
TOTALS							
Income	\$79,821.74	\$75,885.75	\$65,474.84	\$81,207.55	\$58,327.04	\$54,000.00	\$52,663.97
Expenses	\$37,725.85	\$76,551.99	\$48,903.26	\$54,633.44	\$52,279.02	\$55,750.00	\$48,578.56
Account Balances as of 10/23/09					1/31/10	** 11/2/2010	
Checking					\$86,683.12	\$103,056.57	
Money market					\$56,529.00	\$77,260.37	
CD's					\$40,949.58	\$20,403.49	
Program					\$-	\$-	
LAC Checking					\$-	\$-	
Total Equity					\$184,161.70	\$200,720.43	

**** Conference Registration Fees will be redistributed to LAC/Program Committee to cover conference expenses.**

