

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

3 **2010-2011 MEMBERS' BUSINESS BRUNCH 85th ANNUAL MEETING**
4 **MINUTES**

5 **Wednesday, November 9, 2011**

6 **Sheraton Seattle Hotel, Seattle, Washington**

7
8 **2011 President, Helen Garrett**

9 Meeting called to order at 11:05. Attendance 186

10 Welcome to all. Kristine Kerlin from Everett Community College will serve as parliamentarian for the
11 meeting. Thank you, Kristine.

12
13 **Secretary, Heather Chermak**

14 The minutes for the 2009-2010 annual meeting were presented and approved by the membership.

15
16 **Vice-President for Membership, Missy Mumford**

17 The membership report was presented. The report began with the song *We are Family*. Membership is
18 1934 individual members, up slightly from last year. The organization is down in renewals to 253
19 institutional memberships. I have been fortunate to meet many of you. I hope you all continue to be
20 active in the organizations. Please let Missy know of others who should be part of our group.

21
22 **Treasurer, Dennis Geyer**

23 The financial report was presented. (Written report distributed to tables, see appendix A.) Highlighted
24 financial status for the year: Dennis indicated that it has been a privilege to serve the organization.
25 Dennis thanked Mary, David, Helen, Sue, Ann, and LAC. The organization is healthy. Close books in
26 January.

27
28 **Vice-President for Professional Development, Kent Kuo**

29 The professional development report was presented. Rolled out PACRAO Review and webinars.
30 Collaborated with AACRAO and EDUCAUSE. Looking forward to future contributions please let Kent
31 know if you would like to contribute. Six travel grants were awarded this year. Please submit requests
32 earlier next year. Jim assisted in awarding the First Time Attendee basic. Denise Gibbons-Davis (BYU)
33 wins!

34
35 **Vice-President of Publication and Information Technology, Jim Bouse**

36 Post conference evaluations will be emailed out in the coming days. It has been a pleasure to serve
37 PACRAO.

38
39 **Past-President, David Johnston**

40 David reviewed the regional rotation for future conferences and meetings:
41 2012—San Diego, California, Marriott
42 2013—Las Vegas, Nevada, Paris
43 2014 – Portland, Oregon, Hilton

44
45 **Nominations and Elections Committee – David Johnston**

46 The 2011-12 committee will meet following the business meeting. Nomination forms are on the tables.
47 David introduced the committee members: Bonnie Ashley, Matt Bemis, Becky Bitter, Michelle Dodge,
48 Paul Lampano, and Celeste Nguyen.

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Election of Officers

David announced the members of the 2011-2012 Nominations and Elections Committee elected by the membership:

David announced the slate of officers nominated for 2011-2012:

President: Julia Pomerenk, Washington State University

President-Elect: Sue Eveland, University of Oregon

Vice-President for Publication and Information Technology: Joyce Allen, Seattle University

Treasurer: Jan McCuen, Chapman University

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

New Business

By Law Changes

Per PACRAO bylaws, page 7:

These bylaws may be amended at any annual meeting by a two-thirds vote of the Member Institutions present and voting, providing the notice of the proposed amendment has been sent to the members at least one month in advance of the meeting. A bylaws amendment not thus proposed in advance may be adopted by four-fifths vote of the Member Institutions present and voting. Items in **Bold** will be deleted. Items underlined will be added.

Article I- Regional Area

The geographical boundary lines of the Association shall include the states of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah and Washington, the countries under the Compact of Freely Associated States, Guam, and the provinces of Alberta, British Columbia, Manitoba and Saskatchewan, Canada.

Article VII Nominations and Elections

Section 1 - Procedures for the Election of the Nominations and Elections Committee

The **current** Nominations and Elections Committee is responsible for soliciting nominations and developing a slate of ten (10) nominees for next year's Nominations and Elections Committee and meets annually in conjunction with the Association conference to prepare the slate of nominees. The **ballot notice** for the election of members to the Nominations and Elections Committee will be emailed to active paid members. Active members will be eligible to vote for up to six (6) candidates. **Ballots** The election will be conducted electronically **will be returned by the published deadline to** The Nominations and Elections Committee Chair **for tabulating** will tabulate the results. The six nominees receiving the most votes will serve on the committee for the following year. The nominee receiving the most votes will serve on the committee for two years and will act as vice-chair during the second year. The two (2) alternates shall be designated in descending order according to the vote received. The term of service will begin at the close of the next annual Association conference.

Thank you Mary Neary Morley who did a lot of work on these changes.

99 **Closing Comments, Helen Garrett**

100 Helen thanked the organization for all the support given to her throughout the years. It has been a joy
101 to serve the organization.

102
103 Helen presented the president's gavel to Julia Pomerenk.

104
105 **2011- 2012 President, Julia Pomerenk**

106 Julia Pomerenk presented Helen Garrett with a certificate of appreciation for her leadership as
107 president. The 2011-2012 executive board was introduced:

- 108
109 President – Julia Pomerenk, Washington State University
110 President Elect – Sue Eveland, University of Oregon
111 Past President – Helen Garrett, Lane Community College
112 Vice President for Membership – Missy Mumford, Brigham Young University
113 Vice President for Professional Development – Kent Kuo, Oregon State University
114 Vice President for Publications and Information Technology – Joyce Allen, Seattle University
115 Treasurer – Jan McCuen, Chapman University
116 Secretary – Heather Chermak, University of Idaho
117 Diversity Development Advocate – Nancy Norman, Southwest College of Naturopathic Medicine
118 Business Partner Liaison – Ann Gillen, University of the Pacific

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120 Julia is looking forward to serving this upcoming year and invites us all to San Diego next year. Several
121 prizes were awarded to the membership from the San Diego LAC including a free registration for Melissa
122 Frey from Chemeketa Community College.

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124 Meeting adjourned at 11:39 a.m., Wednesday, November 9, 2011.

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126 Respectfully submitted,
127 Heather A Chermak, PACRAO Secretary

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Appendix A
Financial Report

FALL BOARD MEETING 2011 - ACCOUNT UPDATES- As of October 26, 2011											
		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2011-12		
		Actual	Actual	Actual	Actual	Actual	Actual	Budget	Year to Date		
INCOME											
Dues		\$ 24,648.79	\$ 33,824.68	\$ 34,132.17	\$ 38,078.33	\$ 33,997.30	\$ 30,475.70	\$ 31,250.00	\$ 31,625.00	3 Payments Due	
Interest		\$ 1,005.55	\$ 1,080.77	\$ 1,037.88	\$ 682.69	\$ 474.59	\$ 228.06	\$ 250.00	\$ 199.34	2nd Withdrawal @ \$25	
Conference return		\$ 48,652.40	\$ 22,876.60	\$ 15,242.63	\$ 25,362.94	\$ 1,501.60	\$ (3,583.00)	\$ 6,000.00	\$ -		
Job Postings		\$ -	\$ 1,857.75	\$ 2,042.00	\$ 5,344.94	\$ 3,915.59	\$ 4,785.16	\$ 4,500.00	\$ 5,400.00	88 Postings	
Sponsorships/Partners		\$ 5,000.00	\$ 8,000.00	\$ 6,500.00	\$ 10,500.00	\$ 11,500.00	\$ 19,000.00	\$ 16,500.00	\$ 21,500.00		
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	\$ 1,235.16	\$ 1,256.02	\$ 2,303.34	\$ -	\$ -	\$ -		
Misc., including reimbursements to PACRAO		\$ 500.00	\$ 1,658.44	\$ 728.00	\$ 377.63	\$ 467.62	\$ 149.04	\$ -	\$ 531.46		
Total Income		\$ 79,821.74	\$ 78,689.76	\$ 66,474.84	\$ 81,307.88	\$ 66,327.84	\$ 61,254.96	\$ 66,800.00	\$ 69,386.82		
EXPENSES											
Administration											
Bank charges		\$ 30.00	\$ 5.00	\$ 20.00	\$ 236.37	\$ 120.90	\$ 62.00	\$ 150.00	\$ 90.74		
Foreign Currency Bank Charges		\$ -	\$ -	\$ -	\$ -	\$ 131.54	\$ -	\$ -	\$ 25.00		
Tax services/Financial Review		\$ -	\$ 500.00	\$ 2,000.00	\$ 2,300.00	\$ 2,126.00	\$ 2,500.00	\$ 2,500.00	\$ 2,300.00		
Membership recruitment		\$ 103.84	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -		
Insurance		\$ 830.00	\$ 831.00	\$ 838.00	\$ 828.00	\$ 848.00	\$ 871.00	\$ 900.00	\$ 913.00		
Archiving		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Incorporating fee		\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00		
goldmerchant		\$ 398.35	\$ 274.45	\$ 299.40	\$ 299.40	\$ 436.45	\$ 311.65	\$ 350.00	\$ 257.20		
Credit card Discount fee		\$ 849.93	\$ 1,358.15	\$ 1,711.40	\$ 1,484.09	\$ 2,133.50	\$ 1,870.42	\$ 1,900.00	\$ 1,418.90		
Supplies, postage, misc.		\$ 1,045.28	\$ 275.59	\$ 250.00	\$ 153.74	\$ 543.4	\$ 50	\$ 200	\$ 581.74	Checks	
Total Administrative Expenses		\$ 3,386.40	\$ 3,794.19	\$ 5,188.80	\$ 6,181.80	\$ 6,145.47	\$ 6,784.82	\$ 6,300.00	\$ 6,186.88		
Conference											
Future site selection		\$ 388.64	\$ -	\$ -	\$ 300.16	\$ 1,085.38	\$ 317.40	\$ 1,000.00	\$ 357.84		
Future Site Deposit 2013 (LV)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -	Resert	
Future Site Deposit 2016 (LV)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -	Resert	
Hotel Deposit - Seattle		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	Pre-Paid LAC	
LAC Seed Funds (San Diego)		\$ 5,175.00	\$ 23,340.89	\$ 5,000.00	\$ 6,000.00	\$ 7,578.66	\$ 6,000.00	\$ 6,000.00	\$ 8,000.00	Plus Deposit	
LAC Vendor Fees		\$ -	\$ 1,530.00	\$ 1,530.00	\$ 2,765.00	\$ 3,520.00	\$ -	\$ 3,000.00	\$ 3,000.00		
Conference Bags		\$ -	\$ 2,562.50	\$ -	\$ -	\$ 3,884.33	\$ 2,976.00	\$ 2,500.00	\$ 2,500.00		
Program Committee		\$ 10,000.00	\$ 30,401.36	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 11,873.40	\$ 12,000.00	\$ 12,000.00	SD Not Set-Up Yet	
PACRAO Registration		\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -		
New Member Orientation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Registrations for 1 from Univ. HIJON		\$ -	\$ -	\$ -	\$ 295.00	\$ -	\$ -	\$ -	\$ -		
LAC - Seattle - Seed Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -		
Program Comm - Seattle Seed Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 3,833.32	Remainder of Funds	
Misc.		\$ 5,000.00	\$ 4,882.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171.45		
Total Conference Expenses		\$ 20,883.64	\$ 42,487.35	\$ 18,018.00	\$ 21,780.16	\$ 28,183.27	\$ 38,288.80	\$ 30,800.00	\$ 32,862.81		
Diversity Development Expenses		\$ 120.00	\$ 340.82	\$ 275.13	\$ 840.05	\$ 178.20	\$ -	\$ 880.00	\$ 120.05		
Executive Board Expenses											
AACRAO 5th Officers mtg		\$ 1,043.95	\$ 1,054.57	\$ -	\$ 300.08	\$ 1,221.82	\$ -	\$ 500.00	\$ -		
AACRAO reception/Lunch mtg		\$ -	\$ -	\$ 184.02	\$ -	\$ -	\$ -	\$ -	\$ 334.65		
AACRAO Travel		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Summer meeting (June)		\$ 3,869.07	\$ 4,406.83	\$ 3,821.92	\$ 7,544.47	\$ 3,264.64	\$ 4,560.33	\$ 5,000.00	\$ 4,834.11		
Winter meeting (January)		\$ -	\$ 10,322.87	\$ 6,104.39	\$ 9,851.64	\$ 5,978.10	\$ 6,240.52	\$ 6,000.00	\$ 9,008.58		
PACRAO conf dinner		\$ 689.88	\$ 1,356.52	\$ 945.00	\$ 2,350.00	\$ -	\$ 1,433.87	\$ 1,000.00	\$ -	Intended for Nov Dinner 2011 and future	
Prog/Boat Conf. EB/AMT mtg		\$ 162.49	\$ 37.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
State Association Travel		\$ -	\$ 908.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Exec. Bd. Conf. (Awards, Copies, ...)		\$ 238.70	\$ 985.34	\$ 1,085.24	\$ 455.66	\$ 900.69	\$ 250.81	\$ 200.00	\$ 190.30		
Total Exec Board Expenses		\$ 5,899.19	\$ 19,871.82	\$ 12,186.64	\$ 20,801.85	\$ 11,886.35	\$ 12,432.83	\$ 12,700.00	\$ 14,177.64		
Professional Development											
Workshops		\$ 1,371.08	\$ 648.93	\$ 545.44	\$ 689.90	\$ 49.50	\$ -	\$ -	\$ -		
GoToWebinar - Chris Online		\$ -	\$ -	\$ -	\$ -	\$ 1,188.00	\$ -	\$ 1,200.00	\$ -		
Travel Grants/Participation SD		\$ 500.00	\$ -	\$ 2,435.00	\$ 2,330.00	\$ 1,070.00	\$ 2,500.00	\$ 2,000.00	\$ -		
Prof Development Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
New Member Orientation		\$ 138.84	\$ 89.28	\$ 250.75	\$ -	\$ -	\$ -	\$ 200.00	\$ -		
PACRAO Review		\$ 496.70	\$ -	\$ -	\$ -	\$ 85.15	\$ -	\$ 500.00	\$ -		
Writer's Team		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Prof Dev Expenses		\$ 2,496.82	\$ 738.21	\$ 3,331.19	\$ 3,819.90	\$ 1,814.65	\$ 3,688.00	\$ 3,900.00	\$ -		
Publications & Information Technology											
Web versions		\$ 5,325.00	\$ 4,410.00	\$ 4,387.50	\$ 3,660.00	\$ 4,610.00	\$ 4,485.00	\$ 4,500.00	\$ 2,995.00	1600 Conf Site Update	
Total P/T Expenses		\$ 5,325.00	\$ 4,410.00	\$ 4,387.50	\$ 3,660.00	\$ 4,610.00	\$ 4,485.00	\$ 4,500.00	\$ 2,995.00	2011 not in LAC income	
Budget Contingency		\$ -	\$ 8,880.00	\$ 8,840.00	\$ -	\$ -	\$ -	\$ -	\$ -		
Conference Adjustments after fiscal year end		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 848.00	\$ -	\$ -		
TOTALS											
Income		\$ 79,821.74	\$ 78,689.76	\$ 66,474.84	\$ 81,307.88	\$ 66,327.84	\$ 61,254.96	\$ 66,800.00	\$ 69,386.82		
Expenses		\$ 27,788.83	\$ 78,881.39	\$ 46,305.38	\$ 64,833.44	\$ 62,294.52	\$ 64,251.36	\$ 66,480.00	\$ 66,421.38	Note: 220K Deposits	
Account Balances as of:						12/15/2010	12/4/2011		10/9/2011		
Checking						\$ 86,683.12	\$ 97,823.91		\$ 83,213.56		
Money market						\$ 56,529.00	\$ 77,309.77		\$ 97,544.56		
Canadian Account									\$ 251,225.98	Checking Transfer	
CD's						\$ 40,949.58	\$ 20,411.21	To Money Mkt	\$ 188,383.10	Subtotal	
Program Checking 2011						\$ -	\$ 6,000.00		\$ 8,504.14	Conf Exp Not Paid	
LAC Checking 2011						\$ -	\$ 4,142.39		\$ 90,179.83	Conf Exp Not Paid	
Total Equity						\$ 184,161.70	\$ 205,687.24		\$ 217,242.05	Conf Exp Not Paid	
Total Equity											
* Final Conference Registration Fee and Vendor payments will be redistributed to LAC/Program Committee to cover conference expenses.											